

Approved: August 14, 2013



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, July 18, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Ron Terhaar, Georgiann Wheeler

Commission Members Absent: John Pascone - excused, Chuck Kratch - unexcused

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

Others Present: Dan Miltenberger

CALL TO ORDER

Chair Kasper called the meeting to order at 4:03 p.m.

APPROVAL OF MINUTES

A number of changes were recommended be made to the minutes. With these changes, the minutes from the June 20, 2013, meeting were unanimously approved 5:0.

DISCUSSION – TRACTOR PURCHASE FOR MOWING

Goldman reviewed the terms of the mowing contract for the Airport. The current contract does not expire until June of 2015. The contract is for three years with one-year extensions. Kasper said that a tractor could be purchased for \$20,000 using Airport capital and volunteers could mow. A question of insurance liability was raised as well as preventative and maintenance annual costs. This item will be placed on the agenda again in January 2014.

ADVERTISING FOR A FBO

The Commission had a discussion of how to approach advertising for a FBO. Goldman said he would find out how informal a Request for Proposals can be. Kasper will work with Goldman and check with Finance for review. A suggestion was made to allow potential occupants to propose what they would do. Evaluating the proposals might prove difficult.

FUEL TANK PROTECTION

Miltenberger felt that nothing needed to be changed. The hose was fine. Kasper felt that turning the card reader 90° would be helpful and make it easier to read. Goldman will talk to EPIC but first see if the reader can just be unbolted and moved.

MISCELLANEOUS UPDATES

*Goldman discussed suggestions for the verbiage over the FBO building – Welcome to Albany Municipal Airport. The Commission agreed to the verbiage and Goldman will have his staff make stencils and paint the works on the building.

*Kasper noted recent cracks on the airport apron.

*Goldman said he ordered parts for the fence damage.

*Goldman updated the Commission on the taxi rides for \$6. anywhere in town from the airport. The pilot's name, phone number, and tail number would be required. Sluiter still felt a courtesy car would be better than a taxi. Wheeler said that taxi service now was better than nothing. Kasper liked the idea of low-cost taxi rides being available to the pilots.

*Goldman read two comments received from AirNav that were very positive about the airport.

*There was a discussion about the type of 'S' hooks needed for the tie downs.

*Meetings for the AAC could not take place in the FBO building since the bathroom is not handicapped accessible. The Commission asked for a City Building Inspector to look at the bathroom and see what would need to be done to make it accessible.

*A question was raised why there were two gas meters at the FBO building. Goldman will investigate it and report back to the Commission.

*Discussion about Pete Brawn returning to Albany and his request for office space in the FBO building. Goldman will follow up on this.

*No update on T hanger electrical question.

COMMENTS FROM THE PUBLIC

None.

COMMISSIONER COMMENTS

*Sluiter thanked staff for their work on the ramp.

*Kasper asked to see what culverts were needed by the runway, Kasper mentioned a few areas that still needed to be sprayed around the airport. He also discussed the Airport Master Plan Update.

NEXT MEETING DATE

The next meeting is scheduled for Wednesday, August 14, 2013, at 4 p.m. in the Santiam Room at Albany City Hall. **(Note date change from regular meeting date.)**

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant