

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, October 14, 2010
3:30 – 5:30 p.m.**

MINUTES

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

Commission Members Absent: None

Staff Present: Chris Bailey, Airport & Transit Manager; Karen Williams, Public Works Project Coordinator

Others Present: Dan Miltenberger, Happy Miles

CALL TO ORDER

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

APPROVAL OF MINUTES

Smith made a motion to approve the August 18, 2010, minutes, it was seconded by Pascone, and the minutes were unanimously approved.

Eastman motioned to approve the minutes for September 9, 2010, and the motion was seconded by Harshberger. A suggestion was then made to change the last sentence of the paragraph under “Other Business” to read “. . . (580 feet in total . . .” and with this change, the minutes were unanimously approved.

COMMENTS FROM THE PUBLIC

Dan Miltenberger commented on the recently completed paving of the overrun, saying it is one of the best improvements made at the airport.

Happy Miles said he landed on the newly paved surface, and it was very smooth. Miles also asked the Commission and the City to re-negotiate his lease. Bailey suggested she schedule a meeting with Miles and following that meeting, staff would provide the information to the Advisory Commission. Eastman asked that everything presented to the Commission be in writing. Smith suggested an Airport Advisory Commission Work Session be scheduled following Bailey’s meeting with Miles to discuss the lease. Miltenberger said he would like to attend the Work Session.

ACTION: Bailey will contact Miles to set a date and time to meet.

DRAFT REQUEST FOR PROPOSALS FOR FBO SERVICES

Bailey distributed draft copies of the Request for Proposals (RFP) for the FBO. She asked that the RFP be kept confidential because it could give someone wanting to submit a proposal an unfair advantage, which could disqualify them from bidding. Bailey asked that any comments and/or changes to the RFP be sent to her.

Bailey updated the Commission in regards to the settlement offer for Reliant Aviation, saying that they have agreed to vacate the property by December 1, and she discussed possible arrangements that could be made to staff the operations of the FBO between December 1 and such time as a new FBO is on board.

Bailey also discussed the work needing done for the runway lights, saying the wire is old and is having problems. She said this work could be paid from FAA Grant money left from the runway project along with debiting FAA funds next year. Bailey explained that a trench would need to be dug around the runway where the new wire would be installed in conduit. The work would cause an approximate two week closure of the Airport in the Spring. Eastman suggested checking into LED lighting to save on the cost of power.

Bailey then distributed a poster regarding a new rule requiring aircraft to be registered, and also mentioned that a business plan for the Airport is being done by a team of student interns.

DISCUSSION: MUNICIPAL AIRPORT BUDGETING OVERVIEW

Bailey distributed a booklet regarding Municipal Financing and directed everyone to page 6 defining the difference between a program and a fund. Bailey followed by providing the Commission with a copy of the Airport budget and led a discussion regarding the Airport budget, explaining that the revenues and expenditures have to balance, the airport does not have a contingency fund, future funds cannot be allocated, and reserve funds must be transferred to another fund to be used. Bailey then explained each line item in the budget.

Bailey said a certified letter was sent to Robert Lund to ask him to pay the past-due balance for his tie-down fees and to remove his airplane from the Airport.

COMMISSION MEETING DATES FOR NOVEMBER AND DECEMBER

Commission meeting dates for November and December were set as follows: Thursday, November 4, 2010, and Thursday, December 2, 2010.

COMMENTS FROM THE PUBLIC

None.

OTHER BUSINESS – COMMISSIONER’S COMMENTS

Commissioners made positive comments on the runway project.

Wilken said he would take a new aerial photo of the Airport. Wilken also explained that the new overruns are listed as blast pads and are not to be used for takeoff or landings.

Bailey explained that the new safety overruns cannot be advertised as the runway being longer.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for November 4, 2010, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

Harshberger moved and Smith seconded for the meeting to be adjourned. The vote was unanimous; the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Karen Williams
Public Works Project Coordinator

KW