

August 11, 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: Committee chair Jeff Bertuleit, committee members Susan Painter, Mark Watkins, Ralph Grutzmacher, and Gary Baker; Debra Smith has previously submitted her resignation from the committee due to time constraints and therefore was not in attendance, and Ken Brown was absent. Also in attendance were: City Manager Spencer Nebel, City Attorney Steve Rich, City Council liaison Ralph Busby, and Committee staff Bob Fuller (Public Works).

- I. Call to order.  
The meeting was called to order at 2:00 PM by Committee chair Jeff Bertuleit.
- II. Roll call.
- III. Approval of July 14, 2015 minutes.  
Motion was made and seconded to approve the minutes of the July 14, 2015 meeting. The motion passed on a unanimous voice vote.
- IV. Update-RFP for Operational Services  
NOTE: The draft Request for Proposals (RFP) for the airport operations is included in the August 2015 meeting packet. City Council liaison Ralph Busby's comments and suggestions regarding the draft RFP are attached at the end of the draft minutes herein.

Nebel advised the FAA expressed interest in receiving a copy of the RFP. He said he would prefer to get any information they may have regarding omissions early on, even though it is not subject to FAA approval. Watkins noted he did not approve of the FAA getting a copy of the RFP. Bertuleit said the FAA could be cc'd on the RFP. The committee consensus was to send a copy of the RFP to the FAA.

A lengthy discussion ensued regarding questions and suggestions for changes and additions to the document. Suggestions and comments were noted by Nebel for possible revisions.

Following the discussion, Nebel advised he will return with a revised RFP document at the next committee meeting.

- V. Status of airport leases for the box hangars  
City Recorder Hawker provided a memo summarizing the status of unsigned hangar leases. It was suggested by Bertuleit that the leases needed to be modified in some areas; City Attorney Rich said that would entail resigning of all leases and that it has taken significant time to get these leases signed. He noted all lease provisions are open to arbitration if a hanger tenant has issues with any provisions therein, and that no changes or modifications would be pursued. City Recorder and City Attorney will make sure leases are signed by next Airport Committee meeting date.
- VI. Report on Airport Master Plan  
Nebel advised the committee needs to appoint one member to be part of the citizens' committee. Bertuleit volunteered; a motion was made and seconded to have Bertuleit represent the committee; the motion passed on a unanimous voice vote.
- VII. Report on Regional Airport Review Task Force  
Grutzmacher advised the task force meeting was fully attended. He said the challenge for the task force will be to focus on the regional aspect and the economic benefits of the airport.
- VIII. Operations Report  
Airport staff was not able to be present to discuss the operations report. The report is included in the meeting packet posted on the City website.
- IX. Committee Comments  
Bertuleit noted there is an upcoming air fair at the Albany Municipal Airport in two weeks. Baker commented that the Newport Flying Club is still intact and continuing to provide lessons; Bertuleit commented on the importance of maintaining flying clubs and keeping young people involved. Grutzmacher noted there is an interesting four-part series of articles in Popular Mechanics regarding a writer who is afraid to fly and his recent experience learning to fly and overcoming his fear of flying. Bertuleit also said a canopy is still needed to cover the BBQ area on the deck off the FBO break room area.
- X. Public Comment-None
- XI. Develop next agenda: Continue RFP discussion.

