Approved: April 16, 2015

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION

Santiam Room-Albany City Hall
Thursday, February 19, 2015
3:30 p.m. – 5:00 p.m.

MINUTES

Commission Members Present:	Heath Kasper, Jay Sluiter, John Harshberger, Richard Kay, Chuck Kratch, Judge Roark
Commission Members Absent:	John Pascone (excused)
Staff Present:	Jon Goldman, Transportation Superintendent; Irene Mann, PW Executive Assistant; Chris Bailey, Assistant Public Works Director/Operations Manager; Mark Shepard, Assistant City Manager, PW & CD Director;
Others Present:	Jim Delapoer, City Attorney; Rich Kellum, Albany City Councilor; , Tony Hann, Dan Miltenberger; Travis Ward

CALL TO ORDER

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

APPROVAL OF MINUTES

Two changes were made to the January 15, 2015, minutes and with these changes the minutes were approved by a vote of 6:0.

DISCUSSION OF AIRPORT ADVISORY COMMISSION DRAFT ORDINANCE

Delapoer addressed the Commission and said that during the discussion of the Ordinance at the November 2014, Airport Advisory Commission meeting, there was concern over the lack of clarity for many items in the Ordinance. The role of the Commission and the role of staff need to be better clarified. He added that the channels of communication from staff were not clear to the Commission. He added that the role of Commissioners as volunteers needed to be coordinated through the regular program of City volunteers and City staff would be directing the Commissioners. He said he needed to help set up clear lines of authority and he would first bring a revised Ordinance to the Airport Commission and then to the City Council at a work session.

Delapoer also said the any of the Commissioners can go to a Council meeting representing themselves as an individual during "Business from the Public". But any Commission recommendation should normally go through staff, but nothing precludes the Commission from communicating with the Council.

Delapoer said it was not the Commissions role to weigh in on the decision for choosing a Fixed Base Operator (FBO), evaluating, or meeting with the FBO. He said that was operational and staff's role.

Kellum reiterated that staff does not work for the Commission, but did admit that the relationship was not clear. The FBO lease decision was not the Commissions to vote yes or no on the FBO.

Kasper said the Commission did not have enough information to make a decision, Delapoer reiterated it was not the Commissions' decision to make.

Staff said the role of the Commission is for long range planning and advising, not management or hiring

decisions. The Commission can have information but it is not appropriate for them to give an opinion on hiring someone.

Sluiter said he felt it was a waste of his time if the Commission did not have any authority. Delapoer said authority was not clearly stated, but the Commission needed to focus on the long-term plans of the airport.

Shepard suggested the Commission prioritize a list of what they would like done, understanding resources are limited.

Delapoer said Commissioners needed to fill out City volunteer forms, and volunteers do not speak or act on behalf of the City.

The Commission asked that the emergency clause be removed and asked that the agreed to Ordinance be in effect 30 days from agreement. They also voiced concern over obtaining information from staff.

Delapoer explained the process would be to bring a revised Ordinance to the AAC and then it would be discussed at a City Council work session. There would be time to discuss the issues and give different viewpoints, then Delapoer said he would finalize the Ordinance and bring it back to Council. Delapoer also said that staff does not need to clear plans with the AAC in advance of a decision. The AAC was not created to oversee staff's day-to-day operations of its duties.

Bailey said the change of the fence's location was due to environmental issues due to wetlands. Kasper then said the AAC needed to make operational decisions for the airport. Shepard said a good role for the AAC was to identify issues and shortcomings of the airport, and list and prioritize them. The Capital Improvement Program (CIP) is a good place for long-term needs. It would then be staffs' decision how to get things done based on priority and funding.

There continued to be discussion the different outlooks of the Commissions' role.

Delapoer committed to working on the Ordinance. Shepard said it would not go to a Council work session until April. Delapoer added that if the AAC feels that there is not enough money in the airport budget for an airport manger to give professional support to the airport then it was up to the Council to allocate additional funding.

Delapoer agreed to return to the next AAC meeting in March.

COMMISSIONER COMMENTS

Kratch asked about follow-up for items listed in past minutes. He wanted the task listed, with an approximate time frame for completion and then listing the item as open/closed. He asked for a to-do list to be available at the next AAC meeting.

Sluiter asked about the status of the Airport Master Plan Update. Bailey said that it was still with the FAA and staff would forward it to the Commissioners as soon as it was available.

Sluiter said he wanted to be able to meet monthly at the airport in the FBO space and felt it was the right of the Commission to decide where to hold their meetings. Bailey said most Commissions meet in City Hall, but could meet at the airport once a year.

COMMENTS FROM THE PUBLIC

Miltenberger mentioned the issue with the fence and the FBO decision. He said that the AAC never

directed Goldman to do anything.

Ward thanked staff for the street sweeping and mentioned the entrance to the street from the airport is very narrow.

Hann said if he had to interview with the AAC, he would not have come to Albany to be the FBO. From a business standpoint, he felt he should be dealing directly with the airport manager.

Hann said he was inviting the public to an event on March 21, 2015, from 11-4 p.m., to meet the new FBO. Other Commissioners asked for it be included on the City website.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, March 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 5:35 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant