



AIRPORT COMMITTEE AGENDA

Tuesday, January 10, 2017 - 2:00 PM

Conference Room A, City Hall, 169 SW Coast Highway, Newport, Oregon 97365

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.A. December 13, 2016 draft minutes

[Dec 13 2016 draft minutes.pdf](#)

4. DISCUSSION/ACTION ITEMS

4.A. New Airport Committee applicant Terry Buggenhagen

[Committee member application Terry Buggenhagen.pdf](#)

4.B. Goal-setting: Discussion and suggestions

4.C. Vision 2040 meeting Feb. 16th

4.D. Briefing on Airport Master Plan

4.E. Airport Job Descriptions: Review and discuss

5. OPERATIONS REPORT

5.A. Operations report for January 2017 Airport Committee meeting
[Operations Report for January meeting 2017.pdf](#)

6. COMMITTEE COMMENTS

7. PUBLIC COMMENTS

8. DEVELOP NEXT AGENDA

9. ADJOURN

Airport Committee Agenda Item Report

Agenda Item No. 2016-879

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

December 13, 2016 draft minutes

Recommendation:

ATTACHMENTS

- [Dec 13 2016 draft minutes.pdf](#)

December 13, 2016

2:00 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A, Newport City Hall. In attendance were: Committee chair Jeff Bertuleit, committee members Susan Reese, Mark Watkins, Ralph Grutzmacher, and Jim Shaw. Committee member Ken Brown had earlier advised he would not be able to attend, and City Council liaison Ralph Busby did not attend. Also in attendance: City Manager Spencer Nebel, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

1. The meeting was called to order by committee chair Jeff Bertuleit at 2:00 PM.
2. Roll Call
3. Approval of Minutes: Motion was made and seconded to approve the draft minutes from the November 8, 2016 meeting. The motion passed on a unanimous voice vote.
4. Discussion/Action Items
 - a. Annual goal-setting discussion
 - i. Reese suggested using the priorities recommendations that the committee formulated for the Airport Task Force as a tool for developing goals.
 - ii. Watkins noted there is a waiting list of 12-13 individuals waiting for hangars. Nebel suggested exploring hangar funding and construction as a possible goal; he said the committee should target three or four goals for this exercise.
 - iii. Other suggestions: Water and sewer development; “user-friendly” services (Vanderbeck advised Nebel and he have met with the Chamber of Commerce to discuss marketing possibilities); implementation of land use recommendations from the Master Plan; identify air service and marketing materials.
5. 4b: Summary of discussions with possible air service providers (staff handout attached to these minutes)
 - a. Vanderbeck advised there were three responses of interest and he reviewed their information as per the handout.
 - b. Watkins suggested a survey of local residents and businesses to determine what ticket price range would be attractive to prospective travelers. He noted Seaport Airlines passenger counts were supposed to

have been made available and, if so, could be used to get an idea of passenger loads.

- c. Bertuleit suggested contacting Kenmore Air as well.
 - d. A discussion ensued regarding issues to be addressed.
 - i. Tickets are likely to be expensive
 - ii. Beware of subsidies from the City.
 - iii. Is there a niche for NOAA personnel? Staff will contact local NOAA command staff to determine if there is a need for air passenger service.
 - iv. Difficult to have a 7-day schedule, yet four flights per week (for example) would be hard to coordinate with other travel plans for prospective customers.
6. Operations report (included in meeting packet).
- a. Nebel advised the committee to review the job descriptions provided and send any suggestions to him by email. This will be a discussion item next meeting.
 - b. Vanderbeck noted his discussions with Hertz Rent-a-Car indicated they think they will do well with renting cars out of the airport.
7. Committee comments
- a. Watkins said the fuel prices are a little high, he would like to see a fuel pricing policy.
 - b. Watkins offered the local pilots' group assistance with any events during the August 2017 solar eclipse event.
 - c. Grutzmacher suggested providing RV camping at the airport and charging a fee for campers during the event.
 - d. Watkins asked why staff are not sent home when there is low activity at the airport; Vanderbeck said there are still things that need staff attending to, regardless of airplane traffic activity. Nebel noted that full-time City employees are hired on a 40-hour week basis and cannot be directed to take time off.
8. Public comments: none
9. Develop next agenda
- a. Job descriptions: Review and discuss
 - b. Continue goal-setting discussion and suggestions

10. Adjourned at 3:30 PM.

VERSION 1
DECEMBER 1, 2016



AIR SERVICE MEETINGS OVERVIEW

135 AIR SERVICE PROVIDERS

PRESENTED BY: LANCE VANDERBECK

NEWPORT MUNICIPAL AIRPORT
135 SE 84TH ST

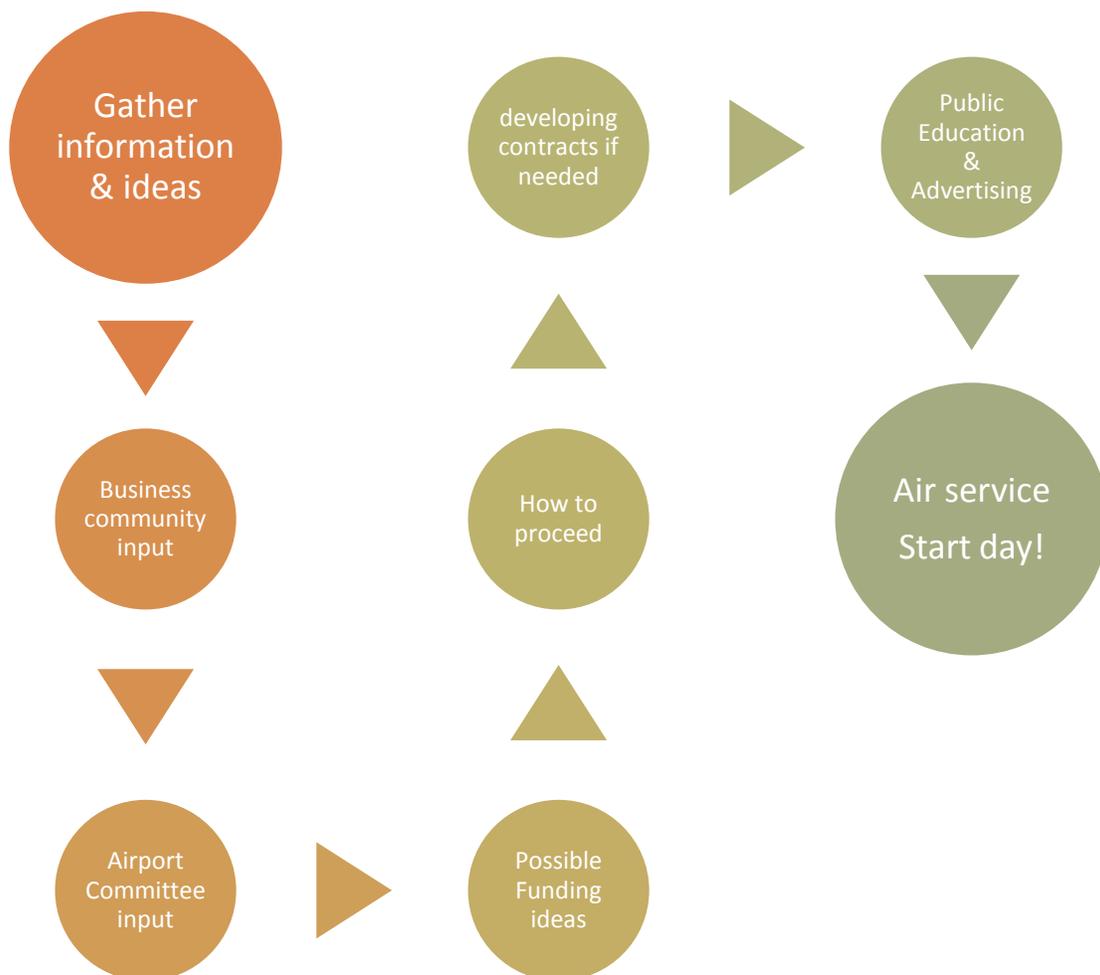
AIR SERVICE MEETINGS OVERVIEW

ROAD MAP TO RURAL AIR SERVICE

RURAL AIR SERVICE PROCESS STEPS

There are several steps before air service is up and running again in Newport. One thing to remember is we know what hasn't worked. For now, we should look at new ideas of what may work to meet both the needs of the flying public and help air carrier providers to be sustainable. The State of Oregon has been pushing for rural air service to better connect the State. One idea the State has been looking at is an "Uber" on demand model, but unsure how that model may look. Some additional options would be to partner with an airline or larger airport for support; seek out granting opportunities or business loans, or a combination of them could work for Newport. We have been approached by three air service providers giving us their ideas of what they think may work for Newport. This report is a brief summary of the meetings. Also included is a section to provide feedback and goals. Directly below is a chart of the steps that may still need to be taken to achieve our air service goal.

RURAL AIR SERVICE PROCESS FLOW



ZEPHYR AIR

On November 17, 2016; City Manager Spencer Nebel, City Attorney Steve Rich, City Councilman Ralph Busby, and Airport Director Lance Vanderbeck meet with Zephyr Air in regards to providing 135 air service at the Newport Municipal Airport.

Zephyr Air is a newly forming Air Service Company looking to start sustainable rural air service by partnering with communities and utilizing cost-effective general aviation aircraft. Zephyr Air's goal is to use a Bonanza A-36, 6 passenger aircraft with a less than 45-minute flight time from Newport to Flight Craft (Portland).

Zephyr Air is proposing an upfront guarantee for 4 weekly service flights to Portland for the first year. Zephyr Air will return revenue from each ticket sold to pay back that upfront dollar amount. This will mean the ticket prices are not subsidized. Zephyr Air is asking the City of Newport to help with the upfront cost by applying for possible Oregon Department of Aviation grant House Bill 2075.

Zephyr Air Financials show that with the upfront guarantee it can provide 208 scheduled round trips with 1,664 scheduled seats. Zephyr Air is projecting average air fare will be \$200 - \$250 one way.

