



AIRPORT COMMITTEE AGENDA

Tuesday, December 13, 2016 - 2:00 PM

Conference Room A, City Hall, 169 SW Coast Highway, Newport, Oregon 97365

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.A. November 8, 2016 draft minutes

[Nov 8 2016 draft minutes.pdf](#)

4. DISCUSSION/ACTION ITEMS

4.A. Annual goal setting discussion

[11-10-16-Memo-Advisory Bds-Committees and Supporting Staff.pdf](#)

4.B. Vanderbeck: Summary of discussions with possible air service providers

4.C. Revisit priority list

[Priorities.pdf](#)

5. OPERATIONS REPORT

5.A. Operations report

[Operations Report for December meeting 2016 \(003\).pdf](#)

6. COMMITTEE COMMENTS

7. PUBLIC COMMENTS

8. DEVELOP NEXT AGENDA

9. ADJOURN

Airport Committee Agenda Item Report

Agenda Item No. 2016-784

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: December 13, 2016

SUBJECT

November 8, 2016 draft minutes

Recommendation:

ATTACHMENTS

- [Nov_8_2016_draft_minutes.pdf](#)

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.

DRAFT

Airport Committee Agenda Item Report

Agenda Item No. 2016-785

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: December 13, 2016

SUBJECT

Annual goal setting discussion

Recommendation:

ATTACHMENTS

- [11-10-16-Memo-Advisory Bds-Committees and Supporting Staff.pdf](#)



Spencer R. Nebel
City Manager
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
s.nebel@newportoregon.gov

MEMO

DATE: November 10, 2016

TO: Advisory Boards and Committees
Staff Members Providing Support to Advisory Committees

FROM: Spencer Nebel
City Manager

SUBJECT: Annual Goal Setting by the City Council

The City Council is scheduled to conduct its annual goal setting session on Monday, February 13, 2017, for the fiscal year that will begin July 1, 2017. As part of the goal setting session, I am asking that each of the advisory boards and committees place on an upcoming agenda discussion to identify and prioritize any specific goals for this next fiscal year. This report should be submitted to my office by Friday, February 3, 2017, for compilation into the goal setting materials for consideration by the City Council. I would suggest that the advisory boards and committees discuss and list potential goals at your next meeting. This list of goals will then be brought back to the committee the following month to prioritize them. They will then be compiled into a report to be submitted to the City Council by February 3.

The input from the city's advisory boards and committees is very important in helping the City Council create its own priorities for the coming year. I certainly appreciate the efforts of our various boards and committees providing this important input to the City Council.

In a related note, the City of Newport, along with our various partners, will be conducting a process to develop a comprehensive vision for the City of Newport to help develop a comprehensive understanding of community values and desires as to what kind of community Newport should be in the future. This visioning process focuses on the year 2040, and will give community members, organizations, advisory committees and boards and other players in the community an opportunity to share their thoughts, ideas, dreams and wishes for the type of community Newport could be in the long term future. From these discussions, a comprehensive community vision will be developed which will help guide future priorities for planning, infrastructure, community involvement, and other similar aspects to move the greater Newport area towards this comprehensive vision. This is going to be a very involved

and exciting process, and as we move forward each of the city's advisory boards and committees will be playing a role in this exciting process.

My expectations of the visioning process are a number of key targets and priorities will be developed. The City, various community organizations, and institutions can then develop appropriate strategies to move this community in the direction of a common goal that has been identified. Furthermore, it is my hope that this process will increase this community's capacity to involve other segments of the community in important future public discussions to assist decision making at the local level. There will be more to come on these efforts after the first of the calendar year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Spencer R. Nebel
City Manager

Airport Committee Agenda Item Report

Agenda Item No. 2016-786

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: December 13, 2016

SUBJECT

Vanderbeck: Summary of discussions with possible air service providers

Recommendation:

ATTACHMENTS

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Airport Committee Agenda Item Report

Agenda Item No. 2016-799

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: December 13, 2016

SUBJECT

Revisit priority list

Recommendation:

ATTACHMENTS

- [Priorities.pdf](#)



City of Newport, Oregon
 169 S.W. Coast Hwy.
 Newport, OR 97365

MEMO

DATE: December 1, 2016
 TO: Airport Committee
 FROM: Lance Vanderbeck
 SUBJECT: Revisit Results of Prioritizing Recommendations Airport Committee

Below are the compiled the results from the Airport Committee ranking Review Task Force recommendations. We need the Airport Committee to help develop specific items that the committee can work on throughout the next couple of years. I would suggest that the committee pick two items to focus on at a time. Once those items are dealt with, the committee then would take up the next couple of recommendations.

Number	Average ranking	Brief Description
D3	1.4	Identifying various air service & Marking materials to attract services.
D1	1.6	Working with Destonation Newport or others to develop marketing.
D4	1.8	Review user friendly services
B1	2.8	Mutual benefits with the State of Oregon to operate all airports in Lincoln county
C1	3	Evaluation of similar airports to benchmark revenues & Expenses incurred from operating the airport.
F1	3.6	U.S. Coast Guard conduct evaluation of the air facility hangar to determine stability.
D6	4.2	Operational plan utilizing other airports as back-up for weather events.
B2	4.4	Analysis of other airports to evaluate governance & Organization issues relating to operations.
B3	4.8	Identify specific goals for future of airport governance/ownership.
D5	5	Exploring renaming the airport to capture its role as a regional facility or plan to offer sponsorship-type naming.
C6	5.2	Reviewing staff levels for opportunities of cost saving related to operations.

D. Marketing

D.3 High 1 2 3 4 5 Low = 1.4

The Task Force recommends identifying various air services (i.e. instrument training, aircraft sales, tourist/recreational opportunities such as flightseeing), and develop marketing materials in order to attract services at the airport. Priority: High

D.1 High 1 2 3 4 5 Low = 1.6

The Task Force recommends exploring the possibility of contracting with a

person/firm, or assigning this task to the Destination Newport Committee, to develop professional marketing information regarding the Newport Municipal Airport. Priority: High

D.4 High 1 2 3 4 5 Low = 1.8

The Task Force recommends reviewing the user friendly services that are available at the airport and where those services are not in existence, explore implementing those new services. Priority: High

B. Governance

B.1 High 1 2 3 4 5 Low = 2.8

The Task Force recommends that the City of Newport explore discussions with the State of Oregon to see if there are any mutual benefits of collaborating on the operation of all airports in Lincoln County. Priority: High

C. Finance

C.1 High 1 2 3 4 5 Low = 3

The Task Force recommends conducting a review and evaluation of similar sized airports to benchmark the revenues and expenses generated and incurred from the operation of the Newport Municipal Airport. Priority: High

F. Emergency Services

F.1 High 1 2 3 4 5 Low = 3.6

The Task Force recommends the city urge the U.S. Coast Guard to conduct an evaluation of the air facility hangar at the airport to determine its stability in the event of a major Cascadia event. Priority: Medium

D. Marketing

D.6 High 1 2 3 4 5 Low = 4.2

The Task Force recommends developing an operational plan utilizing other airports as back-ups when weather challenges occur. Low

B. Governance

B.2 High 1 2 3 4 5 Low = 4.4

The Task Force recommends that further analysis be conducted of other similar sized airports to evaluate governance and organization issues relating to the operations of those airports. Priority: Medium

B.3 High 1 2 3 4 5 Low = 4.8

The Task Force recommends that specific goals be identified for the future of the airport and determine whether any changes in governance/ownership of the airport would help the airport achieve those goals. The Task Force further recommends that continuing discussions occur with the Port of Newport, Lincoln County, or other local entities to determine whether there is any interest in pursuing a change in the governance/ownership of the airport. Priority: Low

D. Marketing

D.5 High 1 2 3 4 5 Low = 5

The Task Force recommends exploring the possibility of renaming the airport to capture its role as a regional facility, or developing a plan to offer sponsorship-type naming opportunities for the airport. Priority: Low

C. Finance

C.6 High 1 2 3 4 5 Low = 5.2

The Task Force recommends reviewing staffing levels to determine whether there are opportunities for savings relating to the operation of the airport. Priority: Low

Airport Committee Agenda Item Report

Agenda Item No. 2016-801

Submitted by: Bob Fuller

Submitting Department: City Manager's Office

Meeting Date: December 13, 2016

SUBJECT

Operations report

Recommendation:

ATTACHMENTS

- [Operations_Report_for_December_meeting_2016 \(003\).pdf](#)

I have received the letter to proceed from the State of Oregon on the Connect Oregon Grant. This will be replacing our update Automated Weather Observation System's (AWOS) ceiling height reader. Along with that will be the addition of a ground link for pilots to talk directly to air traffic controllers to get clearances for departure. I have met with Spencer and we are ready to move forward with getting this project started.

