



The City of Newport Airport Committee will hold a meeting at **2:00 P.M.**, on **Tuesday, June 9, 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 June 9, 2015
2:00 P.M.

- I. Call to Order
- II. Roll call
- III. Approval of minutes from May 12, 2015 meeting
- IV. Memo from City Manager
 - A. RFP Process: Update
 - B. Airport Hangar Leases
- V. OPA Fly-in
- VI. ONP Operations Report
- VII. Committee comments.
- VIII. Public comments
- IX. Develop next agenda
- X. Adjournment

May 12, 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 Mark Watkins, Ken Brown, Ralph Grutzmacher, and Gary Baker; committee chair Jeff Bertuleit and members Debra Smith and Susan Reese 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 2:00 PM by Committee chair pro tem Ralph Grutzmacher, who was named temporary chair by unanimous voice vote.
- II. Roll call.
- III. Approval of April 14, 2015 minutes.
Motion was made and seconded to approve the minutes of the April 14, 2015 meeting. The motion passed on a unanimous voice vote.
- IV. ONP Operations report
(Note: the agenda was re-ordered at this point). Vanderbeck distributed a handout of the current operations report and went over highlights. His report is attached to these minutes. Baker offered to assist with AWOS issues if needed, as he has the equipment for testing the system. Nebel advised he is working with the City attorney to attract the biplane ride business owner to locate at the Newport Airport.
- V. Budget issues and recommendations for committee consideration
Nebel briefed the committee on the budget spreadsheets included in the packet. Following a brief discussion, the committee agreed the budget will be submitted tomorrow night to the budget committee as requested, with no changes suggested.
- VI. Oregon Pilots' Association fly-in, June 20th
Watkins said he and other local pilots are available to assist with the Oregon Pilots' Association event. He stressed the importance of using the event to publicize the airport. Nebel suggested staff contact the association to determine what level of City involvement they would prefer.

- VII. Update on Master Plan process
Nebel re-capped the Master Plan process and materials; he advised W.H. Pacific has been selected as the consultant.
- VIII. Committee Comments
None
- IX. Public Comments
None
- X. Adjourned at 3:05 PM.

DRAFT

FBO interior upstairs painting project continues. We are 80% done and will be getting new tables and chairs for the upstairs and pilots lounge.

There is a plan in place with the engineering to finish the roof and wall project in the FBO.

AWOS has had several issue this month. The main power breaker for the AWOS has clicked off twice now. This has caused the AWOS to run off battery power that drains it in 48 hours. We have no way yet to know it is on backup power until the batteries fail. Working on a permit solution that may include an alarm. PAE will have Cody come out to look at it because it was part of the runway project.

Received letter from Vaisala that they will no longer be providing service or support for the CT25K (AWOS cloud height sensor) after 2016. The replacement unit will cost \$25,000+shipping and taxes if applicable.

No issues reported with Self-serve tank this month.

AV-truck has no issues to report.

Jet-A truck had no issue to report.

Sold silver Crown Vic courtesy car; waiting for next crew car from NPD to arrive.

White Crown Vic had the new catalytic convertor installed, runs fine engine light has not come on again.

No issues with operations truck.

Kubota and land pride mower deck have no issues to report this month.

No issues to report with gate operators. Continue lubing and tightening chains when needed.

Public work is close to putting in four new apron light poles.

The next round of 1200z permit water sample testing kit has come in.

Got the okay to hang four new fire extinguishers at the T-hangars for safety. .

Wild life hazing still is continually busy with flocks of smaller birds. USDA caught 120 lbs. female cougar Monday morning. Animal was removed from property by OSP.

Night inspections have found no new issues to be reported.

