



**/CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall, Santiam Room
333 Broadalbin Street SW
Thursday, December 13, 2012
3:30 p.m. – 5:00 p.m.**

MINUTES

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

Commission Members Absent: None

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant

Others Present: Henry Pollak, Dan Miltenberger

CALL TO ORDER

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

APPROVAL OF MINUTES

After noting a correction – the information about the salary survey was listed twice in the November 15, 2012, minutes on Page 2 under Commissioners Comments – the minutes of the meeting from November 15, 2012, were unanimously approved 7:0.

COMMISSIONERS TERMS EXPIRING

Pat Eastman, Heath Kasper, John Pascone, and Ron Terhaar's terms are all expiring in December.

Pat Eastman informed the Commission that he will not be reapplying. The other Commissioners whose terms are expiring will be submitting applications for reappointment to the Commission.

The Commissioners thanked Eastman for all his efforts and hard work. There are five applicants for the open position. Staff will e-mail the names to the Commissioners on December 14, 2012.

The appointment of the new Commissioners will be presented at the January 9, 2013, City Council meeting. The Commissioners decided to change the date of their next meeting to Thursday, January 17, 2013. They are also considering making the regular meeting date occur on the third Thursday of every month. The next meeting date has been changed to Thursday, January 17, 2013.

MISCELLANEOUS UPDATES

Goldman said the water meter at the airport can remain in place even though it is not being used. The airport was billed for one month's service during 2012 in the amount of \$16.74 (base price for water use) and Goldman said he is not going to pursue a credit for that amount. He listed a number of other items he had his staff repair, replace, or install. The new aerial photo was hung, the fuel island lights were repaired, the paper towel dispenser was installed, the ground reel was fixed, and the tie-down chains were being installed on December 13, 2012. Goldman said he would have a Building Maintenance report in January 2013.

The fence extension will be completed in 2013 with grant money and the Commission requested to see the designs.

There was extensive discussion in regards to having a courtesy car available at the airport. Goldman will do some additional research and report back to the Commission in January 2013.

The Commission requested the City's Airport web page be updated. An agenda item will be added to the January meeting for Commissioners to bring ideas of what they would like on the Airport web site – link to Fairgrounds, restaurants, motels, shopping, a directory of who/how to contact people, and hangar construction sites available.

There was a question about the hotel office in the building adjacent to the FBO building – was the hotel paying for the space and what were the lease arrangements?

Kasper also asked for an update of the Happy Miles lease of the historic hangar and the Airport Master Plan website.

It was reported that the compass rose has not been completed.

Kratch asked about ideas to improve the number of visitors at the airport during the Northwest Art and Air Festival, a report from the Young Marines – suggested quarterly and sent to Jon Goldman. He asked if any additional hangars were in the plans and Goldman said there were no plans.

Eastman thanked the Commissioners and said it was a pleasure serving on such an organized and well run Commission.

Goldman reminded the Commission that the airport should only account or 5% of his overall time.

Kratch asked if the minutes could be more detailed, but staff said that minutes are a summary of items discussed not a verbatim account.

COMMENTS FROM THE PUBLIC

Miltenberger again offered to purchase the FBO building and Pascone said the City should not sell a public asset. Kasper also voiced his opinion and rejected the idea of selling the fuel and the building.

NEXT MEETING DATE

The next meeting is scheduled for January 17, 2013.

ADJOURNMENT

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

Respectfully submitted:

Irene Mann
Public Works Executive Assistant