



Approved: October 17, 2013

**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Wednesday, September 19, 2013
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Ron Terhaar, Georgiann Wheeler, Chuck Kratch (exited the meeting at 4:01 p.m. and returned at 4:15 p.m.) John Pascone (arrived 4:55 p.m.)

Commission Members Absent: None

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

Others Present: Happy Miles, Dan Miltenberger, Ed Hemmingson, others

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes from the August 14, 2013, meeting were unanimously approved 5:0.

ATTRACTING AN FBO

This item was moved since Kate Porsche was delayed at another meeting.

MISCELLANEOUS UPDATES

*Goldman provided information on the Young Eagle flights during the Northwest Art & Air Festival (NWAAF). He said that nine pilots flew 197 flights. In addition, \$958 was spent on fuel (\$1,000 had been donated). Miltenberger disagreed with Goldman's numbers.

*Goldman said he was going to replace the air conditioning wall unit. The cost was ~\$400. Sluiter recommended central air, but the Commission agreed it was a more expensive option that was not necessary.

*Goldman reported that the bathroom refit to conform to American with Disabilities (ADA) requirements would cost ~\$1,000, and he was moving forward with the necessary changes. The current women's restroom will become a unisex restroom and the men's restroom will not be changed. It will take a few months to complete the work.

*Goldman was contacted by Apex Helicopters. They are looking for hangar space for seasonal use (harvesting Christmas trees). Kasper will follow-up and contact Apex.

*Goldman is getting an estimate to check the electrical conduit to the T-hangars.

*Goldman is investigating and pricing a mower that could be used by various Public Works work groups. The Streets work group needs a mower now, but the Airport would not use the mower until the current mowing contract expired in 2015.

*Goldman said the fence bids were opened and he sent the information to the Federal Aviation Administration (FAA) and is waiting for their approval.

*Kasper and Miltenberger distributed maps of the Airport and discussed the property lines and where the fence should be installed.

*There were questions about the actual property lines at the Airport and Goldman said he would obtain a legal description of the Airport. A survey of the property line needs to be completed before the fence is installed. There was also discussion about possibly needing a title research firm to trace the history of the purchase of the Airport property.

MASTER PLAN UPDATE

Goldman said that this was the last chance to review the Update before it was submitted to the FAA.

There was quite a lot of discussion among the Commissioners about the priority of the top seven Capital Improvement Program (CIP) items to be submitted with the Master Plan Update.

Kasper and Terhaar said they were pleased with the Update and with the engineer heading up the project.

The top seven items in priority order for the Draft 20-Year CIP (2013-2032) are:

New Priority Number	Original Number	Description
1	4	South Taxiway Connector (Displaced Threshold)
2	5	North Taxiway Extension/Connector (Displaced Threshold)
3	3	Runway 16 & 34 Displaced Threshold Marking, Lighting, Signage
4	6 & 7	New South End Hold Area & Expand Current Hold Area
5	15	AWOS (Automated Weather Observing System)
6	19	Northeast Transient Tie-down Apron Expansion
7	NA	Taxiway Lighting

ATTRACTING AN FBO

Kate Porsche, Economic Development/Urban Renewal Director, was unable to attend the meeting. John Pascone and Porsche will discuss this topic at the meeting in October.

COMMISSIONER COMMENTS

Goldman was asked to obtain an estimate to electrify the motor mechanism of the FBO hangar doors. Currently the door is opened with chains.

Kratch asked about the money that had been available for the Airport as part of the NWAAF.

COMMENTS FROM THE PUBLIC

Miltenberger requested a plaque be installed to thank the Meyer family for donating property near the Lum Yuen restaurant. Sid Stevens, jewelers, has already designed the plaque.

Miles addressed the Commission and said he is leaving the country in October and would like to meet with Goldman to resolve his lease before he leaves. Goldman said he would call Miles to set up a meeting.

Sluiter said he had invited Andy (who was in the audience) since he was interested in the FBO building. Andy explained he had no financing to begin a project but was just expressing his interest.

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NEXT MEETING DATE

The next meeting is scheduled for Thursday, October 17, 2013, at 4 p.m., in the Santiam Room at Albany City Hall.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Respectfully submitted:

Irene Mann

Public Works Executive Assistant