AIRPORT COMMITTEE AGENDA
Tuesday, November 08, 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.

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1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.A. Approval of minutes from Sept. 13, 2016 meeting
Sept_13_2016_draft_minutes.pdf

4. DISCUSSION/ACTION ITEMS

4.A. Discussion of job responsibilities at airport
CM Memo-November 32016.pdf
Job descriptions.pdf

5. OPERATIONS REPORT

5.A. Airport operations report

Operations_Report_for_November_meeting_2016.pdf

6. COMMITTEE COMMENTS

7. PUBLIC COMMENTS

8. DEVELOP NEXT AGENDA

9. ADJOURN

Airport Committee Agenda Item Report

Agenda Item No. 2016-705
Submitted by: Bob Fuller
Submitting Department: City Manager's Office
Meeting Date: November 8, 2016

SUBJECT
Approval of minutes from Sept. 13, 2016 meeting

Recommendation:

ATTACHMENTS
- Sept_13_2016_draft_minutes.pdf

Sept. 13, 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 Ralph Grutzmacher, Susan Reese-Painter, Mark Watkins, and Ken Brown. City Council liaison Ralph Busby was not able to attend. Also in attendance: City Manager Spencer Nebel (later arrival), Airport staff Lance Vanderbeck, 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 July 12, 2016 meeting. The motion passed on a unanimous voice vote.

4. Discussion/Action Items
    a. Review application for committee membership from Jim Shaw: The committee unanimously recommended Shaw for this position. Recommendation will be forwarded to the mayor for action.
    b. NOTE: Due to expected late arrival of City Manager, Chair Bertuleit moved on to Agenda Item #5, Operations Report; will return to Discussion/Action Items following Vanderbeck's report (See Item #5).
    c. Following the presentation of the Operations Report, the committee returned to Discussion/Action items: Prioritizing recommendations from the Regional Task Force. A handout from the City Manager was distributed to committee members, who were requested to take a moment and note their individual prioritizations. These were then collected and will be reviewed by the City Manager.
    d. Update re: Acquisition of property at south end of airport (Nebel). City Council agenda report and recommendation included in packet.

5. Operations report
    a. Vanderbeck reviewed the monthly operation report, included in the packet.
    b. A discussion ensued regarding the development of a fuel pricing policy, including possible incentive programs. Vanderbeck will develop a draft proposal for consideration at the October meeting.

6. Committee comments
    a. A discussion ensued regarding the possible construction of additional hangars: it was noted there is an eleven-person waiting list for hangars. Nebel advised this is an item addressed in the Master Plan; also there are historical issues with insufficient water pressure and flows that may affect any required sprinkler systems in new hangar construction.

7. Public comments
    a. Paul Lawson suggested Toledo State Airport be part of the Regional Task Force airport group. There was a discussion about the possibility of placing a webcam at or near the Toledo Airport since it is used as an alternative to Newport by some during those times when Newport is "socked in"; a webcam or group of webcams for Newport was suggested. Also discussed was the lack of ground transportation to and from the Toledo Airport. It was mentioned that ODA is looking for a sponsor for the Toledo Airport to do simple maintenance and related tasks.

8. Develop next agenda
    a. Develop job description recommendations for airport staff.
    b. Fuel policy draft report (Vanderbeck)
    c. Next meeting October 11th.

9. Adjourned at 3:25 PM

Airport Committee Agenda Item Report

Agenda Item No. 2016-706
Submitted by: Bob Fuller
Submitting Department: City Manager's Office
Meeting Date: November 8, 2016

SUBJECT
Discussion of job responsibilities at airport

Recommendation:

ATTACHMENTS
- CM Memo-November 32016.pdf
- Job descriptions.pdf

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: November 3, 2016

TO: Airport Committee

FROM: Spencer Nebel, City Manager

SUBJECT: Job Descriptions of the Newport Municipal Airport

Attached are the job descriptions for the three positions at the Newport Municipal Airport. The Airport Director position would be filled by Lance Vanderbeck, Senior Airport Specialist position by John Matherly and the airport specialist position by David Szymanski as part of this overall plan. We are currently finalizing the salary schedule for these positions and will have additional information on this for the Airport Committee at Tuesday's meeting

ORGANIZATION: City of Newport
DEPARTMENT: Airport

LOCATION: Newport, Oregon
DATE: November 2016

Non-Exempt

JOB TITLE: Airport Specialist

Range TBD

PURPOSE OF POSITION:

Assist with general airport operations and maintenance work for the City of Newport Municipal Airport, which is a Federal Aviation Administration (FAA) Part 139 Certificated airport. Provide quality customer service to all patrons. Assist in ensuring compliance with all Federal, State, and local laws and regulations. Helps promotes positive team environment to better serve Airport's users.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES:

Provide consistent and courteous customer service as appropriate, including assisting with rental cars, catering, and providing directions.

Fuel aircraft, ensure fuel quality and conduct required inspections.

Tow aircraft to and from hangar.

Conduct aircraft and vehicle maintenance.

Perform grounds maintenance.

Perform night inspections of airport including runway lights, intersection signs, taxiway lights, and runway identification signs in and around aircraft movement areas and lighting. Make necessary repairs to lights and signs.

Assist the federal and state Wildlife Hazard Management Program.

Prepare reports and maintain records on work accomplished and supplies used for cost accounting purposes.

Clean catch basins and related closed drainage systems using hand tools or power equipment. Dig and clean ditches using hand shovels or by operating motorized equipment including front end loaders, backhoes, graders, light and/or heavy trucks. Ditch cleaning includes removing silt and accumulated debris from culverts, inlets, and erosion. Clean brush on airport surfaces using chainsaws, hand tools, motorized brush cutters, and brush chippers. Mow grass at airport using tractors or truck-mounted mowers. Spray airport vegetation as required. Pick up and dispose of debris, dead animals and/or litter found on the runway and adjacent surfaces. Repair and rebuild fences.

Maintain equipment in sound working order: change oil, lubricate and grease as required; check lighting systems; tighten nuts and bolts; perform minor tune-ups; make minor repairs and keep accurate service records on equipment. May operate electric arc welder and gas cutting and welding equipment.

Perform minor building maintenance in and around the office and maintenance shop including painting and light carpentry.

Maintain, install, and replace signs and sign posts according to rules and regulations. Inspect signs for repair or replacement. Maintain and replace runway lights and taxiway reflectors, airport beacons windsocks, Automated Weather Observing System, and other airfield visual aids according to rules and regulations. Inspect for repair or replacement. Order parts/supplies and support stock; prepare records of work performed and materials used; and conduct parts and equipment inventories. Coordinate with FAA for field maintenance.

Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: High School equivalency and 2 years related experience and training.

KNOWLEDGE: Knowledge of occupational hazard and effective/proper safety standards, practice and procedures relating to aircraft fueling, equipment operation, vehicle maintenance, grounds maintenance and the use of hand and power tools and equipment. Familiarity with the Title 14 Code of Federal Regulations Part 139 operations, materials, methods, techniques, and federal, state and local laws and regulations as they relate to airport fueling.

SKILLS: Skill in the use of heavy equipment, hand/power tools. The use of airport equipment, personal computer, various related software programs including Microsoft Office 2013 (Excel, Word, and Outlook), and standard office equipment. Strong reasoning, time management and organizational skills. Strong customer service skills with phone and in-person contact.

ABILITIES: Ability to establish and maintain an effective working relationship with management, employees, other entities, and the general public. Ability to write work reports, records, orders and logs. Ability to read and interpret technical manuals, operate heavy equipment and hand tools, communicate effectively, both in writing and orally, with individuals and groups. Physical ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

NATA Safety First Aviation Fuel and Fire Certification at time of hire.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license at time of hire.
Occupational Noise Exposure training within 30 days of hire.
NATA Safety First Aviation Fuel and Fire Certification within 6 months of hire.
Other certifications as required by position classification.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. This position requires mobility including the ability to lift and move materials weighing up to 60 pounds. Manual dexterity and coordination are required up to 50% of the work period while operating heavy equipment and performing grounds maintenance. Physical effort may be required to perform heavy manual labor in uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

TOOLS AND EQUIPMENT USED:

Includes, but not limited to, the following: Fuel Truck, Tug and Tow Bar, Computer, Radio, Power Tools, Hand Tools, and ground maintenance equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily in an outdoor/indoor environment. Outdoor work in the field takes place the majority of the time where the employee may be exposed to varying and extreme weather conditions for extended periods of time and may be exposed to excessively loud noises from heavy equipment and aircraft.

SAFETY CONSIDERATIONS:

This position requires hearing and/or other safety protections. Employee is required to comply with safety standards and wear appropriate personal protective equipment. Employee will wear proper protective equipment in compliance with OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Airport Director.

SIGNATURES:

Airport Specialist

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbents Name	Incumbents Signature	Date

Supervisor Name	Supervisor Signature	Date

Date Revised: November

Approved by:

_____

City Manager

*Date*_____

ORGANIZATION: City of Newport
DEPARTMENT: Airport

LOCATION: Newport, Oregon
DATE: November 2016

Non-Exempt

JOB TITLE: Senior Airport Specialist

Range:TBD

PURPOSE OF POSITION:

Assists with the daily operation and maintenance of the City of Newport Municipal Airport. Under the direction of the Airport Director, implements the day-to-day operations, maintenance, and administration activities of the City of Newport Municipal Airport FBO.

Maintains positive customer relations, planning and coordinating activities for the sale and provision of general aviation activities such as fuel, hangar, day use conference area, and FBO merchandise. Helps promotes positive team environment to better serve Airport's users.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES:

Responsible to perform the required daily operational airfield inspection. To include wild life hazing, NOTAM airfield maintenance issues, fixing airfield maintenance issues, filling out airport daily logs, and assisting with DEQ 1200z permit, along with other duties that may be assigned to them.

Provides day-to-day direction and oversight of less senior staff to ensure safe and reliable service to patrons.

In the absence of the Airport Director, is responsible for the oversight of all staff by providing the day-to-day direction. Provides performance feedback on staff to Airport Director as requested/needed. Responsible to immediately report any area of concern to the Airport Director.

Effectively communicates with tenants and customers on a regular basis regarding FBO businesses and services in a professional and courteous manner; responds to concerns expressed by airport tenants; assists ~~in~~ with orienting prospective clients to the airport by providing general information regarding airfield and FBO operations; communicates with the general public, hangar tenants, government agencies, vendors, contractors, and others in order to coordinate FBO operations.

Prepare reports assigned by the Airport Director and help maintain records on work accomplished and supplies used for cost accounting purposes.

Fuel farm operations to ensure daily fuel sumping and fuel quality checks. Oversee acceptance of fuel loads and fuel load sampling.

Operate the fuel truck and fuel aircraft; able to complete and pass NATA Safety First and hands on training.

Responsible to train all employees in proper fuel handling techniques.

Responsible for FBO's daily cash handling and credit/debit card transaction on fuel sales, and office closeout. Log the amount of fuel received and sold, and account for variances in those totals.

Document statistical information tracked by the Newport Municipal Airport i.e. take offs, landings, touch and go operations, tail numbers, weather conditions, etc.

Assists Airport Director in the operation of the airport as directed and provide customer service to all airport patronages.

Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be: High school equivalency with additional courses on airport safety, airport maintenance procedures, and heavy equipment operation, AND five years of related experience.

4 or more years' experience in Title 14- Code of Federal Regulations (CFR) Part 139 airfield operations, wild life training, NOTAM issuing, NATA Safety First certification, Office management, record keeping and employee training.

KNOWLEDGE: Knowledge of Federal and State of Oregon aviation regulations and standards, occupational hazard and effective/proper safety standards, practice and procedures relating to equipment operation, grounds maintenance and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques. Knowledge of occupational hazard and effective/proper safety standards, practice and procedures relating to aircraft fueling, equipment operation, and vehicle maintenance. Familiarity with the operations, materials, methods, techniques, Federal and State of Oregon and local laws and regulations as they relate to operation of the airport and FBO. Working knowledge of Title 14- Code of Federal Regulations (CFR) Part 139.

SKILLS: Skill in the use of heavy equipment, hand/power tools. The use of airport equipment, personal computer, various related software programs including Microsoft Office 2013 (Excel, Word, and Outlook), and standard office equipment. Strong reasoning, customer relations, time management, organizational skills, cash handling, and employee training skills. Proficiency in Excel, Word, Office, Power Point, and Outlook. Strong customer service skills with phone and in-person contact.

ABILITIES: Ability to establish and maintain and effective working relationships with management, employees, Airport Committee members, other entities, and the public. Ability to write reports and maintain records, orders, and logs. Ability to read and interpret technical manuals, operate heavy equipment and hand tools, communicate effectively in English both in writing and orally with individuals and groups. Physical ability to perform the essential job functions. Ability to be on-call and respond to the Airport on evenings, weekends, holidays, and other times as required.

DESIRABLE QUALIFICATIONS:

Knowledge of aviation practices and airport operations.
NATA Safety First Aviation Fuel and Fire Certification at time of hire.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license at time of hire.
Occupational Noise Exposure training within 30 days of hire.
NATA Safety First Aviation Fuel and Fire Certification within 6 months of hire.
Wild life training within 6 months of hire.
Other certifications as required by position classification.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. This position requires mobility including the ability to lift and move materials weighing up to 60 pounds. Manual dexterity and coordination are required up to 50% of the work period while operating heavy equipment and performing grounds maintenance. Physical effort may be required to perform heavy manual labor in uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

TOOLS AND EQUIPMENT USED:

Includes, but not limited to, the following: Heavy equipment, hand and power tools, Fuel Truck, Tug and Tow Bar, Computer, Radio, Power Tools, Hand Tools, and General Office Equipment including Computers and Cash Registers.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily in an outdoor environment. Outdoor work in the field takes place the majority of the time where the employee may be exposed to varying and extreme weather conditions for extended periods of time and may be exposed to excessively loud noises from heavy equipment and aircraft.

SAFETY CONSIDERATIONS:

This position requires hearing and/or other safety protections. Employee is required to comply with safety standards and wear appropriate personal protective equipment. Employee will wear proper protective equipment in compliance with OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Airport Director.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbents Name	Incumbents Signature	Date

Supervisor Name	Supervisor Signature	Date

Date Revised: November 2016

Approved by:

_____

City Manager

ORGANIZATION: City of Newport
DEPARTMENT: Airport

LOCATION: Newport, Oregon
DATE: November 2016

Exempt

JOB TITLE: Airport Director

Range TBD

PURPOSE OF POSITION:

Manage and direct the daily operation and maintenance of the City of Newport Municipal Airport. Develop, coordinate, perform, and manage the day-to-day airport operations, FBO, and associated administration functions. Supervise all professional, technical, and service maintenance employees. Develop/prepare and operate with in the parameters of the annual airport operating budget. Ensure airport compliance with Federal, State and local laws and regulations. Promotes a positive team environment to better serve Airport's users.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES:

Manage all aspects of the City of Newport Municipal Airport, a Part 139 Certified airport for the City of Newport. Develop, prepare, and implement policies, procedures and programs, including, but not limited to, the areas of airside and landside, safety, security, certification, aircraft noise, emergency services, and governmental compliance programs including AIP grants and implementation of the Airport Maser Plan. Assures compliance with FAA grant assurances, and certification requirements.

Assists in the negotiation and administration of contracts, leases and other agreements related to Airport operations, coordinate work with other agencies.

Directly responsible for developing and managing the Wildlife Hazard Management Program.

Oversee inspection programs to ensure that tenant and user compliance with applicable federal, state, and local laws and regulations.

Oversee the day-to-day landside operations involving maintenance, and all associated administration activities.

Responsible for performing or delegating all of the administrative duties related to the running of a full functioning municipal airport, including the finances, equipment and personnel aspects of the airport.

Responsible for the inspection of airport operations to ensure safety and security compliance. Coordinates airport operation, security and safety issues with airport tenants, airlines, FAA and other outside agencies; serves as the airport security coordinator on a 24-hour basis. Directs the inspection of airfield facilities, including grounds, runways, taxiways, aircraft aprons, and service roadways to assure safety, security, and efficiency of operations. Ensure airport is operated in compliance with the Airport Certification Manual (ACM). Digital NOTAM's training and issuing.

