



The City of Newport Airport Committee will hold a meeting at **2:00 P.M.**, on **Tuesday, October 13, 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 October 13, 2015
2:00 P.M.

- I. Call to Order
- II. Roll call
- III. Approval of minutes from September 15, 2015 meeting
- IV. Status of RFP for Airport/FBO Operations
- V. Connect Oregon grant information/discussion
- VI. FAA Master Plan: Update
- VII. Report on hangar rental agreements
- VIII. Operations report
- IX. Committee comments.
- X. Public comments
- XI. Develop next agenda
- XII. Adjournment

September 15, 2015

2:00 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of Newport City Hall. In attendance were: Committee chair Jeff Bertuleit, committee members Susan Painter, Mark Watkins, Ralph Grutzmacher, and Ken Brown. Gary Baker had previously advised he would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:05 PM by Committee chair Jeff Bertuleit.
- II. Roll call.
- III. Approval of August 11, 2015 minutes.
Susan Reese requested wording be added to the section regarding hangar leases to indicate the City Recorder and City Attorney would have all leases signed by the September Airport Committee meeting date. With that addition, motion was made and seconded to approve the minutes of the August 11, 2015 meeting. The motion passed on a unanimous voice vote.
- IV. Continued: Discussion of RFP for Airport/FBO Operational Services
A revised draft of the RFP was distributed. A discussion ensued regarding questions and suggestions for additional modifications to the document **(refer to memo from City Manager regarding discussion points included in meeting packet)**.

The consensus of the Committee was to modify the financial information requirement to indicate the City will have a "right to inspect" financials on a quarterly basis.

The Committee also agreed the contractor would be responsible for any repairs to equipment up to \$5,000. The City's current budget for repairs is about \$25,000. Nebel noted all City-owned structures would continue to be insured by the City.

RFP dates and timelines will be set when the RFP is issued; Nebel advised the intent is to allow five weeks for responses. He also indicated there will be a non-mandatory pre-bid conference.

T-hangar leases will remain with the City.

Contract time parameters: General agreement was for reviewing the hard numbers after three years regarding any subsidy needs; then negotiate for years four and five. The question arose as to what happens after this time period; Nebel advised he will discuss options with City Attorney Steve Rich.

The discussion then moved to Part 139 Certification. Watkins asked what would be the advantage of keeping the certification; Grutzmacher said there is no advantage at this time. Vanderbeck noted that the airport has to be maintained at this level because of FAA grant assurances, so the level of maintenance would not change. Nebel said it might be useful to include wording similar to "What would the impact be of eliminating Part 139?"

Following the discussion, a motion was made and seconded to proceed with the RFP. Nebel noted the Committee will be involved in interviews of responders.

V. Air charter service

Vanderbeck advised there will be a conference call with Robert Walker of Devinaire this Thursday to discuss air charter service possibilities. The committee recommended Devinaire be encouraged to provide display materials at the airport. Vanderbeck also advised as a side note the biplane tour pilot has ended his season; he will contact him in January to see about a return next year.

At this time (3:30 PM), Committee members Watkins, Reese, and Brown had to leave due to prior commitments, resulting in a loss of quorum. Before they left, Nebel advised he will have a report on the status of leases available at the November 2015 meeting.

Chair Bertuleit therefore adjourned the meeting at this time and no further business was conducted.



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MEMO

DATE: October 9, 2015
TO: Airport Committee
FROM: Spencer Nebel, City Manager
SUBJECT: The October 13, 2015 -- Airport Committee Meeting

The Airport Committee will hold its next meeting on Tuesday, October 13 at 2:00 P.M. in Conference Room A. Highlights of several of the agenda items are as follows:

RFP for Airport/FBO Operations:

