

November 10, 2015

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 chair Jeff Bertuleit, committee members Susan Painter, Ralph Grutzmacher, and Ken Brown. Mark Watkins and Gary Baker had previously advised they would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:10 PM by Committee chair Jeff Bertuleit.
- II. Roll call.
- III. Approval of September 15, 2015 minutes.
Motion was made and seconded on approve the September 15, 2015 minutes; motion passed on unanimous voice vote.
- IV. Status of RFP for Airport/FBO Operations
Nebel advised the RFP was sent out last Friday (November 6th). He has extended the reply time line until after the holidays. There will be a non-mandatory site inspection for interested vendors on Dec. 8th. Nebel noted this is the scheduled date of the next Airport Committee meeting and he thought it would be advantageous for committee members to participate (refer to meeting packet for RFP details). The RFP has been sent to about 20 potential responders, in addition to various internet postings.
- V. Connect Oregon grant information/discussion
Vanderbeck reported he is gathering supporting documents for the grant application, which is due November 20th. The request is for \$50,000, to include ground-link communications outlet to centers, and a ceiling reader for AWOS.
- VI. Regional Task Force Update
Painter distributed a handout summarizing the meeting (handout attached). Busby said until we have a plan for where we are going, no one is going to put money on the plate.

VII. FAA Master Plan Update

Nebel said now is the time for the committee to include any ideas for development. The consultant (WH Pacific) will come back to the committee with their plan; once the plan is in place, we can deal with the comprehensive plan.

VIII. Report on hangar rental agreements

Nebel advised there are two non-signers on the hangar leases. He said he is reluctant to start over on a new lease agreement. He said the city attorney advised the non-signers should either sign the lease as it stands or move off the property. A discussion ensued regarding options for managing non-signers. Reese said if 95% of the leases have signed, it is a “can of worms” to re-do the lease for two parties. If a new operator is coming on board, might be best to review the leases the next time they are reviewed overall. Nebel said the Master Plan includes a review of the leases. Grutzmacher said it might be best to have them sign or vacate by a set date, for example January 1st.

A motion was made and seconded to recommend the City Attorney give all non-compliant parties a deadline to sign the lease agreement or terminate the lease. The motion passed on a unanimous voice vote.

IX. Operations Report (included in meeting packet materials)

Vanderbeck noted a sky diving operation from Eugene expressed interest in doing some activities at the airport. Devinaire is considering a once-a-week flight ONP-PDX, which would be pay-by-seat rather than chartering the aircraft. This could possibly go up to six times a month. He also advised Seaport Airlines is under new management and is reviewing old routes to see if they may be viable for renewal. This may include Newport; however, no commitments have been made at this time.

X. Committee Comments

Bertuleit noted the Flying Club has a shortage of pilots which could affect the viability of the club. The club needs 10 pilots and currently has four.

XI. Public Comments

Jim Shaw asked if the City can take dredge material from the Port as fill material; Nebel advised it is not “buildable fill” so we can’t accept it.

XII. Next agenda: Meeting will be held at the airport for the site inspection visit by interested responders to the RFP.

XIII. The meeting was adjourned by Chair Bertuleit at 3:45 PM.