

November 18, 2014
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. In attendance were Debra Smith, Susan Painter, Ralph Grutzmacher, Mark Watkins, Jeff Bertuleit, Thomas Knott, and Ken Brown. Also in attendance were City Manager, Spencer Nebel; City Recorder/Special Projects Director, Peggy Hawker; City Council Liaison, Ralph Busby; and Engineering Technician Melissa Roman. Also in attendance was Abbie Tumbleson from the Newport News-Times.

APPROVAL OF MINUTES - OCTOBER 14, 2014

MOTION was made by Grutzmacher, seconded by Watkins, to approve the minutes of the October 14, 2014 meeting as presented. The motion carried unanimously in a voice vote.

REQUEST FOR LETTERS OF INTEREST FOR AIRPORT OPERATIONS

Nebel reported that the City Council had concurred with the plan to solicit expressions of interest for airport operations. He noted that the draft that was distributed to Airport Committee members was one that included basic airport information, and after revision, could provide the information necessary to determine whether there are any contractors interested in airport operations. He noted that the information obtained from the letters of interest could be used in preparing an RFP for proposals from parties interested in running the airport. He added that the letters of interest could be used to prequalify potential proposers before the RFP is issued. Watkins noted that he thought the intent was to determine whether there was any interest, and that it would be a first step toward an RFP. Busby mentioned timing regarding getting the notice out to FBO organizations and aircraft trade magazines. Knott agreed that this would be the first step of the inquiry. Nebel noted that this process would allow potential proposers to tell the city what services they might wish to provide. Bertuleit suggested that it would be better to list minimum requirements. Brown noted that the process will provide the answers. Nebel added that interesting information should be gleaned from this process which will help in developing the RFP.

A discussion ensued regarding the draft request for expressions of interest document. Painter and Busby submitted written comments, and the Committee, as a whole, reviewed each section of the draft. A number of changes were suggested, and staff agreed to revise the document incorporating the written and verbal changes. It was the consensus of the Committee that the proposed January deadline is insufficient, and the date should be changed to February 2, 2015. MOTION was made by Brown, seconded by Watkins, to issue the document as revised. The motion carried unanimously in a voice vote.

MINIMUM STANDARDS

Knott suggested waiting until the requests for expressions of interest are received to review the minimum standards. Busby noted that Salem has had city/user interface issues

over the years. He added that the Salem minimum standards are terrible for ONP, and if implemented only three airplanes could stay at the airport. Grutzmacher recommended that the city update the building and fire codes referenced in the minimum standards, as they are out of date. He also asked which NFPA bulletins are important to the airport. Painter inquired as to the tenant insurance requirements and whether there are waivers in place to protect the city. She suggested that the City Attorney review the insurance provisions. Nebel suggested moving the document forward by having a legal review and recommendations. Knott suggested informing people of the minimum standards and incorporating this information into the business license process. Nebel agreed to bring the minimum standards back to the Committee after legal review. MOTION was made by Painter, seconded by Grutzmacher, to send the draft minimum standards for legal review with the insurance requirements flagged for clarification, and to return the document to the Committee once the legal review is complete. The motion carried unanimously in a voice vote.

PRIORITIES FOR LONG-TERM PLANNING

Nebel reported that the list of potential priorities for long-term planning was included in the packet and consisted of:

1. Commission a survey of similar airports to determine staff levels, budgets, management structure, hours of operation, and other similar issues to help guide the city in making decisions for the airport.
2. Complete the review and implementation of the minimum standards for the airport.
3. Determine a long-term vision for the airport and develop appropriate goals to move the airport toward meeting this goal.
4. Reevaluate the role of the Airport Committee in providing advice to the City Council on airport operations.
5. Participate in the task force, established by the City Council, to examine the regional role of the airport.
6. Work with city staff and planning professionals in working with the FAA to develop a new airport master plan in 2015.
7. Review and update, where necessary, the business plan for the airport.

The Committee discussed the list of potential priorities and selected number five as the most important priority at this time. Watkins noted that he would like to work with Busby on this priority, and agreed to provide a list of regional airports.

COMMITTEE COMMENTS

It was noted that Big Bear, California sells fuel for less than other airports, and that lower fuel costs would promote business at the airport.

Grutzmacher asked whether the master plan is required to be done in 2015.

Nebel asked what elements need to be agreed upon for the future of the airport. It was suggested that the December Committee meeting consist of a quick visioning process. Toward that end, Knott suggested that everyone read the business plan and develop

targets to be discussed by the Committee. Nebel recommended reviewing the business plan at the December meeting and listing possibilities in anticipation of a larger discussion. Busby suggested that each Committee member, after reviewing the business plan, come to the December meeting with five ideas.

UPDATE ON USCG AIR FACILITY

Nebel reported that there are a lot of different efforts being worked on with the federal delegation, Fishermen's Wives and others. He added that the deadline for closure of the air facility has been extended to December 15. He noted that there may be an opportunity for the facility to remain in a federal continuing resolution. He stated that all documents associated with this topic are centralized on the Port of Newport website.

REPORT ON AIRPORT OPERATIONS

It was reported that Lance Vanderbeck was off spending time with his new baby, Charlotte Avery Vanderbeck.

Bertuleit asked whether there is a way to get more information out to pilots about the number of sunny days in the area.

Painter noted that Roman and the airport re-opening group had done a great job. The celebration was excellent and well-attended.

PUBLIC COMMENT

Paul Lawson told the Committee that he has a large parcel of shovel-ready industrial property, and that he is seeing some interest due to the airport.

DEVELOP NEXT AGENDA

The next agenda will include a brief visioning process with a review of the business plan along with the five ideas that each Committee member has developed.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:50 P.M.