



**CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall, Santiam Room  
333 Broadalbin Street SW  
Thursday, January 17, 2013  
3:30 p.m. – 5:00 p.m.**

**MINUTES**

Commission Members Present: Heath Kasper, Ron Terhaar, John Harshberger, Georgiann Wheeler, Jay Sluiter (arrived at 4 p.m.), Chuck Kratch (arrived at 4 p.m.)

Commission Members Absent: John Pascone (excused)

Staff Present: Jon Goldman. Transportation Superintendent, Irene Mann, PW Executive Assistant, Chris Bailey (Operations Manager), Mark Shepard (PW Director)

Others Present: Henry Pollak, Happy Miles, Don Austin

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of the meeting from December 13, 2012, were unanimously approved 4:0.

**COMMISSIONERS INTRODUCTIONS**

Georgiann Wheeler, a new Commissioner introduced herself and shared some of her experience and knowledge of airports. The other members of the Commission and staff introduced themselves. Shepard thanked everyone for serving on the Commission.

**WEBSITE UPDATE IDEAS**

The Commissioners mentioned various ideas and links to update the Airport City web site. Suggestions included:

- Information for visitors – How to get to the airport
- Photo of the airport
- Updated staff contact information
- Fuel update
- Better link/location of City web site page
- Update on Master Plan (meetings etc.)
- Information links to hotels, restaurants, shopping
- Update meeting dates

**NEW MEETING DATE**

The new meeting date for the Airport Advisory Commission will be the third Thursday of every month beginning at 4 p.m.

*NOTE: Shepard left at 3:45 p.m.*

**MISCELLANEOUS UPDATES**

- Goldman will investigate electricity possibility in open 'T' hangars (no power or lights available at the present).
- Bees removed from fuel pump.
- Goldman provided a fence update.
- FBO building sign will say 'Welcome to Albany Municipal Airport'.
- Working on sign for restaurants/hotels on fuel site
- Goldman reported he spoke to someone at Creswell airport about a car for pilots use. He said our insurance staff person is not in favor of having a City vehicle sitting at the airport for pilots use.
- Building Maintenance work orders showed 176 hours spent on airport maintenance in the 2012 calendar year. They charge the Airport \$18,000 for Building Maintenance services. The Commissioners requested quarterly reports.
- Next Airport Master Plan Update Planning Advisory meeting is scheduled for January 24, 2013, in the Santiam Room in City Hall at 3 p.m.
- Working on obtaining Reliant payment information from Finance.
- Needs a list of projects for the Young Marines.

### **COMMISSIONER QUESTIONS/COMMENTS**

Kasper asked about an airport sign located in the City. Kratch will check with ODOT since Airport Road is a state highway.

The Commissioners requested a budget update.

A comment was made about the article in the DH about the Young Marine of the Year.

A question was asked about the top lease rate (lease rates change in February after the new CPI is released in January).

A City Council update on the airport is scheduled for March 25, 2013.

### **COMMENTS FROM THE PUBLIC**

Happy Miles addressed the Commission and provided background on himself and his historic hangar. He is interested in negotiating a new lease. Kasper suggested submitting a proposal. Miles requested a copy of everything in his lease file.

Kratch asked if there was still any possibility of a museum at the airport.

Dan Miltenberger had given a list of comments to Kasper. One of the items was to designate an area for ground parking for cars. The Commission discussed whether to charge a parking fee. Kasper suggested using the north end of the FBO building (gravel area inside the fence). There is room for 4 or 5 cars. The area can be designated as car parking and the cars must be registered with the City. The area is for serviceable cars not for storage. Miles volunteered one of his spots, and the Commission thanked him for his offer.

Kratch made a motion to designate the gravel area at the FBO building for parking and Wheeler seconded it. The vote was 6 to 0. It was also suggested that signs be erected at the site.

### **NEXT MEETING DATE**

The next meeting is scheduled for February 21, 2013, at 4 p.m.

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**ADJOURNMENT**

The meeting was adjourned at 5 p.m.

Respectfully submitted:

Irene Mann

Public Works Executive Assistant