

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, March 10, 2011
3:30 – 5:30 p.m.**

MINUTES

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

Commission Members Absent: None

Staff Present: Chris Bailey, Airport & Transit Manager; Diane Taniguchi-Dennis, Public Works Director (*arrived at 4:12*); Karen Williams, Public Works Project Coordinator

Others Present: Albany City Councilor Ralph Reid; Dan Miltenberger; Henry Pollak

CALL TO ORDER

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

APPROVAL OF FEBRUARY 10, 2011, MINUTES

A motion to approve the minutes of the February 10, 2011, meeting was made by Eastman and seconded by Pascone. They were unanimously approved as presented.

DECISION: WHEN TO ELECT CHAIR/CO-CHAIR

The Commission discussed the term length of the chair and co-chair positions.

ACTION: A motion was made by Smith and seconded by Eastman to elect a new chair and co-chair every year in January. It was unanimously approved.

UPDATE/DISCUSSION OF FIXED BASE OPERATOR (FBO) REQUEST FOR PROPOSALS (RFP) – PATH FORWARD

Bailey explained that the one response to the advertisement for an FBO was determined to be unresponsive. The review committee decided to reject the bid, and a letter was sent to the proposer, who was given the opportunity to appeal the decision, which he did not do. The RFP is now considered closed. Bailey said that they discussed reissuing the RFP, but she felt that we did a good job of advertising and gave ample time for companies to respond and, therefore, felt that it needs to be re-evaluated and changes made before moving forward. She also explained that before discussing any changes to the future RFP, anyone on the Commission that may have or may be perceived to have a conflict of interest, would need to excuse themselves from the discussion.

The review team summed up the proposal received, explaining the proposer was a well-qualified person, but did not follow the requested format according to the RFP. He did not submit a business plan or list references, suggested a \$1.00 a month lease on the building, and asked for \$8,000 a month if there were to be no fuel concessions. The proposer's vision was to create a regional, national, and international training program for pilots, although he didn't explain how it was going to be carried out. Pascone asked if he was an individual who we would want to operate the airport for the City, and Dennis explained the proposer did have good credentials and said he was currently employed by Evergreen. Miltenberger mentioned he had heard the RFP was not signed and, therefore, should have been rejected. Bailey explained that the language in the RFP gave the City latitude to waive any informalities or irregularities of proposals, and to conduct interviews or request clarification of

information if needed. The review team deemed the proposal not complete enough to warrant further review, and determined it was non-responsive. Bailey explained the choices she had were to accept the proposal, disqualify the proposal, or to reject it as non-responsive. By declaring it non-responsive, the proposer could choose to re-submit a proposal when the RFP is re-advertised.

Pascone suggested the City may not need a full-time FBO, and asked what economic impact the rising cost of fuel would have at the airport. Kasper responded that there are certainly enough airplanes there to support a full-time FBO and added that the City had two FBOs at one time.

Suggestions for changes to the RFP from the Commission:

- Eastman expressed concern in regards to the stiff insurance requirements listed in the RFP. Bailey will check with the City's purchasing coordinator.
- Contact businesses that were on the interested proposer's list to find out why they did not submit a proposal.
- Simplify the RFP as much as possible by giving an example business plan or making a checklist of the requirements.
- In addition to the Albany Democrat-Herald, the Daily Journal of Commerce, Trade-a-Plane and General Aviation News (Bailey said advertising costs totaled approximately \$280), it was suggested to post on Craig's List, advertise in the Oregon Pilots Association (OPA) newsletter, and Kasper suggested printing flyers to have posted at other airports.
- Advertise for 90 days.

Pascone asked about doing something for the volunteers. Miltenberger said he thought there are about twenty volunteers each doing a four-hour shift, which are set up from 8 a.m. – noon and noon to 4 p.m. Bailey suggested Chamber Dollars.

Wilken suggested putting a keypad lock on the door with a sign saying the code is a number known to pilots, such as the emergency frequency number, to get in the office area. Reid suggested posting information on the building listing numbers to call for different services that are available at the airport.

Pascone presented information he received from a company that performs a marketing strategy called the "Catchment Model" (*attached to these minutes*). This model is described as a strategy used to determine the airport's current and future financial viability to the community and the probability of an FBO's success or failure. Pascone suggested the Commission may want to consider hiring a consultant to perform this type of service in the future. Heath said perhaps there is grant funding available.

Eastman and Wilken left at approximately 4:20 p.m.

