NOTICE OF PUBLIC MEETING

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Albany City Hall
333 Broadalbin Street SW
Santiam Room
Thursday, July 21, 2016
3:30 p.m. – 5:00 p.m.

AGENDA

1. CALL TO ORDER — Chair Kasper

2. APPROVAL OF MINUTES
   - June 16, 2016

3. UPDATE ON PROJECT LIST

4. COMMISSIONER COMMENTS

5. COMMENTS FROM THE PUBLIC

6. NEXT MEETING DATE
   - August 18, 2016 (at Airport)

7. ADJOURNMENT

The location of the meeting/hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling 541-917-7500.
www.cityofalbany.net

APPROVED: Draft

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room-Albany City Hall
Thursday, June 16, 2016
3:30 p.m. – 5:00 p.m.

MINUTES

Commission Members Present:	Sam Flande, Heath Kasper, Richard Kay, Chuck Kratch, Mike Newman, Judge Roark
Commission Members Absent:	John Pascone (unexcused)
Staff Present:	Chris Bailey, Public Works Director of Operations; Jon Goldman, Transportation Superintendent; Irene Mann, Public Works Executive Assistant; Rachel Kutschera, Administrative Assistant I
Others Present:	Dan Miltenberger, John Harshberger, Travis Ward

CALL TO ORDER

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

APPROVAL OF MINUTES

Kratch moved to approve the April 21, 2016 minutes as stated. Flande seconded. A vote was taken and the motion passed 6-0.

Flande moved to approve the May 19, 2016 minutes as stated. Kratch seconded. A vote was taken and the motion passed 6-0.

UPDATE ON PROJECTS LIST

Roark announced he will be resigning from the Commission and this is his last meeting. The City Council will fill the position as appropriate.

Goldman discussed the items on the Project List for the June 16, 2016, meeting. He first discussed installing taxiway lights along the edges of each side of the taxiway; discussion followed. The Airport Master Plan is still under review by the Federal Aviation Administration (FAA). The riparian permit related to this will not need a separate permit from the Master Plan but still needs to be approved by City Council. Aviation Way improvements will be combined with other projects and will go to Council for approval with the Master Plan when it comes back. The T-hanger roof will be addressed this summer and done in-house. Kasper said he is following up on the donation plaque. Goldman said the mangate project is small and he will do it this summer. Air conditioning is being installed at the Fixed Based Operator (FBO) building and will be invoiced under the next fiscal year capital budget.

The Commission reviewed the current budget status. Miltenberger asked about the apron dripping water into the #4 hangar; Kasper said the drainage problem was fixed a few years ago and Hann reported at the last meeting that it had been addressed; Kasper will ask Hann about it again. Kratch asked about the status of the doors on the historic hangar. The door was adjusted to be opened easier. Ward commented that the door tracks and braces need more work. Discussion followed. Kasper noted that the north-end porta-potty needs to be serviced; Goldman will follow-up. The new windsock has been installed at the south end of the runway, and Kay said it's a nice feature. Fuel system costs included a new hose and nozzle.

COMMISSIONER COMMENTS

Kay reviewed a proposal from Hann regarding purchase of a Jet-A Fuel Truck (see agenda packet). The City would make the purchase and sell it back to Hann over a five-year period. Newman asked if it could be rented on a short term basis to test its usefulness. Discussion followed. The FBO would purchase the Jet-A and advertise its use. Bailey said next steps would be having the City Attorney draw up a contract and Council would probably have to approve or be aware of the purchase, change, and services. Insurance coverages may also be affected. There is a helicopter coming to the area for the summer that will need about 40 gallons of fuel per hour while in use, so this is needed right away. Kasper asked what the risk to the City is for this arrangement; Newman commented that there should be little maintenance on the truck as it will never leave the airport. Kratch asked Bailey how long it would take for Council to approve the purchase; Bailey said it may not take three months but issues such as housing for the truck and spill containment would need to be addressed. Kasper would like to move forward and see the Attorney's document before approving it to go to Council.