Supervises monitors and evaluates all activities related to the operation of the airport and FBO including but not limited to, emergency management, and aircraft parking, fueling orders, daily fuel sumping controls, car rentals, crew cars, pilot supply and concessions inventory ordering, and tracking, catering orders, hangar rentals. Daily cash handling control; point of sale management; office close-out; fuel price setting. Fuel sampling/quality checks, acceptance of fuel loads, ordering fuel inventory; FBO log maintenance; fuel billing; and FMU maintenance. Operation of the fuel truck and fuel aircraft; able to differentiate between aviation gas and jet fuel. Log the amount of fuel received and sold, and account for variances in those totals.

Work with the City Safety Officer/Safety Committee on investigations of all airport incidents/accidents, medical responses, and other related risk management issues to determine cause of incident/accident and prescribe corrective action to prevent reoccurrence. Provide day-to-day leadership and direction to facilitate safer, reliable service. Coordinate quarterly fire inspections and yearly state meter inspections.

Manage, supervise, and coordinate activities of staff, conduct performance reviews, and initiate and implement disciplinary action as warranted, Resolve grievance and other personnel matters to ensure effective operations of the Airport. Establish policies, procedures, and performance standards to assure efficient and accurate operations and division of activities within the department in compliance with City policy, procedures, guidelines, and goals/objectives.

Select, supervise, train and evaluate staff; Participate in the development and administration of division goals, objectives and procedures; Interpret and apply Federal, State and local policies, laws and regulations.

Promote a positive team environment to better serve the Airport's users. Foster and maintain positive relationships with other employees, supervisors, Airport Committee members, customers, visitors, and community members.

Inspect, or cause to be inspected, runways, taxiways, aprons and airport perimeters for safety and security purposes.

Respond to after hour emergencies; act as site commander after airport accidents or incidents.

Assist in field work to include, fueling and all field maintenance as needed.

Provide support to the Airport Committee through preparation of agenda materials, reports and related items.

Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MININMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be: Bachelor's degree in aviation management or related business degree AND a minimum seven (7) years of progressively responsible experience in aviation management. Minimum of three years' experience in a supervisory or management capacity.

KNOWLEDGE: Knowledge of federal, state and local laws and regulations relating to airport operations. Knowledge of the principles of supervision, administration and personnel practices. Working knowledge of Title 14- Code of Federal Regulations (CFR) Part 139. Broad knowledge of Federal and State of Oregon aviation regulations and standards, occupational hazard and effective/proper safety standards, practice and procedures relating to equipment operation, grounds maintenance and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques. Knowledge of occupational hazard and effective/proper safety standards, practice and procedures relating to aircraft fueling, equipment operation, and vehicle maintenance. Federal and State of Oregon and local laws and regulations as they relate to operation of the airport and FBO.

SKILLS: Skill in the use of heavy equipment, hand/power tools. The use of airport equipment, personal computer, various related software programs including Microsoft Office 2013 (Excel, Word, and Outlook), and standard office equipment. Strong reasoning, customer relations, time management, organizational skills, cash handling, and employee training skills. Strong customer service skills with phone and in-person contact.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public Develops and maintain a positive working relationship with colleague's clients and others. Provide training and motivation to make full use of staff capabilities. Ability to analyze operational situations objectively, effectively respond to airport emergencies, evaluate the work of subordinates, communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions. Proven leadership skills with emphasis on managing, developing, and facilitating staff, engineering and construction endeavors. Ability to be on-call and respond to the airport on evenings, weekends, holidays, and other times as required. Subject to 24-hour call back for emergencies.

DESIRABLE QUALIFICATIONS:

Knowledge of aviation practices and airport operations; NATA fuel supervisor certification, AAAE Accreditation ACE certification of CM certification at time of hire.

Bachelor's degree in Professional Aeronautics, or closely related field from an accredited college or university with major course work in aviation administration, public administration, business or a related field. Additional course work on airport safety, airport maintenance procedures, and heavy equipment operation.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license at time of hire.

Occupational Noise Exposure training within 30 days of hire.
Supervisor Fuel Training within 30 days of hire.
NATA Safety First Aviation Fuel and Fire Certification within 6 months of hire.
Wild life training within 6 months of hire.
Other certifications as required by position classification.

PHYSICAL DEMANDS OF POSITION:

Duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. These physical requirements may include lifting materials up to 10 pounds on a regular basis; including the ability to lift and move materials weighing up to 60 pounds. Manual dexterity and coordination are required up to 50% of the work period while operating heavy equipment and performing grounds maintenance. Physical effort may be required to perform heavy manual labor in uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Mobility to check and secure Airport operations and perimeter; manual dexterity frequently utilized to operate office equipment and motorized vehicles, and travel as necessary.

TOOLS AND EQUIPMENT USED:

Includes, but not limited to, the following: Fuel Truck, Tug and Tow Bar, Computer, Radio, Power Tools, Hand Tools, and General Office Equipment including Computers and Cash Registers.

SAFETY CONSIDERATIONS:

Employee will wear proper protective equipment in compliance with OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs under usual office working conditions. When responding to airport emergencies hours and environments may change as dictated by events and circumstances. Employee is required to comply with safety standards and wear appropriate personal protective equipment. Outdoor work in the field takes place the majority of the time where the employee may be exposed to varying and extreme weather conditions for extended periods of time and may be exposed to excessively loud noises from heavy equipment and aircraft. This position requires hearing and/or other safety protections. Essential and other important functions may require maintaining physical condition necessary for sitting, standing, and walking for extended periods of time. Subject to 24-hour call back for emergencies.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of 2 FTE staff. Responsible for the supervision of employees assigned to the Airport to include interviewing, hiring, evaluations, and discipline of Airport personnel.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbents Name	Incumbents Signature	Date

Supervisor Name	Supervisor Signature	Date

Approved by: _____

City Manager

Date: _____

Airport Committee Agenda Item Report

Agenda Item No. 2016-707
Submitted by: Bob Fuller
Submitting Department: City Manager's Office
Meeting Date: November 8, 2016

SUBJECT
Airport operations report

Recommendation:

ATTACHMENTS
- Operations_Report_for_November_meeting_2016.pdf

The Connect Oregon Grant was signed and sent it back to the State of Oregon for final signatures.

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 revamp is going well. Chief Murphy has delegated a different chapter to each of the ARFF guys to present and train on. The trainings will be taped for future use. I have completed my part of the training for ARFF pictures and have gone over them with the ARFF presenter.

ARFF truck is having and issue that cannot be resolved at the local dealer. We have sent it off to Corvallis for further investigation. We have contacted Rosenbauer about the issue along with Mark Gable, FAA cert inspector and Daniel Stewart, FAA ADO grant specialist. If the issue can't be resolved, then we will contact Ford Corporate directly. I am hopeful Wilson will resolve the issue.

We received two proposals for tree clean-up in the 34 RPZ. We will be evaluating them and awarding the contract soon.

I participated on a Rural Air Service panel at Oregon Aviation Industries (ORAVI) conference with Mark Gardiner, ORAVI Board Chair, Scott Brooksby, ORAVI Rural Air Committee Chair, Kent Crawford, Alaska Seaplanes Owner, and Mitch Swecker, Director Oregon Department of Aviation. Some others keynote speakers included, Senator Betsy Johnson, Senator Ted Ferrioli, and Karmen Fore, Governor's Senior Policy Advisor. The Panel's conclusion for the best chance at making Rural Air service work in Oregon was to start in Newport! We still have some hurdles to clear before this will happen, but it closer to starting.

I submitted the COAR grant to ODA and they have sent the grant on to the ACTs for evaluation. While I was at the Oregon State Aviation Board meeting we were updated on the grant requests submitted. The ODA received requests from all over the State totaling $4.5 million. 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 into Priority two, spot one! If we are awarded the grant it will be used for a seismic study of the airfield.

FAA has sent out new cert guidelines for Snow and Ice Plan procedures. All 139 airports had to write and submit a SICP to the FAA. I have completed the plan and it was accepted by the FAA. Believe it or not, it is 22 pages, long for an airport that gets the rare snow event.

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.

Hertz is anticipating rental cars on field in November.

