



The City of Newport Airport Committee will hold a meeting at **2:00 P.M.**, on **Tuesday, May 12, 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 May 12, 2015
2:00 P.M.

- I. Call to Order
- II. Roll call
- III. Approval of minutes from April 14, 2015 meeting
- IV. Budget issues and recommendations for committee consideration
- V. Update on Master Plan process
- VI. Oregon Pilots' Association Fly-in
- VII. ONP Operations Report
- VIII. Committee comments.
- IX. Public comments
- X. Develop next agenda
- XI. Adjournment

April 14, 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 Susan Reese, Debra Smith, Ken Brown, Ralph Grutzmacher, and Gary Baker; committee chair Jeff Bertuleit and member Mark Watkins 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 February 10, 2015 minutes.
Motion was made and seconded to approve the minutes of the February 10, 2015 meeting. The motion passed on a unanimous voice vote.
- IV. Discussion: Airport management options
City Manager Nebel re-capped the Letter of Interest process and respondents (refer to meeting packet). He noted there had been a recent response via email from the Albany Oregon airport FBO operator, Infinity Air. Their representative, Tony Hahn, advised he has been operating the FBO since February, 2015.

A discussion ensued regarding issues involved in selecting an option for airport management and the RFP process, should that option be a recommendation from the committee. The committee agreed they would like to be provided with an outline of a potential Request for Proposal. Due to on-going City budget process, Nebel advised this would be provided at the June Airport Committee meeting. Nebel asked for some specific thoughts from committee members:

Grutzmacher said it is important to protect local staff and provide a continuation of employment; also have responders address how they will get to zero City subsidy of the airport operation.

Baker said it's important to address the maintenance and services organization, flight training, and aircraft rental.

Smith said we need to sell “opportunities” in Newport in order to attract a respondent and their staff. She advised it is a challenge for Central Lincoln PUD to hire people from out of the area because of their reluctance to relocate to Newport area due to factors such as high cost of housing and quality of area schools.

Brown advised marketing the airport as an attraction will be difficult because of the perception it only serves a small percentage of the population.

Reese said the process needs to address how best to involve the community, and how best to serve the community.

Busby suggested the committee consider establishing boundaries in the draft RFP, e.g., should it include air service discussion?

Nebel will return in two months with an RFP outline for committee consideration.

- V. Committee recommendation: Airport management option
This item is tabled until the committee can review the above-mentioned Request for Proposal outline.
- VI. ONP Operations report
Vanderbeck distributed a handout of the current operations report and went over highlights. His report is attached to these minutes.
- VII. Committee comments
None
- VIII. Public Comments
None
- IX. Develop next agenda
 - A. Budget issues and recommendations for committee consideration.
 - B. Update on Master Plan process.
- X. Adjourn
The meeting was adjourned by chair pro tem Grutzmacher at 3:20 PM.

FBO interior upstairs painting project has been started.

Waiting further input from Phillips 66 into plane program (contract fueling to corporate aircraft.)

Herd from Dana Anderson about the BI-plane rides. He is excited and we are working out a contract with him.

AWOS has no issue to report this month.

No issues reported with Self-serve tank this month.

AV-truck fuel reel was finished and re-installed. AV-truck is back up and running.

Jet-A truck had no issue to report.

The Chevy Astro Van exhaust rusted off. We installed new exhaust system.

White Crown Vic check engine light came on needs new catalytic convertor.

We have decided to replace the silver Crown Vic with a hand me down NPD car. We have set up a sealed bid to sell the silver Crown Vic. hopefully we will get a fair amount for it.

No issues with operations truck.

Kubota and mower deck are back from Linn Benton tractor. Annual and repairs completed and we are now headed into the thick of mowing season.

F&W installed optical eyes on all gate operators to prevent gates from shutting if the ground loops are not working properly.

1200z permit water sample testing kit came back in for next round of testing.

Quarterly fire inspection were completed and we passed with flying colors.

Wild life hazing still is continually busy with flocks of smaller birds. Set up bird trap at south end of field near USCG. USDA removed a deer from inside fence area and a coyote.

Night inspections have found no new issues to be reported.

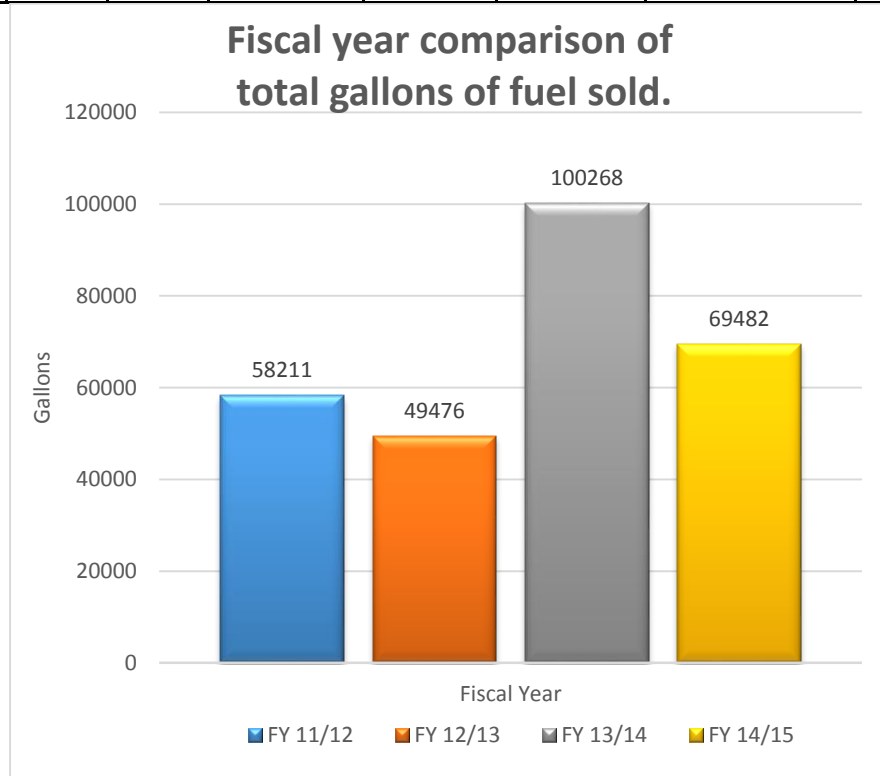
Day inspections have found issues with fence on the North end of the field is sinking in some areas. A plan for fixing the fence line will need to be made. Found 16 PAPI OTS called POCC and FAA maintenance found bad wind toggle switch and replaced it.

