



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Albany Municipal Airport
533 Aviation Way
Santiam Room-Albany City Hall
Thursday, January 15, 2015
4 p.m. – 5:30 p.m.**

MINUTES

Commission Members Present: Heath Kasper, Jay Sluiter, John Harshberger, Richard Kay, John Pascone, Judge Roark

Commission Members Absent: Chuck Kratch (excused)

Staff Present: Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant; Chris Bailey, Assistant Public Works Director/Operations Manager

Others Present: Ron Terhaar, Don Austin

CALL TO ORDER

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

The Commissioners all introduced themselves to new Commissioner Judge Roark. Roark said he wanted to be involved and to contribute to the Commission.

APPROVAL OF MINUTES

Pascone moved to approve the December 18, 2014, minutes, and Kay seconded the motion. The minutes were approved by a vote of 6:0.

MISCELLANEOUS UPDATES

- Goldman reported that the Transient Room Tax (TRT) line item had ~\$174,000 that could be used for capital improvements.
- He said that the mowing cost for mowing the airport twice a year was \$1,400.
- Goldman said he was getting bids to repair the T-hangar roof.
- He added that Reliant Aviation paid another \$3,000 in November, and their balance owed to the City was now ~\$3,600. Kasper provided some background on Reliant Aviation for the new Commissioner.
- Goldman will check on the digital keypad on the new gate – some of numbers are not displayed. Kasper asked if it was still under warranty.
- Goldman said the fire gate will be removed in February. Kasper asked for a map showing the location.
- Goldman said he is working on the riparian permit.
- He added the fire inspection self-check list would be on the agenda in March.
- Goldman said that approval for the new Fixed Base Operator (FBO) lease is on the Council agenda for the City Council meeting on January 28, 2015. He said the lease will be signed by the City Manager. Kasper said that the new FBO attended the January meeting of the Oregon Pilots Association (OPA).

- Goldman said although there is work being done in the men's restroom in the FBO building, the bathroom will not be ADA accessible.

COMMISSIONER COMMENTS

- Kasper asked about the status of the tie-down hooks. He said they wanted longer 'S' hooks and Goldman said it would be completed the following week.
- Kasper asked about the status of the National Guard Land Training Agreement. Goldman said that the City Manager gave the National Guard a letter and was waiting for a response.
- Kasper asked for a copy of the current year-to-date budget for the Airport.
- Kasper asked about the Airport Master Plan Update. Goldman said he will send out a PDF as soon as it is available.
- Roark asked about security at the Airport.
- Kasper asked about the status of the remodel of the south side of the breezeway. Goldman said it was now complete. Kasper asked for the cost.
- Kasper asked about the sign and said he had obtained a bid to fix it.
- The Commissioners discussed meeting at the new FBO building at the Airport. It is being leased to Infinite Air Center (Tony Hann).
- Kasper explained that City Attorney Jim Delapoer would attend the February 2015 meeting with suggested changes to the role of the Airport Advisory Commission. He would then take the document to City Council for their approval. Kasper provided some history for Roark on the Commissioners view of their role of the Airport Advisory Commission and how they would like to have more of a management role.
- Kasper offered to take Roark on a tour of the Airport.

COMMENTS FROM THE PUBLIC

Austin asked Goldman for placement for a new fire extinguisher, he also asked Goldman for fluorescent tubes that need to be replaced.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, February 19, 2015, at 3:30 p.m. The meeting will be held at Albany City Hall in the Santiam Room.

ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant