

December 11, 2012
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in the City Manager's Conference Room of the Newport City Hall. In attendance were Jim Hawley, Ralph Busby, Jim Churchwell, Mark Watkins, and Doug Nebert. Also in attendance were Council Liaison, Jeff Bertuleit, Mayor Mark McConnell, City Manager, Jim Voetberg; City Recorder/Special Projects Director, Peggy Hawker; Airport Operations Worker, Lance Vanderbeck; FBO Operations Manager Terry Durham; and Public Work Senior Project Manager, Ted Jones.

APPROVAL OF MINUTES - NOVEMBER 13, 2012

MOTION was made by Nebert, seconded by Churchwell, to approve the minutes of the November 13, 2012 meeting as presented. The motion carried unanimously in a voice vote.

REPORT ON AIRPORT OPERATIONS - LANCE VANDERBECK

Vanderbeck reported that the signs for the after-hours facility had been installed. He noted that there is one light pole left on the apron, and that walk-through security gates had been replaced and updated.

REPORT ON THE FBO - TERRY DURHAM

Durham reported that staff is watching fuel prices closely. He noted that 8,500 gallons of Jet A was purchased yesterday, and that this should be sufficient to get through the winter without raising prices. He added that 4,500 gallons of Avgas was also purchased which should also last through the winter. He reported that lock boxes had been installed for rental car keys for after hours arrivals.

Watkins suggested that the Chamber provide information at the airport, and he agreed to contact Lorna Davis regarding this suggestion.

Durham reported that he had spoken with the district manager from Enterprise Rent-A-Car regarding signing the concessionaire agreement. He noted that the agreement is being reviewed by Enterprise and he anticipates that it will eventually be signed.

Durham reported that the agreement with Toby Murry for rental cars is going well.

Watkins asked that a year-to-date report on the airport budget be available at the next meeting.

REPORT ON PROJECTS - TED JONES

Jones reported that the Runway 16/34 data collection is nearly complete. He noted that he had gotten information from the FAA that the runway needs to be a crown runway rather than a shed runway. He added that NAVAIDS is coming to the airport to perform location work. Jones discussed potential design parameters regarding building to allow for heavier aircraft to land. Jones noted that a sensitivity analysis is needed. Busby suggested contacting the Military Airlift Command at the Lewis-McChord Air Base. Hawley reported that he has a chart of the types of aircraft/helicopters that would land at the airport during a disaster. He stated that he would give the chart to Voetberg. Vanderbeck noted that a letter to Terry Kessler is needed that would reiterate the need for a heavier duty runway. Hawley noted that the plan is to utilize the fishing fleet during a disaster. Hawley also noted that Bend radio 1110 AM would increase its power and broadcast information to coastal residents in the event of a disaster. Watkins noted that an airport emergency update to Council would be appropriate. Durham reported that former ONP interim director, John Wilson, is inventorying state airports for preparedness. Durham agreed to obtain information from Wilson for the next Airport Committee meeting. Hawley noted that there is a fuel rationing letter that includes ONP on file in Salem.

COMMITTEE COMMENTS

Watkins asked whether a determination had been made as to how water got into the fuel tanks. Durham reported that the water was from unknown sources, and that it was removed, and the tank placed back in service. Bertuleit suggested placing a shed over the tank, and Vanderbeck reported that the Fire Department does not want the tank to be covered. Durham reported that the fuel tanks, trucks, etc. are sumped and tested daily, and that there is documentation detailing this activity. A discussion ensued regarding the tanks, and McConnell noted the likelihood of new tanks being necessary in the next five years. Vanderbeck reported that he would like to relocate the tanks to a place that does not require driving on the taxiway.

Watkins asked about the letter to hangar owners, and it was noted that this is still to be accomplished. He asked about sending staff to ODA and FAA meetings, and staff reported that they will be attending an upcoming meeting in Salem.

Nebert reported that he is pleased to see the static reel on the self-serve pump.

Watkins asked whether the credit card machines are operating well, and it was noted that they are.

Busby noted that this would be his last Airport Committee meeting as he will be taking a seat on the City Council. He asked whether the replacement could be a non-resident. It was noted that Watkins had been the non-resident member of the Committee, but that he had moved into the city. Watkins assumed a resident member position, so the vacancy could be filled by a non-resident.

Busby asked about business licenses for airport businesses, and Voetberg noted that he believes that all airport businesses have licenses. He added that he would check to ensure that Fedex has a business license, and later confirmed that it does.

Hawley noted that great progress has been made at the airport, including rental cars and after-hours phones. He commended Vanderbeck, Durham, and Voetberg for their efforts regarding the airport.

McConnell noted that it would be nice if Toby Murry and Enterprise Rent-A-Car would allow press regarding their relationships with the city, adding that this could be a thank you to local partners. Durham will draft an article that could be sent to the Oregon Pilots Association magazine along with a photograph of the after-hours facility. It was also suggested that the article could be included on the airport's Facebook page.

MEETING DATES

Churchwell asked about meeting days, and it was reported that staff works together on Tuesday and Wednesday, and holding the meetings on those days allows overtime to be minimized. It was agreed that the meetings would continue to be held on Tuesdays.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:53 P.M.