

June 11, 2013
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in the City Manager's Conference Room of the Newport City Hall. In attendance were Jim Hawley, Doug Nebert, Thomas Knott, Mark Watkins, and Jeff Bertuleit. Also in attendance were City Recorder/Special Projects Director, Peggy Hawker; Airport Operations Manager Lance Vanderbeck; FBO Manager Terry Durham; and Public Works Engineering Technician, Melissa Roman. Also in attendance were City Councilor Dean Sawyer, Steve Schuster, and Walter Sherman.

APPROVAL OF MINUTES - MAY 14, 2013

MOTION was made by Bertuleit, seconded by Nebert, to approve the minutes of the May 14, 2013 meeting as amended. The motion carried unanimously in a voice vote.

REPORT ON PROJECTS - MELISSA ROMAN

Roman reported that the Runway 16/34 Rehabilitation Project would be out to bid before midnight today. She stated that the runway will have a crown; that there will be work on the intersection; and that liquidated damages will be assessed to the contractor if closures exceed ten days. She noted that all drains affected by the project have been resolved. Watkins stated that he would like to see the project plans. Roman stated that she would have hardcopies of the plans by Thursday afternoon. She reported that the bid notices were placed in the Newport News-Times, the Daily Journal of Commerce, and ORPIN. She added that there will be a mandatory pre-bid conference; and that pre-qualification of contractors is due ten days prior to the bid opening.

REPORT ON AIRPORT OPERATIONS - LANCE VANDERBECK

Vanderbeck reported that he had heard from the FAA that it is considering shutting down the outer marker. He shared a letter with the group with contact information in the event anyone wished to comment on the potential shut down of the outer marker.

Vanderbeck reported that once the Runway 16/34 project is completed, it is his goal to have the minimums lowered to 200 feet and one-half mile. He noted that he will follow-up on this.

Vanderbeck reported that the beams on the main hangar door are rusting and will need an in-depth study to develop a repair/replacement alternative.

REPORT ON THE FBO - TERRY DURHAM

Durham reported that the Airport has received positive comments from users of Airnav.com, and that his goal is to maintain exceptional customer service.

Durham reported that there have been additional inquiries regarding an Airport sign. He stated that he is ready to determine costs and find funding. He displayed an example of a sign, and asked for additional signage ideas. Knott suggested that the Airport sign should be coordinated with the city limit sign. Knott noted that an Airport logo should be developed prior to installation of the sign, and that for consistency and branding purposes, the logo should be used on everything.

A discussion ensued regarding a Coast Guard sign, and Durham agreed to check with Cindy Breves regarding the status of this sign.

Durham reported that mowing of the Airport grounds is ongoing.

Durham updated the Committee on the status of the rental car program. He noted that it is successful and that the city is receiving commission checks from the program. He added that the city needs to establish a line item for this revenue.

SECURITY DISCUSSION

A discussion ensued regarding the change of “clickers” at the Airport. Knott noted that the clicker is convenient, but it has disadvantages. He asked whether there is a solution to get people into the Airport without using clickers. He asked when the clicker issue was discussed.

Watkins reviewed the responsibilities of the Airport Committee, and noted that the clicker situation is serious.

Vanderbeck reported that there was a security issue at the Airport which resulted in the clickers being changed. He noted that it is the responsibility of the tenant to escort people to hangars. Watkins noted that this issue had not been discussed by the Airport Committee nor had the Committee been asked for recommendations. Vanderbeck noted that due to the security issues, he did not believe the city had the luxury of waiting to discuss the issue.

Vanderbeck reported that the clickers cost \$40 each. Schuster stated that Boeing Field does not have clickers, but uses a gate code.

Nebert suggested that staff could have changed the gate codes and called tenants.

Knott asked for solutions/alternatives to the clickers. Vanderbeck reported that two new keypads would be necessary, and even with changing the gate code, the code still gets out to the community and creates a security issue. It was suggested that a meeting be held within the next two weeks to develop a problem statement.

COMMITTEE COMMENTS

Hawley asked whether the Airport had received a copy of the city's Emergency Operations Plan.

Durham reported that he had topped off the avgas tank, and that the price had increased by two cents per gallon. He noted that the prices should be stable through the summer. He added that Jet A is selling for \$5.70 per gallon. Watkins noted that the Airport sells Jet A for \$1.30 higher than other airports. Durham reported that he provides fuel costs to the city's Finance Department and receives a sales price recommendation. It was noted that this price is marked up 20% over cost. Durham noted that part of the cost is due to using branded fuel. Knott asked for a breakdown of the price, noting that the city still needs a profit margin. Nebert suggested a market analysis. Watkins stated that the fuel prices need to be more competitive. Durham noted that the military has placed ONP on its list. Watkins stated that he would like to see how much fuel is sold monthly. Knott asked why the fuel price is higher than other airports if the sale price is based on the purchase price. Durham agreed to provide a monthly report on the amount of fuel sold. Watkins noted that staff needs to determine how to be competitive with other airports.

T-HANGAR LEASE

Knott noted that access and security issues need to be explained to tenants noting that that tenants have an obligation to be responsible for people in the vicinity.

The following suggestions/recommendations were made relative to the draft T-Hangar lease:

- In 9.6 Security, add a reference to the location of the regulations;
- Title the document as "T-Hangar Tenant Agreement;"
- Remove the term "lease" throughout the document;
- Use the terms "tenant" and "landlord" throughout the document;
- Develop comments and revisions for 9.3;
- Blend 20.2 and 20.3.2 as these sections are somewhat duplicative.

Hawker will revise the draft for the next meeting.

COMMITTEE REPORTS

Schuster asked whether staff is calling the FAA for notams during project inspections. Durham reported that staff is issuing notams with self-cancellations.

Sherman noted that a set of construction drawings exist that the Committee has not seen. He added that other public projects have drawings that are available for public review. Roman reported that anyone is welcome to see the project. She added that she will send project updates to the Committee and post the updates on the Airport's webpage.

Roman reported that she will make a presentation at the next Airport Committee meeting on the Runway 16/34 Rehabilitation Project. She added that a copy of the project drawings would be made available at the Airport.

Watkins asked whether there is a written policy regarding mowing. A discussion ensued regarding responsibility to mow the small grassy strips around the box hangars. Vanderbeck noted that staff can mow these areas. Bertuleit stated that if volunteers are needed, staff should communicate with him.

Bertuleit noted that Vanderbeck has good ideas for the future of the Airport.

Vanderbeck reported that a pump station is planned for the Airport and that water and sewer service will be available. He noted that he would provide an update at the next meeting.

It was reported that there is some criticism of logging at the Airport.

A discussion ensued regarding possible emergency preparedness grant monies that might be available for the Airport. Hawley reported that part of emergency planning for the Airport had been done by the Oregon National Guard. He added that he will pursue the availability of state grants.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:47 P.M.