

**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin SW  
Thursday, June 24, 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: Jeff Christman (Albany City Councilor), Happy Miles, Dan Miltenberger, Chuck Kratch, Tom Kopczynski, Henry Pollak

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

There were none to approve.

Mann informed the Commission that the meetings were all tape recorded.

**COMMENTS FROM THE PUBLIC**

None

**DISCUSSION: NORTHWEST ART AND AIR FESTIVAL (NWAAF)**

Bailey said that the City Finance Department informed her that the pilots' Certificate of Insurance cards would be adequate to allow them to fly the Young Eagles. In 2011, the City will require the additional \$1 million dollars for the City to have the additional insurance.

**OTHER ITEMS**

Bailey discussed the runway closure for the overlay. The contract was awarded to Wildish Construction. The runway will be closed for 29 days and the work will commence around Labor Day. Bailey will contact the pilots, the FBO, and the hangar owners.

**DISCUSSION: FIXED BASE OPERATOR (FBO) SERVICES**

The Commission discussed what the requirements should be for an FBO. They discussed the options of allowing the FBO to manage the fuel system at the airport after a year of proving they were a viable FBO. The question of where to obtain the revenue that the City currently has available in the Airport budget if the fuel revenue went to the FBO was discussed.

The recommendation from the Commission is that the Airport needs an FBO.

Pascone motioned to recommend to Council that the FBO be required to:

- Provide a leased facility with restrooms, comfortable pilot lounge, flight planning area, and public telephone;

- Provide consistent and posted hours of operation;
- Provide basic pilot supplies;
- Maintain the lease obligations;
- Maintain insurance for all aeronautical activities that the FBO provides;
- Provide Unicom assistance to pilots; and
- Promote the benefits and values of the airport and aviation to the community.

An FBO must also provide at least one, and is encouraged to provide as many of the following services as possible, as described in a business plan:

- Aircraft maintenance
- Flight instruction
- Aircraft sales
- Aircraft rental
- On-demand charter, or
- Aircraft storage.

An FBO is also encouraged to:

- Be open seven days a week with 24 hour on-call assistance available; and
- Provide information for local transportation needs of travelers including rental cars, pilot cars, taxi dispatch, and hotel transfers.

**ACTION: A vote was taken on the motion and it passed with Pascone, Harshberger, Eastman, Kasper, Terhaar and Wilken voting yea, and Smith voting no.**

The Commission asked Bailey to obtain more information on the City of Madras' airport.

The mowing contract for the Airport was discussed and Bailey agreed to send out an email to the Commission on the annual mowing costs and frequency of mowing.

## **COMMENTS FROM THE PUBLIC**

Kopczynski asked if he would get a credit from the City due to the lack of business due to the runway closure. It was decided this was a lease issue between Kopczynski and the City and he needed to talk to City staff.

Miltenberger discussed the number of tie downs he felt was necessary. He asked if Miles was paying for his tie down. He is also concerned about the bus stored at the airport.

Kratch mentioned a safety issue. He asked if a beacon could be installed on top of the tall building at the closed plant in Millersburg off I-5.

## **OTHER BUSINESS**

None.

## **NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for July 8, 2010, at 3:30 p.m. in the Santiam Room at City Hall.

## **ADJOURNMENT**

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The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Irene Mann  
Executive Assistant to the Public Works Director

IM:kw