Approved: May 10, 2012

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

MINUTES

Commission Members Present::	Heath Kasper, Ron Terhaar, John Harshberger, John Pascone, Pat Eastman, Jay Sluiter, Chuck Kratch
Commission Members Absent:	None
Staff Present:	Chris Bailey, Operations Manager; Mark Shepard, Public Works Director; Jon Goldman, AIC Airport and Transit Manager; Irene Mann, Executive Assistant to the Public Works Director
Others Present:	Dan Miltenberger, Robert Prosen

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of the March 8, 2012, meeting were unanimously approved.

DISCUSSION: CONTRACTOR DUTIES

Bailey distributed a Draft Request for Proposals (RFP) for Airport Operations Services. She said she would like to have it ready for distribution fairly quickly and discussed a proposed timeline. Bailey said she would like to have it issued by April 23, 2012. She discussed the schedule on page 8 of the RFP. Bailey said she hopes the checklist will help people submit the required items in the proposal. She suggested having a team of three (3) members of the Commission perform a review of the proposals and recommend a Contractor to the Airport Advisory Commission (AAC) and then the Commission would make a recommendation to the City Council (CC). Bailey reminded the Commission that only three members could be on the review team; four members would constitute a quorum of the Commission and would be subject to meeting notifications, etc. Eastman, Harshberger, and Kratch will comprise the review team. The Proposals are scheduled for submission by May 9, 2012. Bailey also suggested having interviews that would assist the Commission to decide on the social interaction capability of the candidate.

The Commission sub-committee will meet on May 10, 2012, and the full AAC meeting will be delayed to May 24, 2012. The plan is for a memo for Council approval for the Contractor Contract award to be at the June 6, 2012, City Council meeting.

The proposals will ensure that all applicants receive and submit the same information.

The Commissioners discussed wanting flexibility when comparing the proposals.

Kratch asked if a member of a Limited Liability Company (LCC) could be a member of the AAC. Bailey will check and let the Commissioners know the answer. Kratch also asked the definition of self-inspection and requested that words be spelled out when initials are used for the first time in the minutes or agenda.

(Mark Shepard left at 3:55 p.m.) (John Pascone left at 4:15 p.m.)

Bob Prosem, a member of the public, introduced himself and provided some background. He is new to Albany and a pilot. He may have some interest in applying for the Contractor position. He asked about expectations for staffing and regular hours for the Contractor.

REVIEW MONTHLY PROGRESS REPORT

Bailey distributed and reviewed her Airport Monthly Progress Report (attached). She discussed the name change of the airport fuel supplier. The supplier was Air BP, but will now be Epic Aviation. Kratch inquired about vendors bidding on fuel. They Commission members also asked about getting an Epic card discount.

The Commission members asked about the application for Transit Room Tax Funding from the Collaborative Tourism funds. Bailey has a meeting scheduled with City of Albany Parks and Recreation Director, Ed Hodney, and will provide an update at the next AAC meeting.

Kratch asked for the Monthly Progress report to be more detailed and have dates and progress updates listed with all items. He also asked for a monthly revenue-expenditure report for the airport.

Bailey said that if a Commission member is absent, it will be noted in the minutes as 'excused' (prior notification to the Chair or staff), or 'unexcused' (no notification). She read Resolution No. 2310 addressing "Nonattendance by Board Members at Meetings and Repealing Resolutions No. 1324 and 1526." Any member of a commission appointed by the Mayor with the approval of the Council who fails to attend two consecutive meetings shall forfeit their office unless it is an excused absence. In such an instance, the Mayor shall immediately secure the appointment of a successor.

COMMENTS FROM THE PUBLIC / COMMISSION

The Commission requested an updated AAC roster be distributed to them.

Robert Prosem's email address will be added to the "Airport Interested Parties" roster and he will receive all future correspondence from staff concerning the AAC agendas, meeting announcements, and minutes.

NEXT MEETING DATE

The next meeting of the Airport Advisory Commission is scheduled for May 24, 2012, at 3:30 p.m., in the Operations Conference Room at the City of Albany Operations Facility on Waverly Drive.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant

IAM:kw