

November 8, 2016

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-Painter, Mark Watkins, and Jim Shaw. Committee members Ralph Grutzmacher and Ken Brown had earlier advised they would not be able to attend. Also in attendance: City Manager Spencer Nebel, Airport staff Lance Vanderbeck, City Council liaison Ralph Busby, 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 September 13, 2016 meeting. The motion passed on a unanimous voice vote.
4. Discussion/Action Items
 - a. Discussion of job responsibilities at airport
 - i. Included in packet are draft job descriptions for the three positions at the airport: Airport Director, Senior Airport Specialist, and Airport Specialist. The committee offered several suggestions for these job descriptions.
 - ii. Shaw suggested more outgoing/off-field duties for the Airport Director, e.g., participation in the Regional Task Force, developing the 10-year plan, coordinating promotional activities, and generally assisting in promoting a positive image of the airport.
 - iii. Watkins suggested the committee does not need to list every job responsibility for the director.
 - iv. Shaw said the director should be more directly involved in grant research and negotiation.
 - v. Reese asked if the recommended requirements are not mandatory, can they be waived?
 - vi. Bertuleit suggested modifying the BA Degree in Aviation Management by replacing “and” with “or”.
 - vii. Re: Senior Airport Specialist, Busby suggested adding training in aircraft ground transport (towing and parking). Also suggested removing the reference to “aircraft maintenance”.

viii. Nebel advised he will take the committee's comments and incorporate into the job descriptions.

5. Operations report

- a. Vanderbeck reviewed the operations report (included in packet). He said he was in the process of developing a fuel incentive/reward program to present to the committee.

6. Committee comments

- a. There was a discussion of possible events around the solar eclipse that will occur next August 21st, including sponsoring a fly-in and similar activities. Discussions will continue over the next several months.

7. Public Comments: None

8. Develop next agenda

- a. Camera at airport for weather advisory information
- b. Discuss other weather advisory systems
- c. Discussion of a media person for the airport (Nebel advised this relates to re-organization of the Office of the City Manager for a media officer/specialist.
- d. Prioritization of task force plans.

9. Meeting adjourned at 3:30 PM.