

October 19, 2010  
Noon  
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. Present were Jim Churchwell, Richard Larson, Mark Watkins, and Jim Hawley. Also in attendance were Airport Director Gene Cossey, City Manager Jim Voetberg, Councilor Mark McConnell, and City Recorder/Special Projects Director Peggy Hawker. Also in attendance were Walter Sherman and Doug Hahn.

### **APPROVAL OF MINUTES - SEPTEMBER 21, 2010**

MOTION was made by Larson, seconded by Churchwell, to approve the minutes of the meeting of September 21, 2010. The motion carried unanimously in a voice vote.

### **TEMPORARY SOURCE PROVIDER**

Cossey distributed a commercial non-tenant service provider agreement. He noted that this type of agreement keeps everyone on a level playing field, enables the development of good minimum standards, and requires a minimum of insurance. He asked for Committee input. It was suggested that questions, comments, and concerns be sent to Cossey, and that this item appear on the agenda of the next meeting.

Cossey noted that this agreement would apply to commercial aviation services, and that if a job is small enough, the agreement could be waived as a requirement. It was reiterated that the agreement would apply to specific aviation services governed by the FAA. Sherman asked about Exhibit A.

### **AIRPORT PROJECTS**

Larson reported that the airport looks 100% better than it has looked in the past. He stated that the airport has a 20-year plan and much of that is not being addressed. Cossey stated that he inherited the beacon project, but that he has identified other needs including signs, electrical issues, and pilot-controlled lighting.

Cossey reported that he is working with engineers on what needs to happen in the five year plan. This might include the replacement of sign bases, and installing LED lights.

Cossey reported that the master plan needs to be updated for a 20-year plan, and he plans to work with the FAA and community on this document, although the actual work will be performed by specialty engineers. It was noted that the plan was last updated in 2001 or 2002. McConnell asked what work had been completed on the five-year plan, and Cossey reported that the T-hangars were constructed.

## **BUDGET UPDATE**

Larson noted that the newspaper had reported that several city projects were over budget. Cossey reported that the airport is staying within the budget, although there has been some frontloading that should equalize as time goes on. He added that the AIP project will be reimbursed by the FAA.

A discussion ensued regarding the fuel farm. Cossey noted that any expansion would be a long-term project. Watkins asked whether an expansion could be funded with a FEMA grant. Hawley noted that fuel needs to be pumped out at 180 days. Cossey noted that the Coast Guard has fuel tanks in an emergency.

Watkins asked whether the Committee could see year-to-date budgets on a quarterly basis. He asked that this item be added to the next agenda.

Watkins noted that a letter had been received from a pilot commending Terry Durham and the airport staff. Watkins asked how long the temporary employee will be working, and Cossey noted that there is still time budgeted.

Watkins asked how the AIP project is progressing. Cossey noted that the process is being followed and the project is on time. Watkins asked whether the work needed to be completed during 2010.

## **COST SAVINGS IDEAS**

Larson suggested changing the airport lights to LED lights. Cossey noted that the next AIP project may include changing signs that have LED bases, but that this will likely be discussed during the master planning process.

## **AIRPORT VOLUNTEERS - UPDATE**

Cossey reported that no one has volunteered. Larson asked whether the Airport Committee can solicit volunteers. Voetberg reported that volunteers must undergo a background check and be included on the city's workers comp insurance. Cossey asked that volunteers come to the airport and he will help them register as a volunteer. A discussion ensued regarding a volunteer application on the website.

## **AIRPORT STAFFING UPDATE**

It was noted that the temporary employee is a good worker.

## **FUEL PRICES AND FUEL INVENTORY**

Larson reported that he had attended an airport meeting in Medford where fuel had been a discussion item. Cossey noted that new fuel tanks need to be built to the new DEQ standards, and the tank at North Bend cost \$750,000. Cossey reviewed the fuel

ordering process explaining how fuels loads are sometimes split with other airports if the city's tanks cannot accommodate a full load of fuel. Watkins suggested that the airport investigate getting on the GSA service contract to sell fuel to government aircraft. Cossey will research this. Watkins asked when the Exxon Mobil contract expires, and suggested that this be researched and coordinated with the Coast Guard.

### **AIRPORT MANAGER'S REPORT**

Cossey reported that the supplemental FAA inspection went well. He reported that the initial ARFF response was slow, but the test was rerun, and the response improved.

Cossey reported that the AIP project 16 repaired airport marking.

Cossey reported that the FLYONP marketing campaign is in development, and results should be seen in the next week. Watkins asked about advertising in outlying areas, and Cossey reported that the target is the local community. Watkins stated that he would like to see more general aviation activity and asked how the city can attract people to fly to the beach. A discussion ensued regarding the website, projects/events for next season, and the ability to capitalize on this marketing money to promote general aviation. Cossey reported that marketing sources would be the News-Times, local radio stations, websites, and lodging establishments. McConnell reported that the Destination Newport Committee will refer people to the website. Larson asked whether any of the marketing money could be used for a monument sign at the airport entrance. A discussion ensued regarding the population of the catchment area as defined by the Mead and Hunt study. Watkins stated that he would like to be included in the FLYONP campaign. A discussion ensued regarding possible future events, and it was suggested that the events be planned now to develop a volunteer base. A fly-in was discussed, and Cossey noted that he will support the event, but that it must be organized and staffed by volunteers. Sherman noted that information regarding events next summer is due by the end of the month.

Voetberg reported that the employee training and service level is a credit to Cossey.

Cossey reported that fuel sales have been good, and Watkins requested a graph of year-to-date fuel sales.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 12:59 P.M.