In summary, Zephyr's plan can accomplish providing air service to Newport. They are looking to work with the community and gain support from Newport to grow the airline. Zephyr is projecting they will be able to operate financially unassisted after a year of service.

KONECT AVIAITON

On November 29, 2016; City Manager Spencer Nebel, City Attorney Steve Rich, City Councilman Ralph Busby, and Airport Director Lance Vanderbeck meet with Konect Aviation in regards to providing 135 air service at the Newport Municipal Airport.

Konect Aviation is based in McMinnville with satellite operations at Newport; specializing in Scenic Tours and Private Charters. Konect Aviation has recently received a 135 operating licenses on their Piper Comanche, 5 passengers, high performance aircraft giving them the ability to provided 135 air services from Newport to Portland, Seattle, Eugene, North Bend, and Redmond.

Konect Aviation is proposing on demand air service and building to regular scheduled air service. An example: a flight from Newport to Flight Craft (Portland) is a 45-minute flight for \$499 for 5 passengers one way. The plane is on demand; which means they are here when you need them to be, you will not have to worry about rushing to the airport and missing your flight. You are not restricted to flying only to Portland; if you want to go to Seattle, Portland, Bend, or other airports you can go for the weekend.

Konect Aviation is currently providing scenic air tours at Newport Municipal Airport, they have a Newport Business License, Air Carrier Certificate, Airplane to provide service, a member of the Newport Chamber of Commerce, and have been working with local Hotels with scenic air service. They have a marketing plan in place to promote the air service option for the traveling public.

Konect Aviation is asking The City of Newport for a subsidy of for each time the aircraft needs re-positioning from McMinnville to Newport only. Konect Aviation is anticipating only needing this support during the start-up phase (1-2 years) of the program to help keep the ticket price down for the customers.

In summary, Konect Aviation's service and equipment is a good fit for the current service need for Newport. Konect Aviation has what it takes to get the program started with low risk. They have an excellent starting point that allows for sustainable, organic growth and Konect is a reputable, established company.

Air Service Goals Airport Committee.

Short term goals

Long term goals

Airport Committee Agenda Item Report

Agenda Item No. 2016-883

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

New Airport Committee applicant Terry Buggenhagen

Recommendation:

ATTACHMENTS

- [Committee member application Terry Buggenhagen.pdf](#)

Peggy Hawker

From: CommitteeApp@newportoregon.gov
Sent: Saturday, December 10, 2016 3:12 PM
To: Cindv Breves; Peggy Hawker
Cc: t
Subject: Committee Application

Application for City Council - Email Application

Date: 12/10/2016

Commission/Committee of Interest: Airport Committee

Name: Terry Buggenhagen

Address: '

Occupation: Engineer, Airline, Airport, and Management

Employer: Retired

Why do you want to serve on this committee/commission/board/task force, and how do you believe you can add value?
 I have been active in community activities while I was working and more so now with retirement in 2010. Activities include community action agencies, special districts, school district, and residential community committees.

What is a difficult decision you have made concerning issues of bias and/or issues of conflict of interest? BS Aircraft Maintenance Engineering 1967 FAA Issued Airframe and Powerplant Mechanics License Initial and recurrent training in aviation and airport services throughout my management career.

Describe the process of how you make decisions. Yes, list below:

Community Action Agency Human Resources Corp. 1970 - 1976

Weatherby Lake Improvement Company 1982 - 1986

Washington National, Newark and LaGuardia Airports Airline Managers Council 1986 - 1999

Current Activities:

North Lincoln Health District (Current Chair) 2012 - Present

Salishan Sanitary District Director 2016 - Present

Lincoln County School District Budget Committee 2015 - Present Salishan Leaseholders, Inc. Architectural Committee (Current Chair)

What do you think about consensus decision making? What does the consensus decision making process mean to you?
 Yes and some form of Robert's or Roberta's rules of order for formal meetings. And substantive discussions either one on one or within a group to reach an accord.

Describe all other pertinent information/background for this position. Yes

TERRY E. BUGGENHAGEN

Objective

To make available my aviation, managerial, and recent Healthcare experience and skills to those organizations needing this experience.

Current – Retired

October 2010

Volunteer Activities

North Lincoln Health District (Elected Public Position)	2012-2016, Board Chair	2014-current
Lincoln County School District (Appointed Public Position)	Budget Committee	2015-2016
Salishan Leaseholders, Inc.	Architectural Committee	2014-2016, Chair 2015-current
Salishan Sanitary District (Appointed Public Position)		2016

Experience – CAGE Inc

<u>Project Manager</u>	Various US Airports	2003 - 2010
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Provided technical, project management expertise for airlines/airports in security functions and systems.

Experience – American Airlines

<u>Project Manager, New Terminal Construction</u>	New York, NY	2002
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Provide liaison and direction for New Terminal Development from the Customer Services perspective.

Experience - Trans World Airlines 1967 - 2001

<u>Regional Director, Properties</u>	New York, NY	2000 – 2001
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Responsible for airline business arrangements, lease, and airport affairs with airport operators primarily for East Coast and Caribbean airports.

<u>Station Manager</u>	Newark (EWR), NJ 1991-1997	Flushing (LGA), NY	1997 – 2000
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Managed and administrated all station employees.

<u>Manager, Ground Operations</u>	National Airport	Washington, D.C.	1986 – 1991
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Managed ramp services, aircraft maintenance and facility maintenance operations.

<u>Manager, Aircraft Quality Assurance</u>	Kansas City, Missouri	1979 – 1986
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Managed aircraft maintenance inspectors at base maintenance and overhaul functions.

<u>Manager, Maintenance Support</u>	San Francisco, California	1977 – 1979
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<u>Supervisor, Engineering & Inspection</u>	San Francisco, California	1976 – 1977
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<u>Master Engineer</u>	Kansas City, Missouri	1967 – 1976
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Developed aircraft modification orders/alterations for incorporation into TWA's fleet.

Education and Licenses

B. S. Aircraft Maintenance Engineering	Northrop Institute of Technology	1967
Economics Studies	University of Missouri	1971 – 1973

FAA Issued Airframe & Powerplant Mechanic License

Special Training and Skills

- Aircraft Maintenance & Engineering - program development, quality assurance & program oversight, reliability analysis, regulatory agency liaison. Ref: FAR Part 121
- Repair Station – process and administration, regulatory agency liaison. Ref: FAR Part 145
- Airport Operations – certification and management of airports – Ref: FAR Parts 77/139

Prior Activities

American Association Airport Executives	Past Member	
Human Resources Corporation	1970 – 1976	President 1975 – 1976
Weatherby Lake Improvement Company	1982 – 1986	Director 1982 – 1986
Newark Int'l & LaGuardia Airport Airline Managers Council	1991 – 1999	Member Past Chairman

Airport Committee Agenda Item Report

Agenda Item No. 2016-881

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

Goal-setting: Discussion and suggestions

Recommendation:

ATTACHMENTS

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Airport Committee Agenda Item Report

Agenda Item No. 2016-882

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

Vision 2040 meeting Feb. 16th

Recommendation:

ATTACHMENTS

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Airport Committee Agenda Item Report

Agenda Item No. 2016-890

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

Briefing on Airport Master Plan

Recommendation:

ATTACHMENTS

-

Airport Committee Agenda Item Report

Agenda Item No. 2016-880

Submitted by: Bob Fuller

Submitting Department:

Meeting Date: January 10, 2017

SUBJECT

Airport Job Descriptions: Review and discuss

Recommendation:

ATTACHMENTS

-

Airport Committee Agenda Item Report

Agenda Item No. 2016-891

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: January 10, 2017

SUBJECT

Operations report for January 2017 Airport Committee meeting

Recommendation:

ATTACHMENTS

- [Operations_Report_for_January_meeting_2017.pdf](#)

As we close out 2016 and gear up to ring in 2017, I would like to share some of the accomplishments ONP has had in 2016. We were awarded two grants this year, a small Connect Oregon Grant that will be replacing the outdated Automated Weather Observation System's (AWOS) ceiling height reader. Along with adding a ground link for pilots to talk directly to air traffic controllers to get clearances for departure. The second grant is a larger FAA AIP grant to purchase much needed land on the south end of the airfield.

Next, we completed the FBO update with new roof, south wall, exterior paint, and interior updates. We have had lots of compliments on it and have a more inviting FBO for people to visit.



ONP saw its fair share of military aircraft this year, from re-fueling stops, overnights and weekend trainings, to sea turtle rescue! Thank you all for your service.



Then ONP was selected and hosted the Badger Sunburn training exercise put on by the 270th Air Traffic Control Squadron. We had three days of operating as a towered airfield and learned a lot for the 270th in airfield operations. One of the great things to come out of the training is if we have a Cascadia event the 270th will be one of the responding units.



Konect Aviation provide scenic air tours, and some flight instruction for a few local pilots. They joined the Newport Chamber of Commerce, started a marketing plan for next year and we are excited they will be returning in 2017. Konect is also interested in providing 135 flights for Newport Municipal Airport.



We finalized an agreement with Hertz rental car and have sent out 3 Hertz cars in the first two days! We have also set a new high by sending 383 crew cars this year.



It has been a very busy year for us here at Newport Municipal airport. I would like to thank all the hard work my crew has put in. And the support from all City departments, The Airport Committee, and Newport City Council. Without your help we could not have accomplished many of these events. I am looking forward to a great 2017! Thank you for your time and wonderful 2016!

The following is a brief update of where we are at for the month of November and December.

The Ceilometer and Ground-Link for the Connect Oregon Grant have been ordered. The Ceilometer has shown up and still waiting for the Ground-Link. Install on the Ceilometer is scheduled for Mid-February.

Derrick Tokos and I have heard back from Daniel Stewart, the FAA-ADO about a few question about the AIP Land grant. Derrick is working with the land appraiser to start the appraisal soon. I have talked with the new land owners and they are open to selling the land. There will have to be a meeting with them soon about the sale.

HB 2075 COAR grant request of \$60,000 to the Oregon Department of Aviation. The grants have been prioritized and sent to the Oregon Area Commissions on Transportation (ACTs) for further evaluation. We have not heard anything back on this yet. The next Oregon State Aviation Board meeting will be held in January 2017.

ARFF truck has been resolved. The dealership Ford Corporate had us take it to in the Dallas was able to identify what was happing. It turns out there was a valve in the Turbo Charger that was intermittently opening and closing. Ford replace the entire Turbo System under warranty. The truck has been running fine since.

Had meetings with Spencer and the potential air carriers, Zephyr Airlines, Konect Aviation, still waiting on Devinaire for meeting response. Both air carriers had a different approach on how air service could work for Newport. Both ideas were presented to the Airport Committee and they provide some feedback. I will have to have a meeting with Spencer to move forward with the next step.

The Master Plan for the airport has stalled. We have had to wait on the FAA for guidance and acceptance of a proposal before we can finish the plan and send it in. There have been several conference calls in the past few weeks with City management, our engineers PAE and WH Pacific, and the State of Oregon Department of Aviation to see how we can get things moving.

I will be giving a presentation to the Destination Newport Committee and hopefully gather ideas and help on marketing avenues for Newport Municipal. On a side note for this presentation I have been putting heads in beds. One thing that I have found from the FBO journal is for fiscal year 2015-2016 we have 10,599 lines of logged aircraft. And I know for a fact a few of them stayed the night in Newport.

I will be attending the January 19th Oregon Department of Aviation Board meeting and giving a statement of support in regards to rural air service.

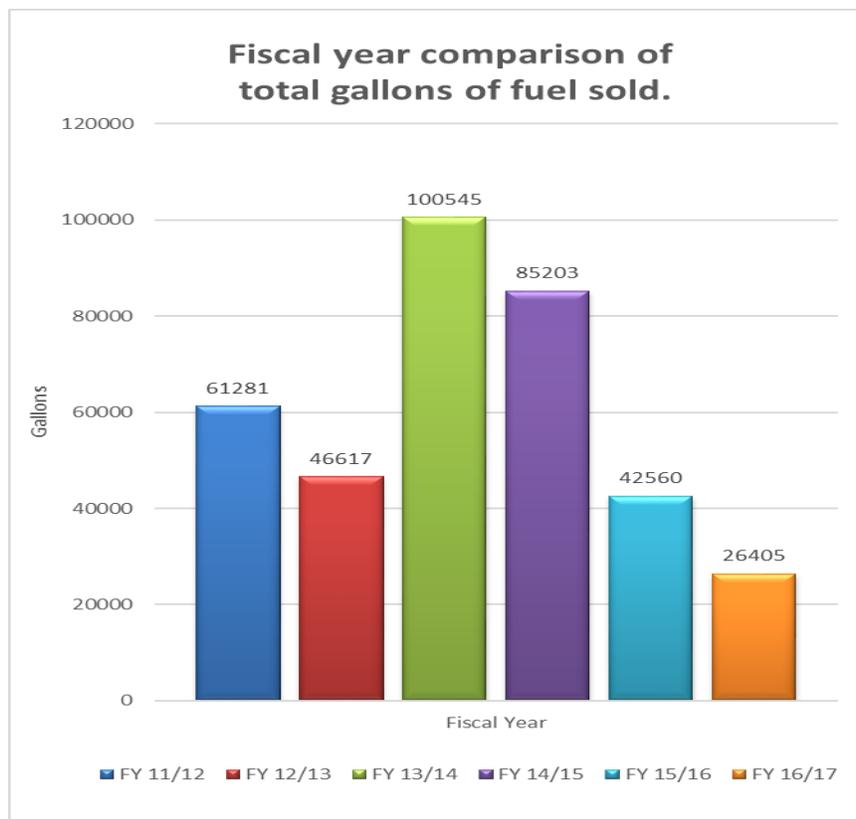
We are six months into the 2016-2017 fiscal year. We have seen a good up swing with rental cars after getting Hertz on the field. In December alone we rented more cars for the month than the past three years. For Courtesy cars we sent out a staggering 390. Which is 32 more than 2015 and averaged little more than one per day. That's just awesome! On the fuel side we are running a higher average per landing of 13.9 gallons per plane compared to 10.0 gallons per plane from last fiscal year. Right on we are at 26,405 total gallons pumped. We need 16,155 to match last fiscal year's total. With six months left we need to pump, 2,693 per month to meet this.

