

**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, January 13, 2011  
3:30 – 5:30 p.m.**

**MINUTES**

Commission Members Present:: Pat Eastman, John Harshberger, Heath Kasper, Dennis Smith, Ron Terhaar, John Pascone, Jerry Wilken

Commission Members Absent: None

Staff Present: Chris Bailey, Airport & Transit Manager; Diane Taniguchi-Dennis, City of Albany Public Works Director; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Dan Miltenberger, Albany City Councilor Ralph Reid

**CALL TO ORDER**

Chair Kasper called the meeting to order at 3:30 p.m.

**APPROVAL OF MINUTES**

The minutes from December 2, 2010, and November 4, 2010, were unanimously approved as presented.

**UPDATE ON RFP PROCESS**

Bailey said that she had a walkthrough of the FBO facility earlier in the week. February 3, 2011, is the advertised closing due date for proposals.

**UPDATE ON TRANSIENT ROOM TAX DISCUSSION**

A number of Commission members attended the Transient Room Tax Task Force (TRTTF) meeting. Kasper explained the two-tier system. The current proposed plan is to set aside \$60,000 for FY 2011/12, in a capital reserve line item in the airport budget. The proposal is for this money to be used only for capital items, not for the operating portion of the airport budget. There was discussion about using the money for operating deficiencies if necessary not only for capital items.

The next TRTTF meeting is scheduled for January 24, 2011, and the Task Force will hear public comment at that time.

**DISCUSSION: REDUCING OPERATING EXPENSES**

Bailey distributed the current Revenue/Expenditure report. She also proposed reducing the Wages and Salaries line item by reducing her time to 45% for the airport budget.

There was a discussion on rebidding the airport mowing.

The Building Maintenance Manager, Craig Carnagey, is amenable to discussing how to possibly lower the Building Maintenance airport charges. After a discussion on Building Maintenance charges and possible reductions, it was agreed to ask the Building Maintenance staff to track their time spent on airport maintenance projects (especially the fuel system) and Bailey and Kasper would compile a list of airport maintenance items.

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There was some discussion on how to cut costs. Possible solutions given were to relocate the airport, but land use laws will not allow for that option; additionally the airport cannot be located outside the UGB. Another solution discussed was escalating the increase on hangar lease rental costs, or selling jet fuel at the airport.

Bailey informed the Commission that the \$40,000 that the previous FBO owed the City will be written off as a bad debt and result in a decrease of revenue for the airport.

Taniguchi-Dennis explained accrual-based accounting.

Bailey suggested the Commission continue the budget discussion at their next meeting in February 2011. She will also bring a draft of the 2011-2012 operating budget.

There were questions about the Insurance and Bonds line item of the Airport budget. Bailey suggested bringing a Finance Senior Accountant to the meeting to discuss the line item and answer Commission questions.

Smith asked to see a breakdown of what the cost savings would be if the City did not own the FBO building or the fuel tank and just maintained the land.

#### **COMMENTS FROM THE COMMISSIONERS**

The Commissioners discussed the new 36' light poles the state will be installing at the I-5 and Knox Butte Road interchange and felt the poles could pose safety problems for pilots landing and taking off at the airport. They were also concerned what might happen if the City decides to extend the runway to the north. Taniguchi-Dennis said the City would file a formal rule of complaint to the FAA with a copy to Vivian Payne, our local ODOT representative. The Commission also expressed their concern about the lack of public comment.

The Commissioners also asked that the Willamette students attend another Airport Advisory Commission meeting to report on their findings and recommendations.

Bailey mentioned that the three Commissioners whose terms had expired were reappointed by the Council.

#### **COMMENTS FROM THE PUBLIC**

Dan Miltenberger asked about the sweeping schedule at the airport. He also asked about spraying along Aviation Way. He requested restroom signs be installed in the FBO building and for the drain in the fourth hangar to be unplugged.

#### **NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for February 10, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

#### **ADJOURNMENT**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Irene Mann

Executive Assistant to the Public Works Director