



The City of Newport Airport Committee will hold a meeting at **2:00 P.M.**, on **Tuesday, January 13, 2015** in Conference Room A in the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City of Newport Airport Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting.

CITY OF NEWPORT
AIRPORT COMMITTEE MEETING AGENDA
Tuesday January 13, 2015
2:00 P.M.

- I. Call to Order
- II. Approval of Minutes from November 18, 2014 meeting
- III. Discussion of airport visioning and goals suggestions
- IV. Report on airport operations
- V. Report on NOAA aircraft operations
- VI. Committee comments.
- VII. Public comments
- VIII. Develop next agenda
- IX. Adjournment

November 18, 2014
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. In attendance were Debra Smith, Susan Painter, Ralph Grutzmacher, Mark Watkins, Jeff Bertuleit, Thomas Knott, and Ken Brown. Also in attendance were City Manager, Spencer Nebel; City Recorder/Special Projects Director, Peggy Hawker; City Council Liaison, Ralph Busby; and Engineering Technician Melissa Roman. Also in attendance was Abbie Tumbleson from the Newport News-Times.

APPROVAL OF MINUTES - OCTOBER 14, 2014

MOTION was made by Grutzmacher, seconded by Watkins, to approve the minutes of the October 14, 2014 meeting as presented. The motion carried unanimously in a voice vote.

REQUEST FOR LETTERS OF INTEREST FOR AIRPORT OPERATIONS

Nebel reported that the City Council had concurred with the plan to solicit expressions of interest for airport operations. He noted that the draft that was distributed to Airport Committee members was one that included basic airport information, and after revision, could provide the information necessary to determine whether there are any contractors interested in airport operations. He noted that the information obtained from the letters of interest could be used in preparing an RFP for proposals from parties interested in running the airport. He added that the letters of interest could be used to prequalify potential proposers before the RFP is issued. Watkins noted that he thought the intent was to determine whether there was any interest, and that it would be a first step toward an RFP. Busby mentioned timing regarding getting the notice out to FBO organizations and aircraft trade magazines. Knott agreed that this would be the first step of the inquiry. Nebel noted that this process would allow potential proposers to tell the city what services they might wish to provide. Bertuleit suggested that it would be better to list minimum requirements. Brown noted that the process will provide the answers. Nebel added that interesting information should be gleaned from this process which will help in developing the RFP.

A discussion ensued regarding the draft request for expressions of interest document. Painter and Busby submitted written comments, and the Committee, as a whole, reviewed each section of the draft. A number of changes were suggested, and staff agreed to revise the document incorporating the written and verbal changes. It was the consensus of the Committee that the proposed January deadline is insufficient, and the date should be changed to February 2, 2015. MOTION was made by Brown, seconded by Watkins, to issue the document as revised. The motion carried unanimously in a voice vote.

MINIMUM STANDARDS

Knott suggested waiting until the requests for expressions of interest are received to review the minimum standards. Busby noted that Salem has had city/user interface issues

over the years. He added that the Salem minimum standards are terrible for ONP, and if implemented only three airplanes could stay at the airport. Grutzmacher recommended that the city update the building and fire codes referenced in the minimum standards, as they are out of date. He also asked which NFPA bulletins are important to the airport. Painter inquired as to the tenant insurance requirements and whether there are waivers in place to protect the city. She suggested that the City Attorney review the insurance provisions. Nebel suggested moving the document forward by having a legal review and recommendations. Knott suggested informing people of the minimum standards and incorporating this information into the business license process. Nebel agreed to bring the minimum standards back to the Committee after legal review. MOTION was made by Painter, seconded by Grutzmacher, to send the draft minimum standards for legal review with the insurance requirements flagged for clarification, and to return the document to the Committee once the legal review is complete. The motion carried unanimously in a voice vote.

PRIORITIES FOR LONG-TERM PLANNING

Nebel reported that the list of potential priorities for long-term planning was included in the packet and consisted of:

1. Commission a survey of similar airports to determine staff levels, budgets, management structure, hours of operation, and other similar issues to help guide the city in making decisions for the airport.
2. Complete the review and implementation of the minimum standards for the airport.
3. Determine a long-term vision for the airport and develop appropriate goals to move the airport toward meeting this goal.
4. Reevaluate the role of the Airport Committee in providing advice to the City Council on airport operations.
5. Participate in the task force, established by the City Council, to examine the regional role of the airport.
6. Work with city staff and planning professionals in working with the FAA to develop a new airport master plan in 2015.
7. Review and update, where necessary, the business plan for the airport.

The Committee discussed the list of potential priorities and selected number five as the most important priority at this time. Watkins noted that he would like to work with Busby on this priority, and agreed to provide a list of regional airports.

COMMITTEE COMMENTS

It was noted that Big Bear, California sells fuel for less than other airports, and that lower fuel costs would promote business at the airport.

Grutzmacher asked whether the master plan is required to be done in 2015.

Nebel asked what elements need to be agreed upon for the future of the airport. It was suggested that the December Committee meeting consist of a quick visioning process. Toward that end, Knott suggested that everyone read the business plan and develop

targets to be discussed by the Committee. Nebel recommended reviewing the business plan at the December meeting and listing possibilities in anticipation of a larger discussion. Busby suggested that each Committee member, after reviewing the business plan, come to the December meeting with five ideas.

UPDATE ON USCG AIR FACILITY

Nebel reported that there are a lot of different efforts being worked on with the federal delegation, Fishermen's Wives and others. He added that the deadline for closure of the air facility has been extended to December 15. He noted that there may be an opportunity for the facility to remain in a federal continuing resolution. He stated that all documents associated with this topic are centralized on the Port of Newport website.

REPORT ON AIRPORT OPERATIONS

It was reported that Lance Vanderbeck was off spending time with his new baby, Charlotte Avery Vanderbeck.

Bertuleit asked whether there is a way to get more information out to pilots about the number of sunny days in the area.

Painter noted that Roman and the airport re-opening group had done a great job. The celebration was excellent and well-attended.

PUBLIC COMMENT

Paul Lawson told the Committee that he has a large parcel of shovel-ready industrial property, and that he is seeing some interest due to the airport.

DEVELOP NEXT AGENDA

The next agenda will include a brief visioning process with a review of the business plan along with the five ideas that each Committee member has developed.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:50 P.M.



Spencer Nebel
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MEMO

DATE: December 4, 2014

TO: Airport Committee

FROM: Spencer Nebel, City Manager

SUBJECT: December 9, 2014 Airport Committee Meeting Agenda Issues

Review of the Business Plan:

A copy of the Business plan has been forwarded to you as part of this agenda packet for your review. At the November 18 Airport Committee meeting, it was decided that this meeting would focus on conducting a brief visioning process with a review of the business plan. Members of the Airport Committee were requested to identify five ideas from the business plan or ideas that are important in considering the long-term goals for the airport. How can this facility be of most benefit to the City of Newport, Lincoln County, and the central Oregon coast? Please bring those five specific ideas that you think are important to the long-term future of the airport so that we can conduct a brief visioning process among the committee members. It was suggested that this could lead to a community visioning process for the airport. It could also serve as a basis for discussion for the Regional Airport Review Task Force which is anticipated to be established after the first of the year. I think this will be a good exercise among the committee members to determine the range of ideas, thoughts, and suggestions that committee members have that can lead to the refinement of the current business plan and provide some direction as to how the airport should develop in the next 10 to 20 years. This will also provide information that may be useful in developing the FAA Airport Master Plan.

Priorities for Long-term Planning:

The August 26 Airport Report outlined a number of long-term planning efforts that need to be considered by the Airport Committee.

Discussion Priorities for Long-Term Planning

These are as follows:

1. Commission a survey of similar airports to determine staff levels, budgets, management structure, hours of operation, and other issues to help guide the city in these decisions for the airport.
2. Complete the review and implementation of the minimum standards for the airport.

3. Determine a long-term vision for the airport and develop appropriate goals to move the airport toward meeting these goals.
4. Reevaluate the role of the Airport Committee in providing advice to the City Council on airport operations.
5. Participate in the task force established by the City Council to examine the regional role of the airport.
6. Work with city staff and planning professionals in working with the FAA to develop a new airport master plan in 2015.
7. Review and update where necessary the business plan for the airport.

The Airport Committee has passed along the recommendations for minimum standards for the airport. They will be reviewed by the new City Attorney, who initiates his tenure with the city on December 15, 2014. Once City Attorney Steve Rich has had an opportunity to review this document, comments will be brought back to the Airport Committee for further refinement. (Items 3 & 7)

The Committee is scheduled to review the business plan for the airport and identify priorities either from the plan or other ideas that maybe part of a long-term vision for the Newport Municipal Airport. (Item 2)

Furthermore, the Airport Committee should formally appoint a couple of members to represent the Airport Committee in the task force that will be appointed by the Mayor after the first of the year. There have been a couple of volunteers, however I do not believe the Airport Committee has formally made any recommendations for appointments to this task force. (Item 5)

The Airport Committee can identify what the next steps are so that we continue to make progress on this list.

Report On Airport Operations:

I have asked Lance Vanderbeck to provide an update of statistical information regarding the airport operation for your review at the December 9 meeting.

Please note that we did have an unfortunate situation with two of our temporary employees hired through Barrett Business Services, Inc. Our long-term Barrett Business Services, Inc. employee had been making condescending remarks toward our new female Barrett temporary employee that had been assigned to the airport. The long-term Barrett Business Services, Inc. employee grabbed the newly-assigned Barrett Business Services, Inc. employee by the arm and took her across a room to show her how to do a task at the airport. The employee filed a complaint with both Barrett Business Services, Inc. and the city. Barrett Business Services, Inc. investigated the situation and terminated the long-term Barrett Business Services, Inc. employee. Our newer Barrett Business Services, Inc. employee opted not to continue employment at the airport. This issue was compounded by an airport customer indicating that he did not want to deal with a girl because they tend to take credit cards and lose them, as well as a comment by another city employee that since we have a female working at the airport, we now need to have sexual harassment training.

The city is proceeding with Barrett Business Services, Inc. to conduct sexual harassment training for all employees at the airport prior to adding any new temporary employees. Furthermore, I certainly request that the airport community be respectful and refrain from any comment that could be interpreted as inappropriate to staff at the airport, particularly, violations of Title VII of the Civil Rights Act of 1964. Harassment or discrimination statements based on race, color, regional, sex, national origin, age, disability or genetic deformity are prohibited and cannot be tolerated in the work place from either employees or non-employees.

Airport operations were further compounded with Lance recently becoming a father of a new daughter in the middle of this controversy. As a result of the loss of staffing, we are restricting FBO hours until we can have a couple of temporary employees trained for fueling and other activities. I certainly appreciate everyone's patience with this matter. I especially appreciate the commitment of Lance and John to work through scheduling to keep things going at the airport.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written in a cursive style.

Spencer R. Nebel
City Manager

Airport Committee members visionary goals January 13, 2015

Mark Watkins:

1. Continue to implement full sewer and water service from Newport City Water Dept. in order to continue on field growth and revenue opportunities.
2. Construct 6 T-Hangars , as there is information of a waiting list, and have a plan to build 6 more as soon as those are occupied.
3. Develop an aggressive fuel purchase and sales program to increase fuel sales by 10 to 15 %. Volume sales vs. profit margin.
4. I have requested for several years now, that the acting City Manager make personal contact with NOAA Base Commander Mr. Eric Berkowitz, to begin the negotiation process of bringing the two NOAA Fleet Support Operations Twin DeHaviland Otters to be Based at KONP. This has not happened, and I believe this could be a fantastic opportunity. Mark Watkins has his contact information.
5. Continue to develop a County Airport District with the support of all 3 County Commissioners. This Airport, and the services it provides, should not be the entire burden of the City of Newport.

Susan Reese:

1. Financially self-supporting, with increased revenue coming from additional fuel sales, rental adjustments, landing fees and other items which may not be generating revenue at present. Explore a cooperative venture with the Port of Newport possibly running the airport if other options cannot meet this goal.
2. Provide commercial and private-for-hire airline service so that NOAA, the new expanded Marine Sciences Initiative and the general community will have ongoing air transportation into and out of Newport.
3. Build and rent additional T hangars to help achieve No. 1.

