

April 14, 2015

2:00 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of Newport City Hall. In attendance were Committee members Susan Reese, Debra Smith, Ken Brown, Ralph Grutzmacher, and Gary Baker; committee chair Jeff Bertuleit and member Mark Watkins had previously advised they would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:00 PM by Committee chair pro tem Ralph Grutzmacher, who was named temporary chair by unanimous voice vote.
- II. Roll call.
- III. Approval of February 10, 2015 minutes.
Motion was made and seconded to approve the minutes of the February 10, 2015 meeting. The motion passed on a unanimous voice vote.
- IV. Discussion: Airport management options
City Manager Nebel re-capped the Letter of Interest process and respondents (refer to meeting packet). He noted there had been a recent response via email from the Albany Oregon airport FBO operator, Infinity Air. Their representative, Tony Hahn, advised he has been operating the FBO since February, 2015.

A discussion ensued regarding issues involved in selecting an option for airport management and the RFP process, should that option be a recommendation from the committee. The committee agreed they would like to be provided with an outline of a potential Request for Proposal. Due to on-going City budget process, Nebel advised this would be provided at the June Airport Committee meeting. Nebel asked for some specific thoughts from committee members:

Grutzmacher said it is important to protect local staff and provide a continuation of employment; also have responders address how they will get to zero City subsidy of the airport operation.

Baker said it's important to address the maintenance and services organization, flight training, and aircraft rental.

Smith said we need to sell “opportunities” in Newport in order to attract a respondent and their staff. She advised it is a challenge for Central Lincoln PUD to hire people from out of the area because of their reluctance to relocate to Newport area due to factors such as high cost of housing and quality of area schools.

Brown advised marketing the airport as an attraction will be difficult because of the perception it only serves a small percentage of the population.

Reese said the process needs to address how best to involve the community, and how best to serve the community.

Busby suggested the committee consider establishing boundaries in the draft RFP, e.g., should it include air service discussion?

Nebel will return in two months with an RFP outline for committee consideration.

- V. Committee recommendation: Airport management option
This item is tabled until the committee can review the above-mentioned Request for Proposal outline.
- VI. ONP Operations report
Vanderbeck distributed a handout of the current operations report and went over highlights. His report is attached to these minutes.
- VII. Committee comments
None
- VIII. Public Comments
None
- IX. Develop next agenda
 - A. Budget issues and recommendations for committee consideration.
 - B. Update on Master Plan process.
- X. Adjourn
The meeting was adjourned by chair pro tem Grutzmacher at 3:20 PM.