



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, March 20, 2014
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, Richard Kay, Georgiann Wheeler

Commission Members Absent: John Harshberger (excused); John Pascone excused); Chuck Kratch (excused)

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant; Mike Trabue, Albany Fire Marshal; Hillary Kosmicki, Deputy Fire Marshal-Compliance

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 February 20, 2014, meeting were unanimously approved 4:0.

INTRODUCTIONS

The new Commissioner, Richard Kay, introduced himself and shared his airport interest and background with the Commission. The Commissioners also introduced themselves.

ALBANY FIRE MARSHAL

Goldman introduced Mike Trabue, the Albany Fire Marshal. Trabue introduced himself and the Deputy Fire Marshal and discussed the fire safety inspections that were going to take place at the airport.

Trabue distributed a checklist of what the Deputy Fire Marshal will be looking at. He asked the Commission for the best way to schedule the airport hangar inspections for the pilots. Trabue reiterated the Fire Departments desire to work together with the pilots. He said he would like to inspect the airport every three years. He realized the City buildings and commercial businesses would be easier to inspect than the private hangars.

Miltenberger said that he felt that aircraft hangars were treated differently due to state laws. He said that private units were not inspectable and they were not City buildings. Trabue explained the State statutes.

MISCELLANEOUS UPDATES

*Goldman reported that:

- between October and December of 2013, Building Maintenance staff spent 33 hours at the airport.
- the ladies room in the FBO building has been demolished and should be completed within 2 weeks.
- the April Airport Advisory Commission meeting will be held in the FBO building at the airport.
- the zinc issue has been resolved and the levels are now within approved concentrations.

- a used City computer will be donated to the airport when the City replaces their computers with Windows 8.

-the Master Plan Update is almost complete.

-the ODOT Tripcheck.com Albany camera (I-5 North) will be posted on the airport page of the City web site.

COMMENTS FROM THE PUBLIC

*Miltenberger said he would contact the County and see if their snow removal vehicles could be used at the airport.

*Miltenberger said he needed soap to wash some of the windows. Goldman said he would provide the soap.

COMMISSIONER COMMENTS

The Commissioners asked:

*about the Welcome to Albany sign.

*for two-feet on either side of fence be sprayed for weeds so it is easier to mow.

* if volunteers could use the tractor/mower that will be shared by Water Distribution, Street Maintenance, and the Airport. Goldman will see if the mowing contract can be terminated this fiscal year, the contract goes through 2015.

*that a concrete chunk near Lum Yuen be removed.

*if the gates codes could be standardized so the codes were the same at both gates.

*about an awning over the FBO keypad door-Goldman will investigate and report at the April meeting.

*that the 'man' gate be spring loaded to close automatically.

*about security cameras-Goldman said he would purchase and install some cameras.

*that the Airport budget be sent out with the April agenda.

*that the squeaking airport rotating beacon be fixed.

*Goldman to update the Commission on payments received from Reliant Aviation.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, April 17, 2014, at 4 p.m. The meeting will be held at the Albany Municipal Airport in the FBO (Fixed Base Operator) building.

ADJOURNMENT

The meeting was adjourned at 5 p.m.

Respectfully submitted:

Irene Mann

Public Works Executive Assistant