Derrick Tokos is helping with the FAA AIP 24 grant. Derrick has sent out RFP for the first step of property appraisal and had the escrow account set up. We did find that one property was sold and we are reaching out to the new owners to talk about the land acquisition.

ARFF training is still moving forward. Chief Murphy has delegated a different chapter to each of the ARFF guys to present and train on. I have had several conversations with a few of the guys in regards to the airport knowledge portion of the training.

ARFF truck issue has been fixed and is back up in service. The dealership in the Dallas ended up replacing the entire turbo system. I am hopeful we will not have this issue again.

Tree's in the 34 RPZ are coming down! We hope to have them down by the end of December. We will have to have FAA do a flight check before the 34 PAPI's can be recommissioned.

Rural Air Service – we have three companies interested in providing air service in Newport, Konect Aviation, Zephyr Air, and Devinaire. We had a proposal meeting with Konect Aviation and Zephyr Air and I am still getting a time together with Devinaire. Attendees at both meetings were Spencer Nebel, Steve Rich, Ralph Busby, and myself. I will go more in-depth into the presentation with during this meeting.

We are still waiting to hear back on the COAR grant and the ACTs for evaluation. The last Oregon State Aviation Board meeting in October, we were update on the grant requests submitted. The ODA received requests from all over the State totaling \$4.5 million dollars. At this time the HB 2075 money is limited to \$1.5 million. The grants were then prioritized into 5 priorities. Priority one is any request asking for matching on AIP grants, total COAR request is a little over \$990,000. Priority two was safety related totaling \$240,000. We fell in Priority two, spot one! If we are awarded the grant it will be used for a seismic study of the airfield.

I am currently working on all the year-end permit renewal for State fire marshal wildlife permitting, USDA yearly bird take count, and Lincoln County Waste Management permit.

Had a conference call with FAA about our upcoming 5 year CIP. They have switched a couple of projects around. So here is the schedule for the CIP's 2017-Strom pipe design, 2018- storm pipe- construction, 2019 – Pavement maintenance, 2020 – Taxiway Alpha Rehab – design, 2021 – taxiway rehab – construction, 2022 – Pavement maintenance.

We sent out our first Hertz rental car. Hertz will be coming over sometime in December to give us a training class.

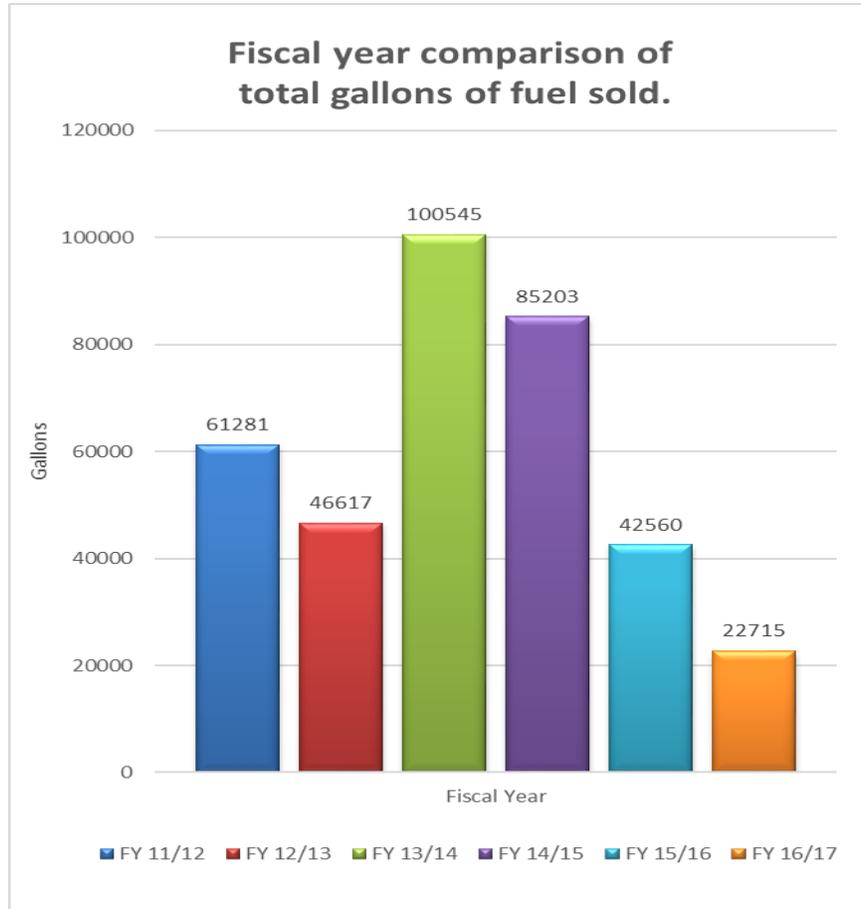
AV truck had the same cable snap that opens the fuel valve to the pump. I am working again on fix it.

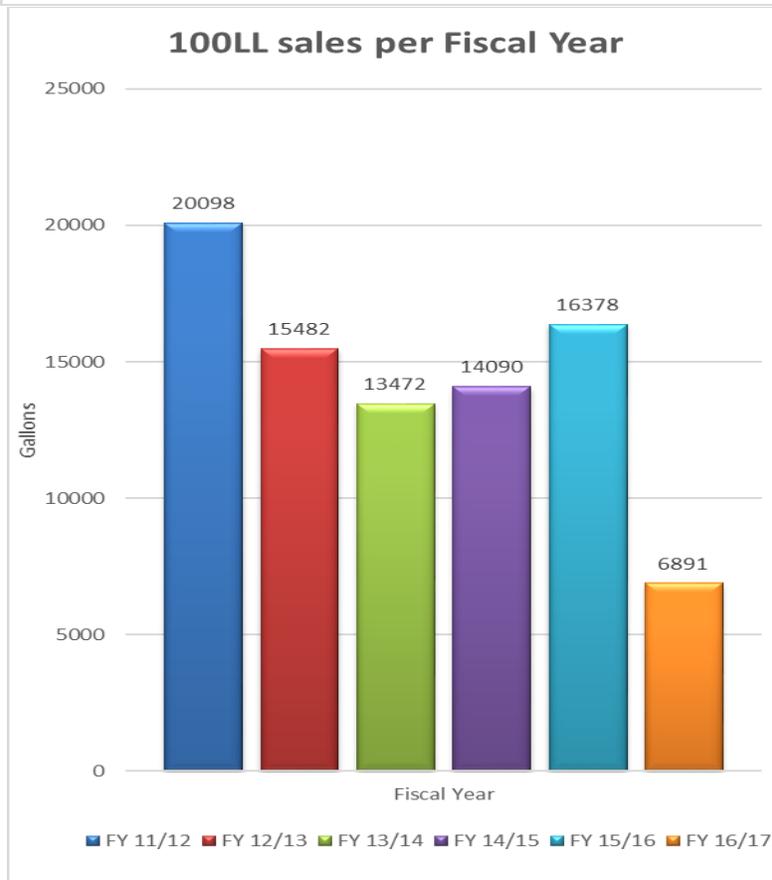
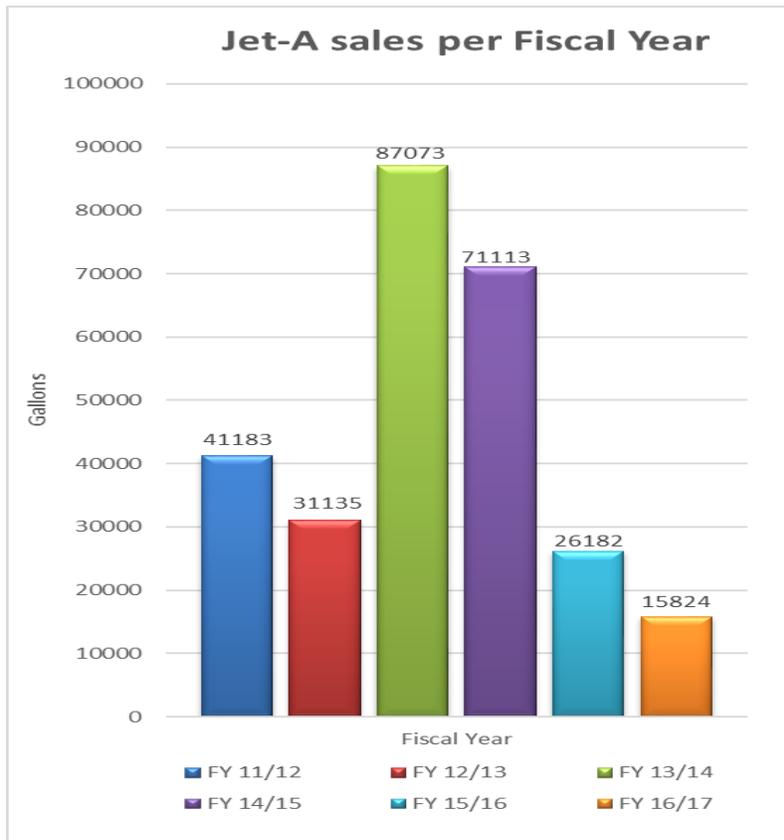
Night inspection found two in ground threshold lights on RWY 2 and the main wind sock lights. We have fixed them.

