



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Albany Municipal Airport
533 Aviation Way
Santiam Room-Albany City Hall
Thursday, December 18, 2014
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Richard Kay, John Pascone, Chuck Kratch, Georgiann Wheeler

Commission Members Absent: None

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant; Mark Shepard, Assistant City Manager/Public Works & Community Development Director

Others Present: Dick Olsen, Albany City Councilor; Dan Miltenberger, Travis Ward

CALL TO ORDER

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

APPROVAL OF MINUTES

The October 16, 2014, minutes were approved by a vote of 7:0 (with one change). The minutes of November 20, 2014, were approved by a vote of 7:0.

PURPOSE OF THE COMMISSION

Kasper told the Commission who attended the December 2014, meeting and said that the role of the Commission was in flux. He explained that City Attorney Jim Delapoer said that overseeing projects and telling people what to do was not the role of the Commission. Delapoer said that the role of the Commission was to advise the City Council.

Shepard said that Kasper summarized the situation very well. He added that the Commission was currently operating outside the City Ordinance. The Commissioners have gone above and beyond their designated roles and their responsibility is very blurred. Sometimes they are acting in the role of Commissioner and other times as a volunteer.

Delapoer said he would draft changes to the Ordinance and bring it back to the Commission (hopefully) in January.

Kasper said that he would like a more managerial role, whether that was right or wrong. Shepard reiterated the Commission's role was to advise the City Council. He asked the Commissioners to prioritize what they felt needed to happen at the Airport, and that it was most appropriate for staff to take the lead to get things done. He asked the Commissioners to identify big picture items, and then staff would decide how it would be accomplished and how it would be funded.

Commissioners brought up examples of past issues. Shepard said it was in the Commission's role to identify issues but not to direct staff to fix them. Fixing the roof vs. looking at power bills was staff's decision. Shepard also said it was not appropriate for a Commissioner to speak on behalf of the City.

Shepard explained that many of the things that the Commissioners were doing were really the role of a volunteer. There was a form for City volunteers required because of liability and insurance coverage. Kasper felt the roles were not clearly defined. Shepard said he would help clarify their roles. He asked what they felt was needed to make the Airport function well. Shepard said he felt fixing the sign was not necessarily a top priority but fixing the roof would be important. He added the Commissions' role was to review the annual budget, not review every line item every month.

Pascone agreed that the Commission should allow Delapoeer to come back to the Commission with suggestions. He added that he felt the Commissioners were a zealous group with a passion for the Airport. Wheeler agreed the group 'owned it' instead of advising. Kratch said he felt if someone on the Commission had an expertise investigating something, why shouldn't they do it? Kasper felt it was the Commissions fiduciary responsibility to review leases. Shepard explained that the Commissioners wore two different hats- one of volunteer and one of Commission member.

Olsen said the Commissioners can always talk directly to him. He said the City Council hires a City Manager and they could suggest things he could do, but they don't tell him what to do.

Shepard said that staff could bring the budget to the Commission on a quarterly basis but Kasper said he wants to be able to delve into everything.

COMMENTS FROM THE COMMISSIONERS

Kasper asked about the Fixed Base Operator (FBO) lease. Goldman said that Delapoeer was reviewing the lease. Approval of the lease would be an agenda item for the January 14, 2015, City Council meeting. The Commissioners asked specific questions about the FBO lease regarding fuel, a presence at the Airport, hours they would be open, if a credit check was done, their scope of service, if the lease had a termination clause, etc. Kasper said he wanted to meet them and ask them questions about their vision as an FBO. Shepard explained that was staff's role, not the Commissions role.

Kasper asked for closure on the Fire Marshall's self-check list.

Kasper wanted an update on the Airport Master Plan Update. He is concerned about the property line noted in the report. Shepard explained it was not a legal description of the property.

The Commissioners asked for an update on the historic plaque.

COMMENTS FROM THE PUBLIC

Miltenberger voiced a complaint about spraying, mowing, and sweeping. Ward explained why sweeping the asphalt is important.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, January 15, 2015, at 4 p.m. The meeting will be held at Albany City Hall in the Santiam Room.

ADJOURNMENT

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

Respectfully submitted:

Irene Mann
Public Works Executive Assistant