

April 8, 2014

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 Jeff Bertuleit (Committee Chair), Doug Nebert, Thomas Knott, and Mark Watkins. Also in attendance were: City Manager Spencer Nebel, Engineering Technician/Airport Project Director Melissa Román, and Committee staff Bob Fuller (Public Works). City Council liaison Ralph Busby did not attend.

I. Call to order.

The meeting was called to order at 2:05 PM by Committee Chair Jeff Bertuleit.

II. Approval of March 11, 2014 minutes.

Knott requested the portion regarding Corvallis not offering flight lessons be changed to show they are *still offering flight lessons*, but do not have enough students. Motion was then made and seconded to approve the minutes of the March 11, 2014 meeting; passed on unanimous voice vote.

III. Román: Rough estimate of the cost of building a T-hangar.

Román provided an estimate based on hangar that was built in 2006, added the grant funds, added the 5% city match, added a 30% mix to get a rough estimate of \$642,000 for 10 hangars. Includes engineering and site preparation.

A discussion ensued regarding scenarios for the City to rent existing empty hangars vs. building new hangars. Román advised the FAA does not offer funding for this anymore. Knott suggested the City purchase four box hangars and lease them.

A motion was made and seconded: The Committee recommends the City should review the finances of purchase and repayment potential for one or more box hangars to accommodate hangar rental demand. The motion passed on a unanimous voice vote.

IV. Román: Report on airport construction schedule.

Román advised construction starts May 12th. She met with stakeholders last week, and that went well. Project updates will be included in the newsletter. Updates and runway closure schedules will be provided via NOTAMS, the City's web page, and the airport's Facebook page. The FBO is compiling a running list of email addresses of interested parties as well.

- V. Airport Master Plan project discussion.
Nebel advises this is in two parts: develop a process and a plan, and then develop a plan to implement the issues identified in the Master Plan. Nebel said he wants the committee to have input, and the FAA will develop the plan with the consultant. Román noted the plan will be built on OARs; the purpose is for the FAA to see what is happening at the airport, and what will be happening. This affects future funding, since this funding is based on current and future plans.
- Nebel advised the committee of the importance of making motions, voting on motions, and making clear recommendations. A discussion ensued regarding the airport's role in emergency incidents, especially as regards FEMA operations. Nebert noted this appears to be addressed in Chapter 2; Román said she will see about putting in additional wording therein to clarify the reference.
- VI. Nebel: Airport report update on the status of the airport management plan.
Nebel reviewed his memo (included in the Committee meeting packet). For the next meeting agenda, he wants Committee input, and then he will present to City Council.
- VII. Staff reports
Staff reports from FBO and Airport staff are included in the Committee packet. Increased fuel sales were noted, due in part to an increase in jet traffic and the Coast Guard's continued purchase of fuel from the FBO while their fuel station is out of commission. Nebel cautioned that project construction and the Coast Guard's planned repair of their fuel station will result in reduced sales.
- VIII. Committee comments.
Román reviewed some issues that will be addressed in the repair work at the FBO building. Keith Johnson Construction has been signed to remove the dry wall, wood, etc., and parts of the interior of the building will be partitioned off during this work. A more detailed description is included in the project newsletter.
- IX. Public comments.
Jim Shaw, on behalf of the Civil Air Patrol, noted a "certificate of thanks" for the support shown at the recent BBQ. All agreed it was good to have positive publicity for the airport.
- X. Develop next agenda.
A. Committee input regarding the airport management plan.
B. Update on the motion: "The Committee recommends the City should review the finances of purchase and repayment potential for one or more box hangars to accommodate hangar rental demand."

XI. Adjournment

Due to a previously scheduled meeting in Conference Room A at this time, the meeting was adjourned at 3:30 PM.