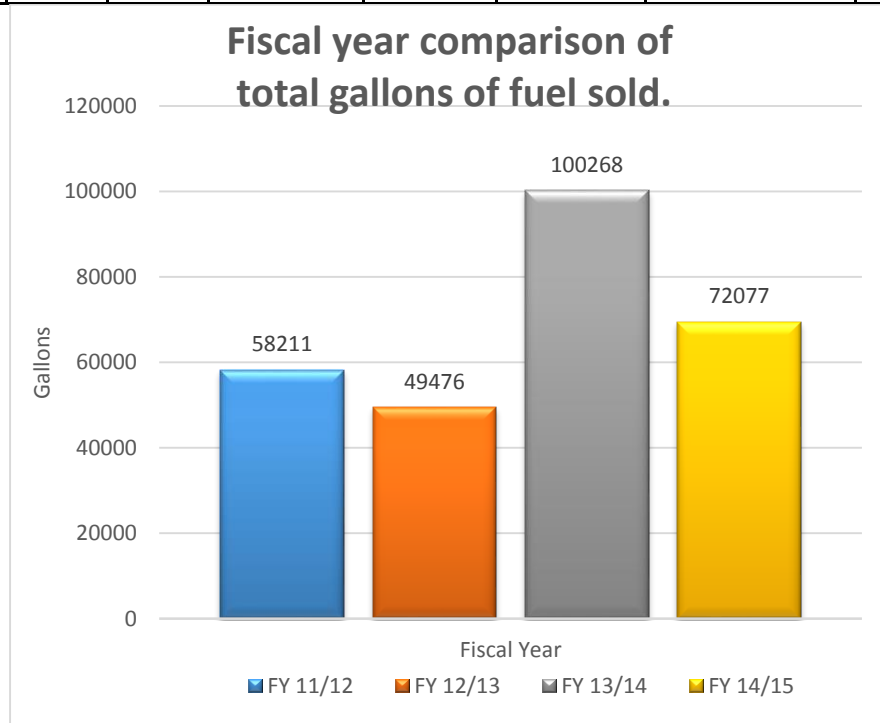
FAA has had no issues with 16 PAPI. 34 PAPI still OTS per FAA.

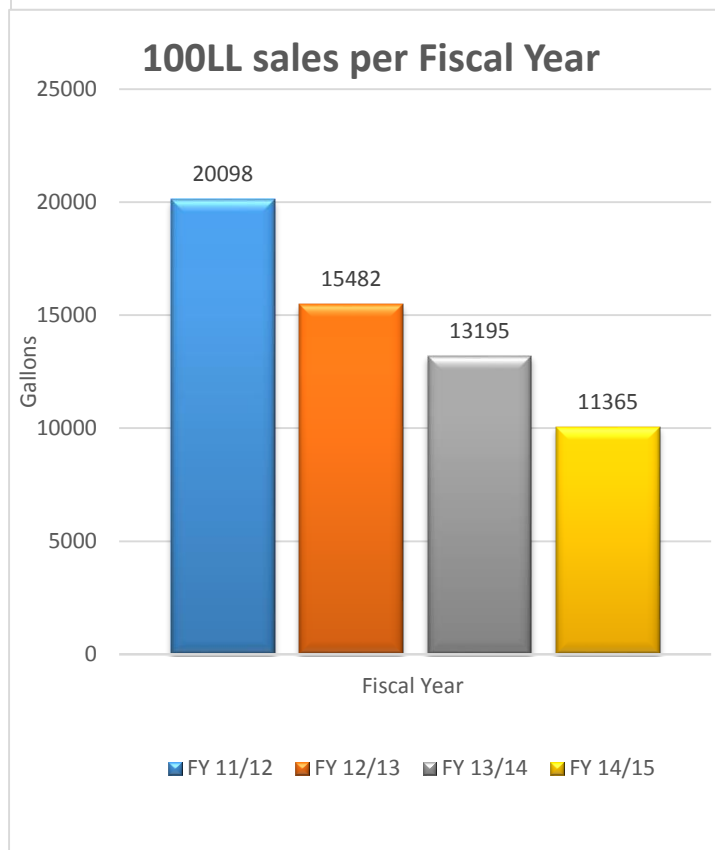
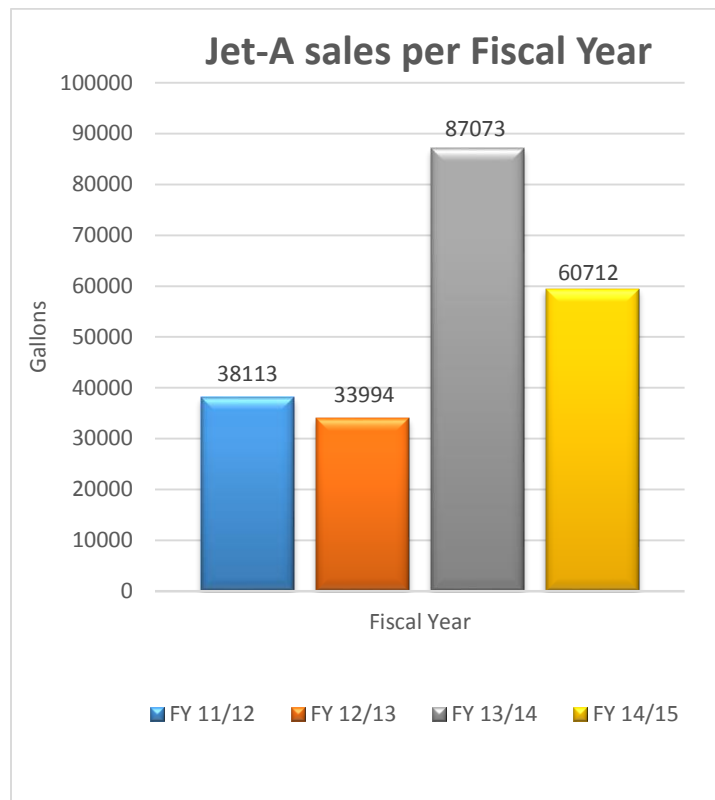
Received updated Airport Certification Manual from FAA. Working on finishing updating rest of ACM appendixes.

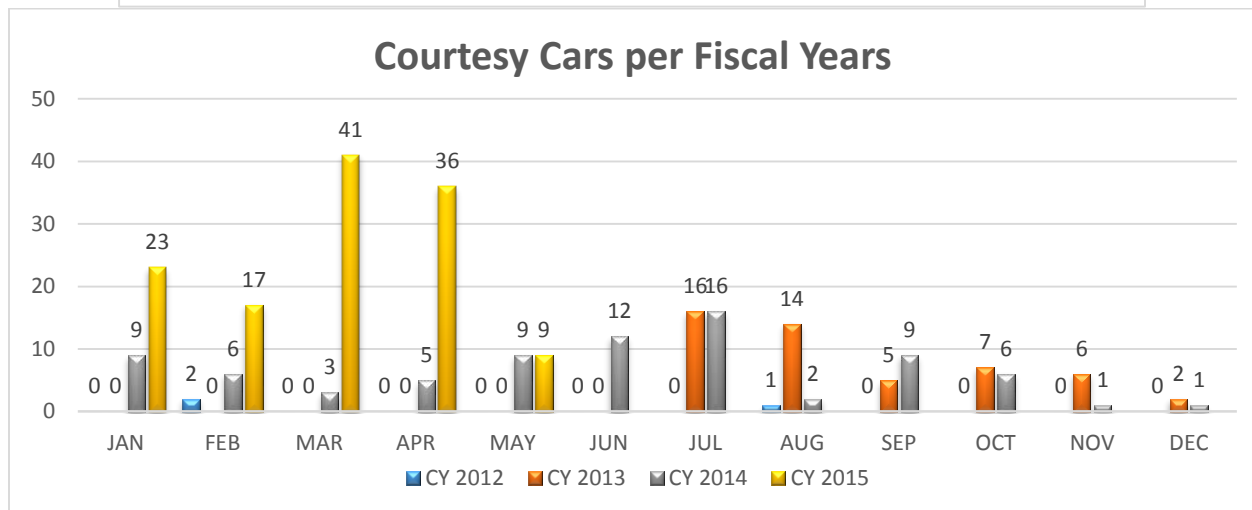
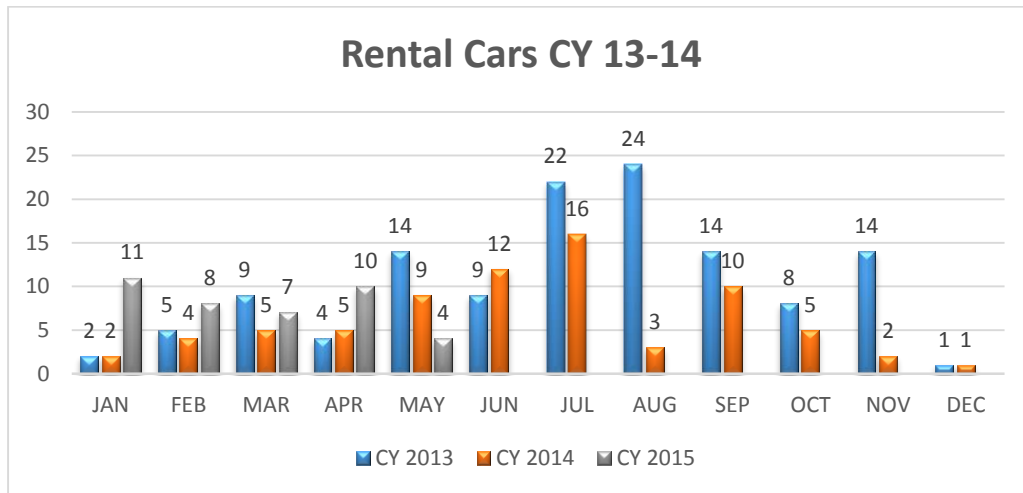
Stripping has been finished on runway 2-20 and taxiway echo and delta. It looks really nice.

