Approved: October 16, 2014

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Albany Municipal Airport
533 Aviation Way
FBO Building-Main Office
Thursday, September 18, 2014
4 p.m. – 5:30 p.m.

MINUTES

Commission Members Present:	Heath Kasper (arrived at 4:05 p.m.), Jay Sluiter, John Harshberger, Richard Kay, Chuck Kratch, Georgiann Wheeler, John Pascone (arrived at 4:10 p.m.)
Commission Members Absent:	None
Staff Present:	Jon Goldman, Transportation Superintendent; Chris Bailey, Operations Manager/Assistant Public Works Director; Irene Mann, PW Executive Assistant
Others Present:	Dan Miltenberger, Rodney Harris, Don Austin

CALL TO ORDER,

The meeting was called to order at 4 p.m.

APPROVAL OF MINUTES

Kay asked for a change in the minutes and with the change, the minutes of the August 2, 2014, meeting were approved by a vote of 5:0.

UPDATES

The Albany Fire Department inspected the City buildings at the airport for extinguishers and expired tags and investigated self inspection for other hangars.

The Transportation Security Administration (TSA) inspector was at the airport – the list of names and emergency contacts was updated.

The Federation Aviation (FAA) performed their clearance inspection and found small PVC pipe protruding from the ground at the south end of the runway. They also noted two lights that needed to be replaced. Goldman said he will get a full report.

Mark Shepard (Public Works Director/Assistant City Manager) has sent a letter to the Oregon Army National Guard to enter into a Land Training Area (LTA) Agreement to allow the Guard to use specific Albany Municipal Airport property for training. The Guard should follow-up with an application.

Goldman mentioned the Transient Room Tax (TRT) funds for budget 20-14-2015 should be ~$67,000. The amount increases by three percent each year.

Goldman said he installed the cameras and they are set to be activated by motion. He will check the amount of memory and also the ability to view the images remotely. It will cost ~$320 for the system. This system can handle two more cameras. It was decided to see how these work before purchasing any additional cameras.

Goldman provided an update of the negotiations with a potential FBO. He has included a request for most of the items from the old Request for Proposals (RFP) for an FBO.

Goldman said that the sub-meter for the Young Marines area will be read and he will negotiate the charges with them.

COMMENTS FROM THE PUBLIC

Miltenberger wanted to know the process to fix the vent in the ladies room (ADA accessible) bathroom. He also asked that the yellowing ceiling light covers in the FBO building be replaced (Goldman will replace lenses and lights.) Miltenberger also asked why there were two gas meters and who was paying for them. He was concerned about a double charge. Kratch said he will call the gas company and find out the answer.

Harris inquired about the insurance requirement for the airport since State regulations have changed.

COMMISSIONER COMMENTS

Kay provided a report with information for replacing the chains for the tie-downs. The Commissioners discussed the type of tie-down they preferred.

Sluiter requested Goldman talk to Robbie Sterm who was interested in leasing space for a flight school in the empty half of the building the Young Marines are using. Sluiter also provided an update on the location and installation of the plaque.

Goldman reported that the City Manager, Finance Director, PW Director/Assistant City Manager, and City Attorney will do more research on the Commissions' proposal to lend money for new hangars to be built.

Kratch asked for the authority to talk to the power and gas company about the City bills.

Kasper asked about the waterline in the balloon flight takeoff area.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, October 16, 2014, at 9 a.m. The meeting will be held at the Albany Municipal Airport in the FBO (Fixed Base Operator) building.

ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant