

December 13, 2016

2:00 PM

Newport, Oregon

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

1. The meeting was called to order by committee chair Jeff Bertuleit at 2:00 PM.
2. Roll Call
3. Approval of Minutes: Motion was made and seconded to approve the draft minutes from the November 8, 2016 meeting. The motion passed on a unanimous voice vote.
4. Discussion/Action Items
  - a. Annual goal-setting discussion
    - i. Reese suggested using the priorities recommendations that the committee formulated for the Airport Task Force as a tool for developing goals.
    - ii. Watkins noted there is a waiting list of 12-13 individuals waiting for hangars. Nebel suggested exploring hangar funding and construction as a possible goal; he said the committee should target three or four goals for this exercise.
    - iii. Other suggestions: Water and sewer development; “user-friendly” services (Vanderbeck advised Nebel and he have met with the Chamber of Commerce to discuss marketing possibilities); implementation of land use recommendations from the Master Plan; identify air service and marketing materials.
5. 4b: Summary of discussions with possible air service providers (staff handout attached to these minutes)
  - a. Vanderbeck advised there were three responses of interest and he reviewed their information as per the handout.
  - b. Watkins suggested a survey of local residents and businesses to determine what ticket price range would be attractive to prospective travelers. He noted Seaport Airlines passenger counts were supposed to

have been made available and, if so, could be used to get an idea of passenger loads.

- c. Bertuleit suggested contacting Kenmore Air as well.
  - d. A discussion ensued regarding issues to be addressed.
    - i. Tickets are likely to be expensive
    - ii. Beware of subsidies from the City.
    - iii. Is there a niche for NOAA personnel? Staff will contact local NOAA command staff to determine if there is a need for air passenger service.
    - iv. Difficult to have a 7-day schedule, yet four flights per week (for example) would be hard to coordinate with other travel plans for prospective customers.
6. Operations report (included in meeting packet).
- a. Nebel advised the committee to review the job descriptions provided and send any suggestions to him by email. This will be a discussion item next meeting.
  - b. Vanderbeck noted his discussions with Hertz Rent-a-Car indicated they think they will do well with renting cars out of the airport.
7. Committee comments
- a. Watkins said the fuel prices are a little high, he would like to see a fuel pricing policy.
  - b. Watkins offered the local pilots' group assistance with any events during the August 2017 solar eclipse event.
  - c. Grutzmacher suggested providing RV camping at the airport and charging a fee for campers during the event.
  - d. Watkins asked why staff are not sent home when there is low activity at the airport; Vanderbeck said there are still things that need staff attending to, regardless of airplane traffic activity. Nebel noted that full-time City employees are hired on a 40-hour week basis and cannot be directed to take time off.
8. Public comments: none
9. Develop next agenda
- a. Job descriptions: Review and discuss
  - b. Continue goal-setting discussion and suggestions
10. Adjourned at 3:30 PM.