

July 22, 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 (Committee Chair), Thomas Knott, Mark Watkins, Ralph Grutzmacher, and Ken Brown. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Engineering Technician/Airport Project Director Melissa Román, and Committee staff Bob Fuller (Public Works).

I. Call to order.

The meeting was called to order at 2:05 PM by Committee Chair Jeff Bertuleit.

II. Introduction of new members.

Chairman Bertuleit introduced new members Ralph Grutzmacher and Ken Brown.

III. Approval of May 8, 2014 minutes.

Motion was made and seconded to approve the minutes of the April 8, 2014 meeting, pending a clarification re: comment/question by Knott pertaining to fire extinguishers. Fuller will make the change. The motion passed on a unanimous voice vote.

IV. Discussion of Operations Plan draft

This item is moved to later in the meeting as the draft is being printed at this time.

V. Discussion: Grand Re-Opening Party

Emphasis should include engaging youth in flying airplanes. Airplane rides were suggested, depending on liability issues. Bertuleit suggested a "Young Eagles" program through EAA (Experimental Aircraft Association) as part of the program. City Manager Nebel advised now is the time to develop a group to plan the event; Román advised the project completion date of Oct. 15, 2014. The next Saturday would be Oct. 18th. The committee agreed this would be an appropriate date for the event. Knott will liaison with Román to coordinate event planning.

VI. Construction estimate and timeline for Landwaves water and sewer to connect to airport

Nebel advises the Landwaves issue is a long-term project. There is nothing concrete, no specific timeline from Landwaves Inc. Román advises that Civil West Engineering is working with Seal Rock Water District to design a pump station via a FEMA grant. The pump station would be used to supply water to Seal Rock in an emergency. If easements are approved by FAA, Seal Rock will pay the airport for the easement; she noted FAA has final approval for the pump station. The pump station would be located just south of the AARF station.

VII. City purchase of land at the end of runway 20.

Nebel advises nothing has been done or discussed at this time.

VIII. Options to deal with water run-off affecting hangars.

Román advises she is waiting for the architect to get drawings. Currently the plan under consideration is to extend the hangar roof so runoff does not go directly to foundation, then to create a valley gutter in the area in front of the hangars, with a maximum depth of about ½" - 1" and a width of 3-4'. The valley gutter would direct the runoff to a bio-swale and outfall. A discussion ensued regarding a trench; however, maintenance would be an issue as a trench will fill with dirt, plant material, etc. Nebel and Román emphasized this is only in the planning stage and other options can be looked at before anything is finalized.

IX. Committee comments

Project Director Román provided a construction project update: The project is on schedule. There will be a complete airport closure for ten days, from Aug. 18th-27th. NOTAMS will be issued by airport staff. USCG has their own rules/protocols re: landings.

Minimum Standards discussion: Knott advised the committee does not have the latest draft document as prepared by Doug Nebert. It is likely this document is on Nebert's personal computer. The committee agreed it would be appropriate to re-do their comments using the January 2014 draft. Chairman Bertuleit requested committee members have their comments sent to Fuller by Aug. 10th. (Fuller will convert the January 2014 draft pdf document to MS Word format this week, and email it to committee members to facilitate editing/commenting.)

Discussion of draft Operations Plan memo was resumed. (The draft memo is attached to these minutes.) City Manager Nebel gave a brief history of the preparation of the draft memo, and noted he interviewed 16 people at length from various backgrounds and interests; the issues and options

noted in the memo reflect a broad range of opinions and viewpoints. He would like feedback from the committee by next meeting (to be held Thursday, Aug. 21, 2014 due to scheduling issues). He also requested the committee focus on the issues noted in the draft memo, especially as regards to management issues and minimum standards. Nebel referred to the proposed Newport Airport regional task force mentioned in the draft memo, advising the task force should include two Airport Committee members. Busby noted there will be 14 members of the task force from various entities in Lincoln County. Mayor Roumagoux and he will be the City of Newport representatives.

Bertuleit asked new members Brown and Grutzmacher if they had any questions at this time. Grutzmacher said he just needed more information. Brown said he will need more information regarding the business plan and management involvement.

X. Public comments

The question was asked if businesses in Newport are required to follow codes and related rules and regulations like those proposed for the airport. Nebel advised the airport is in the City limits and there are many codes, rules, and regulations for all kinds of business. Some are unique to a particular business niche, such as taxi cabs, while others cover all business activities.

A concern was noted regarding the valley gutters proposed for the rainwater runoff mitigation proposal; would a person be able to push a plane up the incline? Román noted the incline would 1" or less spread over several feet, and that there is a greater incline at the box hangar entries which does not present a problem.

XI. Develop next agenda

Minimum standards.

Operations Plan

XII. The meeting was adjourned at 3:55 PM.