

February 11, 2014

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 Jeff Bertuleit (vice-chair and acting chair), Doug Nebert, Thomas Knott, and Mark Watkins. Also in attendance were: City Manager Spencer Nebel, Engineering Technician Melissa Román, 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 Vice Chair Jeff Bertuleit.

II. Approval of December 10, 2013 minutes.

Motion was made and seconded to approve the minutes, passed on unanimous voice vote.

III. Selection of Committee Chair

Bertuleit was elected committee chair by unanimous voice vote.

IV. Further discussion of Part 139 Certification

A discussion ensued regarding Part 139 certification. Watkins suggested tabling the issue until the City has a plan/vision for the airport. Román advised an RFQ is in process to recruit an “aviation planning” consultant to develop a new master plan for the airport. Nebel said the airport committee needs to be involved in the development of a new master plan; it remains to be determined at what level. It was decided the committee will receive a draft of the RFQ for review and comment before it goes to FAA and legal counsel. Further discussion of Part 139 will be tabled until a master plan is developed.

V. Minimum standards revisions (Nebert)

Nebert advised of revisions to the minimum standards draft document: He removed the final section, “Airport Use Permit”. The focus would be to use existing lease language to determine uses. An expectation from FAA regarding commercial activity at airport is that minimum standards should be “neutral”. Nebert will email the document to committee members for further review. Bertuleit advised Doug Hahn should be included in the email group as well. He also advised a three-week deadline for comments; he proposed the document could be revised and reviewed as needed, then go to FAA and legal counsel. Comments to be reviewed at next meeting as an agenda item.

VI. Feasibility report update

Román noted the report was sent to all committee members by email. A discussion ensued regarding the Coast Guard's need to purchase fuel while their fuel station is down. Román advised the Coast Guard will not commit past March 2014. The committee agreed the goal is to retain the Coast Guard as a fuel customer. Nebel said he will make initial contact with the Coast Guard, see where they are at, and possibly include the committee in developing a proposal/plan.

VII. Committee comments

Nebel advised he wants to spend time one-on-one with committee members and other airport stakeholders to develop an overview of the current situation. He wants to develop a report regarding a plan for the airport, consult with committee members, and present to city council. He advised he has experience with a municipally-owned airport from his previous city manager position in Sault Ste. Marie.

Knott requested a chart be developed from data regarding fuel sales to include Coast Guard purchases vs. civilian purchases. Román said fuel sales figures before 2012 are not reliable due to record-keeping issues at the airport and finance. Fuller advises he has the name of the fuel vendor that supplied the airport with avgas and jet A some years ago, and will have Finance contact them for their delivery records.

Busby advised he has worked with master plans before and said the committee should keep in mind it is a "wish list" to FAA, so it is best to put as much in the master plan as possible; if it's not in the master plan it won't be considered by FAA.

Watkins thanked Nebel for his attendance and said the committee is excited to be working with a city manager who is seriously interested in airport issues.

VIII. Public Comment

None

IX. Develop next agenda

- A. Fuel report chart, to include Coast Guard and civilian sales as separate items, as historical as possible. (Román)
- B. Discuss strategies to entice businesses to relocate to Newport Airport.
- C. Discuss possibility of forming a “flying club” at the airport to introduce interested persons, especially youth, to private aviation.
- D. Minimum Standards.

X. There being no further business the meeting was adjourned at 3:00 PM.