The request for proposals for the Airport has been reviewed by the City Attorney and by the City's liability carrier CIS and PWI Risk Management. It is their advice that the contractor should provide insurance that includes general commercial liability, contractual liability, airport premise, aircraft liability and hangars keeper's liability, with a \$1 million liability limit, and a \$5 million liability umbrella. In addition, the contractor needs to carry auto liability, property coverage for any property owned by the contractor, worker's compensation coverage, indemnity for environmental losses, with the City being listed as an additional insured. The City Attorney recommended a number of language modifications. He suggested that we weigh the factors that will be used to evaluate the proposals. His suggestion was financial benefit to the Airport should be 25%, range and scope of proposed FBO services - 15%, financial ability to successfully operate the Airport - 15%, proposed marketing and promotion efforts to enhance fuel sales - 10%, experience of the proposer in operating Airport operations - 20%, and responsiveness of the proposal meeting the objectives - 15%. Let me know if you have any thoughts contrary to these percentages. It is my intent to issue the RFP on Friday, October 16 with a response date being Monday, November 23. We would ask for any questions or clarifications of the proposal to be received by Thursday, November 12 by 5:00 P.M., with a response being issued by the City on Tuesday, November 17, and with an onsite voluntary meeting being held at the Airport on Tuesday, November 10 at 2:00 P.M. (which would be in conjunction with the Airport Committee meeting). At this time, individuals wishing to submit proposals would have an opportunity to ask questions and review the Airport facilities. This would be a non-mandatory meeting. Overall I believe we are ready to roll with this effort!

Connect Oregon Grant Application:

As indicated at the last Airport Committee meeting, the deadline for the 2015 Connect Oregon Grant Program will be in the middle of November 2015. A number of projects were discussed at the last Airport Committee meeting. The projects we may try to package together in a grant application include: replacement of the existing cloud height sensor for the Airport's AWOS system, a ground link system that would assist pilots utilizing radios to connect via radio with a landline at the Airport to contact control towers, and other services.

We would also include the windsock pole as part of the upgrade of the systems at the Airport, and are considering including refurbishing the main hangar doors, and possibly the t-hangar roofs as part of this project. Those last two projects are probably less significant from a Connect Oregon Grant Program standpoint.

FAA Master Plan Update:

The master planning process for the Airport will kick off later this month. Rainse Anderson of WH Pacific, Inc. will hold the first meeting of the Public Advisory Committee on Wednesday, October 28th from 5:30 to 7:00 P.M. in Conference Room A, with an open house for the public following from 7-8:00 P.M. in the Council Chambers. The Mayor and City Council hope to finalize the appointments to the PAC at their October 19 Council meeting in advance of this meeting. This will be the formal initiation for the Master Plan Update for the Newport Municipal Airport.


I hope everyone has a great weekend.

Respectfully submitted,

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

Spencer R. Nebel
City Manager

TO: Spencer Nebel, City Manager
FROM: Peggy Hawker, City Recorder/Special Projects Director
SUBJ: Hangar Leases
DATE: October 8, 2015



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

There are 23 box hangars at the Newport Municipal Airport - three of them are considered "executive hangars." A few months ago, staff sent the new lease to all the box hangar lessees who had not signed the document a few years ago when it was initially developed and sent to each lessee. As of today, 20 box hangar lessees have signed the new version of the lease, and three have not signed the document. The three lessees yet to sign the revised lease are: Tango Air, Inc.; Dennis Reno; and Chuck Wiese. Of the three lessees not having signed the new lease, Tango Air, Inc. and Chuck Wiese are current in their lease payments, and Dennis Reno has a delinquency in the amount of \$146.25. Of course, the tenants who have not signed the new lease are paying \$0.18 per square foot while the new lease rate is \$0.22 per square foot.

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

Please let me know if you have questions.

Check us out on the Facebook page to see all the awesome stuff that happens at ONP!

<https://www.facebook.com/Newport-Airport-196744863708385/timeline/>

New employee started. I would like to welcome Sean Bliss from Barrett to ONP. He has already completed fuel training.

Was invited down to Southwest Oregon Regional to be an ARFF observer for their drill. It went very well.

Hosted a wonderful event for the GLAMS! It was a great evening.

We are having some issue with the fuel farm. I have called in tank inspector that will get a list together of what needs to be fixed right away, what can wait, and cost for it.

Our order for new ONP appeal and a lapel pins have come in. New style wind breakers, shirt colors, and hats.

Bids came back for engineering RFP to fix the FBO wall and roof. They should start in the next week.

AWOS passed Vaisala annual inspection.

We had an electrical issue with the generator power transfer switch; at the electrical building again. When the Generator started for its Monday morning cycle the power transfer switch got stuck in neutral. Had to power off and manually reset it. Have had no other problems with it.

Still waiting for slower flying month to fix hose reel at self-serve.

AV-truck has no issues to report.

Jet-A truck had no issue to report.

New to us Crown Vic is back from paint and has been added to the crew car fleet. We had to retire the 1997 black crown Vic from crew car service due to mechanical issues.

No issues with operations truck.

No issues with Kubota.

Old ARFF truck has been sold and is on its way to its new owner.

