

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, July 14, 2011
3:30 – 5:30 p.m.**

MINUTES

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

Commission Members Absent: Dennis Smith

Staff Present: Chris Bailey, Airport & Transit Manager; Karen Williams, PW Project Coordinator

Others Present: Dan Miltenberger; Henry Pollak; Chuck Kratch

CALL TO ORDER

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

APPROVAL OF MINUTES

Eastman made a motion to approve the minutes as written, and Pascone seconded the motion. The minutes were unanimously approved.

DISCUSSION: SIGN ORDINANCE REVISION

Bailey shared City of Albany sign code information with the Commission members and discussed what codes applied to the Airport. Bailey pointed out Development Code Article 13 Signs, Sections: 13.110 Purpose of Sign Code; 13.330 Prohibited Signs, paragraph 17; Section 14.440 Freeway Area Signs; and 13.421-13.424 Commercial and Industrial Area Signs.

Bailey said one of the issues to address is the number of signs per property, since the airport would be considered one property, and said a variance for the airport could be requested. Bailey asked for the Commission's input on other changes to the sign code.

Kasper said Miltenberger and Kratch had been doing some research on the Airport sign code issue, and said each business at the airport should be able to have their own wall sign on their building. Eastman asked if the leases contained any verbiage regarding signs, and Bailey said she didn't believe they did. Wilken said he believed the hotel purchased the billboard permit from the Timber Carnival for their sign, and he was concerned that a second free-standing sign would not be permitted. Kasper said the size of the sign should be in accordance with the square feet of frontage of the business.

Miltenberger said he talked to Ann Catlin in the Planning & Building Department, and he was concerned that only certain types of businesses could advertise within the freeway interchange area and felt that it was discriminatory and should be changed. Kratch said Catlin asked that changes requested by the Commission should be directed to Bailey, and Bailey would then work with her to pursue those changes.

Bailey said something to consider is allowing signs to face the runway for pilots flying in, rather than signs that face the freeway. Miltenberger said he thought there was no regulation on signs for business on the interior side, and Kasper added he believed this was only for businesses in the interior of a building that does not have frontage. Miltenberger wanted businesses to be allowed to have wall signs indicating where the business is located.

In summary, Bailey stated the Commission would like to change the sign code to allow tenants to identify their business with wall signs, sized according to square foot frontage, as long as the business is aviation-related (no

political or personal advertisements), and address the issue of freestanding signs. Bailey added the interchange restriction is negotiable. The Commission was also interested in a directory sign board listing all businesses at the airport. Pascone added that the FBO should have a special sign. Kasper said all requests for free-standing signs should come before the Commission for consideration.

ACTION: The Commission requested that Bailey work with Miltenberger and Kratch to discuss these changes with Catlin, and draft language to bring back to the Commission for discussion and approval.

UPDATE: AIRPORT MUSEUM PROPOSAL

Bailey reported that Johanna Omelia and Michael Waldo contacted her after looking at the southern part of the FBO building and the historic hangar for their museum ideas. In an e-mail to Chris they said, after analyzing the property, it was not going to work out economically to go forward with the *International Flight Attendant Museum* at this point, but they would like to move forward with restoring the historic hangar and creating the *Women in Aviation History Museum and WASP Memorial Garden*. They will work with the Landmarks Committee to make sure the historic status is maintained and they hope to sign a 10-year lease with 20 renewable years in the near future. Bailey said she is researching information on the building structure to give to them, and arrangements will need to be made to remove the contents of the hangar building.

Kasper asked what property they wanted included in their lease, and Bailey said the building and the area to north and west toward the road, explaining they need to put in parking spaces and have enough land left over for a garden area. Plan is to close the doors on the ramp side and move the fence up around the apron so the public could enter from the roadside. Kasper felt that a time period to complete the project be included in the lease, and was concerned about losing that area for building a future hangar.

