

**REVISED**

**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, April 14, 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; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Albany City Councilor Ralph Reid; Dan Miltenberger; Ed Hemmingson; Chuck Kratch

**CALL TO ORDER**

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

**APPROVAL OF MARCH 10, 2011, MINUTES**

A motion to approve the minutes of the March 10, 2011, meeting was made by Smith and seconded by Terhaar. They were unanimously approved as presented.

**DECISION: EQUALIZING LAND LEASE RATES**

Bailey distributed a memo listing options for equalizing the land lease rates to simplify billing and make the lease rates equitable to all. The options include (1) setting a new rate and effective date for implementation; (2) hold the highest rate steady for a number of years until all of the others reach that rate and then implement an annual increase, and (3) hold the highest rate steady and increase the other rates at a rate higher than the CPI until all rates are the same.

The Commissioners discussed the options and agreed to have the Airport Manager pursue option (2) and meet with the City Attorney.

**UPDATE/DISCUSSION OF FBO RFP**

Bailey reported that a \$5 million insurance requirement was no longer necessary. She added that any informational flyers needed to be prepared by City staff and would be linked to the RFP. The Commissioners asked to see a draft of the flyer.

**DISCUSSION: RECOGNIZING VOLUNTEERS**

Ideas discussed included asking the DH to write an article about the airport volunteers and having a cookout at the pilot airport meeting in June.

**DISCUSSION: AWOS**

Terhaar reported that Kasper and Bailey met with him and representatives of the 2 companies providing automated weather for the pilots. He reported the details that included an annual cost of ~\$5-6,000 per year. The location of where the unit could be placed was discussed and after the land use location was also reviewed, the item would be brought to a City Council Work Session for discussion.

**DISCUSSION: GPS APPROACH NEXT STEPS**

The Airport Layout Plan would have to be revised. Bailey said that they can do the update of the Airport Layout Plan required for the GPS approach without an update of the entire Airport Master Plan. Bailey will schedule the work session date.

**COMMENTS FROM THE COMMISSIONERS**

The NW Art and Air Festival was discussed. In 2010, June Hemmingson and Jay Sluiter coordinated the Young Eagle flights. Bailey spoke to a representative from the EAA and they were going to check further about the need for additional insurance but the general understanding is that it would not be needed.

- Terhaar said he might be able to help but hopes that Jay and June can coordinate the EAA flights again in 2011.
- Miltenberger said the military need a 90 day advance request for a helicopter or any presence at the Festival.
- The 99's will again be present.

Kasper discussed the need for power to the open T hangars.

There was a question about the water use for the crop duster and who was paying for it.

There was another question about who was paying for the electricity to the building the police were using at the airport.

*(Note: John Pascone and Jerry Wilken left at 5:11)*

If the City pays for and obtains the paint, the pilots will do the striping of tie downs that is needed.

A group of Harley owners want to use the airport as a starting point for one of their drives.

Pending item will be added to the agendas in the future.

**COMMENTS FROM THE PUBLIC**

Miltenberger had a list but said Kasper covered most of the items.

**NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for May 12, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

**ADJOURNMENT**

The meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Irene Mann  
Executive Assistant to the Public Works Director