



**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, June 7, 2012  
3:30 p.m. – 5 p.m.**

**MINUTES**

Commission Members Present: Heath Kasper, Chair; Ron Terhaar; John Harshberger; John Pascone; Pat Eastman; Jay Sluiter; Chuck Kratch (arrived 3:40 p.m.)

Commission Members Absent: None

Staff Present: Chris Bailey, Operations Manager; Jon Goldman, Transportation Superintendent; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Dan Miltenberger, Robert Prosen, Ian Search (Linn-Benton Young Marines), Matt Rogers (Century West Engineering)

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The next meeting date was scheduled for June 7, 2012. With this correction on page 2 of the minutes of May 10, 2012, the minutes were unanimously approved.

**REQUEST FOR PROPOSALS (RFP) UPDATE**

The RFP Review Sub-committee members reported their recommendation was not to award the RFP because proposed budgets were too high. The Sub-committee has requested additional information from the submitted proposers. The request was for clarification of the 'best and final offer.' Four responded with their same numbers, and one did not respond. There was discussion for a recommendation for a formal cancellation of the Airport RFP. Bailey added the purpose of this RFP was to assist and stop erosion of the airport budget. It was decided to interview the top candidates.

There was discussion on ways to keep the Airport afloat on its own.

Miltenberger made a verbal offer to purchase the buildings.

There was also discussion of what the Commission felt they wanted and could live with. They feel that the Building Maintenance line item of maintenance services provided could be eliminated. Kratch asked for a report on the time Building Maintenance staff worked on airport issues.

There were questions that required additional information from the City's Purchasing Agent. The Commission asked if the Purchasing Agent could attend their next meeting.

**GENERAL INFORMATION**

Young Marines. The Young Marines are now on the airport premises and paying \$100 per month. They signed a one-year lease and then will stay on a month-to-month basis. They will perform a minimum of 300 hours of service for the airport. (They will weed around the airport, clean the bathrooms, help out during the NWAAF, etc.)

Maintenance List:

- Goldman reported he has Building Maintenance doing some repairs as well as Street Maintenance staff.
- Jon is absorbing the Street Maintenance assistance in his budget and not charging it to the Airport Budget.
- He will have wash rack signage installed.
- Members of the Commission said if a surveyor was needed for the compass rose and, if there was a cost, let them know and they might be able to find someone to help at no cost.
- Sweeping will be performed prior to the NWAAF. There is also \$3,000 from the Parks & Recreation budget that is available to be used during the NWAAF for a static display.

**COMMENTS FROM THE PUBLIC / COMMISSION**

None.

**NEXT MEETING DATE**

The next meeting of the Airport Advisory Commission is scheduled for June 14, 2012, at 3:30 p.m.

**(NOTE: THIS MEETING WAS CANCELLED)**

**ADJOURNMENT**

The meeting was adjourned at 5:07 p.m.

Respectfully submitted:

Irene Mann  
Public Works Executive Assistant

IAM:kw