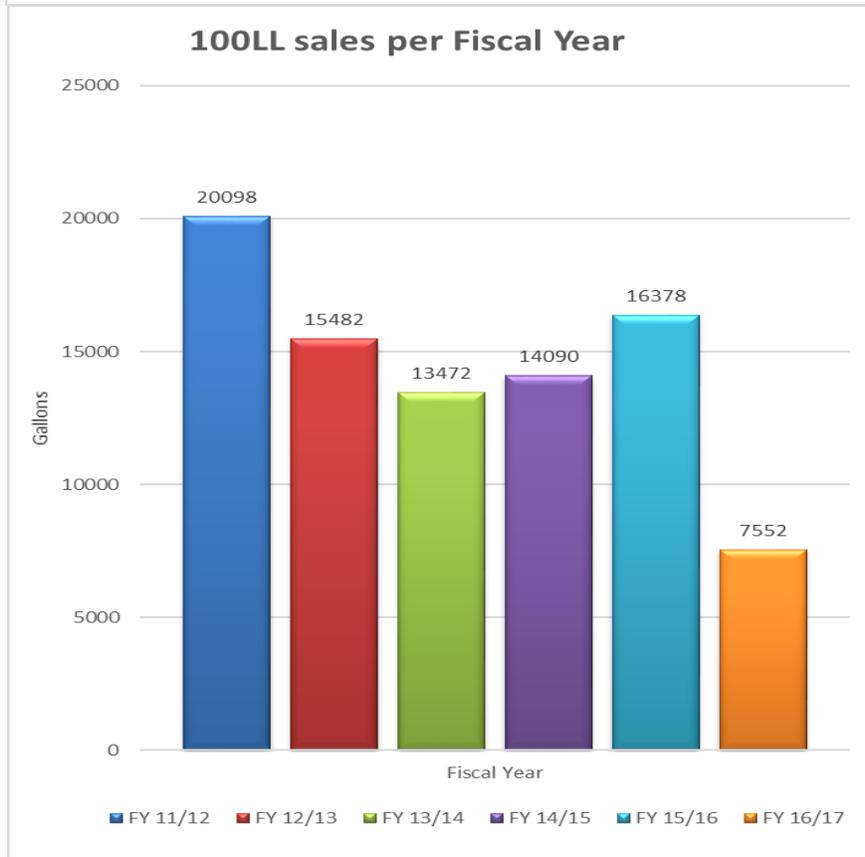
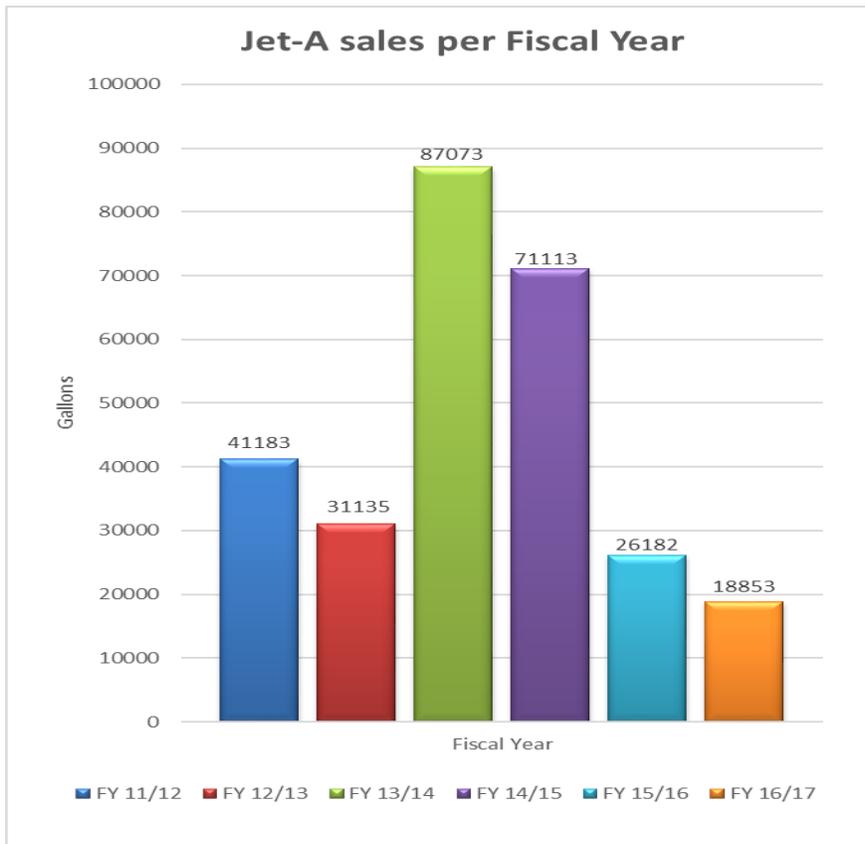
I would like to thank the Airport Committee and all City staff that helped make a wonderful 2016.

