

September 10, 2013

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 members Jeff Bertuleit, Thomas Knott, and Doug Nebert. Absent were Committee Chair Jim Hawley and Mark Watkins. In Hawley's absence, Bertuleit acted as Committee Chair. Also in attendance were: Interim City Manager Ted Smith, Engineering Technician Melissa Román, Committee staff Bob Fuller (Public Works), City Council liaison Ralph Busby, and Dave Morgan from News Lincoln County.

- I. Call to order
The meeting was called to order at 2:00 PM by Acting Chair Jeff Bertuleit.
- II. Approval of July 25, 2013 and August 13, 2013 minutes
Motion was made by Knott: seconded by Nebert, to approve the minutes.
Motion carried unanimously in a voice vote.
- III. Report on Airport Operations: Lance Vanderbeck is on leave, no report.
- IV. Report on FBO: Terry Durham is on leave, no report.
- V. Report on Projects, Melissa Román
Runway 16/34: Council approved the grant, and it has gone back to the FAA. The city has requested a preliminary schedule, and is otherwise on hold. There was a discussion regarding additional FAA requirements such as a wildlife study and AGIS.

FBO/T-hangar roofs: Román advised that she is waiting for the inspector's report on the FBO and T-hangar roofs. It was noted that the wind load will need to be increased from its current rating of 90 MPH; however, no decision will be made until the report is received.
- VI. A. Status of proposed Interim Airport Manager: Smith advised that the City Council prefers to wait until there is a new City Manager before proceeding on this issue. He noted that the city is conducting a revenue and expense study going back to 2003.

B. Business Plan: The Business Plan study group has not been formed. A discussion ensued regarding past and present fuel sales, and the impact of the Coast Guard purchasing fuel since the Coast Guard fueling facility is temporarily down for an unknown period. Knott asked how the airport can increase business. Nebert asked if a business development plan would be

needed. It was also suggested that one of the considerations for a new Airport Director could be as a business developer with a track record. Bertuleit advised that some cities have contracted with private firms to manage their aquatic parks, and that something similar could be a possibility for the Airport. He stated these will be items for the study group to consider. Smith advised that next year's budget planning will begin earlier this year; ergo, the study group will need to have any recommendations prepared to meet an earlier timeframe than in previous years.

C. Discussion of Minimum Standards: Bertuleit offered some documents from State of Oregon regarding the state's minimum standards. Smith suggested that a small group of people at the airport may be interested in developing and/or suggesting minimum standards. A discussion ensued regarding the various aspects of any minimum standards document, such as insurances, certifications, and liability issues. Smith said any proposals from the Committee will need to be presented to City Council, and that the City Council will make the final decision regarding any minimum standards for the airport.

Nebert offered to head up a small group to formulate a document regarding insurance and liability issues. Knott noted that he will be responsible for the business plan group.

D. New Airport Sign/Logo: The August 10, 2013 meeting minutes indicate that Román was going to research and propose a process to solicit concepts for a sign and logo; however, since no action was taken regarding the Interim Airport Manager, she did not proceed on this issue as her duties and responsibilities in this area are limited by her position as Public Works Engineering Tech. After discussion, it was decided that a professional artist/designer would be the best option. Smith will contact local artists for concepts.

VII. Committee Member Comments:

A. Román said that she would like the group to discuss airport strengths, weaknesses, opportunities, and threats (acronym: SWOT). It was agreed that this discussion should also include airport employees and other users of the airport. Smith proposed using the Saturday airport barbecue as a means of garnering input from a broader group regarding these issues. Ideas could be noted by interested persons in written form on a posted dry erase board or large sheet of paper.

B. Bertuleit suggested an update on the Emery property, especially infrastructure (water, sewer, and fiber optic). Smith advised that he will invite Tim Gross and/or Derrick Tokos to the next meeting to discuss this issue.

VIII. Public Comment: None

IX. Develop next agenda:

- A. Continue discussion of business plan and study group (Knott).
- B. Continue discussion of minimum standards and study group; insurance and liability issues study group (Nebert).
- C. Airport historical revenue and expense report (Smith).
- D. Logo and sign proposals/concepts (Smith).
- E. Tim Gross and/or Derrick Tokos: infrastructure discussion re: Emery property.
- F. Progress of SWOT suggestions/input/comments.
- G. Informational report: Committee bi-laws regarding service terms for committee members (Fuller).

X. Adjourned at 3:30 PM.