AWOS passed its annual inspection with flying colors.

Following is how we finished the month of November 2016.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	430	429	859	6869	841	840	8549
Aug	332	334	666	3231	1062	1271	5564
Sept	327	325	652	2298	722	979	3999
Oct	297	293	590	1720	140	452	2312
Nov	235	241	476	1706	155	429	2290
Dec	6	6	12	0	0		0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	1627	1628	3255	15824	2920	3971	22715
FY 15/16	4263	4234	8497	26182	7854	8524	42560
FY 14/15	3686	3572	7258	71113	5985	8103	85201
FY 13/14	3199	2914	6113	87073	4098	9374	100546
FY 12/13	3121	3083	6204	31135	4430	11049	46614
FY 12/11	3219	3181	6400	41183	4275	15823	61281
FY 10/11	3023	3085	6108	73458	4119	12004	89581
Average	3419	3345	6763	55024	5127	10813	70964





Rental Cars				
CY	2013	2014	2015	2016
JAN	2	2	11	4
FEB	5	4	8	4
MAR	9	5	7	4
APR	4	5	10	7
MAY	14	9	8	4
JUN	9	12	28	8
JUL	22	16	30	16
AUG	24	3	25	10
SEP	14	10	14	16
OCT	8	5	13	9
NOV	14	2	11	3
DEC	1	1	4	0
Total	126	74	169	85

Courtesy Cars Loaned Out					
	2012	2013	2014	2015	2016
JAN	0	0	33	23	28
FEB	2	0	16	17	23
MAR	2	0	29	41	25
APR	2	0	28	36	42
MAY	9	0	29	20	45
JUN	14	0	19	43	48
JUL	10	28	39	41	52
AUG	0	27	19	38	43
SEP	0	25	25	32	31
OCT	0	35	12	22	14
NOV	0	22	19	29	22
DEC	0	8	10	16	0
Total	39	145	278	358	373

I have attached our local area's fuel prices for Jet-A and 100LL.

Jet-A prices within 65 miles of Newport, OR 97365

Jet A

\$3.20—\$5.03

Average \$3.69

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 FS \$3.90

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC FS \$3.70

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$3.20

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation

EPIC FS \$5.03

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC FS \$3.70

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 PS \$3.39

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Epic \$3.45

77S Hobby Field Airport Creswell, OR

Creswell Airport Phillips 66 SS \$3.20

17S Chehalem Airpark Newberg, OR

Precision Helicopters PS \$3.89

2S6 Sportsman Airpark Newberg, OR

Sportsman Airpark independent FS \$3.45

100LL Avgas prices within 55 miles of Newport, OR 97365

100LL

\$3.99—\$5.52

Average \$4.73

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 SS \$5.00 or with pre-paid fuel card. \$4.50 FS \$5.10

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC SS \$4.85 FS \$5.35

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$4.60

7S5 Independence State Airport Independence, OR

Nutsch Aviation Phillips 66 SS \$3.99

Independence Aviation LLC SS \$4.19

S12 Albany Municipal Airport Albany, OR

Infinite Air Center, LLC EPIC SS \$4.49

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation EPIC SS \$4.50 FS \$5.52

S30 Lebanon State Airport Lebanon, OR

LebanAir Aviation independent SS \$4.47

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC SS \$4.85 FS \$5.37

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 SS \$4.55

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Epic SS \$4.25 FS \$4.60

I have included some pictures from November.



From: "Jon Weiss" <jon.weiss@insightbb.com>
Subject: Updated Photo of KONP (Newport Municipal Airport)
Date: October 13, 2016 at 11:48:27 AM EDT
To: <airportphotos@airnav.com>

Dear Sirs,

My name is Jon Weiss, I am the son of Jack and Donna Weiss. My parents Jack and Donna Weiss were the proprietors of KNOP in the early 60's.

These are some of their snapshots around the Airport. Note these were taken when the terminal was on the north end, west side of runway 34.

The storm damage photos were taken after Typhoon Freda had hit us in Oct 1962.

Hope these will be of use.

Jon Weiss
1SG, U.S. Army (Cavalry)
Retired.