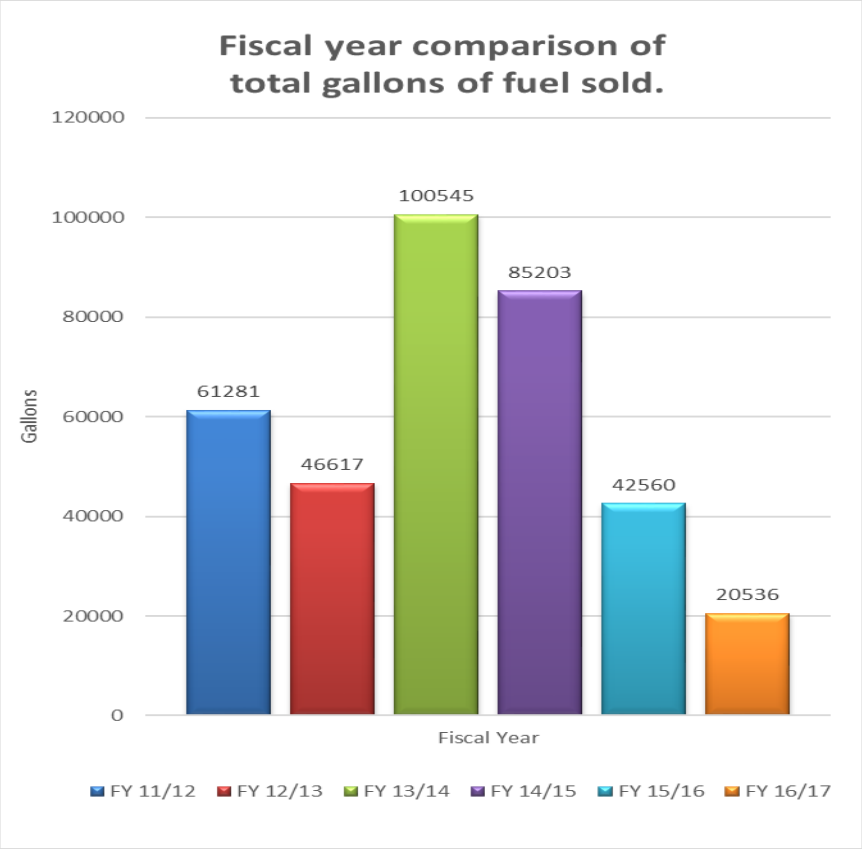
AV truck had the same cable snap that opens the fuel valve to the pump. I am working again on a fix.

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 October 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	28	30	58	68	44		112
Dec	0	0	0	0	0		0
Jan			0				0
Feb			0				0
Mar			0				0
Apr			0				0
May			0				0
Jun			0				0
Cur. FY	1414	1411	2825	14186	2808	3542	20536
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