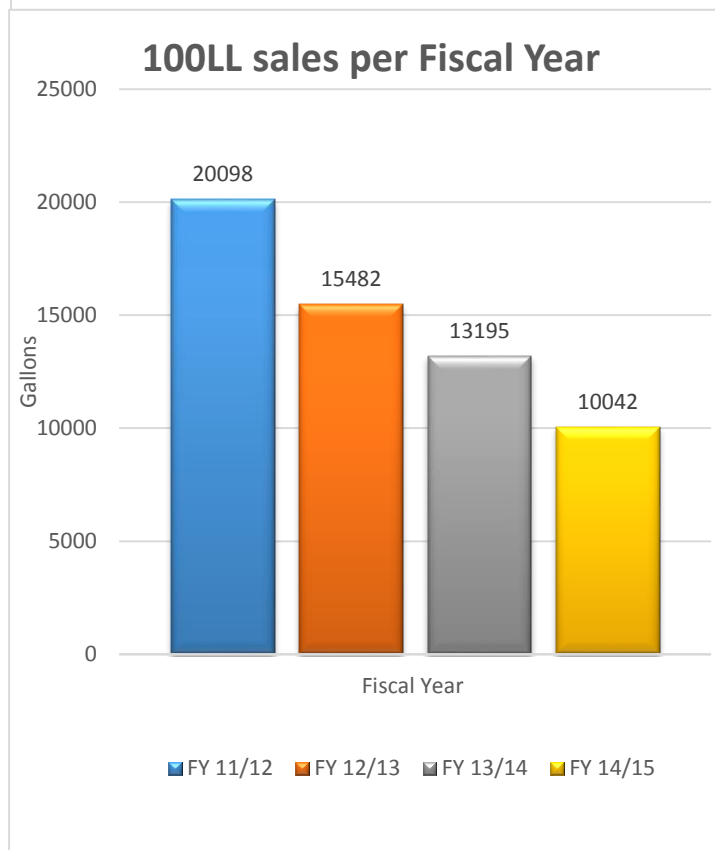
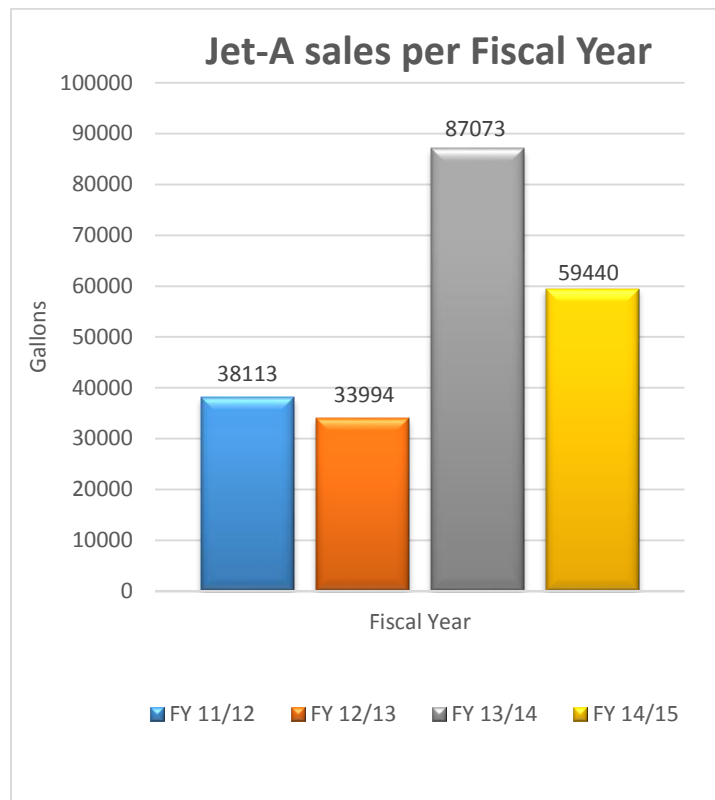
Received updated Airport Certification Manual from FAA. Working updating rest of ACM appendix's.