Kratch moved to conditionally approve the project to be moved forward to the next meeting. Roark seconded. Discussion followed. A vote was taken and passed 6-0.

Kay presented a second proposal from Hann to purchase three tents for the Northwest Art and Air Festival. Discussion followed.

Newman moved to approve funds for purchase of three tents. Flande seconded. Discussion followed and Goldman can work with Hann on the details. A vote was taken and the motion passed 6-0.

Kratch asked about transfer of a hotel lease; Bailey hasn't completed it yet.

Kratch asked about the hangar proposal to Council and its status (to build a new hangar or subsidize a renter to build one). Bailey responded that the best likely option for Council would be for the City to build a large T-hangar and lease it out. Goldman will need to find time for staff to give Council an update. Discussion followed.

Kratch asked about updates on rents. He hasn't heard details in over three years. Discussion followed. Bailey said budget reports are provided twice yearly.

Kay commented that Commission meetings at the airport would be good for new members and summer would be a good time to have it. Goldman said once a year would be fine. The Commission agreed that the August 2016 meeting would be held at the airport.

Flande asked for an update on car races possibly to be held at the aiport; Goldman said scheduling is too short for this year and possibly next summer. Discussion followed; there is considerable regional interest in it.

Kasper asked for an update on National Guard construction. He said TimberLinn Park was going to host them in June but he's not sure they did. Goldman inquired about it but didn't get a response or if work at the Park is complete. There are wetlands on both sides of the fence but hot air balloons can't park there if there are wetlands. Goldman will get an update and add it to the projects list (National Guard construction and wetlands delineation).

Kasper suggested that everyone look at the Northwest Art & Air Festival website.

Kasper noted that Bailey is giving a report on Transient Lodging Tax funds on June 22nd, just prior to the Council meeting. She will let the Commission know the location of the meeting.

Kasper asked for an update minimum insurance and risk assessment standards. Kratch said nothing is changing but the City must maintain standards and enforcement. Kasper asked for the updated materials to be sent out before the next meeting. Goldman agreed to send it out.

Albany Visitor's Association says the airport is located at 310 Waverly, which is the Operations office address. Bailey said staff would follow up with the AVA.

COMMENTS FROM THE PUBLIC

Mr. Miltenberger said he was told that the fuel rate at the airport was higher than what is advertised regionally. Hann is responsible for updating the website, and Kasper said he would call him about the issue.

Mr. Ward asked about sale of the National Guard property. Bailey said Council approved the contract for the sale for $750,000 and the money would go into the General Fund. Kasper asked Bailey to look into possible allocation of any of those funds for the airport.

Mr. Ward asked about construction work for airport issues being contracted out locally or done in-house. Goldman said it's a combination of work.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, July 21, 2016, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 4:34 p.m.

