



**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room-Albany City Hall
Thursday, August 20, 2015
3:30 p.m. – 5:00 p.m.**

MINUTES

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

Commission Members Absent: John Pascone (excused)

Staff Present: Chris Bailey, Interim Public Works Director/Operations; Irene Mann, PW Executive Assistant

Others Present: Dan Miltenberger, Tony Hann

CALL TO ORDER

Chair Kasper called the meeting to order at 3:31 p.m.

APPROVAL OF MINUTES

Kratch motioned to approve the minutes of the June 18, 2015, meeting. Kay seconded the motion, and it was unanimously approved, 6:0.

Kratch asked when the Fixed Base Operator (FBO) building would be painted. Bailey responded it would be bundled with other painting projects at the Airport and funded from the capital budget.

DISCUSSION OF MINIMUM STANDARDS

Bailey said this subject had originally been discussed in 2010, but she wanted to see if the Airport Advisory Commission (AAC) was interested in taking this on as a project. Minimum Standards (MS) outline in writing, the minimum requirements needed to conduct activities at an airport. They directly impact anyone wanting to conduct business at an airport so that it is fair and consistent for all parties. They can be revised and updated from time to time. Bailey suggested a subcommittee of the Commission be formed to create MS for Albany.

Bailey added that currently the party at risk is the City, and since the City receives FAA grant funding, it is highly recommended that the Airport have MS to ensure fairness.

The Commissioners and FBO Operator discussed the fairness of having Minimum Standards. Liability is an issue, as well as anyone performing maintenance and operating with the same standards and requirements. There should be insurance requirements for anyone authorized or doing any business at the airport.

The members of the sub-committee will be: Judge Roark, Chuck Kratch, and Richard Kay, plus Chris Bailey, and Jon Goldman. She anticipated the first meeting would take place the second week in September. Sluiter performs maintenance on planes at the airport and feels he will have his civil rights taken away from him if there are Airport MS and rules that he must follow.

Bailey explained that the entire process of creating Minimum Standards will be a public process. First, the subcommittee will report back to the AAC during a Commission meeting. Then the AAC will take the final MS to a work session, and ultimately to a City Council meeting for approval.

DEMONSTRATION OF CITY WEB BASED BUDGET AND EXPENDITURES APPLICATION

Bailey reviewed and demonstrated the City website budget sites. She explained that the information is updated every day.

COMMISSIONER COMMENTS

Roark expressed his concerns about the discussions at the last few Commission meetings. He felt the AAC was getting bogged down in minutia rather than dealing with the making the Airport more productive. He suggested updating the Airport web site could be a project for the Commission. Kratch suggested helping the FBO be more successful.

Kratch said he still wanted the project list updated and mailed to the Commissioners. Kay said the windsock needed to be replaced, and Hann suggested putting the old windsock at the south end of the runway.

COMMENTS FROM THE PUBLIC

Miltenberger commented on the mowing charges; since the Airport budget shared in the cost of the mower, there should not be any charges.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, September 17, 2015, at 3:30 p.m. The meeting will be held at Albany City Hall in the Santiam Room.

ADJOURNMENT

Kratch left the meeting at 4:55 p.m.

The meeting was adjourned at 4:57 p.m.

Respectfully submitted:

Irene Mann
Public Works Executive Assistant