

May 14, 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, and Jeff Bertuleit. Also in attendance were Council Liaison, Ralph Busby, City Manager Jim Voetberg, City Recorder/Special Projects Director, Peggy Hawker; and Public Works Engineering Technician, Melissa Roman.

### **APPROVAL OF MINUTES - APRIL 9, 2013**

MOTION was made by Bertuleit, seconded by Nebert, to approve the minutes of the April 9, 2013 meeting as presented. The motion carried unanimously in a voice vote.

### **REPORT ON PROJECTS - MELISSA ROMAN**

Roman reported that 90% of the submittals for the runway projects had been completed this morning. She noted that the FAA has a copy, and that it is out for review. She reported that the project should be ready to bid in June, with bids returned in July, and construction to occur in mid-August.

A discussion ensued regarding the bill that removed discretionary grant funding. She noted that photographs of the runway had been sent, and the project is moving forward. It was noted that the FAA will cover 90% of the costs to date, and staff is proceeding as if everything is on track. It was added that the city is current in its reimbursements from the FAA, and that the first ConnectOregon IV reimbursement request had been submitted.

Roman noted that a preconstruction meeting is planned for the Runway 02/20 signage and marking project.

### **UPDATE ON HANGAR LEASES**

It was reported that the changes to the lease that were requested at the previous meeting had been made. Bertuleit objected to 8.5 regarding the option to remove junk and terminate the lease if the hangar was damaged or destroyed; 18.2 regarding the removal of personal property if the hangar is unoccupied for a period of three months; and 20.4 which was thought to be a duplication with 19.5.

MOTION was made by Nebert, seconded by Knott, to approve the proposed lease with the two redlined suggested changes, correction of the spelling error, and checking the potential duplication in section 24. The motion carried unanimously in a voice vote.

## T-HANGAR LEASE REVIEW

A discussion ensued regarding the lessor requiring the lessee to carry insurance on the property. It was agreed that this item be deleted, although owners should carry insurance on their property contained within the hangar.

It was recommended that the lease term should be a month-to-month, rather than a five year lease.

Knott noted that he would like to know if tenants cannot pay lease payments.

## HANGAR G UPDATE

It was reported that the owner of Hangar G has not made a lease payment in several years, and that staff, despite having made numerous efforts and conducted extensive research, had been unable to contact the listed owner. The city's attorney had advised staff to inventory the contents of the hangar. Staff conducted a cursory inventory and plans to return for a very specific inventory, and will follow direction of the legal team on how to ultimately dispose of the contents and the hangar.

## FBO LEASE INQUIRY

It was reported that there is interest in leasing part of the upper floor of the FBO. Staff will keep the Committee informed.

## COMMITTEE COMMENTS

Bertuleit asked whether there is any development planned in the Airport Master Plan, and if land is available. He asked about the area closest to the fence near the Fedex operation.

A discussion ensued regarding whether there is any buildable land available for hangars at the airport. Bertuleit addressed the issue of fire protection. Busby noted that there are two hangar lots that could be built on. Knott noted that it would be good to have space around the airport for industrial development.

Voetberg reported that the Tillamook Air Museum will be relocating to Madras, as the Erickson Air group bought part of Butler Aviation which is headquartered in Madras.

Busby stated that he would like a recommendation on the airport budget from the Airport Committee. Voetberg noted that there is a transfer from the General Fund and Transient Room Tax Fund, in the amount of \$150,000, for the FBO roof and miscellaneous items. A discussion ensued regarding fuel sales. Voetberg stated that if the Airport Committee believes the fuel mark-up should increase, to let him know. It was requested that comments regarding the airport budget be sent to Hawley at [jnhawl@peak.org](mailto:jnhawl@peak.org).

Voetberg reported that Butler Aviation has again expressed some interest in the FBO. Further discussion ensued regarding the FBO. A discussion ensued regarding who would

perform what services if the FBO was sold. Voetberg reported that currently the FBO only sells fuel. Knott asked what would happen to existing staff if the FBO sold. Voetberg noted that it should work out well, and Busby noted that negotiations could occur with potential purchasers regarding details.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 3:15 P.M.