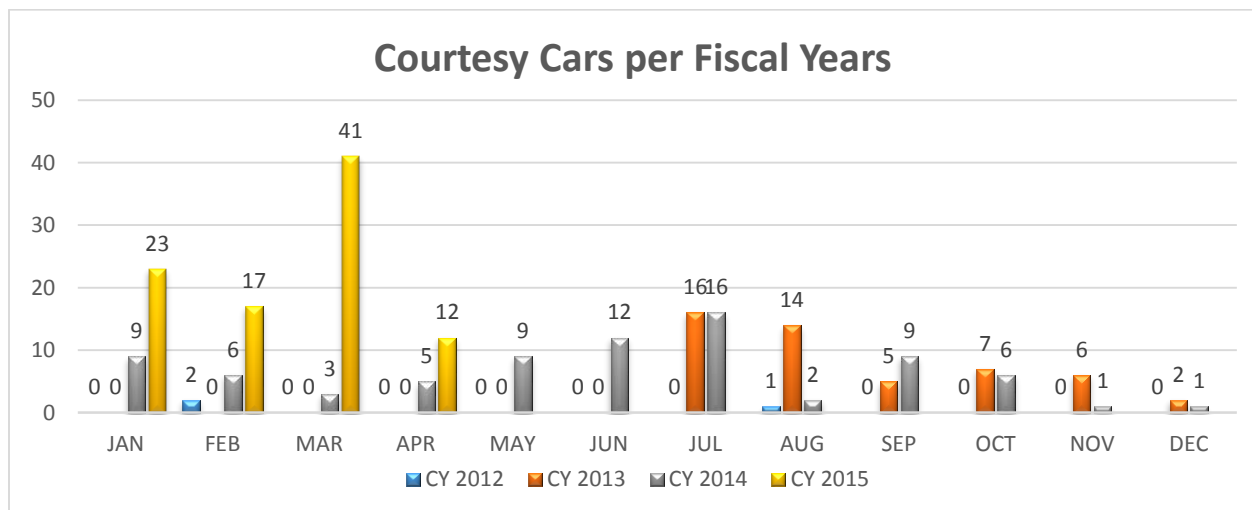
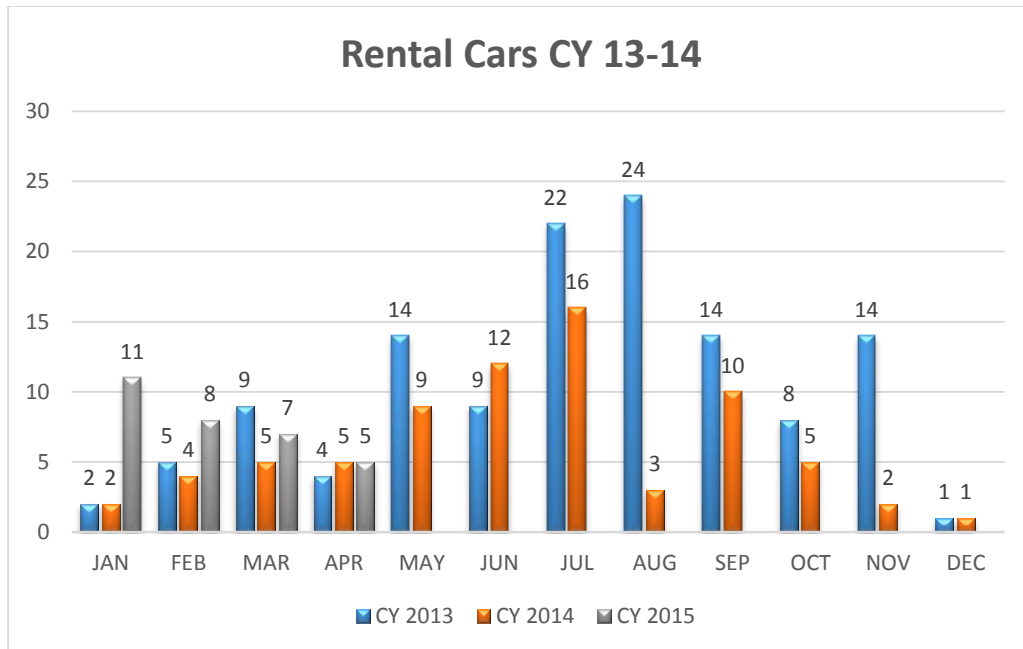
Attended FAA northwest Mountain Region Airports Conference. They had presentations on changes in the AIP grant program, your grant obligations, case studies on Airport safety, ADO updates, best practices in airport safety, Engineering Updates, Airport planning and Environmental Requirements, and AGIS perspective.

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	148	146	294	985	116	199	1299
May			0				0
Jun			0				0
Cur. FY	2685	2571	5256	59440	3838	6204	69482
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