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

Waiting for lights to be installed on poles and set in place when public works can schedule it in.

Seal Rock water district had a problem with a burst pipe. It has been corrected.

Wild life hazing still is continually busy with smaller birds.

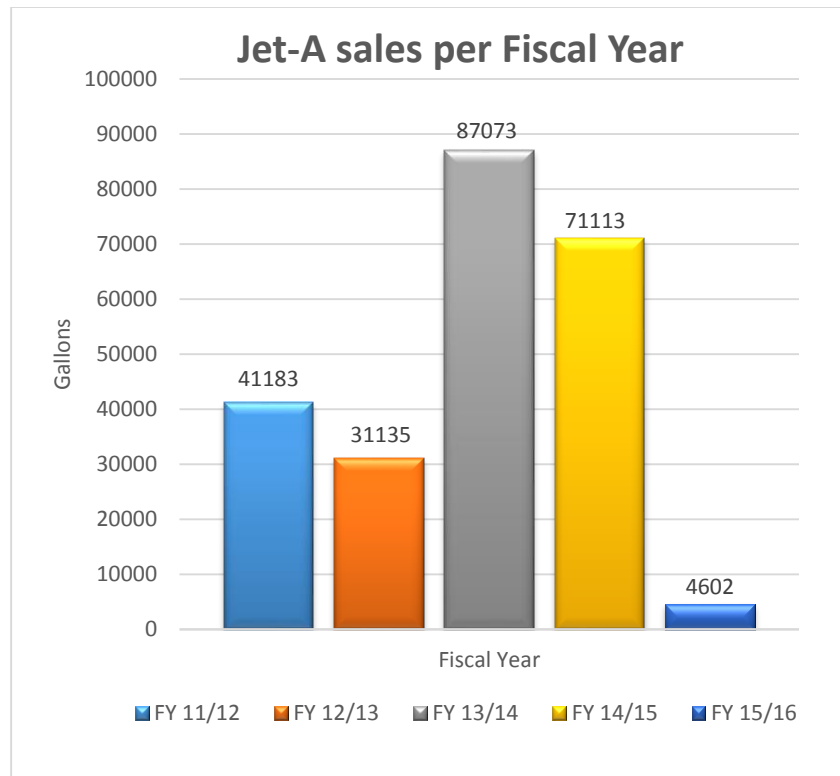
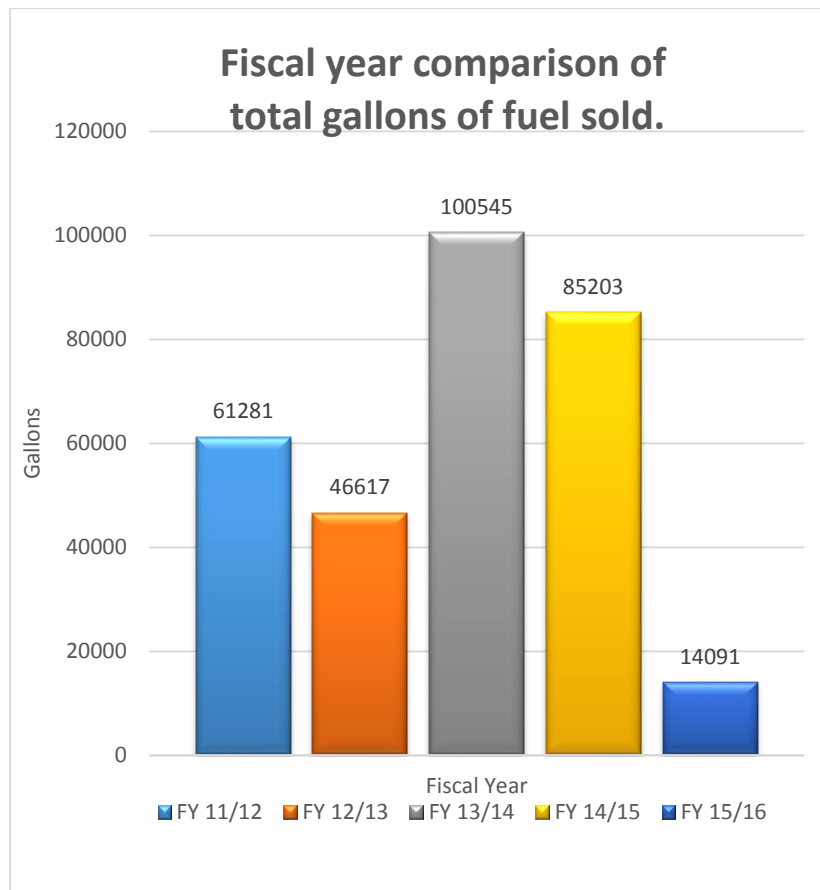
Night inspections found wind sock was not light. Put new bulbs in.

