Approved: May 21, 2015

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room-Albany City Hall
Thursday, April 16, 2015
3:30 p.m. – 5:00 p.m.

MINUTES

Commission Members Present:	Jay Sluiter, Richard Kay, John Harshberger, Judge Roark, Chuck Kratch
Commission Members Absent:	Heath Kasper (excused), John Pascone (excused)
Staff Present:	Chris Bailey, Assistant Public Works Director/Operations Manager; Jon Goldman, Utility Superintendent-Transportation; Irene Mann, PW Executive Assistant
Others Present:	Tony Hann (arrived at 4:00 p.m.)

CALL TO ORDER

Vice Chair Sluiter called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Kratch moved to approve the February 19, 2015, minutes; Kay seconded the motion and it passed 5:0.
Kay moved to approve the March 19, 2015, minutes; Harshberger seconded the motion and it passed 5:0.

DISCUSSION OF AIRPORT ADVISORY COMMISSION (AAC) DRAFT ORDINANCE

The City Council work session to discuss the new Airport Ordinance will be held on Monday, April 20, 2015, at 4 p.m., in the Municipal Court Room in Albany City Hall. Bailey encouraged the Commissioners to attend the meeting. The Commissioners reviewed the Ordinance and Kratch suggested a few wordsmith changes (page 2, use 'minutes' instead of 'journal'; and in section 2.26.90, Kratch suggested using the word 'City' staff to help clarify the sentence).

The Commissioners had no other comments and felt the Ordinance correctly reflected their discussions with Shepard and Delapoer.

MISCELLANEOUS UPDATES

The Airport Master Plan Update is getting close to completion. It has been delayed due to changes at the Federal Aviation Administration (FAA) because there is a new FAA staff person on the City's account.

Bailey said staff would investigate the cost to survey the land at the airport to obtain a legal description of the airport boundaries. She said the cost information would first be brought to the AAC and then to the City Council.

COMMISSIONER COMMENTS

A list of AAC to-do items was distributed and discussed.

Kratch said he preferred AAC meetings be held at the City of Albany Municipal Airport. Bailey explained why she felt the AAC should meet in Albany City Hall. She said the AAC could meet one or two times a year at the airport. Bailey suggested the Commissioners ask the City Council at the work session scheduled for Monday, April 20, 2015.

Kratch asked who would maintain the to-do list and Goldman said it would be his responsibility. Kratch asked him to mail it with the agenda.

Kratch asked about the energy trust report, the meter at the FBO building, and to identity hangars with addresses. Goldman said the buildings all have numbered addresses. Sluiter suggested creation of a to-do list of items for the airport and have an estimated date of completion for safety and efficiency. Kratch asked Hann how the open house went and Hann said about 100 people attended. Kratch asked to receive copies of the budget on a quarterly basis. Kratch asked about a mowing schedule, Goldman responded it is done as-needed.

Roark volunteered to be the Airport Advisory Commission (AAC) 'ombudsman'.

COMMENTS FROM THE PUBLIC

Hann discussed the loose chains on the bay hangar doors and asked for alternatives to open the gate for delivery trucks.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, May 21, 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 4:55 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant