Approved: February 20, 2014

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room
Albany City Hall
333 Broadalbin Street SW
Thursday, January 30, 2014
4 p.m. – 5:30 p.m.

MINUTES

Commission Members Present:	Heath Kasper, Jay Sluiter, John Harshberger, Chuck Kratch, Georgiann Wheeler, John Pascone
Commission Members Absent:	Richard Kay - excused
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 4:04 p.m.

APPROVAL OF MINUTES

The minutes from the December 19, 2013, meeting were unanimously approved 6:0 with one correction.

MISCELLANEOUS UPDATES

Goldman reported:

*the fence was almost completed.

*the fire gate will be removed.

*Building Maintenance staff will paint (and Street Maintenance staff will hang) the "Welcome to Albany Municipal Airport" sign.

*Building Maintenance is working on obtaining the permits to complete the Americans with Disabilities Act (ADA) ladies bathroom retrofit in the Fixed Base Operator (FBO) building. All the work will be done in-house.

*Street Maintenance staff cleaned the gutters to deal with the eliminating the zinc issue.

Goldman reiterated that the Commissioners could email or call him at any time with items that need to be repaired at the airport.

COMMENTS FROM THE PUBLIC

None

COMMISSIONER COMMENTS

*Kasper asked to see the design for the floor plan for the bathroom.

*Kratch asked about the policy for parking gliders at the airport.

*Kratch distributed a proposal for the City to loan funds to private parties to build hangars at the airport.

He said that the Economic Development Director said the project was possible and doable. A discussion followed with many comments from the Commissioners.
Motion: The Commission voted to proceed with this proposal as amended and the vote was unanimous 6:0.

*Kasper asked that comments or changes to the proposal from the PW Director, City Manager, and City Attorney be brought back to the Airport Advisory Commission before the proposal is submitted to the Albany City Council.

*Kasper asked if there was an 'old' City computer that could be used at the FBO building.

*There was discussion about a security system for the FBO building.

*A question was asked about combining smaller items for the $5,000 minimum necessary to use for capital projects.

*Kasper asked when the airport would be surveyed (Goldman said at the complete of the Master Plan Update). Kasper asked that the 'recent' City Resolution about the Airport be changed to reflect 'as of this day' when the survey is complete.

*The plaque for the donated land is finished and will be installed next to the 'man' gate on the airport side of the fence.

*Kasper asked about the status of Happy Miles' lease and staff said it was under review by the City Attorney. Goldman said he would let the Commission know when it is signed.

*There was discussion on the operation of the gate – whether to leave it open during the day and to only lock it at night. Goldman will find out the capability of the gate lock.

*Kasper asked for an update of the hours that Building Maintenance staff spend on Airport projects.

*There was discussion about having grass seed grown and harvested on Airport-owned property.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, February 20, 2014, at 4 p.m., in the Santiam Room at Albany City Hall.

ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant