

**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, May 12, 2011  
3:30 – 5:30 p.m.**

**MINUTES**

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

Commission Members Absent: None

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

Others Present: Dan Miltenberger, Chuck Cratch

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes from April 14, 2011, were accepted with the following change: Under Discussion: AWOS, the sentence was corrected to the following: "Terhaar reported that Kasper and Bailey met with him and a representative from one company..."

**RECORDING MINUTES**

Bailey discussed if minutes of the Airport Advisory Commission meetings could be being recorded by citizens and asked the Commission for their input. After a discussion among the members, a motion was made and failed to allow the meetings to be recorded by any citizen.

*NOTE: After the meeting, staff received additional information from the City Attorney that the meetings could be recorded by anyone.*

**DISCUSSION: STABILIZING LAND LEASES**

Jeff Babbitt, Senior Accountant for Public Works had prepared some calculations regarding a 1.5% and 3% increase or looking at the annual January CPI for land lease increase. The Commission's consensus was to hold the lease rates that were the highest until the others with lower rates catch up to that rate.

**REVIEW MONTHLY PROGRESS REPORT**

Bailey distributed a Monthly Progress report. She listed items that she was working on or had been requested by the Commission for additional information, and described the progress on each item (see Attachment 'A'). She would sort the items in priority order and the Commission could change the priority if they so desired. Kasper asked that it be added as a monthly agenda item. Cratch suggested using color to differentiate the items.

Bailey reported the FBO RFP was essentially completed and would be released in the next week. She also distributed a map (attached) showing approach surfaces of VFR vs IFR and the Commission discussed the map showing the instrument approach area. The Airport Layout Plan will need to be updated. Bailey has a memo scheduled for the May 23, 2011, City Council Work Session. The FAA is concerned about the surrounding terrain and geographic constraints. The current Airport Master Plan does not address development of an instrument approach. The FAA will not begin to develop the approach or fund local projects associated with it,

such as a survey of obstructions, until the Airport Master Plan has been updated to show that such an approach is feasible.

#### **NWAAF**

Bailey met with Finance and Parks staff and reported that the FAA insurance policy rider will cover the Young Eagle flights at the NWAAF. June Hemmingson, and Penny and Dan Miltenberger will work with staff on the project. Kasper said he would also be involved.

#### **COMMENTS FROM THE COMMISSIONERS**

Kasper distributed (attached) a letter from the Oregon Pilots Association Albany Chapter asking for a request to the City to Support the Air portion of the NW Art and Air Festival.

Kasper also asked for a monetary increase from the Transient Room Tax revenues to cover the airport portion of the NWAAF. Bailey will talk to the Parks Director and ask for reimbursement of actual costs not to exceed \$10,000.

Additional items were added to the Monthly Progress Report: a request for dates to be added to the items, and having an Airport clean-up day. Bailey will send out a letter requesting the removal of any items placed outside hangars.

There was a discussion of the water bill for the airport since the FBO building is on a well.

#### **DISCUSSION: STATE AIRPORT INSPECTION**

Bailey provided information from the April 20, 2011, report.

#### **DISCUSSION: MUSEUM PROPOSALS**

Bailey distributed a proposal (attached) from Johanna Omelia and Michael Waldo detailing museum and historic hangar restoration. They were invited to address the members at the June Airport Advisory Commission meeting.

#### **COMMENTS FROM THE PUBLIC**

Miltenberger distributed a handout listing action items he would like to see the Commission address. He also asked for clarification on three airplanes on the field.

#### **NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for July 14, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

#### **ADJOURNMENT**

The meeting was adjourned at 5:28 p.m.

Respectfully submitted:



Irene Mann  
Public Works Executive Assistant

**Airport Advisory Commission Monthly Progress Report**  
(revised May 9, 2011)

| Active Issues/Projects   | Progress  |
|--|---|
| Solve two mystery leases   | <ul style="list-style-type: none"> <li>- Researched with PW Accountant &amp; Finance</li> <li>- Found original lease agreements</li> <li>- Letters going out</li> </ul>   |
| Re-issue FBO RFP <ul style="list-style-type: none"> <li>- Solve insurance question</li> <li>- Develop checklist</li> <li>- Create flyer</li> <li>- Contact publications</li> </ul>   | <ul style="list-style-type: none"> <li>- Insurance resolved; new language added to RFP</li> <li>- Checklist added</li> </ul>  |
| Research IFR/LPV Approach Development <ul style="list-style-type: none"> <li>- Council work session</li> <li>- Rescind earlier letter</li> <li>- Contact FAA re: paying for survey of obstructions</li> <li>- Discuss land use implications with CD staff</li> <li>- Update Airport Layout Plan</li> </ul> | <ul style="list-style-type: none"> <li>- Scheduled for May 23</li> <li>- Draft will be taken to CC Work Session for approval</li> <li>- Contacted FAA, waiting for response</li> <li>- Meeting scheduled</li> </ul> |
| Meet with Delapeer on lease rate restructuring   | <ul style="list-style-type: none"> <li>- Done</li> </ul>  |
| Renew mowing contract  | <ul style="list-style-type: none"> <li>- Renewed for one year</li> </ul>  |
| Routine management responsibilities: <ul style="list-style-type: none"> <li>- Fuel sales</li> <li>- Budget management</li> <li>- Facilities maintenance/repairs</li> </ul>   |   |
| NWAAF Planning   | <ul style="list-style-type: none"> <li>- Met with Parks staff</li> <li>- Resolved insurance question</li> </ul>   |
| Renew FCC license  | <ul style="list-style-type: none"> <li>- Began online renewal</li> </ul>  |
| Analyze rates for revenue consistency  | <ul style="list-style-type: none"> <li>- Done</li> </ul>  |
| Order paint for segmented circle   |   |
| Draft lease for new hangar development   |   |
| Council work session re: Reliant debt write-off  | <ul style="list-style-type: none"> <li>- Done</li> </ul>  |
| Develop self-inspection checklist  |   |
| Check into swept wing apron paving   |   |
| Research water bill re: crop dusting   |   |
| Get station wagon removed  | <ul style="list-style-type: none"> <li>- Email sent to owner. Talked to owner. Deadline May 26.</li> </ul>  |
| Get aircraft removed or under tie-down fee   |   |



From: Johanna Omelia and Michael Waldock

To: Chris Bailey

May 9, 2011

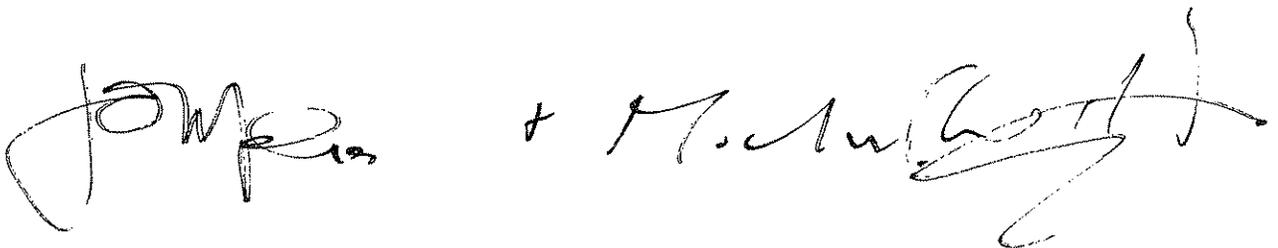
Museum and historic hangar restoration proposals.

For the Historic Albany Municipal Airport to succeed, it needs to attract a wider audience than day-to-day fliers who, rightly, form the core of the current income structure.

We are proposing two interlinked museum projects, unique in the world, which can attract a very wide and international audience. In doing so, we will save the historic but currently dilapidated 1941 hangar, fully restore it and create an appropriate use.

Project 1. *Women in Aviation History Museum and WASP Memorial Garden.* The Women's Air Service Pilots (WASP) occupy a unique place in U.S. military history having ferried thousands of aircraft to active air stations during World War II and the Memorial Garden will be a serene and wonderful place to honor their memory. An obelisk bearing the WASP badge in bronze will form part of the garden. The Women in Aviation History Museum will celebrate all the women who have flown aircraft from 1912, through the American women pilots who ferried WWII aircraft for the British ATA up to the first women to pilot commercial aircraft. The hangar will be restored, as it should be, on its current site. We would seek reasonable lease terms and we will create a 501©3 so that matching grants and donations can speed the program. Daily income from visitors to this museum can go straight to the City's airport fund.

