

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Willamette Room/City Council Chambers
333 Broadalbin SW
Thursday, May 13, 2010
3:30 – 5:30 p.m.

MINUTES

Commission Members Present:: Pat Eastman, John Harshberger, Heath Kasper, Dennis Smith, John Pascone, Ron Terhaar, Jerry Wilken

Commission Members Absent: None

Staff Present: Chris Bailey, Airport & Transit Manager; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Jim Delapoer, Sharon Konopa, Happy Miles, Dan Miltenberger, and Vicki and Tom Kopczynski

CALL TO ORDER

The meeting was called to order at 3:30 p.m.

APPROVAL OF MINUTES

There were none to approve.

INTRODUCTIONS

City of Albany Mayor Sharon Konopa provided some history of the airport interest group and said not all the issues were always brought to the City Council. The Airport Advisory Commission's role is to bring recommendations before the City Council. Each member of the City Council appointed one member of this Commission.

Konopa asked each member to introduce themselves and discuss their interest in the airport.

Ron Terhaar: He has been a licensed pilot since 1984. He has built and owns hangers and airplanes and wants the airport to be the best that it can be.

Jerry Wilken: He has been a pilot since 1967 and has had a commercial pilot license since 1970. Flying is a hobby and he is a flight instructor.

John Pascone: President of AMEDC. He was in the Navel Reserves and was a member of the Airport Master Plan Task Force Committee.

Heath Kasper: Owner/builder of hangers. His father was the FBO from 1966-1980.

Dennis Smith: Private pilot and owns a hanger.

Pat Eastman: Is a previously a licensed pilot and is interested in the needs for the airport.

John Harshberger: Lives next to the airport.

DISCUSSION OF LEGAL RESPONSIBILITIES

City Attorney Jim Delapoer discussed the legal responsibilities of a City Commission. He distributed a packet of Oregon Statutes regarding Public Meetings and reviewed the materials, interpreted their meaning, and answered questions. He reminded the Commission members that their role is as an advisory body to make recommendations to the City Council.

He cautioned the members that if four (4) members discussed any airport business, it would be interpreted as illegal in the spirit of the law. They would constitute a quorum and it would be deemed a public meeting and have to be advertised. He cautioned the members to avoid any discussion of airport business at the monthly airport meetings and have all discussions at the Airport Advisory Commission meetings to avoid any ethics violations.

If the members of the Commission need any legal advice, Konopa recommended they first contact the Airport and Transit Manager, Chris Bailey, and she would talk to the City Attorney. Delapoer said he would attend any meetings the Commission asked that he attend as long as he was first on the agenda and excused as soon as the discussion was completed.

NOTE: Jim Delapoer left the meeting at 4:30 p.m.

REVIEW OF NOTEBOOK MATERIALS

Chris Bailey reviewed the items in the notebooks. She said a Chair and Vice Chair needed to be elected to run the meetings.

The notebooks included a draft of the proposed airport budget for fiscal year 2010-2011.

Bailey asked that if members were unable to attend a meeting, to please call her or Irene Mann.

Konopa mentioned that the "Business from the Public" item on the agenda every month needs to be time limited to allow adequate time for Commission agenda items to be discussed.

ELECTION OF CHAIR AND VICE CHAIR

Harshberger motioned that Heath Kasper be elected as Chair of the Airport Advisory Commission. Smith seconded the motion and it passed unanimously. Terhaar nominated Dennis Smith as Vice Chair. John Pascone seconded the motion and it passed unanimously.

Bailey provided the new Chair and Vice Chair with a copy of *Robert's Rules of Order*. It was decided to use a modified Robert's Rules of Order to guide the meetings.

OTHER BUSINESS

Commission members and the Mayor provided subjects to be added to future agendas.

COMMENTS FROM THE PUBLIC

Vicki Kopczynski commented that she felt the FBO should have been represented on the Commission. Pascone noted that some boards use ex officio members and suggested the FBO may participate in that capacity if City Council approves.

NEXT MEETING DATE

Terhaar motioned and Pascone seconded a motion to meet on the second Thursday of every month at 3:30 p.m. Meetings will be held in the Santiam Room at City Hall whenever possible. The next meeting has been scheduled for Thursday, June 10, 2010, at 3:30 p.m.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Irene Mann
Executive Assistant to the Public Works Director

IM:prj