Thank you for your time,

Lance Vanderbeck
City of Newport
Airport Director

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	430	429	859	6869	841	840	8549
Aug	332	334	666	3231	1062	1271	5564
Sept	327	325	652	2298	722	979	3999
Oct	297	293	590	1720	140	452	2312
Nov	235	241	476	1706	155	429	2290
Dec	240	242	482	3009	76	546	3631
Jan	35	35	70	20	0	40	60
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	1896	1899	3795	18853	2996	4557	26405
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
Average	3419	3345	6763	55024	5127	10813	70964





Rental Cars					
CY	2013	2014	2015	2016	2017
JAN	2	2	11	4	1
FEB	5	4	8	4	
MAR	9	5	7	4	
APR	4	5	10	7	
MAY	14	9	8	4	
JUN	9	12	28	8	
JUL	22	16	30	16	
AUG	24	3	25	10	
SEP	14	10	14	16	
OCT	8	5	13	9	
NOV	14	2	11	3	
DEC	1	1	4	7	
Total	126	74	169	92	1

Courtesy Cars Loaned Out						
	2012	2013	2014	2015	2016	2017
JAN	0	0	33	23	28	1
FEB	2	0	16	17	23	
MAR	2	0	29	41	25	
APR	2	0	28	36	42	
MAY	9	0	29	20	45	
JUN	14	0	19	43	48	
JUL	10	28	39	41	52	
AUG	0	27	19	38	43	
SEP	0	25	25	32	31	
OCT	0	35	12	22	14	
NOV	0	22	19	29	22	
DEC	0	8	10	16	17	
Total	39	145	278	358	390	1

I have attached our local area's fuel prices for Jet-A and 100LL.

Jet-A prices within 65 miles of Newport, OR 97365

Jet A

\$3.20—\$5.10

Average \$3.72

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 FS \$3.90

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC FS \$3.70

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$3.20

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation

EPIC FS \$5.10

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC FS \$3.90

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 PS \$3.39

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Epic \$3.45

77S Hobby Field Airport Creswell, OR

Creswell Airport Phillips 66 SS \$3.20

17S Chehalem Airpark Newberg, OR

Precision Helicopters PS \$3.89

2S6 Sportsman Airpark Newberg, OR

Sportsman Airpark independent FS \$3.45

100LL Avgas prices within 55 miles of Newport, OR 97365

100LL

\$3.99—\$5.82

Average \$4.72

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 SS \$5.00 or with pre-paid fuel card. \$4.50 FS \$5.10

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC SS \$4.85 FS \$5.35

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$4.60

7S5 Independence State Airport Independence, OR

Nutsch Aviation Phillips 66 SS \$3.99

Independence Aviation LLC SS \$4.19

S12 Albany Municipal Airport Albany, OR

Infinite Air Center, LLC EPIC SS \$4.09

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation EPIC SS \$4.50 FS \$5.82

S30 Lebanon State Airport Lebanon, OR

LebanAir Aviation independent SS \$4.47

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC SS \$4.85 FS \$5.37

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 SS \$4.55

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Epic SS \$4.25 FS \$4.60

I have included some pictures from December.