Next are the month end numbers.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self-Serve	Total
July	278	264	542	5532	805	919	7256
Aug	136	122	258	4646	275	599	5520
Sept	291	280	571	7057	883	1041	8981
Oct	301	287	588	6470	316	778	7564
Nov	245	233	478	9465	267	488	10220
Dec	224	208	432	8160	106	408	8674
Jan	337	325	662	8326	321	650	9296
Feb	304	298	602	4775	350	491	5616
Mar	421	408	829	4024	399	633	5056
Apr	399	399	798	1784	485	684	2953
May	121	118	239	473	206	263	469
Jun			0				0
Cur. FY	3057	2942	5999	60712	4413	6952	72077
FY 13/14	3174	2895	6069	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	3044	2963	6007	58458	4152	10891	73501







Thank you for your time,
Lance Vanderbeck
Newport Municipal Airport
Operations Manager

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

\$3.60—\$5.36

Average \$4.35

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 FS \$4.28

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC FS \$4.50

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$4.26

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation

EPIC FS \$5.36

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC FS \$4.51

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 PS \$3.89

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Ascent FS \$3.60

77S Hobby Field Airport Creswell, OR

Creswell Airport Phillips 66 SS \$4.20

17S Chehalem Airpark Newberg, OR

Precision Helicopters PS \$5.10

2S6 Sportsman Airpark Newberg, OR

Sportsman Airpark independent FS \$3.79

100LL Avgas prices within 50 miles of Newport, OR 97365

100LL

\$4.69—\$6.49

Average \$5.17

KONP Newport Municipal Airport Newport, OR

Newport Municipal Airport Phillips 66 SS \$5.16 FS \$5.26

KCVO Corvallis Municipal Airport Corvallis, OR

Corvallis Aero Service EPIC SS \$4.99 FS \$5.50

6S2 Florence Municipal Airport Florence, OR

Florence Airport Volunteer Group SS \$4.87

7S5 Independence State Airport Independence, OR

Nutsch Aviation Phillips 66 SS \$5.29

Independence Aviation LLC SS \$5.16

S12 Albany Municipal Airport Albany, OR

Infinite Air Center, LLC EPIC SS \$4.69

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation EPIC SS \$4.83 FS \$6.49

S30 Lebanon State Airport Lebanon, OR

LebanAir Aviation independent SS \$4.70

KSLE McNary Field Airport Salem, OR

Salem Aviation Fueling @ Salem Air Center

EPIC SS \$4.99 FS \$5.50

KTMK Tillamook Airport Tillamook, OR

Tillamook Airport Phillips 66 SS \$4.79

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Ascent SS \$5.15 FS \$5.30



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: June 4, 2015
TO: Airport Committee
FROM: Spencer Nebel, City Manager
SUBJECT: Regarding the June 9 Airport Committee Meeting

Discussion on Proceeding with a Request for Proposal for the Operation of the Airport

At the April meeting of the Airport Committee, the Airport Committee requested a report on the key elements that could be included in a request for proposals for the operation of the Newport Municipal Airport. Please note that I will be providing to you (hopefully by the end of the day on Monday) an outline of key provisions that could be included in a request for proposals for the airport operations. I think it will be important for the Airport Committee to have a clear understanding of the scope of the contractual operation of the airport if the committee recommends to the City Council that we proceed along these lines. I have been compiling information on this matter and will provide an outline of the key elements that could be part of the RFP for Tuesday discussion. As an alternative, the Airport Committee could recommend that the City Council seek proposals for the traditional Fixed Base Operations at the airport or could recommend that we proceed with an hiring an Airport Manager instead of contracting the operation of the airport.

Airport Hanger Leases

I have requested a compilation of the status on the various leases at the airport from city staff to understand where the city is at with hanger leases.

Currently the city has 20 box hanger leases. The box hangers are privately owned and exist on airport property. Please note that 13 of the leases have been renewed with the new box hanger lease that was reviewed and recommended by the airport committee some time ago. In compiling our review it appears that there are seven leasees that have not executed the new agreement. It is our intent to send a notice to these seven box hanger owners requesting that they execute the new standard lease since their leases have expired and have not been renewed.

We would like to get this cleaned up during the next few weeks. We have also conducted review of the current T hanger leases. The T hangers are city owned and leased to the various tenants. Please note that seven of the ten T hangers have current leases while three of the original leases remain with expired leases. In addition, for three of the T hangers tenants have swapped T hangers without executing new leases. We will need to have current leases executed in these situations. We also need to make it clear that anytime anyone wishes to change hangers both parties will need to execute new leases with the city.

I look forward to seeing you on Tuesday. Please let Bob know if you will be unable to attend.

Respectfully submitted,

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

Spencer R. Nebel
City Manager

FBO interior upstairs painting project is done. New tables and chairs for the upstairs and pilots lounge will be here June 19th. The OPA will be here the 20th.

Talked with Dana about the Bi-plane rides. He is super excited to get going. He has not pulled the plane out of storage yet due to weather.

Engineering is hopeful to go out to bid in July for the FBO roof project.

AWOS has had no issues since breakers tripped. Reported problem to engineering. PAE will have Cody come out to troubleshoot.

No issues reported with self-serve tank this month.

Unleaded fuel pump at fuel farm stopped working, replaced and it operating perfectly. No other issues at fuel farm.

AV-truck has no issues to report.

Jet-A truck had no issue to report.

No issues to report with crew cars.

No issues with operations truck.

Kubota lost all three fan belts, replaced and is running great.

Replaced one cutting blade on land pride mower deck. It has 12 cutting blades that each weighs 17 lbs. We also replaced broken stabilizing turnbuckle. Then check all fluids and greased all zerk fittings.

No issues to report with gate operators. Continue lubing and tightening chains when needed.

Waiting for quote on running new wire and lamp heads for new apron light poles.

No issues to report for the 1200Z storm water permit.

Installed four new fire extinguishers at the T-hangars for safety.

Wild life hazing still is continually busy with smaller birds. Loom acres is close to finishing the wild life assessment. No recent signs or sightings of coyotes, deer, bear, or cougar inside fence.

Night inspections has no new issues to report.

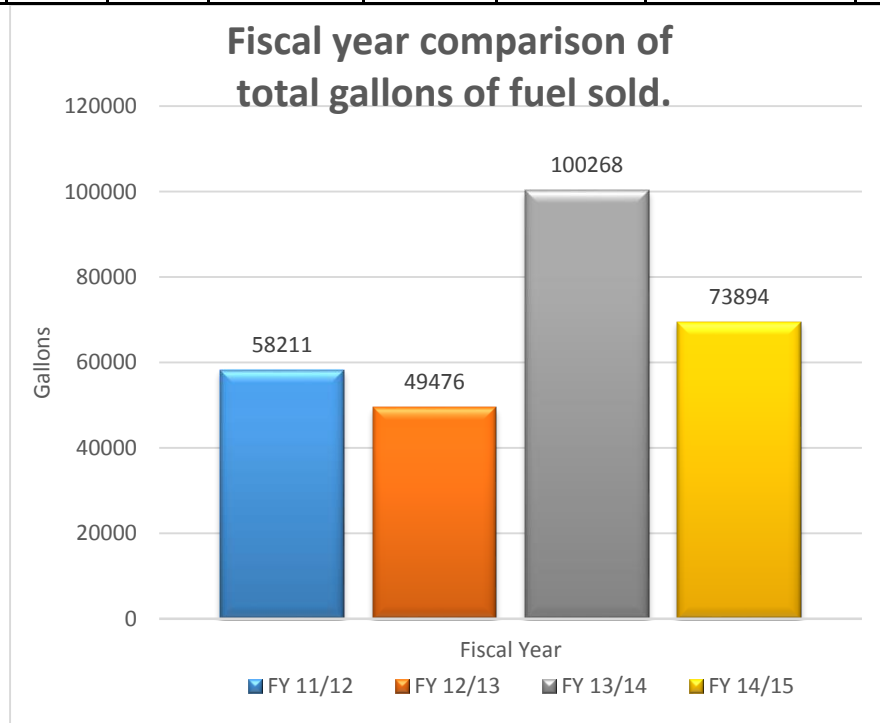
FAA has had no issues with 16 PAPI. 34 PAPI still OTS per FAA. The FAA has had a rule change and the PAPI path has been widened. This has caused a few more trees that may need to be added into the topping project. No word of a final time line.

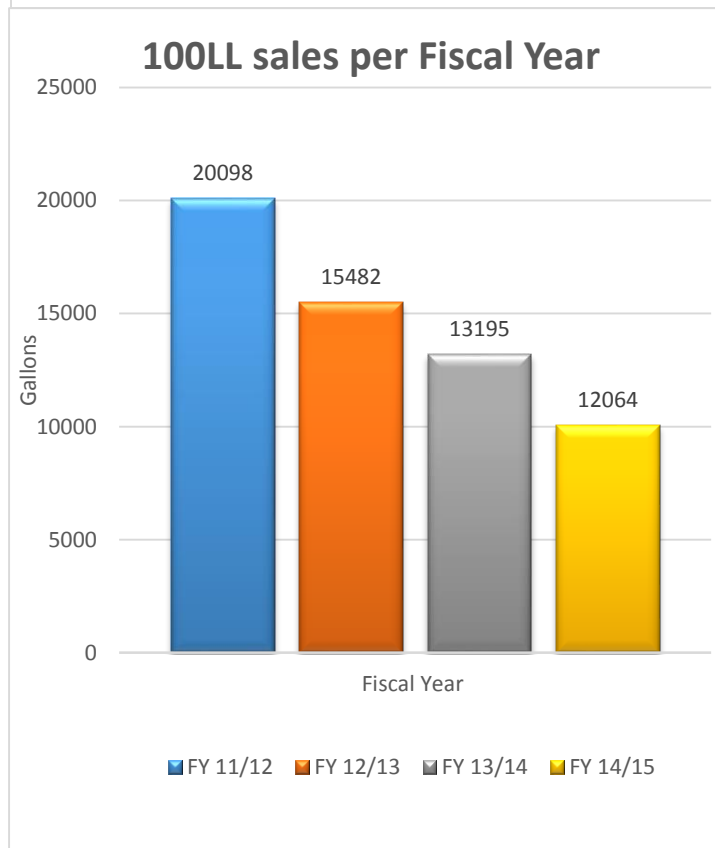
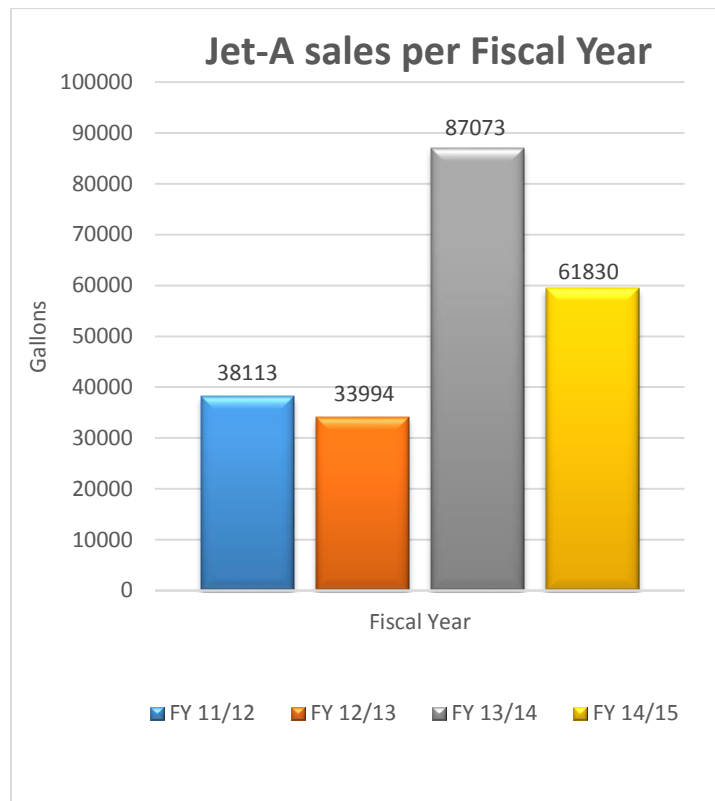
Doug's electric fixed only reaming apron light pole, restored lighting in afterhours hut, fixed ballast in light at main FBO counter, and the light pole at the ARFF gate.

