

January 5, 2010
Noon
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. Present were Jim Hawley, Jim Churchwell, Richard Larson, Mark Watkins, and Curt Fewkes.

Also present were Councilors Jeff Bertuleit and Mark McConnell.

Staff present was Jim Voetberg, City Manager, Ross Schultz, Interim Airport Director, and Peggy Hawker, City Recorder.

Media present was Walter Sherman.

Audience present included: Sheldon Hunt, Greg Stanton, and another hangar lessee.

APPROVAL OF MINUTES – DECEMBER 15, 2009

MOTION was made and seconded to approve the minutes of the December 15, 2009 meeting. The motion carried unanimously in a voice vote, and it was later determined that since this is a special meeting, that the formal approval of these minutes would occur at the next regular meeting on January 12, 2010.

HANGAR RENT AND OTHER AIRPORT FEES

Tie Down Fees – Schultz distributed information regarding tie down fees for single and multi-engine aircraft, reasonable rent for the FBO hangar space, and requesting a list of comparable airports. Watkins noted his appreciation for the opportunity to review the fees, and added that it is important to review fees from comparable airports. He suggested using the elimination of tie down fees as a marketing tool. It was also suggested that tie down fees be waived with a minimum ten gallon fuel purchase. Schultz will draft a tie down fee waiver procedure for Committee review. The use of envelopes and a drop box for the collection of the fees was discussed. This would involve the airport staff placing the envelope on the airplane which would allow the user to put the fee in the envelope and drop it into a strategically installed drop box. Hunt reported that Crown Air, at Montgomery Field, would have information regarding this system.

Comparable Airports – A list of comparable airports included tier one - Astoria, North Bend, and Crescent City; tier two – Tillamook, Siletz, Florence, and Bandon; tier three – Albany, Salem, Corvallis, and Creswell. Hunt suggested that the criteria for comparable airports should include: runway length; hangar availability, ILS; and coastal location. He noted that airports similar to ONP are Astoria, North Bend, and Crescent City. Similar

airports to ONP are Tillamook, Siletz Bay, Florence, and Bandon. Dissimilar airports to ONP are Corvallis, Albany, and Salem. A small airport would include Pacific City.

Hangar Rents – Schultz distributed a sample box hangar lease agreement and CPI increase information. He reported that the FBO hangar contains approximately 5,304 square feet, and the city uses approximately 20% of this space. There is 4,243 square feet available for rent, and there are currently three aircraft occupying this space with some regularity. A discussion ensued regarding the rent for the box hangars, and Stanton suggested a consistent rental rate for all box hangars. Schultz will prepare numbers using \$.19, \$.20, and \$.24 per square foot for the Committee's review at the next meeting. It was suggested that the Committee consider a footprint methodology for assessing rents in the FBO hangar. Schultz reported that one of the T-hangars is filled with junk, and five others are occupied by aircraft. He suggested that there is not a need to increase these rents with the number of current vacancies. Schultz will check T-hangar rates at comparable airports.

OTHER BUSINESS

Watkins suggested that Hawley look for grant dollars for the airport. Hawley noted that he needs to know have additional information, including what the monies would be used for.

It was suggested that the city include a lease provision allowing for city use of the FBO hangars during emergencies.

ADJOURNMENT

Having no further business, the meeting adjourned at 12:50 P.M.