NOTICE OF PUBLIC MEETING

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Albany City Hall
333 Broadalbin Street SW
Santiam Room
Thursday, June 18, 2015
3:30 p.m. – 5:00 p.m.

AGENDA

1. CALL TO ORDER (Chair Kasper)

2. APPROVAL OF MINUTES
   - May 21, 2015

3. INSTALLATION/LOCATION OF DISPLAY AIRPLANE POSTS

4. REVIEW OF PROJECT LIST

5. COMMISSIONER COMMENTS

6. COMMENTS FROM THE PUBLIC

7. ADJOURNMENT

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Human Resources Department in advance by calling 541-917-7501.

DRAFT

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room-Albany City Hall
Thursday, May 21, 2015
3:30 p.m. – 5:00 p.m.

MINUTES

Commission Members Present:	Jay Sluiter (arrived 3:35 p.m.), Richard Kay, John Harshberger, Judge Roark, Chuck Kratch, Heath Kasper
Commission Members Absent:	John Pascone (unexcused)
Staff Present:	Chris Bailey, Assistant Public Works Director/Operations Manager; Jon Goldman, Utility Superintendent-Transportation; Irene Mann, PW Executive Assistant
Others Present:	Dan Miltenberger, Tony Hann (arrived at 4:00 p.m.)

CALL TO ORDER

Chair Kasper called the meeting to order at 3:32 p.m.

APPROVAL OF MINUTES

The minutes of the April 16, 2015, were unanimously approved, 5:0.

MISCELLANEOUS UPDATES

Goldman reviewed the Albany Municipal Airport Project List send out with the agenda.
*Tie downs – for now tie downs will only be installed for the wings of the planes, tie downs for airplane tails might be installed at a future date.
*Pressure tank for water system- Hann will watch it, OK for now.
*Dead end/no outlet sign for Knox Butte Road-installed.
*Staff and Commissioners discussed where to place signage to better show the location of the airport; most of the locations are ODOT (Oregon Department of Transportation) roads.
*Discussion of other items on the project list. **Updates will be available on the list for June**.
***Roark will take pictures of some items for the next meeting.**

OTHER ITEMS

Bailey discussed meeting locations. The Commissioners would like to meet at the airport in the Fixed Base Operator (FBO) office. Bailey commented the space is leased to a private person, but the FBO was present at the meeting and said it was fine to meet in his space. Bailey suggested having two 'meetings' during the year at the airport but have them as a tour of the facilities with no minutes-(needs clarification from the City Clerk/Attorney).

COMMISSIONER COMMENTS

Sluiter discussed the posts being installed into the ground so that the display planes can be mounted onto the posts in time for the Northwest Art and Air Festival (NWAAF). Bailey expressed concern that an engineer needs to sign off on and stamp the plans to ensure the mounts are safe. She also expressed concern a building permit would be needed. Sluiter said he would install the posts. Bailey said it would need to go to a City Council Work session for their approval. Sluiter said he would **talk to Goldman to finalize the locations at the next Airport Advisory Commission (AAC) meeting.**

The Commissioners and staff discussed the process for applying for Federal Aviation Administration (FAA) grants. Staff explained that the FAA would prefer an application for one large grant item rather than three smaller ones.

Kratch asked for a **projected completion date for all the items on the Project List**.
He also asked **if a picture of the airport could be displayed on the large TV screen at every meeting** for reference.

Kratch also asked if the **Project List could be typed in a larger font size**.

There was discussion about the possibility of small pilot-wing pins available to give out during the NWAAF.

COMMENTS FROM THE PUBLIC

Miltenberger asked for **$300 to pay for lunch for the volunteers who flew planes or volunteered during the NWAAF.**

NEXT MEETING DATE

The next meeting is scheduled for Thursday, June 18, 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 5:05 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant

ALBANY MUNICIPAL AIRPORT PROJECT LIST

DATE

PROJECT	STATUS	PROJECTED COMPLETION	COMPLETED
Signage - ODOT ROW at McDonalds Road	Judge - pictures, Jon - ODOT permit?		
Restaurant ramp tie-downs	hardware ordered - wings now, tails later	Jun-15	
Bird remediation			
Taxiway lights	Bring LED information to June mtg		
Tree at U&D			
Master Plan Update	FAA		
Property line adjustment/partition	CC memo for authorization	Aug-15	
Automated gate display panel	F&W to check	Jun-15	
LTA with National Guard	Nat. Guard		
Aviation Way at Knox Butte	Add to TSP, not an airport project		
Hotel Sign	Heath		
Riparian Permint	Slid from May to June	Jun-15	
T-Hangar roof	In budget for 15/16. Will go out for bids in July	Sep-15	
Historic Hangar door repair	Meet with contractor end of this month	Jul-15	
Cottonwood removal south end	ODOT trees. Meet with local rep	Jun-15	
CIP for 15/16	AGIS and connector design	Dec-15	
Property donation plaque	Tony/Jay, Jon - parcel outline		
Moss around south t-hangars	Sweep this summer once moss is dried out	Aug-15	
Clear space between hangars	Send letters to all hangar owners	Jun-15	
Power garage door openers	Tony to research	Jun-15	