Ken Brown:

1. Sewer and water to allow for commercial or industrial income possibilities.
2. Management that will lessen the financial burden on the city.
3. Review of all rates and leases to bring them to market value.
4. Developing an aggressive marketing campaign to utilize all areas of the airport property to generate a revenue stream.

Ralph Grutzmacher:

1. Capital Improvements:
 - a. Construct a set of six T hangers promptly with another set of six to be constructed when the first five are rented.
 - b. Extend water and sewer to adjacent property to allow for the commercial development of property. (I do not know the proper designation of the property historically proposed for development.)
 - c. Provide a shared space maintenance facility outfitted with commonly required large jigs, lifts and tools, workbenches and waste disposal facilities in which non-resident maintenance personnel can perform airframe, propulsion and avionic maintenance and repair services. Levy an hourly "shop fee" on non-resident maintenance personnel for work performed from or at the facility.
2. Operating considerations
 - a. Establish a landing fee/ tie-down fee for transit aircraft. Provide for a full or partial credit or discount in the amount of the fee for transit aircraft that purchase some minimum amount of fuel prior to departure.
 - b. Locate or develop an air tourism operator.
 - c. Locate or develop a skydiving operator (perhaps to include tow plane services for sailplanes.) Orientation and basic level Instruction should be included services.
 - d. Establish a uniform fee schedule for hanger rentals that includes indexed inflation adjustments.
 - e. Evaluate the fuel fee schedule to encourage fuel purchases by based and transit aircraft.

Email regarding NOAA Aircraft Operations:

Spencer, I contacted Scott Kathey of Monterey Bay National Marine Sanctuary regarding the Twin Otters. His response is below.

Mr. Kathey also referred me to NOAA Air Ops in Florida. I tried calling them but no one answered, so I called NOAA in D.C. I was referred to and spoke with Cmdr. Kathy Martin, of Flight Operations, NOAA. She is also a pilot with NOAA. She confirmed Mr. Kathey's information regarding the stationing of Twin Otters (and all other NOAA aircraft as well). NOAA aircraft are temporarily stationed only on an as-needed basis. Various entities will apply for a *specific* mission for the aircraft. These requests are reviewed and prioritized. However, all aircraft are stationed at McDill in Florida. NOAA does not base aircraft at other air facilities other than McDill Air Base.

Robert Fuller

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(541)574-3366

From: Scott Kathey [<mailto:scott.kathey@noaa.gov>]
Sent: Monday, October 20, 2014 10:57 AM
To: Bob Fuller
Subject: Re: Twin Otter aircraft question

Mr. Fuller,

Thank you for your inquiry.

I assume you have viewed information about the NOAA Twin Otter at our website, specifically <http://montereybay.noaa.gov/marineops/respro-general/twinotter.html>. However, the information on that page is out of date.

Most NOAA aircraft are based at the NOAA Aircraft Operations Center at McDill Air Force Base, Tampa, Florida. NOAA aircraft are sometimes dispatched to temporary bases for concentrated regional seasonal work (e.g. Alaska during summer clear-weather months).

NOAA experimented with permanently basing a Twin Otter at Monterey on the premise that there were sufficient west-coast mission needs by NOAA and its partners to make remote basing cost effective. However, after a review of costs over time, it proved cheaper to return the plane to Tampa and pay for temporary remote basing as needed.

Considering that finding and continued restricted budgets at NOAA, I suspect that permanently stationing a NOAA Twin Otter in Newport, OR without a compelling need would be unlikely. However, NOAA aircraft are not managed by the National Marine Sanctuary Program. They are managed by the NOAA Office of Marine & Aviation Operations (OMAO), Aircraft Operations Center (<http://www.aoc.noaa.gov/>). I suggest you contact that office directly for a definitive answer to your question about basing a Twin Otter in Newport, OR. The telephone number for the Aircraft Operations Center in Tampa is 813-828-3310.

Take care,

Scott

Scott Kathey
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National Oceanic & Atmospheric Administration
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