



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, December 8, 2011
3:30 – 5:30 p.m.**

MINUTES

Commission Members Present:: Heath Kasper, Chair; Ron Terhaar; John Harshberger; John Pascone, Pat Eastman

Commission Members Absent: Jerry Wilken; Dennis Smith

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

After discussion, the minutes of the November 10, 2012, meeting were unanimously approved.

LONG-TERM OPERATING BUDGET DISCUSSION

Bailey led a discussion on the Airport budget issues. She said the budget was currently existing due to expending some Equipment Replacement dollars. She discussed various line items and options. If there is a fuel spill, there was a question of who would be responsible under the various budget scenarios with fuel management done by someone other than City staff. There was an overall agreement that the personnel costs had to decrease in order to have a balanced budget.

There was discussion of whether to hire a part-time City employee or a contract employee for airport operations. Bailey explained that she would have to go to Council to have a position changed or created. This person would perform airport maintenance so the Building Maintenance line item costs should be reduced. Bailey will bring draft requirements for using contract personnel or City staff. As soon as she has a draft job description, she will e-mail it to Commission members. There was a discussion of reviewing the mowing costs and purchasing a mower for the new Airport Technician to use.

There was also discussion of using the transient room tax income for expenditures instead of saving it for capital projects. Bailey said she has scheduled an airport City Council work session for February 13, 2012 (*note: date rescheduled to Monday, February 6, 2012*). Items on the agenda will be the Master Plan Update, Jet-A fuel, and accomplishments at the airport in 2011. Kasper will address the Council and John Pascone and Pat Eastman will also be at the meeting.

After discussion, there was a decision not to actively recruit for an FBO.

Bailey distributed copies of the 5-year plan for the airport for the new City CIP (Capital Improvement Plan). She also discussed possible grants. She said the Federal calendar year begins in October. Kasper wants to apply for any grants that are available.

REVIEW MONTHLY PROGRESS REPORT

Bailey distributed and reviewed her Airport 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 and the COMMISSION

Miltenberger asked about the hanger at 355 Aviation Way. He also raised some questions about the sign code, the light under the breezeway, and the fence location.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for January 12, 2012, 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