



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, June 20, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Pascone, Chuck Kratch, Georgiann Wheeler

Commission Members Absent: Ron Terhaar-excused; John Harshberger-excused

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant

Others Present: Dan Miltenberger, Don Austin, Happy Miles

CALL TO ORDER

Chair Kasper called the meeting to order at 4 p.m.

APPROVAL OF MINUTES

The minutes from the May 16, 2013, meeting were unanimously approved 5:0.

UPDATE ON REMAX GIFT TO THE YOUNG EAGLES

Kasper reported that the AAC subcommittee had not yet decided how to allocate the Remax gift of \$1,000 to the Young Eagles (\$1,500 total gift but \$1,000 to the Airport and \$500 to the NWAAF).

The Airport Advisory Commission (AAC) authorized Kasper and Sluiter to spend the \$1,500 grant to the Airport from the Collaborative Tourism Promotion sub-committee of the Transient Lodging Tax Advisory Committee. This \$1,500 needs to be spent prior to June 30, 2013. Goldman will inform the AAC of the final decision.

ADVERTISING FOR A FBO

The Commission had a discussion of who they were looking for to occupy the FBO building. They decided to ask what services a tenant could provide rather than listing what they were looking for. They did agree to seek someone who would provide aviation services. Miles said he felt that services were also needed after-hours. There was discussion on how to achieve this and it was agreed that pilot contact information could be placed on the door to the FBO building.

Kasper will bring a list of publications for advertising for an FBO to the next meeting.

Goldman will e-mail the last RFP for an FBO to the AAC.

MISCELLANEOUS UPDATES

- Goldman distributed budget updates. He projected only 65% of the Airport budget would be spent. The remaining unspent money rolls over into the beginning balance. There was discussion about Building Maintenance charges and Goldman informed the AAC that the Parks and Facilities Maintenance Manager who was in charge of building maintenance had resigned. Other

line items were discussed.

- Goldman thanked Austin (Young Marines) for coordinating the painting of the south end of the FBO building.
- The AAC would like to discuss the idea of purchasing a tractor for mowing rather than contracting the mowing. The item will be placed on the agenda for the July meeting.
- There was an issue with the fuel tank being empty. Goldman reported that a procedure is now in place to insure this does not occur again.
- Staff will follow up with Happy Miles on his lease renewal. Miles has a copy of the lease.
- There was discussion about covering the fuel area. Commissioners will bring pictures showing examples of fuel pump protection.
- Goldman said he was going to meet with the owner of the taxi service.

COMMENTS FROM THE PUBLIC

Austin distributed a menu for lunches during the NWAAF. Austin and Miltenberger will work together to organize the location of the food. Goldman reminded them they needed to fill out a vendor application.

Miles had some questions about his lease. He thinks the proposed amount is too high. The Commission advised him to continue his negotiations with staff.

COMMISSIONER COMMENTS

- Kasper mentioned a few areas that still needed to be sprayed around the airport. He also discussed the Airport Master Plan Update.
- Sluiter suggested that the other Commissioners volunteer some time out at the airport to get a better feel of what happens at the airport. They also agreed that they would like the AAC meetings to take place at the airport. Staff will investigate the use of the FBO building for the meetings (the restroom needs to be handicapped accessible).

NEXT MEETING DATE

The next meeting is scheduled for July 18, 2013, at 4 p.m. in the Santiam Room at Albany City Hall.

ADJOURNMENT

The meeting was adjourned at 5:32 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant