



AIRPORT ADVISORY COMMISSION

AGENDA

Thursday, October 15, 2020

This meeting will have remote access at 3:30 p.m., join the meeting from your computer or tablet by clicking the link below:

1. Call to order
2. Approval of Minutes
 - a. September 17, 2020
3. Update on Project List
4. Commissioner Comments
5. FBO Updates
6. Comments from the Public
7. Discussion: Move to Quarterly Meetings
8. Next Meeting Date: Thursday, November 19, 2020
9. Adjournment

Microphones will be muted, and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

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Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection.

cityofalbany.net/council





AIRPORT ADVISORY COMMISSION

MINUTES

Thursday, September 17, 2020

3:30 p.m.

Virtual Microsoft Teams

Approved: **DRAFT**

CALL TO ORDER

3:41 p.m.

Chair Kasper called the meeting to order at 3:41 p.m.

ROLL CALL

Commissioners present: Heath Kasper, Gar Burroughs, Richard Kay, Chuck Kratch, and John Pascone
John Pascone joined the meeting late due to connection problems.

Commissioners absent: John Harshberger and Chuck Kizer

Staff present: Robb Romeo, Transportation Manager; Chris Bailey, Public Works Operations Director, and Kim Daniels, Clerk III

Others present: Tony Hann, FBO

APPROVAL OF MINUTES

3:42 p.m.

Kratch moved to approve the January 16, 2020, minutes, as written; Kay seconded the motion; and the motion was approved 4-0.

UPDATE ON PROJECT LIST

3:43 p.m.

Romeo gave an update on the project list. He said we applied for a grant under the CARES act, which was approved for \$30,000 to use toward operational fees. Fire crew tankers are in the field by the fuel tanks at the airport. Jack Finley, a contractor through Willamette National Forest, asked to use the airport for a secure place to store helicopters that are fighting fires. The City came up with a land use agreement for them so they could land and fuel.

Remaining A4s: Romeo told the commission they are waiting for the government to take the remaining A4s.

Obstruction Lights: Romeo said Precision Lighting is working on a plan to install the lights at the north end.

Romeo said there are 3 or 4 trees on the south end that need to be removed; they will work with the Best Western Plus Prairie Inn and Serenity Lane to complete the tree removal.

BUSINESS FROM THE COMMISSION

3:44 p.m.

Kratch asked for follow up from the following pending items on January 16, 2020, minutes. Did the 5-year lease for the FBO get signed and at what rate? Hann said he signed the lease, and it is the same rate as the previous lease. Kratch also asked about getting a copy of the building hours and the budget and provide it at Octobers meeting, Kasper would like them in with the minutes for next meeting. Kratch said there was a significant increase in the insurance rates and asked if Bailey could provide that information. Bailey said she will check the budget and stated that all insurance premiums have increased. The Commission asked if February was the month that the CPI was applied by purchasing for all the appropriate rentals. Romeo said he believes so, he asked Denise Valentino from the City's finance department she said February is the month those go up. Kratch requested an update on who is paying what and when everyone will be at the standard rate, so we can ask for a universal increase.

Kay said he did get some flights out, otherwise not much going on.

Burroughs congratulated Romeo for his new duties, and said he hopes Goldman enjoys his retirement. He also said the mowing and flowers at the airport look great. Burroughs said the blue taxiway solar lights are not lighting, but they are reflective. He asked if Romeo could check into the warranty on the lights. Romeo said he will check the warranty. He would also like an update on the bathroom for the Young Marines.

BUSINESS FROM THE PUBLIC

4:08 p.m.

FBO updates: Hann said he would like to install a camera on the front of the iron gate, because there has been a transient person hanging around. He said the bathroom for the Young Marines is on hold for now; he is waiting for permits and does not know what is happening with that. The Ninety-Nines spoke to Hann about possibly moving to the Albany area; they can take over the south side building where the Young Marines were once a month on a Saturday. Once he hears from them, Hann will update the commission. Hann said the firefighting crew support vehicles that were on the field and the supplies are gone; they are waiting for visibility.

Hann asked Romeo if he could get the sweeper to the airport, to sweep the ash and gravel on the taxiway and ramp. Romeo said he will see what he can do to get the sweeper to the airport.

Miltenberger shared a photo of the bathroom at Circus Island, which has 20 spaces for dumping. They charge \$1 per shower and charge for parking. He thinks we could make money for parking in the grass at the Airport, which could be a good revenue source for the Airport. Kratch asked Kasper if someone could check into this to get the cost of the bathrooms and projected revenues and then maybe make a proposal to the City.

MINUTES SUMMARY

Romeo updated the Commission on the status of the projects on the project list and Hann provided updates to the Commission on the FBO.

NEXT MEETING DATE:

The next meeting is scheduled for Thursday, October 15, 2020, at 3:30 p.m., via Virtual Microsoft Teams Meeting.

ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

Respectfully submitted,

Reviewed by,

Kim Daniels
Clerk III

Robb Romeo
Transportation Manager

21140000 Albany Municipal Airport
Period: July 1, 2020 through October 1, 2020

Revenues	Original Appropriation	Actual To Date	%	Encumbrances	Difference/Remaining
21140000 430060 AIRPORT: FUEL	-2400	0	0.00%	0	-2400
21140000 430061 AIRPORT: TIE DOWN FEES	-500	-285	57.00%	0	-215
21140000 430062 AIRPORT: LEASE	-59200	-14974	25.30%	0	-44226
21140000 430063 AIRPORT: FIXED BASE OPERATOR	-18000	-6300	35.00%	0	-11700
21140000 439106 INTERNAL AIRPORT SPACE RENTAL	-30000	-9633	32.10%	0	-20367
21140000 480100 INTEREST	-1200	-553	46.10%	0	-647
21140000 499050 BEGINNING BALANCE	-177500	-183730	103.50%	0	6230
Total Revenues	-288800	-215475	74.61%	0	-73325
Expenditures					
21140000 510010 WAGES & SALARIES	44400	7309	16.50%	0	36898
21140000 560010 EMPLOYER PAID BENEFITS	40400	5441.26	13.47%	0	34959
21140000 600115 INSURANCE & BONDS	11400	10338	93.00%	0	775
21140000 600400 CONTRACTUAL SERVICES	12600	399	5.00%	188	11148
21140000 610005 ADVERTISING & PUBLICATIONS	100	0	0.00%	0	200
21140000 610405 MATERIALS & SUPPLIES	2000	0	0.00%	0	1267
21140000 610420 MEETINGS & CONFERENCES	1600	0	0.00%	0	2615
21140000 610425 MEMBERSHIPS & DUES	600	0	0.00%	0	718
21140000 610520 PERMITS	1100	0	0.00%	0	1088
21140000 610540 POSTAGE & SHIPPING	100	0	0.00%	0	200
21140000 612210 CITY AIRPORT EVENTS	1000	0	0.00%	0	1600
21140000 613615 FUEL SYSTEM COSTS	2000	227	9.30%	0	2225
21140000 630000 ELECTRICITY	2000	137	6.30%	0	2030
21140000 630010 TELEPHONE	1100	115	9.80%	0	1060
21140000 630410 STORMWATER SERVICE CHARGES	20700	1440	6.30%	0	21588
21140000 655000 MAINT: AIRPORT FACILITIES	2000	0	0.00%	0	3855
21140000 655100 MAINT: BUILDING	3000	0	0.00%	0	5100
21140000 655300 MAINT: GROUNDS	6900	0	0.00%	0	13800
21140000 660100 CS: BUILDING MAINTENANCE	24500	8167	33.30%	0	16333
21140000 660200 CS: CENTRAL SERVICE	5000	1667	33.30%	0	3333
21140000 660500 CS: FLEXIBLE SPENDING ADMIN	0	4	68.40%	0	-11
21140000 662500 PW: ADMINISTRATION	9100	0	0.00%	0	9794
21140000 900160 RESERVE: FACILITIES MAINT	89200	0	0.00%	0	89200
21140000 914007 TO: STREET OPERATING	8000	0	0.00%	0	10957
Total Expenditures	288800	39432	13.65%	188	263742
TOTAL REVENUES	-288800	-215475			
TOTAL EXPENSES	288800	35244			
GRAND TOTAL	0	-180230			