\$3.35—\$5.10

Average \$4.20

KONP

7 SSW Newport Municipal Airport Newport, OR, USA FS \$4.28

KCVO

Corvallis Aero Service EPIC FS \$4.95

6S2

Florence Airport Volunteer Group SS \$4.26

KTMK

Tillamook Airport Phillips 66 PS \$3.89

KSLE

45 ENE McNary Field Airport Salem, OR, USA FS \$4.51

KMMV

48 NE Mc Minnville Municipal Airport Mc Minnville, OR, USA FS \$3.60

KEUG

48 SE Mahlon Sweet Field Airport Eugene, OR, USA FS \$5.01

17S

56 NE Chehalem Airpark Newberg, OR, USA Precision Helicopters PS \$5.10

2S6

Sportsman Airpark independent FS \$3.90

KUAO

62 ENE Aurora State Airport Aurora, OR, USA FS \$3.37

77S

63 SE Hobby Field Airport Creswell, OR, USA SS \$4.20

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

100LL

\$4.69—\$5.95

Average \$5.19

KONP

7 SSW Newport Municipal Airport Newport, OR, USASS \$5.16 FS \$5.26

KCVO

33 ESE Corvallis Municipal Airport Corvallis, OR, USASS \$5.252 FS \$5.75

7S5

36 ENE Independence State Airport Independence, OR, USA SS \$5.29

Independence Aviation LLC SS \$5.16

S12

41 E Albany Municipal Airport Albany, OR, USA SS \$4.69

6S2

Florence Airport Volunteer Group SS \$5.13

KTMK

45 N Tillamook Airport Tillamook, OR, USA SS \$4.79

KSLE

45 ENE McNary Field Airport Salem, OR, USA SS \$4.99 FS \$5.50

S30

LebanAir Aviation independent SS \$4.70

KMMV

48 NE Mc Minnville Municipal Airport Mc Minnville, OR, USA SS \$5.15 FS \$5.30

KEUG

48 SE Mahlon Sweet Field Airport Eugene, OR, USA SS \$4.92 FS \$5.95

**BUDGET SUMMARY BY FUND
FISCAL YEAR 2014-2015**

4/23/2015 1:04 PM

	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
AIRPORT FUND - 220								
REVENUES:								
Taxes								
Franchises								
Federal Sources	1,613,876							
State Sources								
Miscellaneous Sources								
Services Provided for	30,704	30,704	30,704	30,704	20,469	30,704	30,704	30,704
Fees, Fines & Forfeitures	283,162	476,813	187,250	187,250	312,021	392,969	258,420	258,420
Investments	1,471	2,600	1,800	1,800	574	861	561	561
Miscellaneous	61,019	55,740	54,300	54,300	38,863	53,453	54,280	54,280
Loan Proceeds								
TOTAL REVENUES:	1,990,232	565,857	274,054	274,054	371,927	477,987	343,965	343,965
EXPENDITURES								
AIRPORT OPERATIONS	2,075,941	344,330	903,404	718,404	440,055	630,782	722,075	693,941
AIRPORT FBO	370,685	504,621						
TOTAL EXPENDITURES WITHOUT CONTINGENCY	2,446,626	848,951	903,404	718,404	440,055	630,782	722,075	693,941
CONTINGENCY			53,869	53,869				11,690
TOTAL EXPENDITURES:	2,446,626	848,951	957,273	772,273	440,055	630,782	722,075	705,631
TRANSFERS								
TRANSFER IN	534,460	302,225	380,814	380,814	253,876	380,814	335,288	335,288
TRANSFER OUT	51,319	6,932	6,746	271,746	271,059	271,746	291,039	161,039
NET TRANSFERS IN & OUT	483,141	295,293	374,068	109,068	(17,183)	109,068	44,249	174,249
EXCESS REVENUES OVER EXPENDITURES	26,747	12,199	(309,151)	(389,151)	(85,311)	(43,727)	(333,861)	(187,417)
BEGINNING FUND BALANCE	358,040	384,785	309,151	389,151	396,981	396,981	353,254	353,254
UNAPPROPRIATED FUND BALANCE								
ENDING FUND BALANCE	384,787	396,984	-	-		353,254		165,837

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Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
AIRPORT FUND - 220									
RESOURCES									
220-4210-42001	AVIATION GRANT	1,613,576							
220-4210-42050	FEMA GRANT	300							
220-4210-45001	JET FUEL	173,859	400,316	115,000	115,000	275,907	330,000	175,000	175,000
220-4210-45002	AVGAS	104,427	73,340	69,000	69,000	30,823	55,000	75,000	75,000
220-4210-45003	OIL	426	663	600	600	371	557	520	520
220-4210-45004	PILOT SUPPLIES	3,585	973	1,000	1,000	4,768	7,152	7,300	7,300
220-4210-45005	FOOD CATERING	261	1,383	1,500	1,500	113	200	500	500
220-4210-45006	TIE DOWN	604	138	150	150	39	60	100	100
220-4210-45320	SERVICE PROVIDED FOR WASTEWATER FUND	30,704	30,704	30,704	30,704	20,469	30,704	30,704	30,704
220-4210-46002	RENTS & LEASES	52,751	53,197	52,500	52,500	37,731	52,000	52,780	52,780
220-4210-46209	CONCESSIONS	279	394	300	300	635	953	1,000	1,000
220-4210-47001	INTEREST ON INVESTMENTS	1,471	2,600	1,800	1,800	574	861	561	561
220-4210-48001	MISCELLANEOUS SALES & SERVICES	7,989	2,149	1,500	1,500	497	500	500	500
TOTAL REVENUES		1,990,232	565,857	274,054	274,054	371,927	477,987	343,965	343,965
220-4210-49101	TRANSFER FROM GENERAL FUND	195,000	273,225	355,814	355,814	237,209	355,814	310,288	310,288
220-4210-49230	TRANSFER FR ROOM TAX FUND	339,460	29,000	25,000	25,000	16,667	25,000	25,000	25,000
Total Transfers		534,460	302,225	380,814	380,814	253,876	380,814	335,288	335,288
TOTAL REVENUES & TRANSFERS		2,524,692	868,082	654,868	654,868	625,803	858,801	679,253	679,253
220-4210-49901	BEGINNING FUND BALANCE	358,040	384,785	309,151	389,151	396,981	396,981	353,254	353,254
TOTAL AIRPORT FUND RESOURCES		2,882,732	1,252,867	964,019	1,044,019	1,022,784	1,255,782	1,032,507	1,032,507

AIRPORT OPERATIONS - 4210**Personnel Services**

220-4210-50110	WAGES & SALARIES	72,111	60,612	118,978	118,978	49,122	73,683	116,195	116,195
220-4210-51110	OVERTIME	6,613	10,334	8,000	8,000	10,587	15,881	8,000	8,000
220-4210-51120	ON CALL	4,000	4,200	7,200	7,200	3,100	4,650	7,200	4,700
220-4210-52110	INSURANCE BENEFITS	23,089	18,515	36,502	36,502	10,176	15,264	37,867	37,867
220-4210-52120	FICA	7,753	5,792	10,265	10,265	5,431	8,147	10,052	9,860
220-4210-52130	RETIREMENT	7,050	10,976	20,209	20,209	1,610	2,415	12,257	12,257

BUDGET WORKSHEETS
FISCAL YEAR 2015 - 2016

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
220-4210-52150	WORKERS COMPENSATION	1,308	1,078	3,792	3,792	2,794	4,191	3,240	3,179
220-4210-52160	UNEMPLOYMENT INSURANCE	988	870	1,744	1,744	973	1,460	788	773
	Total Personnel Services	122,914	112,378	206,690	206,690	83,793	125,691	195,599	192,831
	Total Full Time Equivalent (FTE)	2.00	1.00	3.00	3.00			3.00	3.00
	Material & Services								
220-4210-60100	PROFESSIONAL SERVICES	892,102	6,162	18,200	18,200	1,036	11,200	8,000	8,000
220-4210-60200	FINANCIAL PROFESSIONAL SERVICES	16	292	10,000	10,000	7,971	11,887	10,000	10,000
220-4210-60300	LEGAL PROFESSIONAL SERVICES	7,348	11,857	6,000	6,000	5,692	8,538	8,000	2,000
220-4210-60400	EMPLOYMENT SERVICES	5,533	22,840	25,000	25,000	20,044	28,036	54,080	28,000
220-4210-60900	OTHER PROFESSIONAL SERVICES	737,422	1,165	16,000	16,000	1,840	2,000	2,000	2,000
220-4210-61100	UTILITIES - ELECTRIC	8,068	7,813	16,000	16,000	7,959	11,939	12,500	12,500
220-4210-61140	UTILITIES - WATER						6,600	6,600	6,600
220-4210-61190	UTILITIES - OTHER	-	216	2,100	2,100	1,036	1,554	1,800	1,800
220-4210-61200	BUILDING & GROUNDS EXPENSES	37,200	41,486	206,500	21,500	17,389	26,084	34,000	34,000
220-4210-61300	PERMITS/LICENSES EXPENSES	2,713	1,660	11,000	11,000	3,522	3,600	3,800	3,800
220-4210-61400	OTHER PROPERTY SERVICES	176	517	3,000	3,000	-		600	600
220-4210-62100	CLEANING EXPENSES	3,042	1,392	7,500	7,500	3,093	4,640	5,000	5,000
220-4210-63100	VEHICLE EXPENSES	5,556	12,357	20,500	20,500	5,432	8,148	13,000	13,000
220-4210-63200	EQUIPMENT EXPENSES	15,338	18,428	31,000	31,000	28,960	38,264	35,000	31,000
220-4210-63300	MAINTENANCE AGREEMENTS / CONTRACTS	1,390	5,120	5,500	5,500	2,560	4,060	5,000	5,000
220-4210-63400	INFRASTRUCTURE EXPENSES	-	-	5,000	5,000	-		10,000	10,000
220-4210-64100	LEASE EXPENSES	1,575	-	9,000	9,000	-	746	1,000	1,000
220-4210-64200	RENTAL EXPENSES	2,089	270	5,500	5,500	2,672	4,008	4,500	4,500
220-4210-65100	INSURANCE	14,896	16,980	19,910	19,910	18,383	20,000	20,000	20,733
220-4210-65110	UNINSURED CLAIMS	60,000	-	-	-	-			
220-4210-65200	COMMUNICATIONS EXPENSE	2,659	1,571	6,025	6,025	2,751	4,126	2,500	4,200
220-4210-65300	ADVERTISING & MARKETING EXPENSES	1,120	303	2,200	2,200	915	620	500	500
220-4210-65400	PRINTING & BINDING	23	969	2,100	2,100	56	100	500	500
220-4210-65500	TRAVEL & MEETING EXPENSES	314	458	5,500	5,500	298	447	3,500	3,500
220-4210-65550	MEMBERSHIP DUES & FEES	560	305	1,000	1,000	200	360	560	560
220-4210-65600	TRAINING	2,169	8,619	2,800	2,800	703	1,055	4,310	4,310
220-4210-65700	PROGRAMS & PROGRAM SUPPLIES	-	-	1,000	1,000	55	55	100	100
220-4210-65900	OTHER OPERATING EXPENSES	127	149	1,500	1,500	7,593	11,390	8,800	8,800
220-4210-66100	OFFICE SUPPLIES	11,381	7,735	9,200	9,200	7,132	7,500	12,000	12,000
220-4210-66150	BOOKS/PERIODICALS/DVD & VIDEO	315	253	550	550	387	581	600	600

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220-4210-66200	POSTAGE/SHIPPING EXPENSE	86	68	400	400	277	350	400	400
220-4210-66250	CONSTRUCTION MATERIAL & SUPPLIES	-	-	2,000	2,000	-			
220-4210-66300	TRAFFIC SAFETY & SIGNAGE	288	-	-	-	-			
220-4210-66400	CONCESSIONS & CATERING	109	781	1,300	1,300	1,266	1,362	1,500	1,500
220-4210-66450	AMMUNITION & FIREARMS	270	48	1,000	1,000	801	1,200	1,300	1,300
220-4210-66500	CLOTHING & UNIFORMS	72	297	1,000	1,000	495	580	500	500
220-4210-66600	GENERAL EXPENSES	1,011	2,156	2,750	2,750	2,204	2,500	2,700	2,700
220-4210-66700	SAFETY & HEALTH EXPENSES	787	51	-	-	-			
220-4210-66800	FUEL	8,457	5,716	8,000	8,000	3,982	6,000	6,500	6,500
220-4210-66850	JET FUEL	35	-	103,500	103,500	102,222	160,000	105,000	105,000
202-4210-66855	AVGAS			62,000	62,000	60,882	60,882	70,000	70,000
220-4210-67200	OTHER DATA PROCESSING EXPENSES	419	1,380	500	500	-			
220-4210-69101	SERVICES PROVIDED BY GENERAL FUND	48,531	50,745	54,679	54,679	36,453	54,679	48,000	66,281
	Total Material & Services	1,873,197	230,153	686,714	501,714	356,262	505,091	504,150	488,784
	Capital Outlay								
220-4210-74700	AIRPORT CAPITAL EXPENSES	79,831	1,800	10,000	10,000	-		10,000	-
	CAPITAL OUTLAY REQUESTED FOR FISCAL YEAR 2015-2016								
220-4210-73300	Conference Table, Chair New Pilot Lounge Table							12,326	12,326
	Total Capital Outlay	79,831	1,800	10,000	10,000	-	-	22,326	12,326
TOTAL AIRPORT OPERATIONS		2,075,941	344,330	903,404	718,404	440,055	630,782	722,075	693,941
AIRPORT FBO - 4220									
	Personnel Services								
220-4220-50110	WAGES & SALARIES	39,129	39,758	-	-	-			
220-4220-51110	OVERTIME	1,754	1,535	-	-	-			
220-4220-51120	ON CALL	2,000	2,400	-	-	-			
220-4220-52110	INSURANCE BENEFITS	13,883	10,954	-	-	-			
220-4220-52120	FICA	3,399	3,222	-	-	-			
220-4220-52130	RETIREMENT	8,274	10,019	-	-	-			
220-4220-52150	WORKERS COMPENSATION	2,211	1,669	-	-	-			
220-4220-52160	UNEMPLOYMENT INSURANCE	565	495	-	-	-			
	Total Personnel Services	71,214	70,052	-	-	-	-	-	-

