



The City of Newport Airport Committee will hold a meeting at 2:00 P.M., on Tuesday, December 8, 2015 at the Newport Airport offices, 135 SE 84<sup>th</sup> St., South Beach, OR .

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 541.574.0613.

The City of Newport Airport Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting.

---

**CITY OF NEWPORT**  
**AIRPORT COMMITTEE MEETING AGENDA**  
**Tuesday December 8, 2015**  
**2:00 P.M.**

- I. Call to Order
- II. Roll call
- III. Approval of minutes from Nov. 10, 2015 meeting
- IV. Overview of RFP process
- V. Discussion with potential RFP responders
- VI. Public comments
- VII. Develop next agenda
- VIII. Adjournment

November 10, 2015

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 chair Jeff Bertuleit, committee members Susan Painter, Ralph Grutzmacher, and Ken Brown. Mark Watkins and Gary Baker had previously advised they would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.  
The meeting was called to order at 2:10 PM by Committee chair Jeff Bertuleit.
- II. Roll call.
- III. Approval of September 15, 2015 minutes.  
Motion was made and seconded on approve the September 15, 2015 minutes; motion passed on unanimous voice vote.
- IV. Status of RFP for Airport/FBO Operations  
Nebel advised the RFP was sent out last Friday (November 6<sup>th</sup>). He has extended the reply time line until after the holidays. There will be a non-mandatory site inspection for interested vendors on Dec. 8<sup>th</sup>. Nebel noted this is the scheduled date of the next Airport Committee meeting and he thought it would be advantageous for committee members to participate (refer to meeting packet for RFP details). The RFP has been sent to about 20 potential responders, in addition to various internet postings.
- V. Connect Oregon grant information/discussion  
Vanderbeck reported he is gathering supporting documents for the grant application, which is due November 20<sup>th</sup>. The request is for \$50,000, to include ground-link communications outlet to centers, and a ceiling reader for AWOS.
- VI. Regional Task Force Update  
Painter distributed a handout summarizing the meeting (handout attached). Busby said until we have a plan for where we are going, no one is going to put money on the plate.

VII. FAA Master Plan Update

Nebel said now is the time for the committee to include any ideas for development. The consultant (WH Pacific) will come back to the committee with their plan; once the plan is in place, we can deal with the comprehensive plan.

VIII. Report on hangar rental agreements

Nebel advised there are two non-signers on the hangar leases. He said he is reluctant to start over on a new lease agreement. He said the city attorney advised the non-signers should either sign the lease as it stands or move off the property. A discussion ensued regarding options for managing non-signers. Reese said if 95% of the leases have signed, it is a “can of worms” to re-do the lease for two parties. If a new operator is coming on board, might be best to review the leases the next time they are reviewed overall. Nebel said the Master Plan includes a review of the leases. Grutzmacher said it might be best to have them sign or vacate by a set date, for example January 1st.

A motion was made and seconded to recommend the City Attorney give all non-compliant parties a deadline to sign the lease agreement or terminate the lease. The motion passed on a unanimous voice vote.

IX. Operations Report (included in meeting packet materials)

Vanderbeck noted a sky diving operation from Eugene expressed interest in doing some activities at the airport. Devinaire is considering a once-a-week flight ONP-PDX, which would be pay-by-seat rather than chartering the aircraft. This could possibly go up to six times a month. He also advised Seaport Airlines is under new management and is reviewing old routes to see if they may be viable for renewal. This may include Newport; however, no commitments have been made at this time.

X. Committee Comments

Bertuleit noted the Flying Club has a shortage of pilots which could affect the viability of the club. The club needs 10 pilots and currently has four.

XI. Public Comments

Jim Shaw asked if the City can take dredge material from the Port as fill material; Nebel advised it is not “buildable fill” so we can’t accept it.

XII. Next agenda: Meeting will be held at the airport for the site inspection visit by interested responders to the RFP.

XIII. The meeting was adjourned by Chair Bertuleit at 3:45 PM.

10 November 2015

Report to the Newport Airport Advisory Committee

From: Susan Painter

Re: October 27 meeting of the Regional Airport Task Force

---

Oregon Department of Aviation Director Mitch Swecker joined us for an interesting and informative presentation. He spent 26 years as a helicopter pilot in the Navy and has been head of the state aviation department for 5 years.

He described the agency – which, curiously, pre-dates the FAA – its statutory authority, its functions and its composition and included a helpful Powerpoint. He reported that this last legislative session was very productive and included passage of HB 2075 which provides funding to help rural airports. Newport is included in that category. Funds will start being available in 2016 and will total \$5 million over the next biennium with more in the next biennium.

Mitch described funding sources and processes, sharing anecdotes about other airlines as he spoke. He said that one study of the economic impact of our airport on the greater Newport community shows a \$49 million benefit – quite a good return on our \$300,000 per year investment.

Following his formal presentation, he led a discussion about possible options for economic growth and sustainability for ONP. Topics included:

- Building more hangars and targeting possible corporate tenants from California;
- Securing federal and state grant funds;
- Could a commercial flight combine seafood and passengers?

- How do we attract more corporate clients to the airport?
- What other businesses [e.g., restaurants, flight training] could be included in our airport facility?
- What makes airports like Aurora and Corvallis self-sustaining and what can we learn from them?

Spencer took extensive notes of the suggestions and indicated agreement with John Lavrakas' suggestion that a future meeting might include small group sessions to explore the various possibilities and report back to the full committee.



OFFICE OF THE CITY MANAGER  
City of Newport, Oregon  
169 S.W. Coast Hwy.  
Newport, OR 97365  
541-574-0603  
s.nebel@newportoregon.gov

## MEMO

DATE: December 4, 2015  
TO: Airport Committee  
FROM: Spencer Nebel, City Manager  
SUBJECT: The December 8, 2015 -- Airport Committee Meeting

The next meeting of the Airport Committee will take place at 2 P.M. at the Newport Airport. As you will recall, this time has been set-up for potential respondents to the RFP to meet the Airport Committee and tour the facilities. As a result, I will give an overview of the RFP process to any potential respondents that are there. A time has been set up with the Airport Committee to provide information to potential responders and to hear specific questions asked by the responders. Please note that we will be providing a list of various questions and answers that are provided to the respondents online so that individuals electing not to participate in this visit will have the same information as they are developing their request for proposals.

At this time we have no idea how many will be participating in the optional tour and meeting with the Airport Committee. Because we will be involved in providing a tour of the airport facility I would invite Airport Committee members to participate in those activities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a light blue circular stamp.

Spencer R. Nebel  
City Manager