



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, May 16, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Ron Terhaar, John Harshberger, Jay Sluiter (arrived at 4:05), John Pascone, Chuck Kratch

Commission Members Absent: Georgiann Wheeler - excused

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant; Anne Catlin, Planner II

Others Present: Dan Miltenberger

CALL TO ORDER

Chair Kasper called the meeting to order at 4 p.m.

APPROVAL OF MINUTES

The minutes from March 21, 2013, needed to have the location corrected to the Albany Municipal Airport. They also needed a change to reflect the correct name of the meeting that was referred to by Heath Kasper- it was the Collaborative Tourism Program, not the Transient Room Tax Task Force meeting. With those changes, the minutes of the meeting were unanimously approved 5:0.

RESOURCES FOR GRANTS FOR HISTORIC BUILDINGS

Anne Catlin (City of Albany Planner II) attended the meeting. She discussed the possibility of grants that might be available for historic buildings. She said she located one grant for up to \$20,000, and she would send the information to Jon Goldman. She added that Heritage related opportunities have more money available, for use for museums, collections (not just to repair – must be bricks and mortar – those grant could be up to \$200,000 (given out every two 2 years). A Commissioner asked if restored military jets would qualify? Catlin suggested staff call the State Historic Preservation Office (SHPO).

Catlin left at 4:24 p.m.

The Oregon Heritage Commission will be meeting at the fairgrounds in April 2014. The Commission discussed hosting an event at the Albany airport.

MISCELLANEOUS UPDATES

- Goldman thanked the Commissioners who attended the City Council work session in April.
- A check was recently sent to the City from Reliant Aviation for \$3,000.
- The fuel tank was out of service while it was cleaned. The City Engineering work group will look at the possibility of a project to raise the north end of the tank so it better reflects actual fuel.
- Staff will investigate an awning or cover over the fuel area and a light for night fueling.
- June 13, 2013, is the date for the next Airport Master Plan Update meeting.

- Staff will discuss how to set up a taxi program for pilots flying into Albany.
- Staff will get airport magazines sent to the airport. Additionally, a magazine rack was installed in the FBO building lobby.
- Staff will look at eliminating the gate by the north hangar.
- Staff will follow up with Happy Miles on his lease renewal. Miles has a copy of the lease.
- There was discussion about a mural on a hangar.

COMMENTS FROM THE PUBLIC

Miltenberger suggested that the City re-advertise for an FBO. He also suggested selling ads that could be placed on a white board with airport information.

COMMISSIONER COMMENTS

- Pilots requested the light on the FBO building needed to be replaced and to spray the weeds on the ramp.
- Kasper asked for a copy of the year-to-date budget and the Building Maintenance report.
- Kasper asked staff to investigate a 'grass runway'. Were there drainage issues, grading issues, was it feasible?
- There was discussion on options for spending the \$1,500 from the NWAAF on advertising by June 30, 2013. Terhaar made a motion to authorize Kasper and Sluiter to use their judgment on how to spend the \$1,500 to best promote the airport. Pascone seconded the motion and it passed unanimously.

NOTE: John Pascone left at 5:20 p.m.

- John Harshberger will be absent on June 20, 2013.
- Kasper provided an update on the cost of airport license plates.

NEXT MEETING DATE

The next meeting is scheduled for June 20, 2013, at 4 p.m. in the Santiam Room at Albany City Hall.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant