



## NOTICE OF PUBLIC MEETING

CITY OF ALBANY  
AIRPORT ADVISORY COMMISSION  
City Hall – Santiam Room  
Thursday, November 17, 2016  
3:30 p.m. – 5:00 p.m.

## AGENDA

1. CALL TO ORDER Chair Kasper
2. APPROVAL OF MINUTES
  - October 20, 2016
3. UPDATE ON PROJECTS LIST
4. COMMISSIONER COMMENTS
5. COMMENTS FROM THE PUBLIC
6. NEXT MEETING DATE
  - December 15, 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, October 20, 2016  
3:30 p.m. – 5:00 p.m.**

**MINUTES**

Commission Members Present: Sam Flande, Heath Kasper, Richard Kay (left at 3:56), John Pascone, John Harshberger

Commission Members Absent: Chuck Kratch (excused), Mike Newman (unexcused)

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

Others Present: Tony Hann; Travis Ward; Dan Miltenburger; 2 others

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Flande moved to approve the September 15, 2016, minutes as stated. Kay seconded. A vote was taken and the motion passed 5-0.

**COMMISSIONER COMMENTS**

Kay asked about Visual Approach Slope Indicator (VASI) Lights not being visible. Kay would like lights replaced; better lighting photos handed out. Discussion followed. Goldman will check on pricing for Precision Approach Path Indicator (PAPI) lights.

**UPDATE ON PROJECTS LIST**

Bird Remediation – Will be required in spring of 2020. Goldman discussed keeping it on the list or taking it off. Commission decided to leave it on in case of staff changes.

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

Culvert rock – Goldman stated that it is done.

Master Plan – The plan will be going to council on October 26, 2016. Goldman stated that the property line adjustment memo will be presented at the November Council Meeting. After Master Plan is adopted, the fence will be placed around the creek.

Aviation Way – Goldman stated the he has not seen the widening review on that but it is in the works.

Hotel signs – Goldman spoke with Ball Patell. Patell says that the sign lease came with the property. Goldman will contact Leah, Hotel Manager, to get a copy of the lease from Patell.

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

T-Hangar Roof – Goldman hasn't been able to get in contact with owners to gain approval to move planes. Goldman doesn't have numbers for all hangars. Goldman may check with finance. Kasper and Hann may also have the numbers.

CIP for 15/16 – Goldman discussed.

Goldman discussed wetlands. He met with a representative with Department of State Lands (DSL). Discussion followed. Pascone asked that an estimate be done to get the wetlands done. Pascone will find out cost of inventory.

Windsock – Goldman stated that a new Windsock was installed. Goldman stated that City staff adjusted the angle of the light a little bit. Discussion followed.

Transient Lodging Tax (TLT) – Goldman attended the TLT meeting on October 19, 2016. Discussion followed.

Automated Weather Observation Station (AWOS) Estimate – Goldman mentioned that it was asked at the last meeting for an AWOS estimate. The estimate is approximately \$270,000.

Overnight parking signs – Goldman stated they are not installed.

Radio Frequency – Goldman to continue to research how to fix the frequency issue. Discussion followed.

Grant Funds – Goldman commented on non primary entitlements. Discussion followed.

Gate – Goldman to buy a battery backup and plug controls into it to have battery backup to the pedestal. Discussion followed.

Fuel Tank – Project is finished, except for another company replacing a pipe. Hann discussed a different pipe that needs to be changed as well.

Jet-A Contract – Contract is finished and the City Attorney has it. Goldman is deciding where to purchase it from. Purchasing is less than a month away. Discussion followed.

### **COMMISSIONER COMMENTS cont'd**

Goldman will bring a copy of the budget for Kasper next meeting.

Kasper asked about the minimum standards. Discussion followed. Kasper will discuss with other commissioners next meeting the minimum standards.

Hann introduced map handout. Blue hash area is the flood zones. Orange and yellow dots are where landslides are anticipated. Discussion followed about emergency situations. Hann would like to see a committee formed to come up with an Emergency Action Plan for the Airport. Hann to find out how big of a generator would be needed to run fuel at the Airport in case of an Emergency. Kasper would like to get in contact with Darrel Tedisch (Emergency Manager) to have him walk the Airport to see what is most vulnerable.

Hann discussed the drain being clogged at the fourth bay. Maintenance scoped the line and the line is collapsed. Hann discarded water with a shop vac. Discussion followed about a permanent fix to the clog.

Hann discussed the beacon. It is still not turning on during adverse weather. It should come on automatically, but it doesn't.

Hann asked about the Blue 8 Skyhawk if there is a plan for placement. Goldman discussed.

Hann mentioned he is getting inquiries about hangars. He would like to make it easier for people to build hangars. He would like to know where sewer and water utility hookups are. Discussion followed. Goldman

will obtain a map for out at the FBO of utilities.

Hann mentioned the eclipse event talked about at last month's meeting. Discussion followed. Hann will follow up with Katie Nooshazar about events.

Kasper mentioned that Happy Miles has a roof leak. Goldman said that someone is supposed to go take care of it. Kasper said he also said the door doesn't open correctly.

**COMMENTS FROM THE PUBLIC**

None.

**NEXT MEETING DATE**

The next meeting is scheduled for Thursday, November 17, 2016, at 3:30 p.m., in the Santiam Room at City Hall.

**ADJOURNMENT**

The meeting was adjourned at 4:54 p.m.

Respectfully Submitted:

Kindra Coggins  
Administrative Assistant I

# ALBANY MUNICIPAL AIRPORT PROJECT LIST

DATE 11/17/2016

I T E M	PROJECT	STATUS	PROJECTED COMPLETION	COMPLETED
1	Bird remediation	Wildlife Plan	Spring - 20	
2	Taxiway lights	Received, installing as time allows	Fall -16	
3	Static Jet Display	First jet in place before Wes leaves	Spring - 17	
4	Property line adjustment/partition	November Work Session	Oct. 26	
5	Aviation Way at Knox Butte	Engineering design	Spring - 17	
6	Hotel Sign		?	
7	Riparian Permit	MPU was authorized by council	Winter - 16	
8	T-Hangar roof	Snow roof	Fall -16	
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