

August 16, 2012
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room of the Newport City Hall. In attendance were Jim Churchwell, Jim Hawley, Ralph Busby, and Mark Watkins. Doug Nebert was excused. Also in attendance were Jeff Bertuleit, Council Liaison, Jim Voetberg, City Manager, Peggy Hawker, City Recorder/Special Projects Director, Terry Durham and Lance Vanderbeck, Airport Staff, and Ted Jones, Senior Project Manager in the Public Works Department. Also in attendance was Dave Morgan from News Lincoln County, Leslie Lacasse, and one other attendee.

APPROVAL OF MINUTES - JULY 19, 2012

MOTION was made by Busby, seconded by Churchwell, to approve the minutes of the July 19, 2012 meeting. The motion carried unanimously in a voice vote.

GRANT UPDATE - AIP/CONNECTOREGON IV

Voetberg reported that ODOT had approved 38 multi-modal projects around the state, and that the city's application was ranked fifteenth. He noted that the approved grant amount is \$448,000. Voetberg added that this is five percent of the match required for the rehabilitation of runway 16/34. He noted that this is a \$9,000,000 project that requires a ten percent match, and that the city had budgeted \$100,000 in this year's budget as a part of the match. He stated that it is anticipated that the project costs will be less than anticipated, which will further decrease the monies needed to make up the match. Watkins asked whether it would be beneficial for folks to lobby the legislators, and Voetberg noted that it does not hurt to have local folks discussing the issue with their legislators.

REPORT ON AIRPORT OPERATIONS - LANCE VANDERBECK

Vanderbeck noted that the airport is doing well; the field is being maintained; the signs are looking great; and the gutters will be cleaned. He added that the lawn around the T-hangars has been cut and edged. Watkins noted that staff is doing a terrific job. Voetberg reported that during lawn mowing a hangar door was damaged, and that hangar owners will be asked to maintain the lawn near their hangars. Busby suggested clarifying this responsibility as the lease only goes to the floor area of the hangars.

Busby asked about the recent water leak, and Vanderbeck noted that the leak had been found to be associated with the Coast Guard's 5,000 gallon tank, but that the problem has been resolved.

Busby reported that Paul Lawson has water in his hangar, and that extra meters may have been installed when Lawson ran water to his hangar.

Vanderbeck reported that the water spigot down the main aisle works but needs a valve repair.

It was reported that the Fire Department would be testing all its hoses on September 7 at the airport.

It was reported that the Newport sign in the jet parking area had been repainted.

REPORT ON FBO - TERRY DURHAM

Durham reported that staff was updated on all training and had been cross-trained. He added that everyone knows how to operate all the fuel vehicles, mowers, and tugs.

Durham explained that the fuel prices are based on the purchase price of the fuel. He added that he works with David Marshall to develop the pricing of the fuel. He noted that the prices are within five to ten cents of the average.

Durham noted that he and Vanderbeck were working with tenants of the T-hangars to address problems. He added that painting and minor repairs are being accomplished with the summer help.

Durham reported that he is trying to interest businesses in locating at the airport, and that he has been giving tours to interested parties. He noted that he has worked with David Marshall and local realtors to develop a price for an office in the FBO, noting that \$400/monthly for a 500 square foot office space seems reasonable. He added that he will continue working with the interested company on this space.

Watkins asked whether the city was pursuing water and sewer infrastructure at the airport. Durham noted that he will look into this, and Jones stated that he would ask the Public Works Director.

Watkins noted that there is a bird problem at the box hangars. Vanderbeck reported that he plans to move the bird traps.

The Committee asked for a copy of the letter the city sends to hangar owners, after the upcoming photo inspection.

REPORT ON PROJECTS - TED JONES

Jones reported that AIP Project 19 related to sign rehabilitation and pavement markings will be bid in September. He noted that the AIP Project 20 related to Runway 16/34 rehabilitation will begin with a drainage investigation this fall; bids will be let in late spring; with the work occurring next year. Jones explained how the AIP project planning and applications occur. Busby asked what is beyond AIP Project 20, and Jones

explained that AIP Project 20 is for the engineering work for the Runway 16/34 rehabilitation, and that AIP Project 21 will be for the actual rehabilitation of the runway.

Bertuleit suggested looking at possible modifications to the master plan. Jones noted that other non-regulatory issues are being resolved. A discussion ensued regarding the airport access road near the fire station.

Durham distributed and reviewed a handout regarding fuel sales, noting that sales are still doing well.

Bertuleit asked whether additional courtesy cars are needed. Durham noted that the courtesy cars are very popular, and the airport could use another one.

Durham reported that he is working on getting other rental cars into the airport. He noted that Enterprise has a three day minimum rental during weekends as its office closed, but added that Enterprise is considering staging cars at the airport.

Busby suggested pursuing getting the RCO changed or another added.

Busby asked whether Butler Aviation is coming back in September, and Voetberg reported that a visit is planned. Busby asked whether the city would be issuing an RFI, and Voetberg reported that this will probably be pursued.

Busby asked whether there was any new information from the Tillamook Air Museum, and Voetberg reported that he had asked representatives of the museum if they would be interested in relocating to Newport if the city participated in the development costs, and he added that there does not appear to be interest.

Watkins stated that the airport looks great and that it is nice to have good equipment.

Lacasse stated that the airport is amazing, and suggested a youtube marketing video. It was noted that a link to the video could be placed on the ONP website, and possibly the Port's website.

Hawley thanked Vanderbeck and Durham for their work.

Watkins suggested that Vanderbeck and Durham attend ODOT and ODA meetings to build relationships with representatives from those agencies.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:53 P.M.