BUDGET WORKSHEETS
FISCAL YEAR 2015 - 2016

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
Total Full Time Equivalent (FTE)		1.00	1.00						
Material & Services									
220-4220-60100	PROFESSIONAL SERVICES	2,017	1,966	-	-	-			
220-4220-60200	FINANCIAL PROFESSIONAL SERVICES	6,732	15,193	-	-	-			
220-4220-60400	EMPLOYMENT SERVICES	18,487	10,877	-	-	-			
220-4220-60900	OTHER PROFESSIONAL SERVICES	-	-	-	-	-			
220-4220-61100	UTILITIES - ELECTRIC	3,713	4,918	-	-	-			
220-4220-61190	UTILITIES - OTHER	996	1,164	-	-	-			
220-4220-61200	BUILDING & GROUNDS EXPENSES	7,889	5,472	-	-	-			
220-4220-61300	PERMITS/LICENSES EXPENSES		745	-	-	-			
220-4220-62100	CLEANING EXPENSES	3,851	3,004	-	-	-			
220-4220-63100	VEHICLE EXPENSES	9,711	6,969	-	-	-			
220-4220-63200	EQUIPMENT EXPENSES	2,761	5,997	-	-	-			
220-4220-63300	MAINTENANCE AGREEMENTS / CONTRACTS	501	495	-	-	-			
220-4220-64200	RENTAL EXPENSES	364	2,242	-	-	-			
220-4220-65100	INSURANCE	436	830	-	-	-			
220-4220-65200	COMMUNICATIONS EXPENSE	3,723	3,612	-	-	-			
220-4220-65300	ADVERTISING & MARKETING EXPENSES	586	69	-	-	-			
220-4220-65400	PRINTING & BINDING	110	438	-	-	-			
220-4220-65500	TRAVEL & MEETING EXPENSES	-	-	-	-	-			
220-4220-65600	TRAINING	-	-	-	-	-			
220-4220-65700	PROGRAMS & PROGRAM SUPPLIES	-	-	-	-	-			
220-4220-65900	OTHER OPERATING EXPENSES	-	1,343	-	-	-			
220-4220-66100	OFFICE SUPPLIES	241	1,122	-	-	-			
220-4220-66150	BOOKS/PERIODICALS/DVD & VIDEO	87	137	-	-	-			
220-4220-66200	POSTAGE/SHIPPING EXPENSE	38	255	-	-	-			
220-4220-66350	CHEMICAL & LAB SUPPLIES	-	-	-	-	-			
220-4220-66400	CONCESSIONS & CATERING	985	1,294	-	-	-			
220-4220-66600	GENERAL EXPENSES	132	1,299	-	-	-			
220-4220-66700	SAFETY & HEALTH EXPENSES	-	152	-	-	-			
220-4220-66800	FUEL	1,680	3,885	-	-	-			
220-4210-66850	JET FUEL	132,934	313,415	-	-	-			
202-4210-66855	AVGAS	101,368	44,510	-	-	-			
220-4220-67200	OTHER DATA PROCESSING EXPENSES	130	360	-	-	-			
220-4220-69101	SERVICES PROVIDED BY GENERAL FUND	-	2,807	-	-	-			
Total Material & Services		299,471	434,569	-	-	-	-	-	-

BUDGET WORKSHEETS
FISCAL YEAR 2015 - 2016

Account No.	Account Title	2012 - 2013 Prior Year Actual	2013 - 2014 Prior Year Actual	2014-2015 Current Year Beg Budget	2014-2015 Current Year Amend Budget	2014-2015 8 Month Actual	2014-2015 Final Year Estimate	2015-2016 Department Request	2015-2016 Proposed Budget
TOTAL AIRPORT FBO		370,685	504,621	-	-	-	-	-	-
TOTAL AIRPORT EXPENDITURES		2,446,626	848,951	903,404	718,404	440,055	630,782	722,075	693,941
Transfers									
220-4210-90303	TRANSFER TO GENERAL DEBT FUND	25,659	-	6,746	6,746	6,059	6,746	6,746	6,746
220-4220-90303	TRANSFER TO GENERAL DEBT FUND	25,660	6,932	-	-	-	-	-	-
220-4210-90402	TRANSFER TO CAPITAL PROJECTS FUND - Airport	-	-	-	265,000	265,000	265,000	-	-
	For Proj # 15001 Airport Master Plan							35,000	35,000
	For Proj # P16-ACP6 Perimeter Security Fencing Repairs							20,000	-
	For Proj # 14021 FBO Building Repairs							119,293	119,293
	For Proj # P16-ACP3 Land Acquisition							60,000	-
	For Proj # P16-ACP5 FBO Main Hangar Door							50,000	-
	Total Transfers	51,319	6,932	6,746	271,746	271,059	271,746	291,039	161,039
TOTAL EXPENDITURES & TRANSFERS		2,497,945	855,884	910,150	990,150	711,114	902,528	1,013,114	854,980
220-4210-98100	CONTINGENCY	-	-	53,869	53,869	-	-	-	68,162
	CONTINGENCY FOR FUTURE COMMITMENTS								3,529
	ENDING BALANCE	384,785	396,981				353,254		
220-4210-99200	UNAPPROPRIATED ENDING FUND BALANCE								105,836
TOTAL AIRPORT FUND REQUIREMENTS		2,882,730	1,252,865	964,019	1,044,019	711,114	1,255,782	1,013,114	1,032,507

Spencer Nebel

From: Tim Gross
Sent: Friday, February 20, 2015 2:48 PM
To: Spencer Nebel
Subject: FW: What is a Master plan

I thought this was helpful and I thought that it may be helpful for you as well.

Timothy Gross, PE
Public Works Director/City Engineer
City of Newport
169 SW Coast Highway
Newport, OR 97365
P 541-574-3369
F 541-265-3301
C 541-961-5313

From: Lance Vanderbeck
Sent: Friday, February 20, 2015 12:07 PM
To: Tim Gross
Subject: What is a Master plan

Tim,

This is from CVG, the airport Gene Cossey left us to go to.

WHAT IS AN AIRPORT MASTER PLAN?

PURPOSE

An airport master plan provides a road map for efficiently meeting aviation demand through the foreseeable future while preserving the flexibility necessary to respond to changing industry conditions. The general goals and objectives addressed by an airport master plan include the following:

- To provide a framework for long-range planning (2025)
- To graphically present preferred airport development concepts
- To define the purpose and need for development projects
- To comply with all applicable FAA requirements
- To enable the airport to achieve its mission
- To assure compatible land use development
- To support the financial health of the region's most powerful economic engine
- To identify facility requirements for all airport users - airlines, cargo, general aviation, and travelers

The definition of a successful master plan include the following characteristics:

- Financially feasible - the phasing of the plan's capital projects should be aligned with the ability to secure available funding
- Environmentally compatible - the plan should minimize potential environmental impacts
- Balanced - the plan should maintain a balance between airport development needs and community impacts
- Technically sound - the plan should comply with Federal, State, and local requirements and it should be able to be constructed efficiently and cost effectively
- Responsive - the plan should address the physical and operational needs of all stakeholders

- Visionary - the plan should consider changes in industry dynamics which will enable CVG to remain one of the world's most user-friendly airports

The Master Plan process provides a blueprint for the future. The future plan is just that, a plan, and will only be implemented as warranted by actual activity. The recommendations contained in a Master Plan are contingent upon further environmental study and must be financially feasible.

