

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, June 9, 2011
3:30 – 5:30 p.m.**

MINUTES

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

Commission Members Absent: Pat Eastman; Jerry Wilken

Staff Present: Chris Bailey, Airport & Transit Manager; Diane Taniguchi-Dennis, Public Works Director (*arrived at 4:12*); Irene Mann, Executive Assistant to the Public Works Director

Others Present: Dan Miltenberger; Henry Pollak; Happy Miles; Johanna Omelia, Michael Waldock; Chuck Kratch

CALL TO ORDER

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

APPROVAL OF MINUTES

There were no minutes to approve.

Bailey informed the Commission that staff had incorrect information and that anyone could record the meeting. Miltenberger is providing his own tape recording device to tape the Airport Advisory Commission meetings.

DISCUSSION: MUSEUM PROPOSALS

Waldock distributed a sheet listing two museum proposals to be located at the airport. He suggested a “Women in Aviation” museum to be located in the ‘bird hanger’ and that he would pay for improvements to the facility.

The Commission discussed parking issues, lease length, a possible Amendment to the RFP for an FBO, compliance issues, the present hotel sign office needs, fencing needs, and potential signage issues.

Pascone suggested considering the museum ideas, for the discussions to continue, and invited Waldock and Omelia to return to the July meeting with an update.

DISCUSSION: DEVELOPMENT OF INSTRUMENT APPROACH

Bailey said the FAA will not look at funding this request unless the City updates its Airport Master Plan and airport layout plan. The Master Plan update was included in year 2016 in the Capital Improvement Plan.

ACTION: After being discussed by the Commission, Terhaar recommended the Airport Master Plan Update be started now, and Pascone seconded the recommendation. Bailey added the cost of the Update could be managed efficiently by detailing the scope of work needed. It was unanimous to begin work on it now.

REVIEW MONTHLY PROGRESS REPORT

- Bailey distributed a flyer for the FBO RFP and said it was also advertised in the OPA newsletter and various trade magazines.
- It was decided that Kasper and Pascone would represent the Commission at the NWAAF meeting next week.

- Bailey will order striping paint and a new windsock.
- Tie down leases/fees were discussed. Bailey will review the fee schedule.
- Bailey will prepare a memo on land lease stabilization for a future City Council meeting.
- Add an update on the sign ordinance to the list.

COMMENTS FROM THE PUBLIC

Miltenberger distributed a handout listing action items he would like to see the Commission address.

COMMENTS FROM THE COMMISSIONERS

Future agenda item: set up subcommittees, develop a sign code (look at constraints, variance, what businesses want, obtain City code, ODOT sign code).

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 p.m.

Respectfully submitted:



Irene Mann
Public Works Executive Assistant

From: Johanna Omelia and Michael Waldo

To: Chris Bailey

June 9, 2011

Museum and historic hangar restoration proposals.

For the Historic Albany Municipal Airport to optimize its capabilities, 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 Airforce 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 seek matching grants and donations that can speed the program.

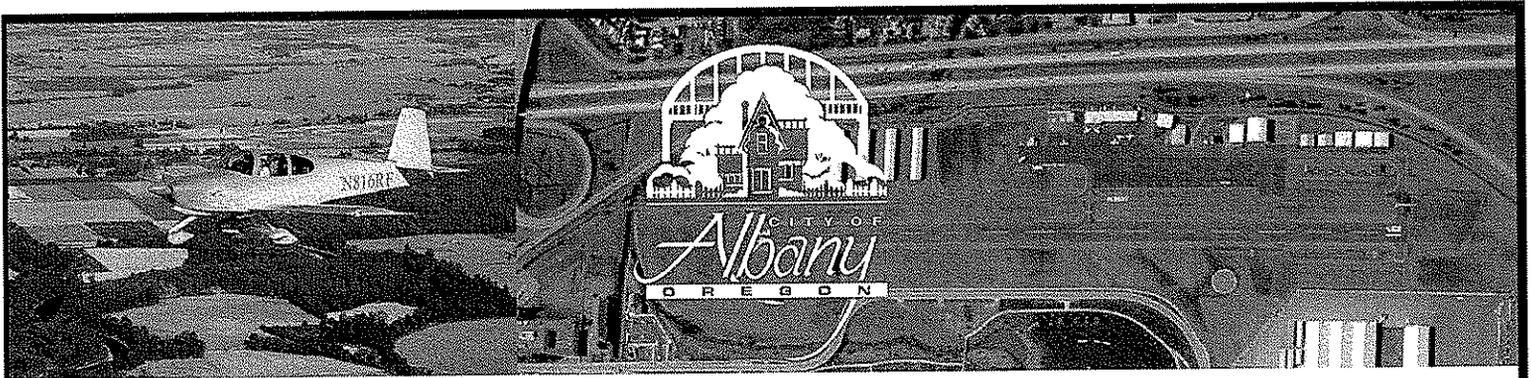
Project 2. *International Flight Attendant Museum.*

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.

Airport Advisory Commission Monthly Progress Report
(revised June 8, 2011)

Active Issues/Projects	Date Added	Progress
Solve two mystery leases		<ul style="list-style-type: none"> - Researched with PW Accountant & Finance - Found original lease agreements - Letters going out - In discussion with both parties
Re-issue FBO RFP		<ul style="list-style-type: none"> - Insurance resolved; new language added to RFP - Checklist added - Issued May 19
Research IFR/LPV Approach Development — Council work-session — Rescind earlier letter — Contact FAA re: paying for survey of obstructions — Discuss land-use implications with CD staff - Update Airport Layout Plan		<ul style="list-style-type: none"> - Scheduled for May 23 - Discussed with FAA & Consulting Engineers - Sent letter to FAA rescinding 1996 letter
Routine management responsibilities:		
- Fuel sales		
- Budget management		
- Facilities maintenance/repairs		
Take resolution for land lease stabilization to Council	5/17/2011	-
Distribute surveys at airport	5/17/2011	-
NWAAF Planning		<ul style="list-style-type: none"> - Met with Parks staff - Resolved insurance question - Began online renewal
Renew FCC license		
Order paint for segmented circle		
Remove cottonwood tree on swept wing apron	5/17/2011	<ul style="list-style-type: none"> - Applied for tree removal permit - City Forester scheduling tree removal - Draft done
Draft lease for new hangar development		
Review new 1200-Z permit requirements	6/8/2011	
Develop self-inspection checklist		

Check into swept wing apron paving		- Discussed with streets maintenance - Overlay tentatively scheduled for this summer
Research water bill re: crop dusting		
Get station wagon removed		- Done
Get aircraft removed or under tie-down fee		- Letters mailed out
Mitigate obstructions at south end (trees in ODOT ROW)		- Submitted ODOT ROW permit application. Contacted ODOT arborist regarding removal.
Transition facilities away from streets mix		
Send letter to hangar owners re: outside storage	5/12/11	
Pending Issues/Projects		
Develop and adopt minimum standards		
Runway end signs		
Runway/Taxiway electrical upgrade		
Completion of east side fence		
Update city airport ordinance		
Update Airport Master Plan		
Contact local emergency management re: interest in cost-sharing AWOS		
Research extending power to city T-hangars		
Stripe and number tie-downs		
Research sale of land for hotels and restaurant		
Present annual AAC report to Council		
Develop policy on vehicles on the ramp/taxiway		
Noise abatement (re: helicopters at night)		
Develop market-based fuel pricing methodology		
Insulation for quad hangar		
Research fuel contract		



CITY OF ALBANY, OREGON

REQUEST FOR PROPOSALS Fixed Base Operator Services

Proposals due by 4:00 p.m., August 18, 2011

The City of Albany, Oregon, is requesting proposals from all interested parties for Fixed Base Operator (FBO) services at the Albany Municipal Airport (Airport). Interested parties must submit their proposal in accordance with the requirements set forth in the Request for Proposals document in order to be considered.

The FBO will be required to:

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

The FBO must also provide at least one as described in a business plan:

- Aircraft maintenance;
- Flight instruction;
- Aircraft sales and/or rental;
- On-demand charter; or
- Aircraft storage.

The Request for Proposals can be downloaded from the City of Albany Web site at <http://www.cityofalbany.net/finance/bids>. It is imperative that those who download the solicitation documents check the Web site regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all proposers known by the City of Albany to have received a complete set of the proposal documents will receive notification when additional items are posted. Please call (541) 917-7676 to be added to the Interested Proposer's list. For proposal information, call Chris Bailey, Airport Manager, at (541) 917-7629.

Time is of the essence to obtain a permanent FBO as current duties are under temporary management; therefore sealed proposals are due no later than 4:00 p.m. on August 18, 2011. Proposals should be delivered by the due date to the City of Albany, Attention: Diane Wood, Purchasing Coordinator, 333 Broadalbin St. SW, Albany, OR 97321. On the outside of the envelope, please reference "Request for Proposals for Fixed Base Operator Services" along with the name and address of the applicant. Faxed or electronic (e-mail) responses will not be accepted. Proposals received after the closing date and time will not be opened or reviewed.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED this 19th day of May 2011.

Diane M. Wood
Purchasing Coordinator