

January 10, 2017

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 (via phone from Portland), Mark Watkins, Jim Shaw, and Ken Brown. Also in attendance: City Council liaison Laura Swanson, City Manager Spencer Nebel, Airport staff Lance Vanderbeck, Committee staff Bob Fuller (Public Works), and prospective committee member Terry Buggenhagen.

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 December 13, 2016 meeting. The motion passed on a unanimous voice vote.
4. Discussion/action items

4.A. New Airport Committee applicant Terry Buggenhagen was introduced to the committee. (Application and resume included in meeting packet). Following a brief discussion, motion was made and seconded to recommend Buggenhagen as a member of the Airport Committee to the Mayor and City Council. The motion passed on a unanimous voice vote.

4.B. Goal-setting discussion and suggestions

i. Nebel advised the committee to limit the goals to 4-5 items that can be done in the coming fiscal year.

ii. Bertuleit thought water and sewer improvements should be on this list because they impact future development plans.

iii. Vanderbeck advised he will be meeting with Destination Newport committee in February to discuss marketing the airport for tourism.

iv. One of the goals established from previous meetings was regarding developing "user-friendly services". It was thought this term needs to be defined. Watkins said he considered airline service to fall into this category. Brown said it might be hard to convince people of the expense given the 1 ½ hour drive to Eugene to access flights to a number of destinations, and free parking as well at the Eugene airport.

v. Watkins suggested hangar construction should be a priority given there are several interested parties on the waiting list.

vi. Motion was made, seconded and passed unanimously to list the following goals for the coming fiscal year:

- a. Initiate water and sewer infrastructure upgrades.
- b. Expansion of hangar construction.
- c. Identify various air service and marketing materials to attract services.
- d. Work with Destination Newport and others to develop marketing.
- e. Review user-friendly services.

4.C. Vision 2040 meeting: Nebel invited interested Committee members to the Feb. 16<sup>th</sup> meeting, to be held at 5:30 PM at Newport City Hall.

4.D. Briefing on Airport Master Plan: Provided via handout, attached to these minutes. The Committee agreed 2500 feet would be adequate for runway 2-20.

4.E. Airport job descriptions: Review and discuss: The Committee agreed to recommend moving forward with the current job descriptions.

5. Operations report: Vanderbeck (refer to meeting packet for full document).

6. Committee comments

- i. Watkins emphasized the need for Destination Newport and the Chamber of Commerce to include the airport in their marketing programs.
- ii. Vanderbeck said it's important to have a business plan to submit to the Oregon Department of Aviation regarding airport expansion/improvements.
- iii. Fuel pricing policy report submitted by Vanderbeck (handout, attached to these minutes).
- iv. Shaw asked about the barbeque project; Nebel said he will be meeting with the Public Works Director to determine what more is needed to move forward.

7. Public Comments: None.

8. Next agenda: Fuel policy, plan for dealing with priorities, and Master Plan update.

9. Meeting adjourned at 3:25 PM.