



The City of Newport Airport Committee will hold a meeting at **2:00 P.M.**, on **Tuesday, July 14, 2015** in Conference Room A in the Newport 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 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 July 14, 2015
2:00 P.M.

- I. Call to Order
- II. Roll call
- III. Approval of minutes from June 9, 2015 meeting
- IV. Discussion of RFP for Operational Services (Materials will be distributed by end of business day Monday, July 13, 2015)
- V. Part 139 Certification discussion
- VI. Update on hangar lease renewals
- VII. Operations report
- VIII. Combining electric meters at the hangars
- IX. Potential of development of the open acreage at airport entrance
- X. Trail repair at site of damage from pump station incident
- XI. Committee comments.
- XII. Public comments
- XIII. Develop next agenda
- XIV. Adjournment

June 9, 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 members: Committee chair Jeff Bertuleit, Debra Smith, Susan Painter, Mark Watkins, Ralph Grutzmacher, and Gary Baker; Ken Brown had previously advised he 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 2:00 PM by Committee chair Jeff Bertuleit.

II. Roll call.

III. Approval of May 12, 2015 minutes.

Motion was made and seconded to approve the minutes of the May 12, 2015 meeting. The motion passed on a unanimous voice vote.

IV. Memo from City Manager

A. RFP Process: Update

Nebel provided handout: Outline of Preliminary Provisions for a Request for Proposals to Operate the Newport, Oregon Municipal Airport (included in packet). He said the committee has three options for recommendations on this process: Proceed with RFP for FBO and airport operations, dividing FBO from operations, and not pursuing privatization but opting for municipal management. He noted Section 7 of the document addresses options for the operator. He said the City will not know the subsidized amount until we see the actual proposals.

A discussion ensued regarding the various options and concerns. Following the discussion, the Committee passed the following motion on a unanimous voice vote:

“Recommend that the Newport City Council authorize the issuance of a Request for Proposals (RFP) to solicit proposals for the operation of the Newport Airport in an attempt to obtain a full-service fixed base operator (FBO) and for management of airport facility operations.”

B. Airport Hangar Leases

Nebel advises all T-hangar “swaps” must have appropriate lease papers on file with the City Recorder. Peggy Hawker is preparing paperwork and forms. (Note: Mark Watkins had to leave the meeting at 3:15 PM).

- V. OPA Fly-In
Vanderbeck advises about 100 people are expected for the event. Most activities will be held in the main hangar. (Note: Debra Smith had to leave the meeting at 3:25 PM).
- VI. ONP Operations Report (included in packet)
- VII. Committee comments
Baker reported the Newport Flying Club now has ten members and four teenage students and an insured aircraft. They will be meeting today at 5:30 PM. Grutzmacher said the Eugene Airport is looking at a regionalization plan which would include the Newport Airport. This could potentially be an issue for the Regional Task Force. There’s been no movement or information yet, but he suggested there is a need to be more active at the State transportation level.
- VIII. Public comments
 - a. Jim Shaw again offered any assistance needed for the OPA event; also advised a header is needed for the BBQ location; and there will be a demonstration of the Lincoln County Sheriff’s
 - b. Doug Hahn said the committee and the City need to consider what it is that the City expects of the airport. He said this question needs to be addressed to better understand any proposals or plans for the airport. He does not recall ever seeing this defined.
- IX. Develop next agenda
 - a. Bertuleit: Is there a way to combine electric meters at the hangars?
 - b. Bertuleit: What is the potential of development of the open acreage at the airport entrance?
 - c. Bertuleit: Trail repair is needed where the trail was damaged by an incident at the pump station.
- X. Adjournment: The meeting was adjourned at 3:50 PM.

TO: Spencer Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
SUBJ: Hangar Leases
DATE: July 7, 2015

Several years ago, the Airport Committee, in coordination with city staff and legal counsel developed a new lease for box hangars and T-hangars. The leases were sent to all hangar lessees at that time.

There are 23 box hangars at the Newport Municipal Airport - three of them are considered "executive hangars." A few weeks ago, staff sent the new lease to all the box hangar lessees who had not signed the document a few years ago when it was initially developed and sent to each lessee. As of today, 16 hangar box hangar lessees have signed the new version of the lease, and seven have not signed the document.

There are 10 T-hangars at the Airport. Of this number, three have not signed the new lease, and several have leases for hangars that are occupied by other users. In the next few weeks, staff will be sending the new T-hangar lease to those not having signed, and clarifying that all current leases belong to the actual users of each of the T-hangars.

Please let me know if you have questions.