

September 21, 2010  
Noon  
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. Present were Jim Churchwell, Curt Fewkes, Mark Watkins, and Jim Hawley. Also in attendance were Airport Director Gene Cossey, and City Recorder/Special Projects Director Peggy Hawker.

### **APPROVAL OF MINUTES - AUGUST 17, 2010**

MOTION was made by Fewkes, seconded by Churchwell, to approve the minutes of the meeting of August 17, 2010. The motion carried unanimously in a voice vote.

### **EMERGENCY PREPAREDNESS**

It was noted that Cossey is the primary contact for administrative issues relative to airport emergency preparedness. A discussion ensued regarding the FEMA ICS classes. Hawley agreed to let Cossey know when ICS levels 1, 2, and 7 are being offered. A discussion ensued regarding a possible SeaPort Airlines emergency and the airport's response to the event. Cossey reported that he has done his best to take care of the issue, and would not expect it to reoccur in the future. Hawley asked whether the Airport Committee has reviewed the airport's emergency plan, and Cossey stated that he would scan the document and place it on the city's website. Cossey noted that the airport's emergency plan must be reviewed annually. Hawley discussed the addition of the Red Cross responsibilities to the plan when it is updated. Hawley noted that the city's emergency operations plan is on-line. Cossey stated that he is beginning a conversation regarding the two components of the emergency plan - the FAA requirements; and the community wants. Hawley noted that, in an emergency situation, another building would be needed at the airport. Churchwell asked whether the city would be willing to donate space for a tarmac. Cossey noted that this would need to be in the airport layout plan before it could happen.

### **POTENTIAL GRANT OPPORTUNITIES FOR ADDITIONAL FUEL TANK**

Cossey noted that any additional fuel tank for the airport needs to be in the Airport Master Plan, and that is a long-term process. Hawley noted that grants are difficult now due to federal budget constraints.

### **AIRPORT VOLUNTEERS - UPDATE**

Cossey reported that, at this time, he does not have a flyer to be included in the hangar bills. He urged folks to go to the airport on Saturdays, and to Oregon Pilots Association events to discuss the volunteer opportunities. Watkins suggested locating a book shelf in the airport lobby for recycled magazines and books. Cossey indicated this would not be a problem.

## **AIRPORT MANAGER'S REPORT**

Cossey reported that he had spoken before the Lincoln City Rotary Club and the Newport Chamber of Commerce regarding the airport and air service.

He noted that all the AIP contracts have been signed, and that work should begin within two months. He noted that the city had received a ConnectOregon III Rural Airport grant that will be used as the match for the AIP grant.

Cossey reported that ODOT had approved the use of ConnectOregon II funds for a local "Fly Newport" marketing campaign. Watkins volunteered to help with the "Fly Newport" campaign.

Cossey reported that he will be out of town October 2 - 5, 2010, at the airport manager's conference for Oregon, Idaho, and Washington.

Cossey reported that the airport is doing great on fuel sales. He also noted that SeaPort would be holding a roll-out event to introduce the Cessna Caravan on September 30, from noon until 4:00 P.M.

A general discussion ensued regarding security, and what happened at ONP after September 11, 2001. Fewkes noted that general aviation was shut down for a time.

## **ADJOURNMENT**

Having no further business, the meeting adjourned at 12:52 P.M.