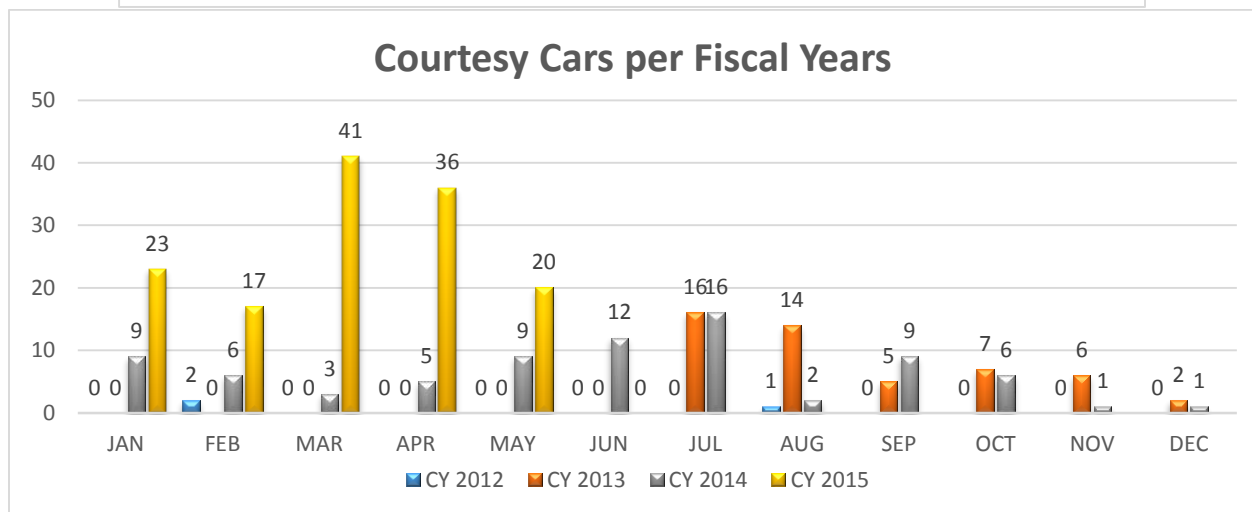
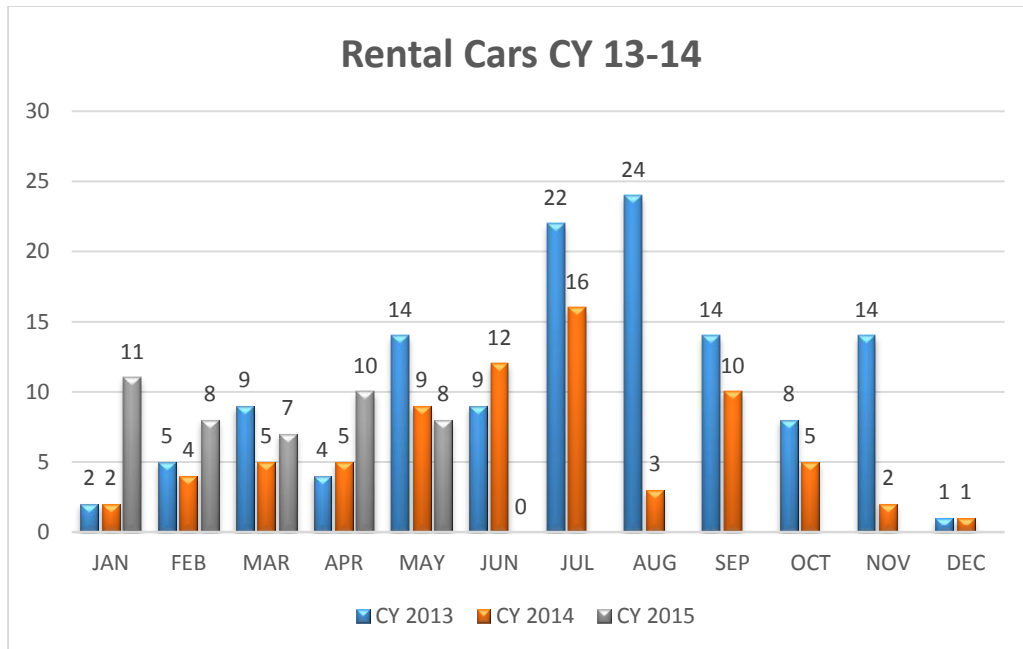
We are official on the wings points program. I have to call to have the software installed on our point of sales machine.

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