*Approved: June 19, 2014*

**CITY OF ALBANY**
**AIRPORT ADVISORY COMMISSION**
**Albany Municipal Airport**
**533 Aviation Way**
**FBO Building-Main Office**
**Thursday, April 17, 2014**
**4 p.m. – 5:30 p.m.**

# MINUTES

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|---|---|
| Commission Members Present: | Heath Kasper, Jay Sluiter, Richard Kay, Georgiann Wheeler, Chuck Kratch, John Harshberger |
| Commission Members Absent: | John Pascone (excused) |
| Staff Present: | Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant |
| Others Present: | Dan Miltenberger, Don Austin (Young Marines), Travis Ward, others |

## CALL TO ORDER

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

## APPROVAL OF MINUTES

The Commission recommended some changes to the minutes from the March 20, 2014, meeting, and then the minutes were unanimously approved 6:0.

## MISCELLANEOUS UPDATES

Goldman reported that:

-between January and March of 2014, Building Maintenance staff spent 125 hours at the airport (this does not include the total of all the hours for the bathroom remodel).

-the security camera etc., has been purchased at a cost of ~$340.

-staff have been spraying weed/grass killer around the airport.

-the concrete chunk was removed.

-an old picnic table will be removed.

-there has been no progress on the riparian area permit.

−the ODOT Tripcheck.com link (location of the ODOT camera is on I-5 at North Albany, at milepost 236), has been added as a link on the airport web site. The Commissioners asked if a caption stating it was *"two miles north of the airport"* could be added.

-The Oregon Department of Aviation (ODA) performed their annual inspection and detailed only three or four items they recommended be fixed (Cottonwood trees they recommended be removed belong to ODOT).

-he contacted Comcast about providing internet and a modem in the FBO building.

Goldman answered questions about the Heating & Fuel line item in the Airport budget. He explained how Reliant Aviation's payments are showing up as revenues in the Airport budget.

**COMMENTS FROM THE PUBLIC**

Miltenberger showed the Commissioners a number of items in the newly remodeled bathroom that still needed to be resolved. He added, and they agreed, that it looked very nice.

He also discussed the power and heating bills at the Airport. There was a discussion whether hangar rent should be increased since it was currently lower than market value.

**A motion was made and seconded** to recommend the rent on the four hangars be raised to $170/month from $150/month. The vote was 5:1 (Kratch, Harshberger, Kasper, Wheeler, and Kay voting yes, and Sluiter voting no). Goldman will investigate the hierarchy of making the decision to raise the rent and see if it has to go to the City Council.

Austin asked about a calendar/schedule for the Northwest Art and Air Festival (NWAAF) and was told that was not a Commission item.

**COMMISSIONER COMMENTS**

-Wheeler asked about the progress or reactions to the Fire Marshal inspections at the airport, but there was no update; the inspections should be completed by the end of August.

-Kay commented on the Lebanon Air events, asked if Albany did anything similar, and was informed that the airport participates in the NWAAF.

-Kratch commented the fence looked great.

-Kratch also asked for a breakdown of the revenue line items for the airport budget.

-Kasper asked what was in the budget interest line item since there was no interest recorded for the month. He also asked what line item the tie down fees were in, what line item the office lease/hangar lease payments were in, and also asked about Wages & Salaries line item. He also asked about the plan for a new taxiway.

Comments/questions were also made:

-about the breakdown of the Transient Room Tax (TRT) line item.

- questioning the status of the plaque (waiting for the surround).

-about the status of the proposal for the hangar construction loans (the Community Development/Public Works Director currently is reviewing it).

-investigating update status of sign ordinance (will discuss with Anne Catlin).

-about the static display planes being painted –looking good.

-when the old fire gate would be removed.

**NEXT MEETING DATE**

The next meeting is scheduled for Thursday, May 15, 2014, at 4 p.m. The meeting will be held at the Albany Municipal Airport in the FBO (Fixed Base Operator) building.

**ADJOURNMENT**

The meeting was adjourned at 5:25 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant