

November 13, 2012
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, Ralph Busby, and Doug Nebert. Also in attendance were City Manager, Jim Voetberg; City Recorder/Special Projects Director, Peggy Hawker; Airport Operations Worker, Lance Vanderbeck; FBO Operations Manager Terry Durham; and Public Work Senior Project Manager, Ted Jones.

APPROVAL OF MINUTES - OCTOBER 18, 2012

MOTION was made by Busby, seconded by Nebert, to approve the minutes of the October 18, 2012 meeting as amended. The motion carried unanimously in a voice vote.

REPORT ON AIRPORT OPERATIONS - LANCE VANDERBECK

Vanderbeck reported that ONP does not qualify for the FAA's Voluntary Airport Low Emissions program.

Vanderbeck reported that the storm drainage work should be completed by the end of the week. He noted that some questionable areas were found, and Jones noted that they will be wrapped into the runway rehabilitation project.

Vanderbeck reported that a light pole by the box hangars had collapsed and fallen onto the fence. He noted that the fence company would be out tomorrow. He added that last year, another pole had fallen into a ravine, and the prior year, two lights had fallen onto the apron. He stated that staff needs to look at the light pole bases, and may need to remove the one by the Fed Ex office, and the tall pole by the box hangars. Voetberg reiterated that if any of the existing poles are deemed unsafe, they will need to be taken down, although there is no money budgeted for this during this budget year, but that monies could be budgeted in subsequent years. Durham reported that F&W Fence will secure the fence as required by the Part 139 certificate. He noted that the other poles will be examined in the near future, and that other options for material should be reviewed, i.e., wood rather than steel.

REPORT ON FBO - TERRY DURHAM

Durham reported that the FBO had purchased a half load of AVGas, and as prices continue to drop, additional AVGas will be purchased.

Durham reported that a "red tag" notice had been received from the Oregon Department of Weights and Measure because there was one-half inch of water in the tank at the fuel farm. He reported that the water was removed and the tank was returned to service. He

added that every truck and tank will be sumped daily and documented. Voetberg asked whether a cover over the top of the tank should be considered in the next fiscal year.

Durham reported that all of the airport rental cars, supplied by Toby Murray, were rented last week. He noted that Toby Murray had begun accepting American Express cards which resolved a problem. Durham added that Enterprise has not signed the concessionaire agreement. He added that the city receives a ten percent commission on cars rented at the airport.

REPORT ON AIRPORT PROJECTS - TED JONES

Jones reported that there has been a delay in getting signage as they are custom signs. He noted that the FAA has given an extension on the project through the next construction season.

Jones reported that the Runway 16/34 rehabilitation project is in the data collection stage. He noted that he hopes to have the topo map within ten days; pre-design completed by the end of the month; formal design completed by April; and the bid package ready by the end of May.

POWERPOINT PRESENTATION - HANGARS NEEDING REPAIR

The Committee viewed a PowerPoint presentation showing box hangars in need of repair. It was noted that the leases contain a maintenance provision. Staff will be drafting a gentle reminder that box hangar owners need to maintain their hangars.

MEETING DATES

A discussion ensued regarding what days to hold Airport Committee meetings, and it was agreed to move the meeting day to the second Tuesday of each month.

COMMENTS

Durham complimented Chuck Norman on his work at the Airport. He added that he is a great asset to the airport operation.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:55 P.M.