



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

MINUTES

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

Commission Members Absent: Jerry Wilken

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

Others Present: Dan Miltenberger; Henry Pollack; Chuck Kratch; Bill Donnithorne; Clair Donnithorne; and Andrew Gurnee

CALL TO ORDER

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

APPROVAL OF MINUTES

Following a motion by Eastman and a second by Harshberger, the minutes from the Airport Advisory Commission meeting of September 8, 2011, were unanimously approved.

AIRPORT OPERATING BUDGET FORECAST

Bailey distributed a spreadsheet entitled “10-Year Income Statement Pro Forma” and led the discussion regarding past and projected Airport revenues and expenses, and opened the discussion asking for ideas and suggestions to help increase revenues. Revenue sources discussed were fuel sales, tie-down fees, space rentals (quad-hangar), open T-hangar leases and current hangars in the FBO building, and land leases. Some suggestions to generate more revenue were: month-to-month leases could be raised on the FBO and T-hangars, and on the land leases, but the 30-year land leases would need to be re-negotiated. The Commission also discussed contracting out duties of managing the airport in lieu of having Bailey’s position as part-time Airport Manager, checking on the building maintenance charges, renting out part of the FBO building, leasing out land on the east side of the airport for building business offices, building more open or closed T-hangars, and selling jet fuel.

Pascone arrived at 3:45 p.m.

Eastman asked how committed the City was to the Airport, and Public Works Director Mark Shepard said if the Commission wished to have the discussion with the current Council, it would be a good idea if the Commission could work through some budgetary questions before approaching the City Council. Bailey added that the FAA encourages airports to be as self-sufficient as possible.

Kasper asked about the transient room tax being used to purchase capital projects that generate revenue, and Bailey agreed. She said it was set up that way because Councilor Ralph Reid, Jr. wanted to have a capital projects fund in order to build revenue-generating projects; however, that may be something to discuss with Council.

The Commission discussed having Jet-A fuel available at the airport and, with Albany’s position near the interstate, the possibility of bringing in the REACH Air Medical Services helicopter from Corvallis, which may

bring other businesses along with it. Kasper agreed to check into the cost of putting in Jet-A fuel tanks. Bailey mentioned it may require having a weather system and a better instrument approach, and would be worth checking into.

Bailey said an electrical contractor, who is also a pilot, contacted her about acting as an FBO while running his business from the airport. Bailey will be finding out more information about his plan and report back to the Commission.

Miltenberger suggested using the open area at the airport for RV storage, and asked that water billing for the FBO area be checked into. He asked that staff check into the resolution passed by Council several years ago regarding the Council's plan for the airport.

Bailey explained that she was contacted by Rod Beck from General Aviation Consultants regarding their proposal for performing an airport FBO critical review and report at a cost of approximately \$2,000. Pascone and Bailey, who both talked with the consultant, agreed that they were impressed by him. Bailey said he called FAA to get information about extending the runway. Miltenberger voiced his concern about hiring someone who is not from this area, and suggested having retired FBO Jack Kasper talk with the Commission.

ACTION: Bailey will get a report from the Aviation Consultant to discuss at the next Commission meeting, and will set up a conference call with Kasper, Eastman, and Rod Beck, as well as discussing the issue with Jack Kasper.

Bailey will also find out more information about the electrical contractor being a part-time airport manager, will meet with Pascone to discuss office space rent costs, and will check on the hotel paying a fee for having their sign on the airport property.

Kasper will check into the cost of purchasing and installing fuel tanks.

DISCUSSION: AIRPORT SECURITY PROPOSAL

Kasper reported that Security Alarm prepared a proposal for installing cameras at the electric and mechanical gates and at the FBO building, along with the wireless transmitters, a DVR, and monitor for a total of \$13,415 for equipment and installation, or \$4,495 for the equipment plus \$270 monthly lease. It was agreed that it is not within the budget at this time. Kasper said as an alternative, Costco has a camera setup for approximately \$500 that if placed in the FBO building, would just watch the doors and breezeway.

Bailey reported that Building Maintenance installed a digital combination keypad lock on the apron-side door of the FBO building, with a sign on the door that gives a hint as to the combination code. Kasper suggested having a light installed by the door with the keypad.

ACTION: Bailey will check about having the light installed.

DISCUSSION: LEASING OFFICE SPACE

Bailey will be meeting with Pascone to discuss the current rates for office space.

DISCUSSION: COMPASS ROSE

Kasper said he and Miltenberger will paint the Compass Rose in front of the FBO building.

UPDATES:

- RUNWAY ELECTRICAL WORK – This work is complete and seems to be working great.
- SIGN CODE – Bailey said she, Miltenberger, and Kratch met with the City's Building Codes division. A report will need to be done in regards to the limitations of the current sign code as it relates to the airport, and to develop an "airport zone" to define what would be allowed on the airport, which can be done as part of the Master Plan work. At this time a new airport sign could legally be replaced on the Knox Butte frontage outside of the approach area with a freestanding sign that is more informative and attractive.
- A-4 WORK – Kasper said a high school metal shop class will be coming out to the airport to see what is being proposed.

REVIEW MONTHLY PROGRESS REPORT

Kasper asked to have Bailey's Monthly Progress Report sent out with the agenda rather than handed out at the meeting.

ACTION: Bailey will also look into getting a repeater at the airport in order to get clearances from Cascade Approach.

COMMENTS FROM THE PUBLIC

Miltenberger agreed to cut back the trees up to an 8-foot clearance along Knox Butte Road. Bailey will inform the City Forester of this work being done. Miltenberger also commented that he was disappointed that the Committee didn't come up with counter proposals for the RFP, and expressed concern about razing the old buildings.

A presentation was done by Bill Donnithorne to have the OSU sailplane club at the airport and a space to build the solar powered sailplanes, along with a sales area for the solar cells. The Commission was in favor of the idea and more information will be presented to them at a later date.

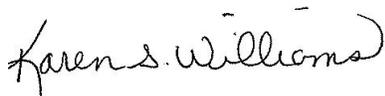
NEXT MEETING DATE

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

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.

Respectfully submitted:



Karen Williams
PW Project Coordinator