COMPONENTS

The Airport Master Plan process is guided by the FAA and ultimately results in projections of future growth and preparation of an Airport Layout Plan (ALP). An ALP is a graphic representation of the proposed future airport development and is required at all federally obligated airports.

The components of a master plan vary in complexity and degree of application, depending on the size, function and challenges of the individual airport. In the case of the CVG Master Plan, the major elements of the study are as follows:

- Define Strategic Objectives
- Inventory of Existing Conditions
- Forecast of Aviation Demand
- Demand/Capacity Analysis
- Facility Requirements
- Development of Alternatives
- Implementation Plan
- Financial Feasibility
- ALP Drawing Package
- Environmental Overview

The KCAB has also elected to pursue a coordination process that will keep all public, stakeholder, and agency entities apprised of the study's progress and provide an opportunity for input and a vehicle for questions/comments. Two types of meetings have been established for the Master Plan: the Public Advisory Committee (PAC) and Public Workshops. The PAC is composed of representatives of Federal, state, regional and local agencies; citizen representatives from local interest groups and neighborhoods; the local business community; airport planning staff; and technical representatives. The PAC advises the FAA, KCAB, and the Landrum & Brown Team on the conduct and recommendations of the Master Plan Update through meetings and review of interim and draft reports. The public coordination process will also include 5 pairs of public workshops to be conducted in Ohio and Kentucky throughout the Master Plan.

Thank you for your time,
Lance Vanderbeck
Newport Municipal Airport
Operations Manager
541-867-7422

Rainse Anderson, P.E.

Director of Aviation

9755 SW Barnes Rd, Ste 300 • Portland, OR 97225

Office 503.626.0455 • Direct 503.372.3521 • Fax 503.526.0775

Cell 971.235.3818 • randerson@whpacific.com

estimates possible. Projects will generally be listed according to the sequence in which they are recommended for construction and in priority order for FAA Funding. Costs will be estimated for each project in 2015 dollars.

The Financial Plan expenses will be presented along with forecasted airport revenues (to include leases, fuel flowage, federal entitlements/grants, etc.) to help SPONSOR identify funding for proposed projects. Funding sources for capital improvements will consider the issuance of revenue bonds if costs appear to exceed AIP and excess cash flow, and if SPONSOR wants to consider bonds.

SPONSOR's rates and charges, will be analyzed in the CIP. Recommendations for changes will be provided based on SPONSOR and FAA input.

Opportunities for revenue enhancement regarding aviation and aviation-related development will be identified.

9.3 Product:

All projects, together with estimated costs, will be itemized. An accompanying narrative will describe supporting data. Unit cost data used in developing total costs will be documented. A staged 20-year development plan will show the airport improvements, by priority, on a first 5-year, second 5-year and final 10-year basis. The improvements recommended during the first five years will be listed by year in sufficient detail to serve as the airport's 5-year capital improvement program, and will identify potential environmental or land use clearances associated with each improvement.

A 20-year Capital Improvement/Financial Plan will be prepared for the Airport. This will be in tabular, graphic, and narrative form as well as in an electronic form (computer spreadsheet). The staged development plan, which will illustrate the CIP for planning periods, will suggest funding sources for each project. The final product will satisfy the FAA/ODA requirements to produce a 5-year capital improvement program and will be presented in the FAA/ODA CIP format. PAC meeting #5 will be conducted after SPONSOR review of Tasks 7, 8 and 9; Public Open House #5 will be held concurrently, as detailed in Task 10.

9.4 WHP Assumptions:

WHP will prepare project costs based on actual projects that have recently occurred in Oregon. Cost estimates will be adjusted to 2015 dollars.

9.5 SPONSOR Responsibilities:

SPONSOR will provide necessary financial data to WHP, as requested. SPONSOR will provide comments on draft chapter within two weeks of WHP's initial submittal, and again after submittal of revised draft that incorporates PAC comments.

TASK 10 – Citizen, Airport User, Airport Tenant, and Agency Involvement

10.1 Objective:

The purpose of this task is to provide a mechanism for ongoing communication between SPONSOR and the airport tenants, users, local citizens, the standing Newport Airport Committee (NAC), and

local agency officials, through the creation of a Planning Advisory Committee (PAC). During meetings of the PAC, and project open houses, all groups will be informed of the study's progress.

10.2 Approach:

PAC Meetings – Five meetings are planned with the PAC, which will include a PowerPoint presentation on study progress and key findings associated with each Task. Electronic copies of the PowerPoint presentation will be provided to SPONSOR for tailoring and use in presentations to other community leaders, stakeholders, and other interested parties. The topics at the meetings will be:

Meeting #1: Kick-Off Meeting: background of the Master Plan Update process and airport development needs; identification of Issues and Goals; and discussion of aviation industry trends that will impact future airport development (Task 1).

Meeting #2: Inventory (Task 2) and Aeronautical Forecast (Task 3).

Meeting #3: Facility Requirements (Task 4) and Identification of Possible Alternatives (in preparation of Task 5).

Meeting #4: Airport Alternatives Evaluation (Task 5) and Compliance Review (Task 6).

Meeting #5: Recycling and Solid Waste Management Plan (Task 7), Airport Layout Plan drawings (Task 8), and Capital Improvement Plan (Task 9).

Newport City Council and NAC Briefings – Four briefings will be scheduled with the Newport City Council and NAC. The timing of these briefings will be: 1) project kick-off, 2) forecast development (Task 3), 3) alternatives development (Task 5), and 4) project closeout.