Miltenberger suggested that the building could possibly be moved or a new metal building be built for that purpose. Bailey said they want to highlight it being a part of the history of the airport by utilizing and restoring the original hangar. Pascone asked if it would be in the best interest of the airport if the City helped them move it, and Bailey said she would talk to them about it and report back to the Commission

DISCUSSION: SUBCOMMITTEES

Bailey asked if there were projects the Commission would like to have done by sub-committees. She explained that currently there is a sub-committee for looking into the sign code changes discussed previously, and one for the Art and Air Festival.

Wilken asked about the property line between the hotel and the airport and felt they should not be divided, but shown as one property. Pascone said it could be done by a lot line adjustment.

ACTION: Bailey will look into a lot line adjustment.

Bailey reported that the slurry seal will be done in conjunction with the rest of the streets scheduled to be completed this summer.

UPDATE: RUNWAY ELECTRICAL WORK

Bailey reported that the electrical work putting conduit down around the runway will be done by the end of September, which is being done with FAA and State dollars. This will require some runway closures. Bailey will notify the Commission when these closures are scheduled. Kasper said that Lebanon will also have runway closures that will need to be coordinated so both are not closed at the same time.

Airport Maintenance. Kasper asked about the progress on the replacement of the gutters on the t-hangar. Bailey said Albany's Building Maintenance has received quotes for fixing the gutters and a decision will be made soon on how the work is to be done.

Airport Budget. Bailey provided copies of the airport budget for the Commission members. Eastman asked about the fuel budget being less than the previous year, and Bailey explained it was projected to be lower because of the time the airport runway was closed for construction.

The Art and Air Festival budget was also discussed and Bailey suggested the Commission meet with the new Public Works Director to discuss the issues directly.

Tie-Down Fees. The Commission discussed options in regards to collecting tie down fees that are not being kept current. Bailey explained that a recent payment of \$150 had been made, with the balance now being \$140. Bailey will contact him about bringing his scheduled payments current.

REVIEW MONTHLY PROGRESS REPORT

Bailey gave the Commission copies of her current Monthly Progress Report. Bailey reported that she spoke with the FAA Planner with the State of Oregon regarding the process of applying for Federal Entitlement Funds for our Master Planning project, which would be \$150,000-\$200,000 with FAA paying 95% of the cost and the City matching 5%. The City will put together a Request for Qualifications for airport planning services, and a group consisting of Commission members and outside stakeholders will be needed to review the statements of qualifications and the scope of work. Bailey anticipates the process will take a year to complete.

Fixed Base Operator RFP. Bailey reported that there is a father/son team who has shown interest in the FBO business. The Commission decided that the review team for this round of the Request for Proposals be the same team that reviewed the first RFP submitted last February.

COMMENTS FROM THE PUBLIC

Bailey explained that the item listed as the "Reliant debt write-off" was just for bookkeeping purposes and the debt is still pending from Reliant Aviation. Bailey added that Reliant Aviation's first payment should be made soon.

Pollack asked about the \$10,000 request for the Art and Air Festival. Kasper said he and Pascone will be meeting with Parks & Recreation Director Ed Hodney to discuss the Airport receiving some of the income from the Festival.

Kratch asked about subcommittees working on some of the Pending Projects on the back of Bailey's Progress Report. Kasper explained that most of the items listed were in process, and subcommittees will be appointed as needed.

Airport Fuel Prices. Bailey mentioned that the fuel prices are going up from \$5.08 to \$5.31. Kasper said there is a poker run on Saturday and suggested that they offer a fuel discount for participants during the event. Bailey agreed to not change the prices until Monday. Miltenberger said BP might also offer a discount for special events.

The Commission discussed the owner of the fuel credit card machine and if the City would benefit from taking that over. Bailey said she will be looking at the fuel contract and check into that.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for August 11, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 5:25 p.m.

Respectfully submitted:

Karen Williams
PW Project Coordinator