



NOTICE OF PUBLIC MEETING

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall – Santiam Room
Thursday, October 20, 2016
3:30 p.m. – 5:00 p.m.

AGENDA

1. CALL TO ORDER Chair Kasper
2. APPROVAL OF MINUTES
 - September 15, 2016
3. UPDATE ON PROJECTS LIST
4. COMMISSIONER COMMENTS
5. COMMENTS FROM THE PUBLIC
6. NEXT MEETING DATE
 - November 17, 2016 (City Hall)
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.

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**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
Santiam Room – Albany City Hall
Thursday, September 15, 2016
3:30 p.m. – 5:00 p.m.**

MINUTES

Commission Members Present: Sam Flande, Heath Kasper, Richard Kay, Chuck Kratch, Mike Newman, John Pascone

Commission Members Absent: John Harshberger (excused)

Staff Present: Jon Goldman, Transportation Superintendent; Kindra Coggins, Administrative Assistant I; Rachel Kutschera, Administrative Assistant I

Others Present: Tony Hann; Doug Hall

CALL TO ORDER

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

APPROVAL OF MINUTES

Kratch moved to approve the August 18, 2016, minutes as stated. Kay seconded. A vote was taken and the motion passed 6-0.

UPDATE ON PROJECTS LIST

The commission discussed appointing a Vice Chair. Kratch nominated Kay, and Pascone seconded. A vote was taken and the motion passed 6-0.

Taxiway lights – Goldman said he is waiting on them to arrive.

Culvert rock – Goldman said that it will be done once the asphalt is done.

Master plan – The Plan will be presented to Council October 26, 2016, and they will discuss the property line adjustment then as well.

Aviation Way – Goldman stated that design is in 90% review with Engineering; work will be done early spring or summer of 2017. The work needs to be done this fiscal year.

Hotel signs – Goldman emailed Leah, the hotel manager. Leah turned it over to the owner. Owner and Jon are attempting contact by phone.

Riparian Permit – Once Master Plan is adopted then they can talk about new security fence and apply for permit.

T-Hangar Roof – Install is the week after next. There are 10 or 11 planes that need to be moved; Goldman will contact owners to get approval to move planes; Kratch will move planes. They will paint runway numbers next week at 3:00 a.m. to 5:00 a.m. There will be crews on site with a radio listening, instead of closing the runway.

JetA – Contract has to go to Council on September 28, 2016, so the City Manager can sign it.

Property donation plaque – It is up; delete from the project list.

Minimum Standard for Commercial Aeronautical Activities – Commission should do markups and final review so they are able to approve or discuss next meeting. There is no legality to it yet. It still needs to be approved by Council.

COMMISSIONER COMMENTS

Kasper said he has been going to the Transient Lodging Tax Committee (TLT) meetings. The chair is asking that they receive \$50,000 per year fixed rate; right now, they get \$71,000 with a 3 percent increase every year. Other TLT members mentioned going back to 6.3 percent, which would be about \$74,000. After some discussion, they might have settled on 6.3 percent; however, there is still one more meeting. The fairgrounds will be getting an extra \$150,000 per year for upgrades. Fire and police will receive an extra \$20,000 – \$30,000 per year for the duties they perform during city tourism activities to cover the overtime. Kasper will continue to attend meetings.

Commission discussed the TLT money going to the largest outside agency, Albany Visitors Association. Modification of the policy has been discussed. Commission discussed reaching out to the City Council about a policy change. All commissioners should contact City Councilors about a change to the Policy. The next TLT meeting is September 28, 2016, 3:00 p.m. to 5:00 p.m.

Kasper asked to obtain a copy of the budget for the next meeting to know how much money they have left in the budget, what their federal grant money account has, and what they have allocated for already.

Kasper discussed that new hangars and more pilots will make the airport grow and bring more revenue. The Commission discussed building more hangars. Kasper mentioned reaching out to realtors about when pilots move to town, and who they would talk to for purchasing a hangar. Commission discussed changing Knox Butte Road to make room for more runway, knowing that it would be in the future if it were to occur. Commission discussed outreaching to build more hangars or buildings to have more people to fly.

Kratch discussed getting the Airport on the Connect Oregon list in the coming years. Goldman discussed that Connect Oregon has a different theme every year, i.e. Job Creation, Build Something That Will Help Create Jobs.