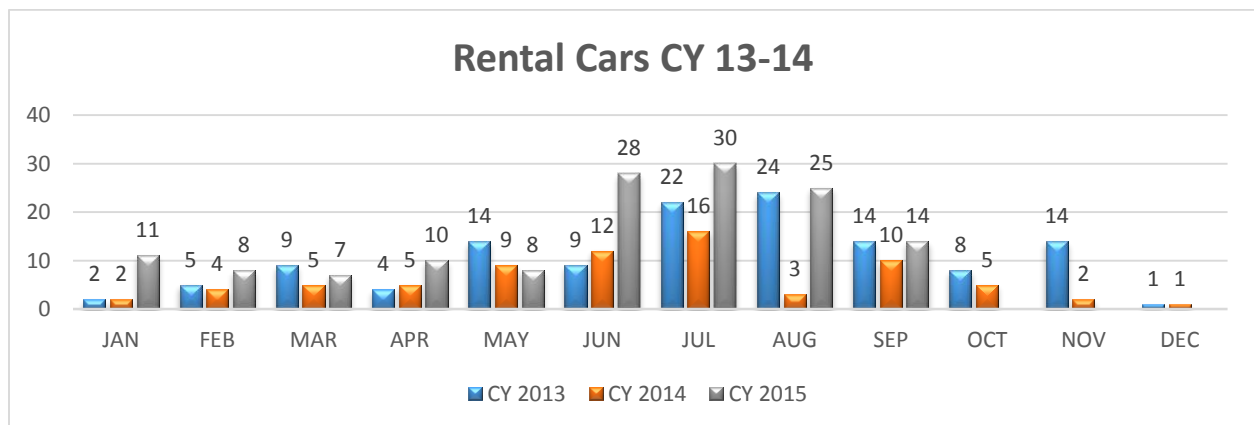
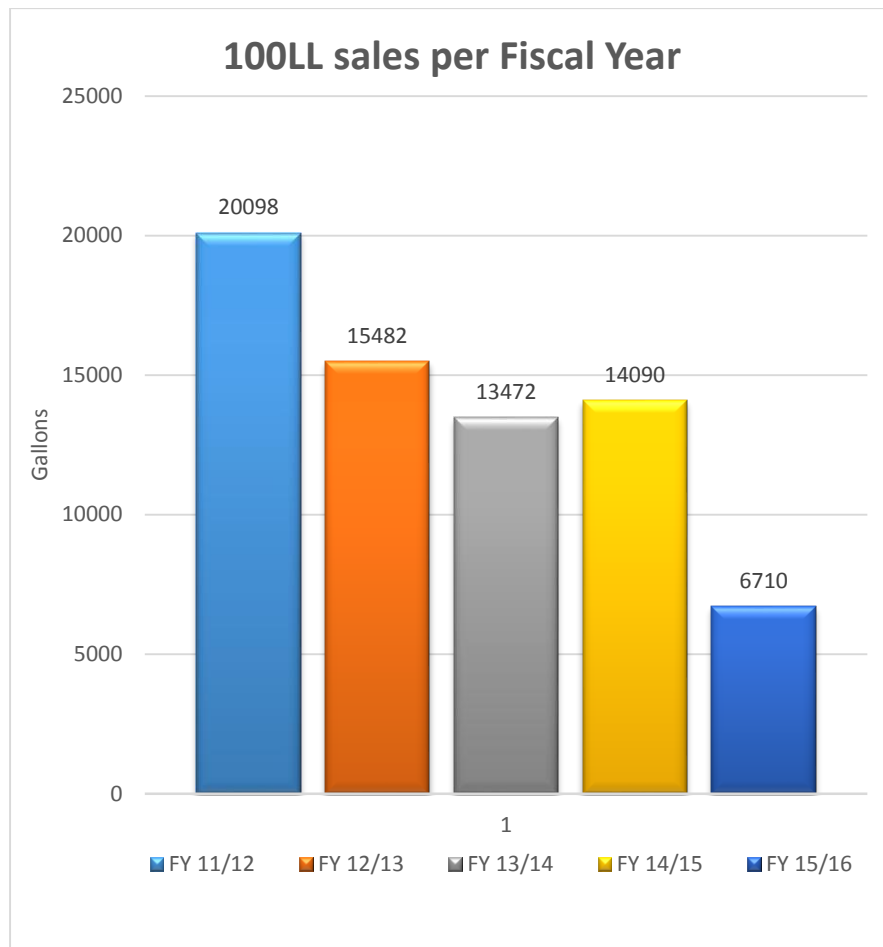
Rotating Beacon upgrade parts are in; and I will rebuild both soon.

