

March 14, 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, Ralph Busby, Terry Buggenhagen, and Mark Watkins. Committee member Jim Shaw had earlier advised he would not be able to attend. Also in attendance: City Manager Spencer Nebel, City Council liaison Laura Swanson, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

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 February 14, 2017 meeting. The motion passed on a unanimous voice vote.
4. Discussion/Action Items
 - A. Fuel policy discussion Vanderbeck reviewed his fuel policy memos (included in packet) outlining the fuel purchasing process and pricing methodology. He noted the airport is currently operating under method #1 as noted in the January 9th 2017 memo.
 - a. Reese asked about the 10% discount for local pilots, what is the benefit for the airport and who is included in "local pilots"?
 - b. Bertuleit advised the fuel policy under discussion is for Jet-A fuel, which would not affect local pilots, most of whom use avgas.
 - c. Busby noted the fuel discount for local pilots acts as an incentive to buy more av-gas locally, create goodwill with local pilots, is not uncommon with similar airports, and amounts to about \$3,000 annually, or less than 1% of the airport's budget.
 - d. Bertuleit noted the policy also contributes to turn-over of avgas inventory, which has a nine-month life before it has to be re-tested and, if the avgas fails the test, has to be recycled and revenue is lost.
 - e. Reese suggested City Council should probably formally approve such a discount so it's out there for public view.
 - f. In response to a question from Watkins, Vanderbeck noted the Jet-A fuel discount for Lifeflight is included in their contract with the City.

- g. Bertuleit suggested there not be an actual dollar amount quoted in a fuel policy regarding any charges over the City's purchase price, but perhaps use a percentage.
 - h. The consensus of the committee is to approve the policy as noted in the March 1st memo, and move forward with rate-setting. The committee expressed their appreciation to Vanderbeck for his work done on the fuel policy issue.
- 5. Operations report: Vanderbeck reviewed the monthly operations report (included in packet).
- 6. Committee comments
 - a. A discussion ensued regarding plans for the August 21st eclipse event. It was noted camping at the airport could be a revenue source for the airport, and it was suggested the airport work with the Port of Newport in planning for overflow camping at the "out-of-fence" area at the airport.
 - b. The committee would like Vanderbeck to move ahead with researching costs, fees, and facilities for this event.
 - c. Buggenhagen asked about the status of building more hangars. Bertuleit said he has a contact who can brief the committee regarding hangar construction costs in detail at another meeting.
- 7. Public comments: None
- 8. Develop next agenda: Water and sewer service to the airport-discussion.
- 9. Adjourned at 3:10 PM.