



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Wednesday, August 14, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Ron Terhaar (arrived 4:15), Georgiann Wheeler

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

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

Others Present: None

CALL TO ORDER

Chair Kasper called the meeting to order at 4:02 p.m.

APPROVAL OF MINUTES

The minutes from the July 18, 2013, meeting were unanimously approved 4:0.

DISCUSSION – ADVERTISING FOR A FBO

Goldman said he had spoken to the City’s Purchasing Coordinator, and she said that writing a Request for Proposal that did not ask for specifics was not easy.

The Commission discussed holding an “information meeting” to solicit generic or specific possibilities and explore ideas for using the FBO space. The Commission discussed advertising in various locations and sending it to all ‘Interested Parties’ for a public information meeting from 5-5:30 p.m. after the business Airport Advisory Commission meeting (from 4 p.m. to 5 p.m.) in September.

MISCELLANEOUS UPDATES

Goldman reported:

- *the parts for the damaged fence would be installed later in the week.
- * the brush was cleared away from the fence line.
- *the EPIC keypad cannot be turned.
- *Mowing Contract would be added to the 2014 January agenda. There was the beginning of discussion of the City Water, Streets and Airport purchasing a mower and splitting the cost.
- *fuel was delivered for the NWAAF.
- *an office was set up for Pete Brawn in the FBO building
- *Goldman was investigating the availability of large stencils.
- *Goldman will work with Building to investigate the possibility of a handicapped restroom in the FBO building.
- *hooks for the tie downs have been ordered.

*fuel was donated for the pilots to fly the Young Eagles.

*he will check into lowering the price of Albany fuel for the NWAAF.

COMMENTS FROM THE PUBLIC

None.

COMMISSIONER COMMENTS

*Kasper distributed 90% submittals for the Automated Vehicle Gate Plan. He said he wants all of the Airport property fenced. The project was going out to bid today and would be awarded in two weeks.

The Commission discussed any changes they would like to see. These changes would be resolved through a contract Change Order.

*Kasper said he would show the fence drawings to Dan Miltenberger and discuss them with him.

*Sluiter said he would investigate the opportunity to Use the Oregon Emergency National guard to lay out the grass runway.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, September 19, 2013, at 4 p.m., in the Santiam Room at Albany City Hall.

ADJOURNMENT

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

Respectfully submitted:

Irene Mann

Public Works Executive Assistant