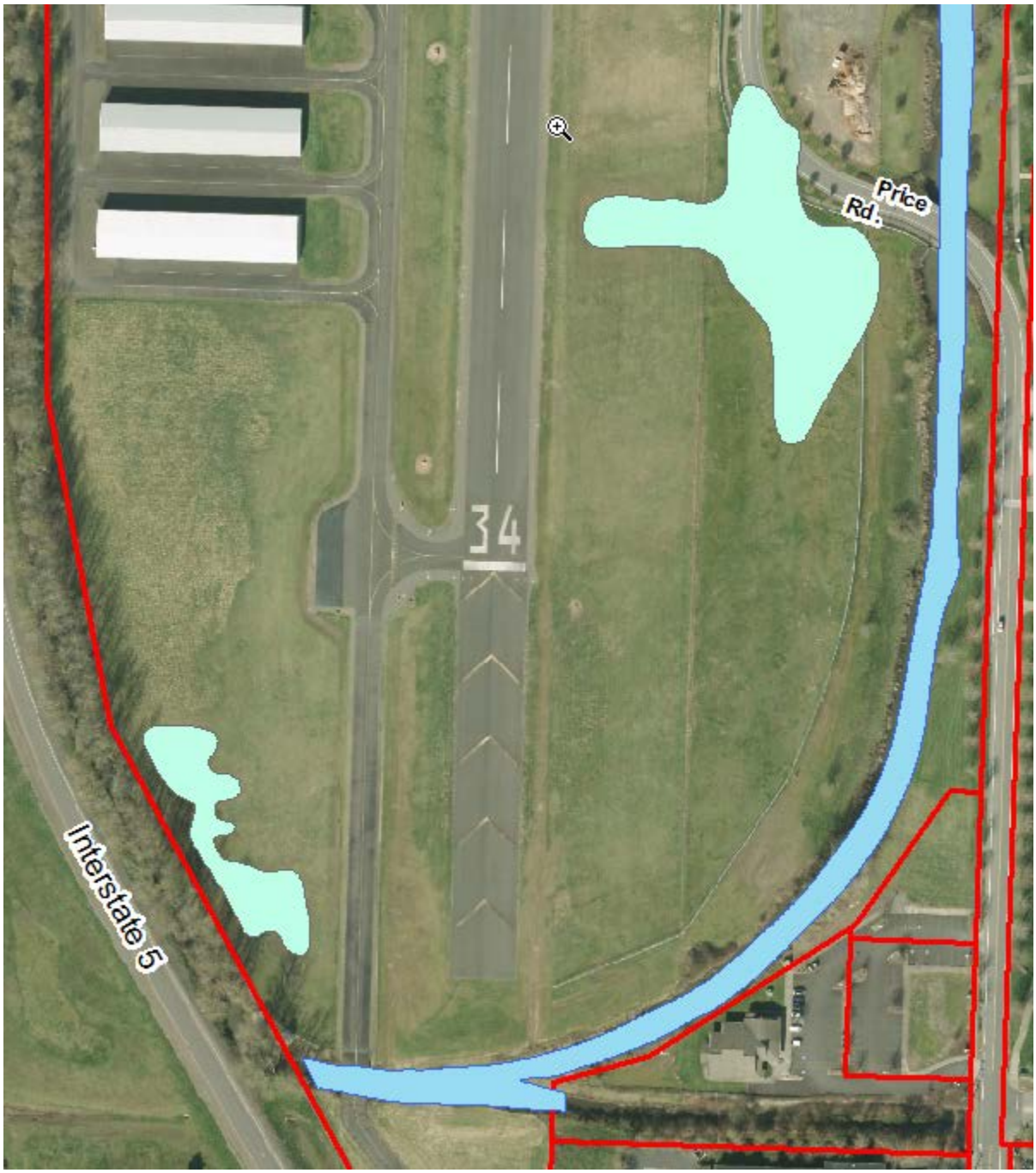
Respectfully Submitted:

Rachel Kutschera
Administrative Assistant I

ALBANY MUNICIPAL AIRPORT PROJECT LIST

DATE 07/21/2016

ITEM	PROJECT	STATUS	PROJECTED COMPLETION	COMPLETED
1	Bird remediation		?	
2	Taxiway lights	Will order upon my return.	Sep-16	
3	Master Plan Update	Supposed to be sign by FAA week of 7/18.	Jul-16	
4	Property line adjustment/partition	CC memo for authorization. Will take with MPU	Summer-16	
5	Aviation Way at Knox Butte	remove/replace curb ramp, combine w/bus stop improvements	Summer-16	
6	Hotel Sign	Heath/Chris	?	
7	Riparian Permit	Can skip permit when MPU is autorized by Council	Summer-16	
8	T-Hangar roof	Snow roof $5,408	Summer-16	
9	CIP for 15/16	AGIS and connector design	Fall - 16	
10	Property donation plaque	Sid remaking	?	
11	South mangate	Culvert and rock	Summer-16	
12				
13				
14				
15				
16				
17				
18				
19				
20				

For AAC Meeting – July 21, 2016

Regarding wetlands, and placement of the fence. The fence was placed to avoid the riparian zone (blue). The wetlands is the green area.