Approved: March 10, 2010

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, February 10, 2011
3:30 – 5:30 p.m.

MINUTES

Commission Members Present::	Pat Eastman, John Harshberger, Heath Kasper, Dennis Smith, Ron Terhaar, Jerry Wilken
Commission Members Absent:	John Pascone
Staff Present:	Chris Bailey, Airport & Transit Manager; Ron Irish, Albany Transportation Systems Analyst; Irene Mann, Executive Assistant to the Public Works Director
Others Present:	Dan Miltenberger; Albany City Councilor Ralph Reid; Chuck Cratch

CALL TO ORDER

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

UPDATE ON ODOT LIGHT POLE PROJECT

Irish addressed the Committee and provided an update on the ODOT work on the streetlights near the airport. Bailey distributed a map showing the position of the proposed poles. Irish discussed the alternatives with the Commission and provided his opinion on the alternatives. He said ODOT could lower the poles 3-4' at a potential cost of $4-5K per pole (there are four poles in discussion). The Commission could recommend agreeing to accept the current pole height. The Commission could ask the Council to accept a reduced pole height for the four poles at a cost of $20-40K. Alternatively, they could ask for a recommendation to not have any poles installed at their proposed location. The pros and cons of the choices were discussed.

ACTION: Dennis Smith proposed that Bailey send a staff report to the Council recommending the elimination of the four light poles near the airport and siting the safety issue. John Harshberger seconded the motion and it passed unanimously.

APPROVAL OF MINUTES

The minutes from January 10, 2011, were unanimously approved as presented.

UPDATE ON FBO RFP / SELECTION OF REVIEW TEAM

Bailey shared that she received one proposal. The next step was to review the proposal and make a recommendation. A "No Conflict of Interest" letter will need to be signed by those reviewing the proposal. Kasper recused himself since Dick Kizer is considering submitting a proposal to the City together with his father – Jack Kasper. Dan Miltenberger is also considering a proposal. The review, copies of the proposal, and discussion of the proposal will need to be confidential.

A group of three Commission members will meet with Chris on February 17, 2011, to review the proposal.

UPDATE ON TRANSIENT ROOM TAX DISCUSSION

A brief discussion on the proposed $60K to the airport was discussed. Terhaar thanked Councilor Reid for his help in getting Transient Room tax monies allocated for the airport.

FY 2011-12 DRAFT OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN

Bailey distributed a spreadsheet (attached). The Commission discussed alternatives to reducing costs: having/eliminating the fuel facility (have an FBO manage) and reducing building maintenance costs (they will ask the building maintenance staff to track their time spent at the airport for next year's budgeting).

Bailey asked the Commission to prioritize potential CIP items (on a distributed list). The Commission wanted to add: a GPS approach, an AWOS (Automated Weather Observing System) at a cost of $65-70K for installation, $30K to install, and ~ $4500 for annual maintenance costs. They were also interested in rehabilitation for the South end of the airport, extending the parking on the east side. The Airport Master Plan needs to be updated since it is necessary to have the items included to qualify for grant monies. Reid suggested finishing the fencing on the East entrance road for fire truck access. A sewer system would be necessary for the installation of bathrooms for new hangers on the south side of the airport.

Note: Wilken left at 5:15 p.m.

DERELICT AIRCRAFT AT THE AIRPORT

Bailey provided an update to dealing with derelict aircraft at the airport. She asked for the Commission's thoughts and will work with the City Attorney for appropriate language in a memo to the Council asking for their direction.

Note: Reid left at 6 p.m.

ACTION: The Commission motioned and voted unanimously to have Bailey correct the language and present it to the City Council at their February 23, 2011, meeting.

COMMENTS FROM THE COMMISSIONERS

The Commissioners set a date and time to review the FBO proposal that was submitted.

COMMENTS FROM THE PUBLIC

Cratch suggested a proposal for having agriculture (hay, etc.) at the airport as a way for the airport to earn extra income.

Dan Miltenberger wanted to discuss trucks and planes belonging to Tom Kopczynski still remaining at the airport. He also asked how long he should expect to get a request fulfilled.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for March 10, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Irene Mann
Executive Assistant to the Public Works Director