

Creswell Airport Commission Minutes
City of Creswell
May 30, 2006

Commission Members Present

Mark Stroble	Chairperson (Citizen at Large)
Bill McCoy	City Council Representative
Vacant	City Planning Commission Representative
Larry Lowenkron	Airport User
Richard Jeffryes	Airport User

Ex-Officio Members Present

Shelley Humble	City of Creswell Airport Manager
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Others Present

Press – 1
Audience – 9

I. Minutes

The last Airport Commission meeting was held for the Master Layout Plan and I have not received the minutes from Century West Engineering.

II. Comments from Airport Commission, Airport Manager and City Administrator

Formal introduction of Mr. Bill McCoy, new City Council liaison was completed by Mark Stroble, chair.

III. Public Comments

No comments made by audience at this time.

IV. Old Business

A. Fence Improvement Update

The AIP Fence Improvement project has been completed, grant monies have been received and I believe the AIP grant has been closed out.

B. Master Layout Plan

During the work session in April you as a group made the decisions regarding the alternatives that he sent down. I received these copies today. Here is a summary of his comments:

- It is okay to slate for removal of hangars when torn down
- On the tie downs, he suggests that you do not want to slate these tie downs for removal as they were previously installed using FAA money.
- On the development options, he stated it is better to reserve the for future City expansion.

- On the north end you need to decide on the type of development – it doesn't mean that it cannot be changed in the future as needed if development needs change.

A question was raised by Richard Jeffryes as to the best venue to ensure all property at the north end it utilized to it fullest – i.e. show T hangars or stipulate which lots to be developed first, etc. Shelley will speak with David Miller regarding this issue.

C. Fire Suppression Update

Shelley Humble gave a brief update on the Connect Oregon Grant and where the City of Creswell Airport's grant has been rated (4th out of 7). Lane County Commissioners have placed us in the \$25 million portion because they felt that the odds are better for our project.

D. Landing Zone User Agreement

1. Review of final draft. The FAA, insurance company (NW Insurance), CIS Insurance, City Attorney, etc. have reviewed this document. The only item listed on this agreement that is not correct is the \$2400/year. This was just a number that was placed in there. ODOT has stated that if we charge more money for this property, then there fee would have to be increased. The FAA does mandate that the City charge an amount that helps with the upkeep for those businesses. In other words, even though they have hangars, the usage of the taxi ways and runways are a lot more and so that should be off set by what they pay for the use of that property, so that the airport shall be able to sustain the maintenance. This amount will be decided by the City Council.

Comments made by airport commission and audience were:

Mr. Lowenkron asked for clarification of the insurance requirements. Shelley will check the current land leases and adjust the requirement in this document to make sure that the amounts are the same.

Mark Stroble had asked if the City had received the skydivers updated safety plans. No updated safety plans have been received.

Mr. Paul Preziose has asked if the requirement for notification to the airport manager of less than 1% landing zone accuracy was still in the final agreement. Mr. Preziose read the AC 90-66a, which states that when a drop zone is established on an airport, the parachutists are expected to land within the drop zone. Mr. Steve Searle read item 4c - "Landing Zone and its Operation" which covers this issue. A discussion took place.

Mr. Lowenkron requested that on item 5c (2) and (3) that the following sentence be added: Written documentation to include the following information: date; time; explanation of incident/accident; name,

contact information of person(s) involved and their jumper(s) license rating; weather prevailing meteorological conditions and a corrective action plan to prevent a re-occurrence.

Exhibit A – need property clarification of the “drop zone” which is exhibit A. Mark Shrives, City Administrator, has asked the FAA for a formal inspection of the drop zone. A discussion regarding the property and safety areas took place.

2. **Recommendation to the City Council.** Due to the inability to define the drop zone for use in this agreement, the Airport Commission cannot make a recommendation. This agreement will be tabled until a clear depiction of Exhibit A. Ms. Humble will follow up with Mark.

III. New Business

- A. **Commercial non-retail portable fuel tanks on field**
 1. **Request by Dorothy Schick to place a 200 gallon tank.**
 2. **EPA SPCC Ruling**
 3. **Insurance Agent comments/suggestions to ruling**

All the above items were discussed under the same topic.

Handouts from Ms. Schick distributed. Ms. Humble sent out an inquiry to other Airport Managers for their input – responses distributed. Also information received from CIS Risk Management Representative, Dunny Sorenson and Ryan Birr, NW Insurance and previous documentation received by the State Fire Marshal were distributed.

A brief overview of the request was given by Ms. Schick. Emails between Ms. Schick and airport manager, Shelley Humble regarding this topics conversation between the two were read aloud to the audience. After a lengthy discussion, Ms. Schick will provide the Airport Manager with a brochure on the portable fuel tank with all the regulatory compliance information, confirmation of the size (i.e. 200 or 250 gallon tank), confirmation as to the type of attachment to the trailer (i.e. removable or permanently attached), and check with DOT as to what requirements will be required of the driver.

Shelley Humble will work with Mark Shrives and as necessary the State Fire Marshall to review the fuel tank located on Eugene Skydivers ramp to ensure compliance.

Larry Lowenkron would like to see Mogas (car gas) sold at the aircraft.

Larry will create a survey for the airport users and asks that the Airport Manager send it out via email to see what type of interest is on the field for mogas (auto gas).

B. Election of new Airport Commission Chair

Mr. Mark Stroble has asked to step down as chair of this committee and would like to nominate Mr. Larry Lowenkron for this position. Motion is seconded by Mr. Richard Jeffryes; unanimously carried. Mr. Lowenkron accepted the position the position of the Airport Commission Chair. Gavel passed to new Chair, Mr. Larry Lowenkron.

IV. Schedule Next Meeting

Next meeting is scheduled for June 22nd at 6:30 p.m.

V. Adjournment

Larry Lowenkron, Chairperson

Date