



**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, July 12, 2012  
3:30 p.m. – 5:00 p.m.**

**MINUTES**

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

Commission Members Absent: Chuck Kratch (excused)

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

Others Present: Robert Prosen, Matt Rogers (Century West Engineering), Pete Brawn

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of the meeting from June 7, 2012, were unanimously approved.

**UPDATE – WATER SERVICE CHARGES**

Goldman provided an update on the water service charges being charged to the Airport budget.

The Airport budget will receive ~\$200 credit (for one year of service). There has been a water meter at the airport, but the meter was not connected to a water line, the airport is on a well.

Positive comments from the Commission were that the fence was now straight and the windows looked nice.

**UPDATE - AIRPORT PLANNING SERVICES RFP**

Goldman provided an update. His recommendation, based on meeting with the Airport Advisory Commission Sub-committee, was to close the RFP and just continue as things have been with Street and Building Maintenance staff performing some of the necessary daily duties. Kasper felt that a person should be at the airport. Miltenberger is at the airport, often on Sundays, doing some things around the offices. A quarter time person will not be at the airport all the time, it was discussed when a person would actually be at the airport – an 8-hour day or 5 days for two hours. Shepard explained he could write a job description (one almost exists from the requirements set forth in the RFP), Human Resources would perform a salary survey, and it would then take City Council action to create a new part-time City position.

Goldman said that the airport was receiving some additional revenue from a new month-month lease from an instructor wanting a small office at the airport. Kasper felt it was good to have someone at the airport, even if they were just sitting on the couch, but still available to answer inquiries.

Eastman said the City Council charged the Commission with getting the budget in line, and these two actions would help.

**MOTION: Terhaar motioned to close the RFP, Pascone seconded the motion and the vote was unanimous.**

Goldman said he would close the RFP and send out letters notifying the bidders on Friday, July 13, 2012.

Goldman said he would have signs prepared with his name and contact information, posted at the airport, to help welcome visitors to the airport.

Bailey said she had prepared a budget without spending the additional money for a contractor and she would e-mail the budget sheets to Kasper.

Shepard said there were no restrictions on how to spend the money in each line item.

Pascone asked how many planes were at the airport. Kasper said there were ~90 airplanes currently at the airport (there were 75-80 in the 1960's).

#### **UPDATE - AIRPORT MASTER PLAN RFQ**

The RFQ (Request for Qualifications) closed on July 20, 2012. Goldman said he expected between two to four requests. A recommendation will be made based on the qualifications of the applicants.

Goldman also said that the request for a quote for mowing at the airport closed on July 20, 2012. The bid will be for a three-year contract with up to three annual extensions.

#### **COMMENTS FROM THE PUBLIC / COMMISSION**

Sluiter mentioned that the grounding reel rubber hose needs to be replaced; the black rubber is rubbing off on the users hands. He also thanked Goldman for doing such a great job at the airport.

Reminder: Northwest Art & Air Festival (NWAAF) is scheduled August 24 – 26, 2012.

The RC Club (Radio Control) asked where they would be located at the NWAAF; it was recommended that they contact Dan Miltenberger for an answer.

A windsock has been donated and the Young Marines are working at coordinating a photo opportunity with the donator and new windsock.

#### **NEXT MEETING DATE**

The next meeting is scheduled for September 13, 2012.

#### **ADJOURNMENT**

The meeting was adjourned at 4:10 p.m.

Respectfully submitted:

Irene Mann  
Public Works Executive Assistant

IAM: kw