Kasper discussed making it easier to increase the number of hangars. All hangars are filled at Albany Airport. Hann mentioned that people want to come from Salem. He suggested working with the Building/Planning departments to pre-approve plans for building hangars, to make it easier for pilots to come to Albany Airport. Hann mentioned that people from Lebanon may come over as well.

Commission discussed expanding utilities to accommodate having bathrooms in the hangars.

Commission discussed a promotional video to promote the airport. Hann currently has a 15 second ad at the Albany Movie Theatre. Hann mentioned he is working on another one that is going to be 30 seconds, as well as another one that could be 1 to 2 minutes, to play at Aviation Convention and conferences. Hann stated that his video producer could also make a video for the airport.

Commission discussed wetlands issue on east side, south end, and what might be done to the wetlands. Kasper mentioned there is buildable ground there. Commission would like to determine what can be done for future building purposes. Commission would like someone from Department of State Lands (DSL) to go with Kasper and Goldman to look at wetlands. Kasper suggested Pascone make inquiries and connect Goldman with Kirk Jarvey, DSL.

Goldman discussed the denied drag racing letter from Matthew Wilder (FAA). The event occurs at bigger airports because there are more runways. Newman said it wasn't worth fighting for, and he will notify applicant of decision.

Kratch is concerned that issues brought up at the meetings are not being addressed. He asked about the National Guard wetlands issue. Hann mentioned having the National Guard flatten out land east of the runway for emergency landing.

Kasper questioned how dirt/fill would be moved in relation to culverts/raised manholes.

Kay is concerned about the windsock glow at night. He was unable to tell which way the wind was blowing. Goldman said that the smaller one had two bulbs, larger one only has one. Hann stated it is also faded in the daytime, and other airports change the bulbs on an annual basis. Commission discussed the Automated Weather Observation Station (AWOS). It is in the CIP. It tells you which way the wind is blowing, temperature dew point, and sky conditions.

Kay asked how to change the radio frequency of the Airport. Many local cities are all on the same frequency. Goldman will contact Common Traffic Airport Frequency (CTAF) to inquire. Discussion followed.

Hann discussed obtaining parking signs in front of the FBO due to cars being parked there for long periods of time. The signs should state how to obtain authorization for overnight parking, and how to get a code to the iron gate. Suggested language: "Please check in with the FBO if you are going to park over night."

Hann discussed the Albany Visitors Association (AVA) and a few hotels to host a big event around the solar eclipse in 2017. It needs to be run by the AVA, and then come up with a more detailed plan. The solar eclipse is the weekend before Art & Air Festival, and they would like to do something that Sunday, August 21, 2017. Charge for admission, t-shirts, glasses, etc., to bring in revenue. General Admission, reserved seating, and VIP could all be available, as with Art & Air Festival. Hann will have more meetings with hotels. Hann will set up a meeting with all involved, including the AAC.

Hann discussed having a small air show at airport in the summer of 2018 at the earliest. Oregon International Air Show is interested in expanding their show. Discussion followed.

COMMENTS FROM THE PUBLIC

None.

NEXT MEETING DATE

The next meeting is scheduled for Thursday, October 20, 2016, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 4:46 p.m.

Respectfully Submitted:

Kindra Coggins
Administrative Assistant I

ALBANY MUNICIPAL AIRPORT PROJECT LIST

DATE 10/20/2016

I T E M	PROJECT	STATUS	PROJECTED COMPLETION	COMPLETED
1	Bird remediation	Wildlife Plan	Spring - 20	
2	Taxiway lights	Ordered	Fall -16	
3	South mangate	Culvert and rock	Fall -16	Oct-16
4	Property line adjustment/partition	CC memo for authorization. Will take with MPU	Oct. 26	
5	Aviation Way at Knox Butte	Engineering design	Spring - 17	
6	Hotel Sign		?	
7	Riparian Permit	Can skip permit when MPU is authorized by council	Winter - 16	
8	T-Hangar roof	Snow roof	Fall -16	
9	CIP for 15/16	AGIS and connector design	Winter - 16	
10	Property donation plaque	Sid remaking		Sep-16
11	Static Jet Display	First jet in place before Wes leaves	Spring - 17	
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