

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin SW
Thursday, July 8, 2010
3:30 – 5:30 p.m.**

MINUTES

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

Commission Members Absent: Jerry Wilken, Pat Eastman

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

Others Present: Jeff Christman (Albany City Councilor), Dan Miltenberger, Chuck Kratch, Tom Kopczynski, Henry Pollak, Jack Miller

CALL TO ORDER

Chair Kasper called the meeting to order at 3:35 p.m.

APPROVAL OF MINUTES

With the correction of an error in the *Draft Minimum Standards for an FBO* in the June 24, 2010, minutes, and clarifying the FBO requirements:

An FBO will 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~~ two, 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.*

Terhaar motioned to approve the minutes for June 10, 2010, and June 24, 2010. The motion was unanimous.

COMMENTS FROM THE PUBLIC

Jack Miller, who lives in Lehigh Acres, attended the meeting to speak about the helicopter noise in his neighborhood between 10:30 p.m. and 12:30 a.m., every night. His neighbor, Don Berger, also has a complaint

about the noise. Mr. Berger wrote a letter to the Democrat Herald complaining about the noise. He said that he called Salem and Corvallis to inquire about their helicopter training and it seems that Hillsboro is doing the only helicopter training. He asked if a decibel meter could be placed in his yard as a last resort.

Bailey said she would follow up and call the helicopter school and would also check if there was a noise ordinance and check the City Development Code. Bailey also would add 'Noise Abatement' to the pending item list for AAC discussion.

Taniguchi-Dennis said that requesting, in writing, that the Hillsboro Helicopter training flight plan be changed was a reasonable request. She added that the City could request the flight plan be used consistently from year to year.

Dan Miltenberger expressed his concern about a number of things that were in the FBO standards that would create compliance issues and he was not in favor of either draft.

Bailey added that the documents were only draft documents and the details were being discussed at this meeting.

Taniguchi-Dennis added that currently there are no rules or guidelines for an FBO in Albany and Bailey is trying to work with the Commission to discuss what they felt was the right balance for FBO rules for Albany. The Commission members were concerned about the Council taking action at the work session on Monday night, and Taniguchi-Dennis said that the guidelines were a work in progress and the Council wouldn't take action until the Commission asks for action.

Dennis Smith distributed a copy of Bailey's June 27, 2010, memo with changes that he suggested.

Heath Kasper read an e-mail he received from Pat Eastman. Terhaar said he agreed with most of Smith's changes. Pascone said he would like to see an FBO provide a business plan so he would know they could be an economically feasible FBO.

Smith made a motion to amend the motion made at the previous meeting to include his comments. There was no second.

ACTION: Terhaar motioned and Smith seconded a motion to accept the FBO Standards to read as follows:

The FBO occupying the City-owned building 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;*
- *Maintain the lease obligations;*
- *Maintain appropriate FBO business insurance for services provided;*
- *Provide Unicom assistance to pilots; and*
- *Promote the benefits and values of the airport and aviation to the community.*

The FBO must also provide at least one, and is encouraged to provide as many of the following services as described in their Business Plan:

- *Additional aeronautical activities including but not limited to:*
 - *aircraft maintenance*
 - *flight instruction*
 - *aircraft sales*
 - *aircraft rental*
 - *on-demand charter*
 - *aircraft storage*
 - *provide basic pilot supplies*

The FBO is encouraged to:

- *Be open every day with 24-hour, on-call assistance available; or*
- *Provide an informational area for local rental cars, pilot cars, taxi dispatch, and hotel transfers.*

The motion passed with Kasper voting nay, and Pascone, Harshberger, Smith, and Terhaar voting yea.

COMMENTS FROM THE PUBLIC

Dan Miltenberger said that HP is providing pictures at the NWAAF for the Young Eagles.

Chuck Kratch asked about the bus being stored at the airport.

OTHER BUSINESS

Heath Kasper talked about a fuel discount during a ‘poker run’ at the airport. He also shared a logo he suggested using.

Taniguchi-Dennis told the Commission about the PACE program from Willamette University, and explained the 10 students in a Master’s Program will do a business analysis/plan for the airport. She asked the Commission to brainstorm to provide the students with a list of what the Commission wants the students to look at.

She said the Airport Master Plan would be added to the City’s Airport web page.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for August 19, 2010, at 3:30 p.m. in the Santiam Room at City Hall. A work session with the City Council is scheduled for Monday, July 12, 2010, at 4 p.m. in the City Council Chambers.

ADJOURNMENT

The meeting was adjourned at 5:22 p.m.

Respectfully submitted,



Irene Mann
Executive Assistant to the Public Works Director

IM:kw