



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, November 21, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Ron Terhaar, John Pascone (arrived 4:35 p.m.), Chuck Kratch (left at 5:20 p.m.)

Commission Members Absent: Georgiann Wheeler - excused

Staff Present: Kate Porsche, Economic Development and Urban Renewal Director; Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant

Others Present: Dan Miltenberger

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes from the October 17, 2013, meeting were unanimously approved 5:0.

DISCUSSION – HOW TO ATTRACT A BUSINESS

Goldman introduced Kate Porsche, the Economic Development and Urban Renewal Director for the City of Albany. Goldman said he also invited Kevin Hester (submitted a Request for Proposal (RFP) last year) but he was unable to attend this meeting.

Porsche asked the Commission what they were looking for at the airport.

Kasper said the Fixed Base Operator (FBO) building/hangar has ~10-12,000 square feet of space. Kratch asked how critical it was for the tenant business to be airport-related. He said revenue was revenue.

Sluiter said he did not feel that the Commission/City did a good job looking for a tenant. Terhaar said that he was not disappointed—two offices were rented and all the tenants were renting month-to-month. Kasper said the gas at the airport was priced reasonably to attract pilots.

Porsche asked if there were any economic advantages. She asked what would attract someone to the Albany airport. The Commissioners said that Albany was a good base to go to other places.

Porsche, Pascone, Kasper, and Goldman will find a convenient time to tour the airport together.

MISCELLANEOUS UPDATES

*Goldman said he will have his staff make a Welcome to Albany sign—it is less expensive to make and hang than to purchase a sign.

*He will schedule a meeting with Parks and Recreation to discuss the Northwest Art & Air Festival and Kasper will also be invited to that meeting.

*Goldman reported that building maintenance staff reporting working at the airport for 33 hours the first quarter of this fiscal year.

*Goldman also reported that Transit printers and copiers were erroneously charged to the Airport budget. He is getting the line items credited.

Kasper wanted to discuss the issue with the fence location at the airport.

Goldman said he was still waiting to hear from the Federal Aviation Administration (FAA) about two issues with the fence – the height and riparian zone.

Kasper said Council voted on what to do with the fence at their last meeting.

COMMENTS FROM THE PUBLIC

Miltenberger suggested placing a “For Lease” sign on the door of the FBO building immediately and suggested removing the gate near Dick Kizer’s hangar for a fire truck to be able to enter the airport.

Sluiter suggested having an airport fire/emergency drill.

Miltenberger asked for clarification about some changes being done to the ladies room at the FBO building to make it American with Disabilities Act (ADA) accessible.

COMMISSIONER COMMENTS

*Sluiter, Kratch, and Harshberger’s terms on the Commission will expire on December 31, 2013. All three said they will reapply for appointment.

*Terhaar said he would attend the December Commission meeting and would then formally resign from the Commission. He stated he was frustrated because of the fence issue.

*There was discussion about the gate being left open at night and that this was a security issue. The Commission decided to discuss this at their meeting in December.

*Kasper wants a property survey done and have it recorded in the county records so the airport boundaries are very clear.

*One of the pilots wants to install the electrical to the T-hangars and get a credit on his rent.

The Commissioners wanted an update on the Master Plan Update. Goldman said that they were working on the environmental issues now. The Commissioners also asked that the information about the fence line boundaries be included in the Airport Master Plan.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, December 19, 2013, at 4 p.m., in the Santiam Room at Albany City Hall.

ADJOURNMENT

The meeting was adjourned at 6 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant