



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

MINUTES

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

Commission Members Absent: Jerry Wilken; Pat Eastman

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

Others Present: Dan Miltenberger; Chuck Kratch; Happy Miles; Bob Bates

CALL TO ORDER

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

APPROVAL OF MINUTES

On page 1 of the October 13, 2011 minutes, a correction was needed in the AIRPORT OPERATING BUDGET FORECAST minutes.

The sentence needs to be corrected to read: Kasper asked about the transient room tax being used ~~for operating rather than~~ for to: being used *to purchase capital projects that generate revenue.....*

On page 2 of the October 13, 2011 minutes, a correction was needed to a sentence in DISCUSSION: AIRPORT SECURITY PROPOSAL. The sentence needs to be corrected to read:...for a total of \$13,415 for equipment and installation, or \$4,495 ~~a month for the leased equipment~~. With these changes, the minutes were approved with a unanimous vote.

COMMISSION VACANCIES

Bailey said that Dennis Smith, John Harshberger, and Jerry Wilken's AAC terms were expiring the end of December 2011, and said if they were interested in being reappointed, they would need to reapply by the due date. Smith said he would not be replying due to his commitments with the OPA. Harshberger indicated that he would reapply.

LONG-TERM OPERATING BUDGET DISCUSSION

Bailey led a discussion on the Airport budget issues. The Commission discussed ways to increase the airport revenues. Ways to attract an FBO were discussed: remodeling the FBO building, bringing in Jet-A fuel, giving the fuel concession to the FBO, and possibly extending the length of the runway to attract additional aircraft. Kasper said he would get some information of providing Jet-A fuel at the airport.

Bailey distributed three 10-year Income Statement Pro Formas (attached), showing different alternatives for budget scenarios. The Commission discussed the pros and cons of the options. Miltenberger again mentioned that he would like to buy the current FBO building as a revenue option. Options provided included: Assumption 1: City keeps the fuel concession and airport management, Assumption 2: City gives away fuel concession to FBO (aviation fuel only), Assumption 3: City gives away fuel concession to FBO and contracts airport management. Other budget forecasts were requested for the next meeting.

An option discussed in the past and again today was to create an Airport Technician position, with a lower salary than Bailey's current salary/benefits and just utilizing her expertise in a supervising/oversight position. Other revenue creating options were to lease space for a flight school, asking for a \$100,000 loan from the City Pepsi money, enclosing the hangers with barn doors, and charging higher lease rates.

COMMISSION UPDATE TO CITY COUNCIL

Bailey said she would like the AAC to have a discussion with Council in January/February as an update on the work of Commission. The I-5 South Jefferson Interchange Stakeholders' Advisory Team meeting was discussed. Bailey said she would check to see if there is a website for the I-5 Interchange project and forward the information to Miltenberger.

UPDATES

Courtesy car

Bailey said she investigated some options. The City's risk management company said it was OK to pursue the idea. She is going to talk to City Attorney Jim Delapoe to discuss liability issues for the airport by providing a courtesy car. She added that often an FBO provides a courtesy car. Some options mentioned were talking to Enterprise Rentals and using an old surplus police car.

A-4 Work

Jack Kasper is going to investigate working with the high-school metal shop students to assist in the restoration of three A-4 military aircraft.

REVIEW MONTHLY PROGRESS REPORT

Kasper added a number of items to the report and then Bailey discussed the progress made on the items in the report (see attached).

COMMENTS FROM THE PUBLIC

Miltenberger asked about the insulation in the Quad Hangar and Bailey will meet with the City Finance Director. He also said the trees along Knox Butte Road need to be trimmed and he will follow-up with the City Forester. He expressed concern about the water meter at the airport and a freestanding sign.

Smith said he has enjoyed being a member of the Airport Advisory Commission but due to his involvement with the Oregon Pilots Association, he will not be reapplying for another term when his term expires on December 31, 2011.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for December 8, 2011, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

Respectfully submitted:

Irene Mann

Executive Assistant to the Public Works Director