

January 12, 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 Ken Brown, Ralph Grutzmacher, and Mark Watkins. City manager Spencer Nebel and Committee member Susan Reese-Painter had earlier advised they would not be able to attend. Also in attendance were: City Recorder Peggy Hawker, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:00 PM by Committee chair Jeff Bertuleit.
- II. Roll call.
- III. Approval of December 9, 2015 minutes.
Motion was made and seconded to approve the December 9, 2015 minutes; motion passed on unanimous voice vote.
- IV. Status of RFP for Airport/FBO Operations.
Hawker referred to the scoring matrix which is included in the meeting packet. She requested committee members review the RFP responses (also included in meeting packet) and develop questions regarding each proposal and send them to her by January 29th via email at (p.hawker@newportoregon.gov). Proposers will be at the Feb. 9th Airport Committee meeting to respond to questions; committee members will then score the proposals using the matrix. City Manager Spencer Nebel has requested the committee's recommendations as soon as possible after this process to facilitate the necessary budgetary process if needed.
- V. ATCS/CATCO air traffic control training at Newport Airport in August
Vanderbeck advised the training crew will be setting up their equipment in August for this training, which is to facilitate air traffic control operations during a disaster. The training personnel would like to visit with the Committee at a future Committee meeting.
- VI. Discussion of adding a new covered deck area to the FBO
Vanderbeck distributed a hand-out of a rough plan and photo of the proposed deck area, which would be located at the south side of the FBO building. He advised if the Committee recommends proceeding with the

project, he can proceed with developing a budget item (est. cost is \$20,000). Grutzmacher suggested moving the deck area a bit farther out from the building because of possible fire hazards; Vanderbeck said he will check with the fire department to determine if this is an issue; he noted that there is a septic tank in the area just south of the proposed deck area and there may not be room for such a modification. Bertuleit said the local pilots' group could contribute funds as well. Brown suggested contacting Angel Job Corps, they can provide the labor gratis, and the City would provide the materials. He noted they have done jobs for the Port and have done an excellent job. **A motion was made and seconded to recommend Vanderbeck prepare and submit a proposal to move ahead with the project.**

VII. Operations Report (included in packet)

VIII. Committee comments

Bertuleit asked Vanderbeck about projected fuel sales for the coming year. Vanderbeck advised 41K-61K gallons. Watkins asked if the wi-fi antenna could be located at a spot where the hangar occupants could use the signal. Vanderbeck said the new location may be adequate for that purpose, and he will mention this to IT department.

IX. Public Comments

Jim Shaw noted several military helicopters visited the airport recently; Vanderbeck noted they bought a significant amount of fuel and were appreciative of the crew car availability.

X. Develop next agenda

Continue RFP process as per Hawker's directive; update on Regional Task Force Committee process.

XI. Adjourned at 2:50 PM.