Final Report Briefing to Newport City Council – Final Report presentation to the Newport City Council, with NAC and PAC member attendance, with an open house for the general public to follow. This briefing will be held once a Final Draft Master Plan has been submitted to and reviewed by SPONSOR and FAA.

Public Open Houses – Six public open houses are planned to receive citizen input on plan development and products. Five of the Open Houses will be held on the same day and address the same topics as the PAC meetings and Council Briefing. The sixth will be held in conjunction with or after the Final Report presentation to the Newport City Council.

Project Website – A project website, linked from SPONSOR's website, will be developed and maintained by WHP to keep the public informed. Information on the website would include contact information, scope of work, project schedule, meeting materials, and draft chapters (after they are reviewed by SPONSOR, FAA and PAC). There will be a two week public comment opportunity after each PAC meeting and Newport City Council briefing.

Project Newsletters– Four project newsletters will be developed during the planning project and posted to the Project Website. Newsletter dissemination will coincide with project kick-off / introduction, forecasting and alternatives development, ALP and CIP preparation, and Final Draft.

10.3 Product:

Five PAC meetings, four City Council / NAC briefings, final report briefing to the City Council, six public open houses, project website, and project newsletters to encourage community involvement.

PLANNING ADVISORY COMMITTEE

Meeting Guidelines and Ground Rules

MISSION STATEMENT

The mission of the PAC is to advise the Newport Municipal Airport staff and master plan consultants on issues of community interest with respect to providing safe, efficient and convenient air transportation for Lincoln County residents and businesses, while at the same time maintaining and respecting the interests of the Airport's neighbors and the environment.

- | | |
|--|--|
| ❖ Consultant conducts meetings | that is not relevant or productive |
| ❖ Consultant distributes draft chapters to focus meeting discussions | ❖ Consultant provides outline of next area of PAC focus so members may contribute topic ideas and concerns to address in next working paper |
| ❖ Members participate enthusiastically; share your knowledge with the PAC | ❖ Summary minutes distributed after each meeting |
| ❖ One conversation at a time; one person speaks at a time | ❖ Share what you learn at PAC meetings with your constituents |
| ❖ Respect each other's ideas and perspectives; support other PAC members and their contributions | ❖ PAC meetings are open to the public; however, since meetings are organized as work sessions, time allocated for public comment will be limited. An expanded public comment period will be provided in the public openhouse coinciding with specific PAC meetings to ensure that all interested stakeholders have an opportunity to participate in the project. |
| ❖ Be punctual to respect everyone's time | |
| ❖ Limit side conversations | |
| ❖ Keep discussions relevant; confine discussion to current topic | |
| ❖ 5-minute Rule: anyone can invoke the 5-minute rule to close out a discussion | |

Staff Support

Airport staff will provide general administrative and secretarial support to the PAC, including:

- Publishing, mailing, and posting agendas and meeting notices
- Distributing agenda packages to PAC members
- Receiving and preparing correspondence on behalf of the PAC
- Managing and maintaining PAC files

The airport master plan consultants will work with the airport staff to:

- Prepare meeting agendas
- Make project progress reports and technical presentations to the PAC
- Respond to master plan technical issues and concerns raised by the PAC
- Taking and preparing draft and final meeting minutes, including any public testimony

Potential PAC Members

Port of Newport	1
Chamber of Commerce (Hotel, Freight, Fishing, Banking)	1
Hatfield Marine Science Center / OSU / Aquarium / EPA / NOAA	1
Airport Committee	1
County Commissioner	1
County Planner	1
Emergency Management (County, Sherriff, City)	1
School Board	1
City of Toledo*	1
City of Waldport*	1
City of Yachats*	1
Lincoln City*	1
Citizens at Large (appointed by _____)	2
State ADO	1
FAA	<u>1</u>
	16

The Newport City Manager, Community Development Director, Public Works Director, Airport Operations Manager, and City Project Manager are ex officio members of the PAC.

*An appointed official or city staff person may be designated in lieu of a Council Member

The PAC will elect a Chairperson at its first meeting.

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County Commissioner	1
County Planner	1
Emergency Management (County, Sherriff, City)	1
School Board	1
City of Toledo*	1
City of Waldport*	1
City of Yachats*	1
Lincoln City*	1
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Fun-N-Sun Convention

Oregon Pilots Association

2015

Yaquina Head Lighthouse; Photo by Neal White

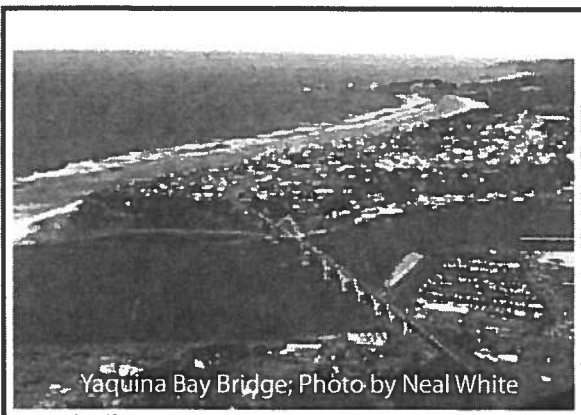
Saturday, June 20, 2015
Newport, Oregon



KONP

Photo by
Vince Nistico

- 9-11 Shuttle to: "Old Town Newport" where you'll find shops, aquarium, entertainment, food.
9-11 Shuttle to: The Hatfield Marine Science Center, Oregon State Univ. Marine Research Facility.
Shuttle to: South Beach State Park.
11-12 Avoiding Loss of Control (LOC) of an airplane in flight. David Cowan, Gold Seal CFI,
Master CFI WINGS CREDIT



Yaquina Bay Bridge; Photo by Neal White

- 12-1 Bar-B-Q (\$7- register by June 1; \$12 by June 15
To Preregister, contact Neal at: NealWhite150@gmail.com
1-2 Interactive seminar: "Mitigating in-Flight Emergencies." David Cowan WINGS CREDIT
2-3 Tour Coast Guard Helicopter Station.
2-3 "Single-pilot Resource Management." Eric Guevara WINGS CREDIT
3-4:30 OPA Annual Board Meeting.