Project 2. *International Flight Attendant Museum.* We would lease the property at 533 Aviation Way, make improvements, buy uniforms and other display materials from around the world and aim to have the museum open by mid-2012. Our book *Come Fly With Us! A Global History of the Airline Hostess* was an international success and was used by Miramax to launch their movie *A View from the Top* which starred Gwyneth Paltrow and Candice Bergen. (The book is used as a Social Studies text at a number of U.S. colleges including MIT and by countless lawyers in discrimination cases!) Contacts that we made in writing the book and getting all the necessary permissions will prove invaluable. We will run this as a separate business but the International Flight Attendant Museum presence at the airport will facilitate the running of the Women in Aviation Museum and WASP Memorial Garden. Lease terms should recognize our initial investment and the prospect of increasing revenues for the City from fly-in visitors and travelers that are routed to Historic Albany's hotels, restaurants, retailers and other attractions.

Handwritten signatures of Johanna Omelia and Michael Waldock, separated by a plus sign.

## Request to the City for Support for the Air Part of the 2011 Art and Air Festival

Based on suggestions by members of the Albany Chapter of the Oregon Pilots Association

Local and some visiting pilots provide much of the entertainment and safety support for the air portion of the Art and Air Festival. Volunteers provide parking advice and information to visitors, man the Young Eagles registration, provide flight-familiarization talks, schedule and assist in the boarding of the fliers, provide aircraft taxi safety advisories, arrange for displays of aircraft, staff the open hangar displays, and arrange for military and helicopter displays.

The airport belongs to the City of Albany but each department has its own budget, and **no dollars** should be charged to the airport budget for participating in the Art and Air Festival, an Albany Parks event. The airport should **not** be penalized for efforts of the volunteers. Charging dollars to the airport makes the airport look bad on paper. Having pilots participating in the Art and Air Festival is a **benefit** to the city, not a detriment. The air part of the Art and Air Festival is a big draw with the aircraft displays and the free Young Eagles flights. The pilots give uncounted dollars and time. (Ironically, they would do that without any financial support, but probably on a much smaller scale. Yet they shouldn't be punished by charging the airport budget for festival expenses.)

Pilots, ground crew, and display people (up to 50), should get **free lunches**. In the past, fliers themselves have provided free lunches by begging sponsorship from businesses or setting up their own kitchen. This dilutes their ability to provide aviation-related activities. A decent sandwich, chips and a canned drink, from a store such as Quiznos, Subway or Big Town Hero or one of our many good delis, would be appropriate, not just pizza as in the recent past. Expected cost would be \$6 per person per day, or \$600 max. Quotations for such lunches have already been received for approximately that amount.

The **free banquet** for sponsors should be expanded to **include pilots, ground crew and display people** and their significant others. Based on previous years attendance, the estimated cost: \$20 each for 30 people, totaling \$600.

Pilots for Young Eagle flights will be happy to provide proof of their own liability insurance. The **airport budget should not be burdened for any other insurance coverage** the City feels it needs to have for this event.

There should be a **significant discount on the fuel for visiting fliers** to increase the number of aircraft on display. Cost estimate for 20 visitors, buying 30 gallons each, at a discount of 50 cents per gallon would come to \$300 in lost gas sales income.

There should be **free fuel for the Young Eagle flights**. Refilling the plane tanks at no charge (or reimbursement), after the last flight would be appropriate. The estimated ten pilots flying four-seater airplanes use about 7 gallons per hour and fly about four hours each on two days which would equal a total of 560 gallons. At \$4.80 per gallon (less the City's discount) this comes to \$2688.

**Attention City:** Operating such an airplane actually costs about \$40 per hour for wear related engine and other maintenance, or typically \$320 for those eight flight hours, which the pilots absorb voluntarily!

The Parks and Recreation Department should supply the needed infrastructure including **Port-a-Potties, garbage cans, barriers and one tent** for shade to the airport for the aircraft operation staff **at no expense to the airport budget**. The parks department runs the Art and Air Festival and gets funds from businesses to put on the event, and that is where the dollars should come from.

**In summary:**

The Albany Chapter of the Oregon Pilots Association requests the City to support the efforts of the pilots and associates who contribute to the success of the Albany Art and Air Festival by providing:

Free lunches

Recognition in the form of invitation to the free sponsor banquet

Fuel discount for visiting fliers

Reimbursement or free fuel for the Young Eagle flights

No expense to the airport budget for insurance, Port-a-Potties, garbage cans, barriers, one tent, and associated infrastructure.

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# VFR vs IFR Approach Surfaces