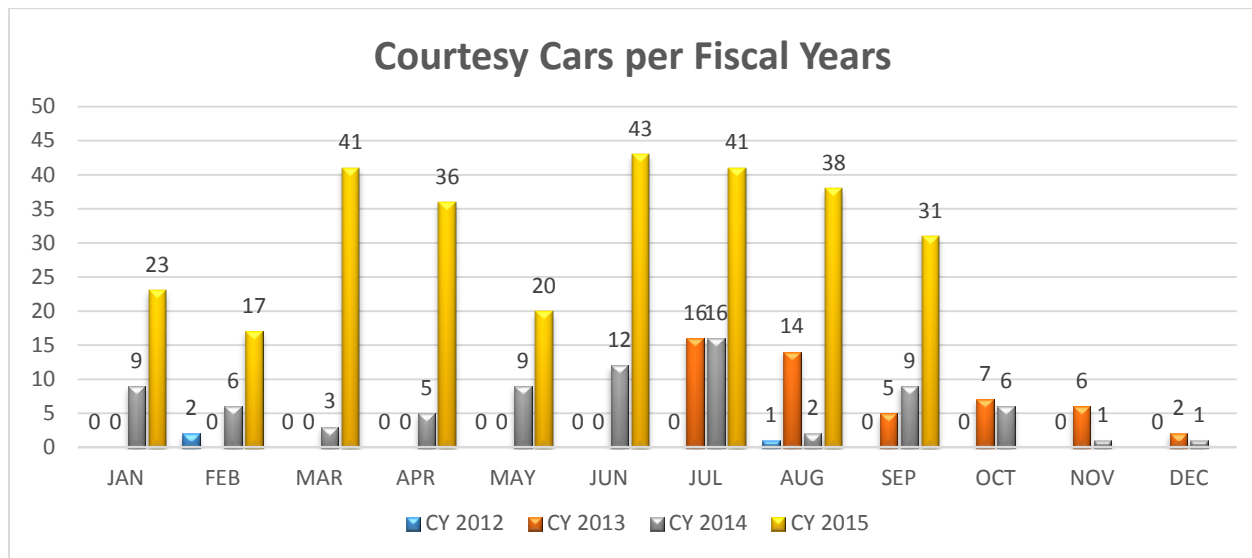
16 PAPI has had no issues to report.

Following is how we finished the month of September.

Aircraft Quantity				Fuel Consumption			
Month	IN	OUT	Tot.A.O	Jet A	Av Gas	Self Serve	Total
July	519	512	1031	3186	1411	1041	5638
Aug	490	492	982	3265	890	1065	5220
Sept	433	429	862	930	1351	953	3234
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Cur. FY	1442	1433	2875	7381	3652	3059	14091
FY 14/15	3675	3560	7235	71113	5985	8103	85201
FY 13/14	3175	2896	6071	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	3243	3161	6404	60792	4581	11271	76644







Thank you for your time,
Lance Vanderbeck
City Of Newport
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

\$3.30—\$4.91

Average \$4.10

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 \$4.04

KEUG Mahlon Sweet Field Airport Eugene, OR

Atlantic Aviation

EPIC FS \$4.91

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 \$3.30

77S Hobby Field Airport Creswell, OR

Creswell Airport Phillips 66 SS \$4.20

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 50 miles of Newport, OR 97365

100LL

\$4.49—\$5.56

Average \$4.96

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 \$4.60

7S5 Independence State Airport Independence, OR

Nutsch Aviation Phillips 66 SS \$4.65

Independence Aviation LLC SS \$4.99

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 \$4.89 FS \$5.56

S30 Lebanon State Airport Lebanon, OR

LebanAir Aviation independent SS \$4.59

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 \$4.99

KMMV Mc Minnville Municipal Airport Mc Minnville, OR

Cirrus Aviation

Ascent SS \$4.55 FS \$4.70