

December 10, 2013

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 Jim Hawley (Committee Chair), Jeff Bertuleit, Doug Nebert, Thomas Knott, and Mark Watkins. Also in attendance were: Engineering Technician Melissa Román, City Council liaison Ralph Busby, and Committee staff Bob Fuller (Public Works). Interim City Manager Ted Smith was not able to attend due to illness.

I. Call to order.

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

II. Approval of November 12, 2013 minutes.

Knott requested the addition of wording to reflect his request to have fuel sales reported in gallons, and the request by the committee to have Román provide this information in a report at a future meeting. Fuller will add to Section III. Motion was made and seconded by to approve the November 12, 2013 committee meeting minutes. Motion carried unanimously in a voice vote.

III. Fuel sales report by City Manager-Ted Smith

Smith is not in attendance due to illness.

IV. Discussion of Part 139 Certification

Discussion of Part 139 Certification. No action proposed or taken. This discussion will be continued at upcoming meeting(s).

V. Discussion with City insurance agent John Russell of Payne West Insurance regarding liability insurance for the airport (this was moved up from Item VI).

Russell presented an overview of City of Newport insurance requirements. Russell advises there is a consultant (City Attorney Rob Connell) working with the City Manager on this; he will return with more detailed information for a later committee meeting when more City representation is present.

VI. Minimum Standards Revision (Nebert)

Nebert advises he added "operations permit", and defined some terminology, such as "resident", "tenant", and "mobile service provider".

No action proposed or taken. Discussion to be continued at later meeting(s); Chair Hawley directed committee members to send their concerns, comments, and suggestions to Nebert via e-mail.

VII. Feasibility report update (Román)

Román said the report is in its final draft; she will try to have the report by next month; however, City Manager has directed her to focus on more immediate projects at this time.

VIII. Public Comment: None

IX. Develop next agenda

- A. Further discussion of Part 139.
- B. Further discussion of minimum standards.
- C. Feasibility report update (as available).

X. Hawley advises he will not be renewing his membership on the Airport Committee at the end of the year. The committee thanked him for his 15 years of service. Fuller reminded Watkins and Nebert their terms expire at the end of the year. There being no further business the meeting was adjourned at 3:30 PM.