



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION**

**City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, March 8, 2012
3:30 – 5:30 p.m.**

MINUTES

Commission Members Present:: Heath Kasper, Ron Terhaar, John Harshberger, John Pascone, Pat Eastman, Jay Sluiter

Commission Members Absent: Chuck Kratch (unexcused)

Staff Present: Chris Bailey, Operations Manager; Mark Shepard, Public Works Director; Jon Goldman, AIC Airport and Transit Manager; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Floyd Collins, City Councilor; Dan Miltenberger; Happy Miles; Henry Pollak; Kim Kagelaris

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of the February 9, 2012, meeting were unanimously approved.

DISCUSSION: AIRPORT STORMWATER AND SPILL CONTROL PLANS

Bailey discussed the two possible policy plans for spill prevention and a counter measure plan for responding to spills. The plan can be written to cover the entire airport property or just the area that may be affected (the fuel tank area or the FBO). If there is a major spill, the Fire Department is called immediately. A spill kit is attached to the tank. The plan addresses both the fuel system and the waste oil drums in the FBO building. If any individuals have petroleum products in any larger quantities, they will need to complete their own plan to comply with the regulations.

The airport DEQ permit was recently updated and changed and an updated plan is needed. The airport is required to have a stormwater permit because it is a regulated industrial facility. The key issue for the airport is in washing. If washing occurs less than 8 times a week, it is permitted to drain to a gravel or grass area. Cold water must be used and no soap is permitted to be used for washing. A rack/area must also be designated.

The Commission direction was for Bailey to designate and sign an area for washing and send a notice to all hangar lessees. Kim Kagelaris (from the City Water Quality Control work group) also addressed the Commission and answered Commissioner's questions. Kagelaris said she has to sample water from two outfalls at the airport.

DISCUSSION: CONTRACTOR DUTIES

Bailey distributed Special Provisions for Airport Management Services (attached) listing general airport duties for day-to-day airport management. The Commissioners provided some input and asked about training, creating checklists, and how the contractors work would be monitored. Requirements might also include bonding and insurance for the contractor as well as aviation experience. The Commission asked the process be expedited to occur as soon as possible. They also added they wanted someone with basic maintenance skills, someone to promote the airport, someone with people skills, and a clean driving record.

Happy Miles proposed doing the contractor work in exchange for free rent. Shepard suggested that Miles prepare a contract and submit it to the Commission. Pollak suggested getting a few interested parties together and forming a LLC (he suggested Miles, Sluiter, Miltenberger, and Pollak).

Eastman, Pascone, and Kasper will form a sub-committee to work on the contract and then have it reviewed by Jim Delapoer. They will have a rough draft available at the next Airport Advisory Commission meeting.

DISCUSSION: HISTORIC ALBANY MURAL

Bailey said that the HARP (Historic Albany Recovery Program), a city-funded think tank to generate ideas to increase tourism and employment, have a concept to commission a mural to be painted on the back of the historic hanger. The intention would be to draw visitors to Albany. At this point the discussion is in the beginning stages; many details would need to be worked out.

REVIEW MONTHLY PROGRESS REPORT

Bailey distributed and reviewed her Airport Monthly Progress Report (attached). Bailey said that the Finance Department would pay the NW Natural Gas bill for the quad hanger for FY 2012-2013.

COMMENTS FROM THE PUBLIC / COMMISSION

Miles discussed noise abatement. He also provided an update on the Young Marines.

New Commission member Kratch has been absent from three meetings, Collins said he would check the City code regarding absences.

Kasper provided information on the Wings Program.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for April 12, 2012, at 3:30 p.m., in the Santiam Room at City Hall.

ADJOURNMENT

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

Respectfully submitted:

Irene Mann
Public Works Executive Assistant

IAM:kw