



**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, January 12, 2012  
3:30 – 5:30 p.m.**

**MINUTES**

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

Commission Members Absent: Chuck Kratch

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

Others Present: Dan Miltenberger

**CALL TO ORDER**

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

Chris Bailey announced the names of the two new members appointed to the Airport Advisory Commission (AAC) at the City Council meeting on January 11, 2012. Chuck Kratch and Jay Sluiter are the two new members

Sluiter provided a short introduction about himself. Kratch was absent.

**ELECTION OF CHAIR AND VICE CHAIR**

There was discussion about length of terms for officers of the AAC. Bailey said she checked the resolution and there was nothing specified about re-election of officers. Heath Kasper was nominated as Chair and Pat Eastman as Vice Chair of the Airport Advisory Commission. The vote was unanimous.

**APPROVAL OF MINUTES**

The minutes of the December 8, 2011, meeting were unanimously approved.

**DISCUSSION: CITY EMPLOYEE VS. CONTRACTOR**

The Commission discussed how to reduce expenditures and increase revenues for the airport budget. Hiring a .5 FTE Airport Specialist and eliminating most of the time the Airport Manager charges to this budget would help to reduce costs. This person would report to the Airport Manager. The members of the AAC evaluated the pro and cons of a City employee vs. a contractor. Maintenance costs would be able to be reduced. After discussion, the general consensus was to recommend recruiting for a .5 FTE Airport Specialist that would be a City employee.

The Commission asked that a responsibility be added to the job description list as "*other duties as required*". This new position, along with a recommendation to reduce current staff, would be listed in the update to the City Council to be provided at the work session on February 6, 2012, at 4 p.m.

**DISCUSSION: CITY COUNCIL WORK SESSION AGENDA**

In Bailey's memo to the City Council, the Commission asked her to include a spreadsheet showing the budget with the Airport Specialist position and reduction of current staff. Kasper and Eastman asked to review the memo that Bailey would be sending to Council. The memo would also include an update on

the FBO search, the Airport Master Plan Update, and the strategy of completing and scheduling capital projects. It will also include an update of the coordination with Parks and Recreation as part of the Northwest Art and Air Festival, and the solution to the inequity of the airport land leases. Additionally, the memo will include a list of recent accomplishments at the airport.

#### **REVIEW MONTHLY PROGRESS REPORT**

Bailey distributed and reviewed her Airport Monthly Progress Report. Kasper asked for an update on the sign ordinance at the airport. Bailey will follow up again; she is working with Community Development staff to create a specific "*Airport Zone*." Roofing issues still need to be addressed and the lighting by the FBO office door needs to be improved.

#### **COMMENTS FROM THE PUBLIC and the COMMISSION**

No additional comments.

#### **NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for February 9, 2012, at 3:30 p.m., in the Santiam Room at City Hall.

#### **ADJOURNMENT**

The meeting was adjourned at 5:05 p.m.

Respectfully submitted:

Irene Mann  
Executive Assistant to the Public Works Director

CB:iam