

August 13, 2013

2:00 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in City Council Chambers of Newport City Hall. In attendance were committee members Jim Hawley (chair), Jeff Bertuleit, Thomas Knott, and Doug Nebert. Absent was Mark Watkins. Also in attendance were: Interim City Manager Ted Smith, FBO Manager Terry Durham, Operations Manager Lance Vanderbeck, committee recorder Bob Fuller (Public Works), Engineering Technician Melissa Román, City Council liaison Ralph Busby, and Dave Morgan from News Lincoln County.

I. Call to order

The meeting was called to order at 2:00 PM by Chairman Jim Hawley.

II. Approval of July 9th minutes

Motion was made by Nebert, 2nd by Bertuleit to approve the minutes. Motion carried.

III. Airport Director

Ted Smith advised the committee should keep in mind this position has lately been filled by city manager and airport staff. Currently there is no funding in the budget for the position. Smith proposed a position of interim airport manager to be filled by Melissa Román. She has been working on the current airport projects and is familiar with operations. This would need to be approved by city council and would need to find a funding source. Would the committee be willing to send a letter to council recommending this proposal?

Bertuleit commented that with all the activities going on at the airport, Román would be a good choice at this time. Later on an airport director could focus on running a business and less on rules and regulations.

Smith advised this would be good to include in the letter to council. Also noted with coming improvements to water, sewer and fiber optic, the conditions are better for business development at the airport.

Knott advises he would prefer to re-work the existing business plan to better reflect the current situation. He noted that there is no airline, fuel sales are down; committee should consider if this warrants another employee at the airport.

Bertuleit advises any new director should be able to do line work in addition to managerial duties.

Nebert suggested part of the role of new director could be possibly performance-based, related to the development of new business opportunities at the airport.

Smith asked the committee to consider if a study or study group might be needed for this.

Knott asked if the committee should develop a new business plan that better reflects the current situation.

A discussion ensued regarding the development of a new business plan, especially as it relates to a new airport manager. Smith advises if council lets him appoint Melissa Román perhaps a sub-group could be developed to begin the process of development of a business plan and related items.

Bertuleit recommended keeping this item on the agenda.

Hawley advised a letter will be developed and sent to city council.

IV. Airport Operations

Lance Vanderbeck advised he had nothing new to report regarding operations, but advised he is 100% behind Román as interim airport manager. He said he appreciates her knowledge and grasp of airport operations.

V. FBO Report

Terry Durham provided a hand-out with comparable numbers on fuel sales over the past several years.

A discussion ensued regarding the different fuel sales numbers in the existing business plan vs. the numbers provided in the handout. Durham advised he has no knowledge of where the numbers in the existing airport business plan were obtained; suggested they may have been projected sales rather than actual sales. The numbers in the hand-out are actual sales numbers. Durham also advised fuel sales to Seaport Airlines were priced barely above cost, so little profit was seen in that area. Durham also pointed out there is now actually less staff than during that time. Additionally, Durham suggested it is important to keep in mind the airport is more than a business, it is a community service like the fire department. For example, staff respond at all hours to situations such as fueling the Coast Guard helicopter, which is essential to fishing fleet operations.

Durham also provided a hand-out regarding proposal for a new airport sign. Knott proposed a professionally designed logo for a sign. He emphasized the importance of having a highly recognizable logo for the airport.

Smith advises the city bridge logo needs to be part of any proposed logo.

Román suggested a design contest for students, possible in conjunction with a professional design artist.

Durham advised CIS (the city's insurance carrier) has approved funding for a golf cart to be used by line personnel, to be delivered next week. This will improve customer service to aircraft at the airport, especially regarding delivery of sales receipts and supplies like ice to aircraft personnel and passengers.

Hawley complimented Durham on his recent interview in the News-Times. Durham advised he was focused on looking forward, not backward, and made that clear to the interviewer.

- VI. Report on Projects-Melissa Román
Runway 16/34 Runway Rehabilitation Project is currently waiting for Congress to approve the grants. After the grant is approved, the City can issue a Notice to Proceed.
- VII. Minimum Standards-Discussion
Smith asked if this might go well with the business plan, or are they two different subjects? Suggested Román could research and bring in some ideas from other airports to act as a reference point.
- VIII. Committee Members Comments
Bertuleit advised he thinks the sign/logo contest is a good idea; Román will draft a proposal and email it to committee members for their review. Knott emphasized the importance of including a professional artist/designer in the process.

Hawley will write a letter to council with recommendations from the committee regarding items discussed in today's meeting.
- IX. Public Comment-none.
- X. Hawley adjourned the meeting at 3:15 PM.