UPDATE ON ODOT LIGHT POLE PROJECT

Bailey reported that the Council directed staff to contact ODOT and request that the eight light poles not be installed at this time. ODOT took it under advisement, but after checking into it further, determined that the lighting is needed for public safety due to the amount of traffic on that road exceeding the volume when lighting is required. Bailey said ODOT also checked into positioning the poles to leave a larger clear area between the poles, but determined it was not possible. FAA reviewed and accepted the plans. Bailey said different light poles were discussed, but there was not a standard light pole that would meet the needs and yet be low enough for planes. Bailey said the City is involved in the interchange project design, and Pascone said he is on that committee as well.

INVESTIGATION - LATERAL PRECISION PERFORMANCE WITH VERTICAL (LPV) GUIDANCE

Terhaar presented a report summarizing his investigation for an LPV approach to S12. The report is attached to these minutes.

Taniguchi-Dennis recommended a process, saying the Commission would need to take a vote to request staff to have a conversation with the City Council at a Work Session to explain what the Commission would like to have happen and inform the Council about any land-use implications resulting from this decision. Chris would work with the Commission to prepare this report for Council and ask Council to direct staff to begin work with FAA by asking the City Manager to rescind the previous decision in regards to the letter written to FAA dated April 29, 1996, which requested that the airport be published as a visual approach only.

ACTION: Eastman made a motion to recommend Council accept Ron Terhaar's findings for investigating the instrument approach. Pascone seconded the motion and it was unanimously approved.

UPDATE ON DERELICT AIRCRAFT RULE

Bailey reported that Council granted her, as the Airport Manager, authority to require the removal of aircraft if the aircraft is not airworthy or if fees have not been paid. The Lund airplane has since had the tires repaired or replaced and moved in order to be power-washed. Bailey and the owner has been in contact and the fees have been paid, currently owing \$15.00, and is interested in renting one of the hangars in the FBO building on a month-to-month lease. Bailey is working with Lund to confirm his plans and will report back to the Commission on the results at the next scheduled meeting.

DISCUSSION: STABILIZING LAND LEASE RATES

Bailey provided a spreadsheet listing the Airport hangars and land lease costs, showing the price per square foot. She explained it would be helpful if the City had the same lease rates per square foot, or the same categories – one lease rate for hangars having water and sewer service and another category for those without water and sewer service. Also it would be helpful to have all on the same billing cycle, making it easier for budgeting and more in line with FAA requirements.

Kasper said he talked to Linda Lamer, City Accounting Specialist, and she indicated that a February 1 to January 31 billing cycle would work best. Also Kasper felt that the least rates could be even numbers, and continue giving a discount for a new hangar being built with discounts of 30% the first year, 20% the second year, and 10% the third year and then back to a standard rate. Kasper also said he disliked the idea of a higher cost for the land lease with water/sewer availability because the owner paid the cost through the City's System Development Charge when building the hangar.

Terhaar was not for doing a survey, but felt that we need something that works locally.

At the next meeting, Bailey will bring back a summary of what has been discussed.

COMMENTS FROM THE PUBLIC

Miltenberger asked about the apron lights on Happy's hangar. He added that if they are needed, he would rather see them installed on the building rather than on poles. Bailey reported that two of the three don't work and need new ballasts with a cost estimate from EC Electric of \$300. It was decided not to fix them unless it's needed.

The need for an Airport Master Plan update was discussed.

Miltenberger said a schedule for spraying weeds around the fence, roads, and buildings is needed, and also mentioned that the light at the BP pump stays on all the time.

COMMENTS FROM THE COMMISSIONERS

Kasper said he checked on the City of Albany web site, and the phone numbers listed need to be updated, and asked about changing the airplane picture on the website.

Kasper also said he wanted to give credit to Jerry Wilken for the great job he did at the City Council meeting in regards to the light pole issue, and asked if there was any kind of an appeal process to stop the lights from being installed. Taniguchi-Dennis said that ODOT went through the process with the FAA, other agencies, and solicited our opinion, but it is their right-of-way and they are responsible for safety on the state highway system, and in the end concluded that the lights are necessary. Taniguchi-Dennis added that the bigger issue for Albany is the design of the interchange and how that will impact the airport, and the development of neighboring properties where more land-use restrictions may be needed.

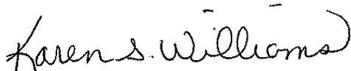
NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for April 14, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Karen Williams
Public Works Project Coordinator