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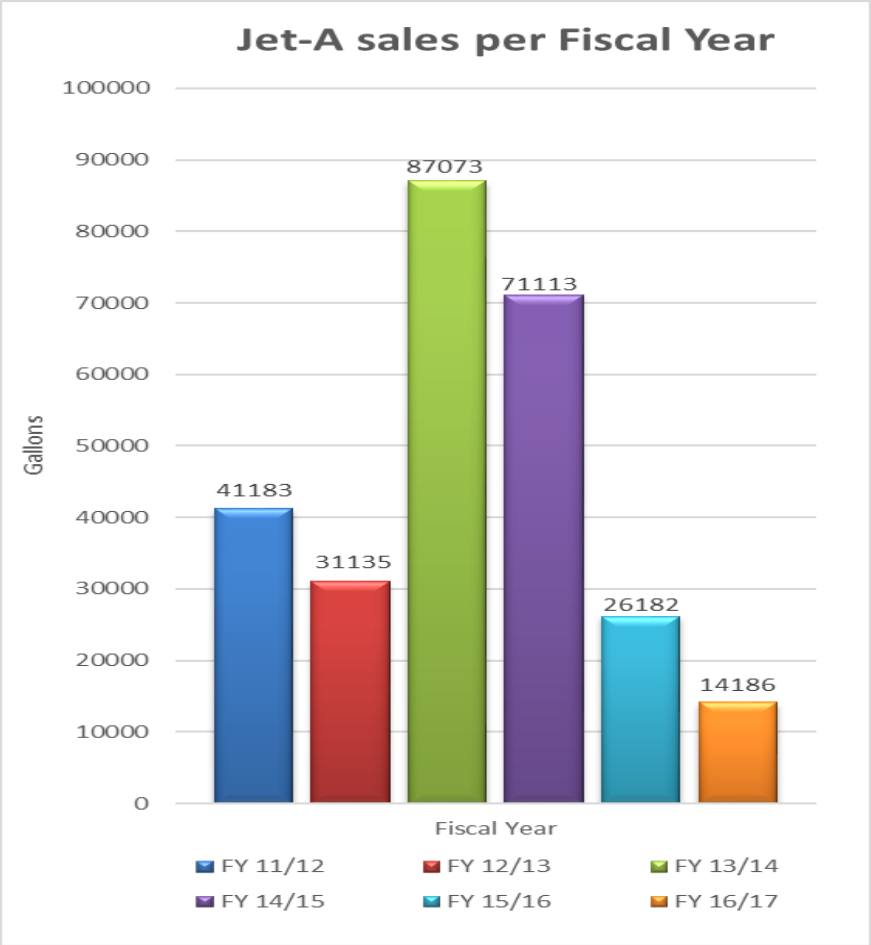
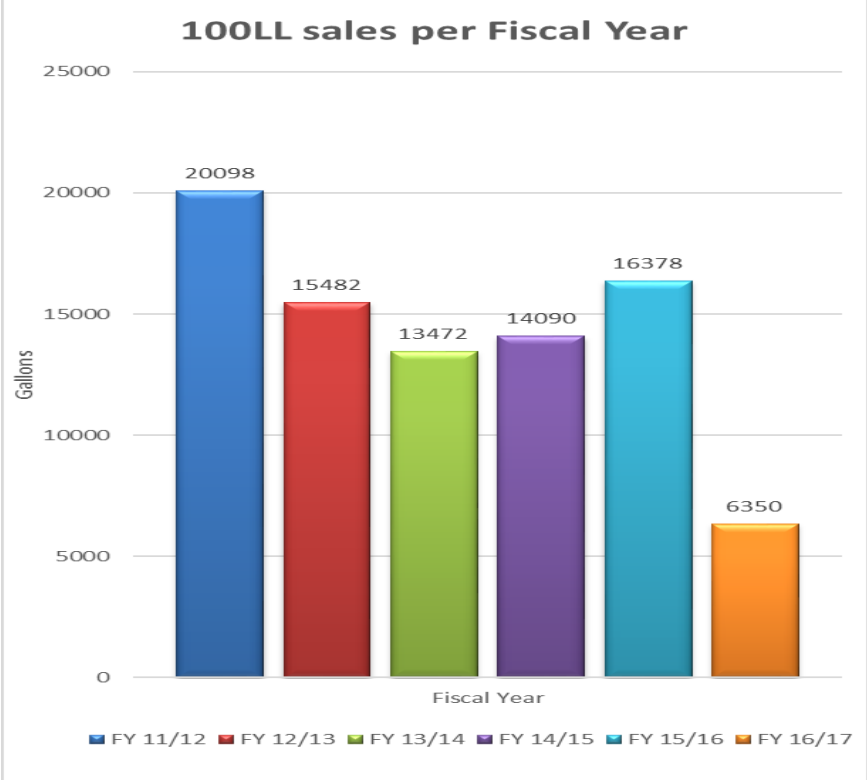

Jet-A sales per Fiscal Year
100000
90000
80000
70000
60000
50000
40000
30000
20000
10000
0
Gallons
41183
31135
87073
71113
26182
14186
Fiscal Year
FY 11/12
FY 12/13
FY 13/14
FY 14/15
FY 15/16
FY 16/17


100LL sales per Fiscal Year
25000
20000
15000
10000
5000
0
Gallons
20098
15482
13472
14090
16378
6350
Fiscal Year
FY 11/12
FY 12/13
FY 13/14
FY 14/15
FY 15/16
FY 16/17

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	1
DEC	1	1	4	0
Total	126	74	169	83

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	3
DEC	0	8	10	16	0
Total	39	145	278	358	354

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

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

Jet A
$3.20—$4.99
Average $3.68

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 $3.60

6S2 Florence Municipal Airport Florence, OR
Florence Airport Volunteer Group SS $3.20

KEUG Mahlon Sweet Field Airport Eugene, OR
Atlantic Aviation
EPIC FS $4.99

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—$5.77
Average $4.76

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 $5.77

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 $4.85 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 September.

Bombardier Global 6000. 99ft long & a 94 ft. wingspan. Paul Alan.