APPROVED: June 7, 2012

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, May 10, 2012
3:30 – 5:30 p.m.

MINUTES

Commission Members Present:	Heath Kasper, Chair; Ron Terhaar, John Harshberger, John Pascone, Pat Eastman, Jay Sluiter, Chuck Kratch
Commission Members Absent:	None
Staff Present:	Chris Bailey, Operations Manager; Mark Shepard, Public Works Director; Jon Goldman, Transportation Superintendent, Irene Mann, Executive Assistant to the Public Works Director
Others Present:	Dan Miltenberger, Robert Prosen, Amanda Robbins (Linn-Benton Young Marines), Ian Search (Linn-Benton Young Marines), Matt Rogers (Century West Engineering)

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of the meeting on April 12, 2012, were unanimously approved.

DISCUSSION: CONTRACTOR RFP

Eastman, Harshberger, and Kratch will attend the opening of the RFP on May 23, 2012, at 4 p.m. They will receive copies of the proposals, but must sign a 'Conflict of Interest' form. The Commission members asked about the location of the advertisement for the position. Staff responded that an ad was placed in the Democrat Herald under Notice to the Public, the Daily Journal of Commerce, and it was placed on the City of Albany web site. Goldman will take copies of the RFP out to the airport.

Kasper asked about the airport visit and staff said that EPIC would want to train the new contractor on how to perform the fuel testing. There was discussion on the fuel going out to bid and who owned the fuel card reader. Kratch asked what items at the airport were owned by the City and asked that it be added to the ongoing 'to-do' list.

The submitted proposals will be available for pickup at 4 p.m. on May 23, 2012. Eastman, Kratch, and Harshberger will pick up the proposals then meet at 3:30 on May 24, 2012, to review them. The Airport Advisory Committee will discuss the sub-committees' recommendations at their meeting on June 7, 2012. The proposals will ensure that all applicants receive and submit the same information.

The Commissioners discussed wanting flexibility when comparing the proposals.

YOUNG MARINES

Representatives from the Linn-Benton Young Marines (YM) addressed the Commission and discussed what the Young Marines do for the community. They are a not-for-profit 501(c)3 youth education and service program for boys and girls aged 10 through high school. They are interested in a 10-year lease for space at the airport for drills and some physical training. Happy Miles has been working with the group. They offered 300 hours of community service to the airport n lieu of rent. Pascone liked the idea but not

committing to a 10-year lease. The YM are now meeting at the North Albany Elementary School but they need a permanent location for storage, etc. Sluiter proposed charging them $50/month and a month-to-month lease. There was concern about committing to 10 years for a non-airport related group, but since the space was available, the Airport Advisory Commission (AAC) agreed to move forward with negotiating space.

Motion: Pascone motioned that Jon Goldman and Heath Kasper meet with the YM leader and proceed with discussions to negotiate a one-year lease and then continue it month-to-month. Sluiter seconded the motion and it passed unanimously.

REVIEW OF AIRPORT ADVISORY COMMISSION ROLES

There was a review of the AAC roles and Goldman distributed Robert's Rules of Order (abridged version).

COMMENTS FROM THE PUBLIC / COMMISSION

Goldman and Kasper will meet and review the priorities list.

Perimeter fencing was considered a priority and FAA money does not have to be used for this capital project.

A current Revenue/Expenditure Report was distributed and discussed. Members of the Commission were interested in and asked for details of each line item.

Miltenberger mentioned a plugged drain and broken windows. Kasper will meet with Miltenberger and create a list with timelines for repairs.

Matt Rogers said he was interested in the Airport Master Plan Update Project.

Kratch will call and see if he can get an update from the group that was interested in creating a museum at the airport.

Goldman reported on the FAA conference he attended. A Wildlife Management Plan will be phased in at all airports and will not be needed in Albany until 2018. A match of 10 percent will be needed in the future instead of 5 percent for FAA grants.

Kasper asked if Albany could be designated as a safety airport like Camas.

Albany's Capital Improvement Program (CIP) list is submitted to the FAA and they re-prioritize it according to the needs they feel are necessary.

NWAAF (Northwest Art and Air Festival): $3,000 has been funded for a static display to draw more people to the airport. Bailey and Goldman will call EPIC about a $.25 reduction in fuel during the NWAAF.

The 99 Ladies in Aviation were meeting in the FBO (Fixed Base Operator) building on May 10.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for June 7, 2012, at 3:30 p.m., in the Operations Conference Room at the City of Albany Operations Facility on Waverly Drive.

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant

IAM:kw