

January 13, 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 Jeff Bertuleit (Committee Chair), Susan Reese, Mark Watkins, Debra Smith and Ken Brown; committee member Ralph Grutzmacher had previously advised he would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Engineering Technician/Airport Project Director Melissa Román, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:00 PM by Committee Chair Jeff Bertuleit.
- II. Approval of November 18, 2014 minutes.
Motion was made and seconded to approve the minutes of the November 18, 2014. The motion passed on a unanimous voice vote.
- III. Discussion of airport visioning and goals suggestions
The committee reviewed the comments/suggestions previously submitted by Watkins, Reese, Brown, and Grutzmacher (included in packet).

After a lengthy discussion of additional ideas and a prioritizing process, Nebel advised he will review those points that appeared to be common committee priorities, and write a report summarizing the findings. This report will be included in the next meeting's packet.
- IV. Report on airport operations
This report is attached to the minutes. Nebel pointed out that the 2014/2015 figures are for the first six months of the fiscal year. Nebel also briefed the committee on a recent personnel issue regarding two Barrett temp employees, both of whom have left the airport's employ. This stemmed from a sexual harassment complaint involving the two employees; one employee was terminated and the other resigned. The City's insurance carrier, CSI, has suggested sending a letter to various airport users reminding them of the need to be aware of appropriate interaction with employees.
- V. Report on NOAA aircraft operations
In response to Watkin's suggestion that NOAA be contacted regarding stationing of the Twin Otter aircraft at the Newport Airport, Fuller contacted

Scott Kathey at Monterey Bay National Marine Sanctuary. Mr. Kathey advised all NOAA aircraft are based at McDill Air Force Base in Florida and are stationed temporarily at those sites determined to have a prioritized need based on requests received by NOAA. He also referred Fuller to NOAA Air Ops in Washington, DC. Commander Kathy Martin (NOAA Air Operations Section and a NOAA pilot) at this location reiterated Kathey's comments regarding stationing of NOAA aircraft. There are no plans to relocate NOAA aircraft on other than an as-needed basis. Requests for NOAA aircraft are reviewed and prioritized based on specific project requests.

VI. Committee comments

Busby inquired as to the progress of the "Expressions of Interest" letters regarding outside entity management of the FBO/airport. Nebel advised there have been four inquiries and no letters received yet; however, he expects to receive some letters in the near future. The deadline is Feb. 2nd. If there are no qualified responders, the City will pursue other options; if response are received, a Request for Proposals (RFP) will be put together for committee review and City Council approval.

A discussion ensued regarding the accuracy of traffic counts. Nebel advised that, per FAA guidelines for non-towered airports, there are five ways to count aircraft traffic at an airport: Year-round counts; sample traffic; a complicated mathematical formula; regression analysis; and asking the airport manager. He said none are considered accurate, and there really is no way to accurately count traffic.

Busby advised there is a 3:1 discrepancy between FAA form 5010 figures for KONP and staff counts, FAA numbers being significantly higher. He said the most accurate would be an acoustical counting system, but that is beyond the airport's budget.

The issue is these numbers are used for FAA documentation processes. Nebel said he wants to contact FAA and see if the airport can use the lower number; at this time the FAA prefers to use their numbers. The solution to the accuracy problem appears to be elusive.

VII. Public comments
None

VIII. Develop next agenda

- A. Presentation and discussion of "Expressions of Interest" received
- B. Summary report of committee priorities and what steps to take
- C. Goal setting for submission to City Council (Council will be considering goals on the last Wednesday of February)

IX. Adjourned at 3:15 PM.

Airport Operations Report for December 2014 to January 7, 2015

No major issues with on field AWOS this month.

All replacement fuel filters were replaced by the end of December.

No issues with Self-serve tank this month.

AV-truck stalled out while filling Self-serve. Truck restarted and ran fine for the rest of the fueling. Unsure at this time what may have caused it.

Jet truck brake pedal piston was fixed. Truck stops just fine now. Also replaced both rusted fire extinguisher brackets. Found Jet fuel additive mixer will need to be replaced. It is turned up all the way full and is barely within lowest allowable tolerances.

Annual crew cars inspections by ASE Certified mechanic for road worthiness of vehicles.

Black Crown Vic- replaced tires, minor front end work, and alignment

White Crown Vic – replaced tires, engine work had tune up and replaced a firing coil. Found the passenger side air current airbag was unplugged.

Silver Crown Vic – Replaced tires, minor front end work and is at shop currently having engine work done.

Chevy Astro van – replaced tires, is at shop waiting safety inspection.

Inspected work vehicles for issues. Replaced GO4 (retired NPD meter maid vehicle) Replaced front tire and brake caliper and pads. Changed oil found signs of blown head gasket. Cost is not worth fixing for age of vehicle.

Mowed area by Quonset hut and behind Fuel farm. Had three trees fall on 80 foot section of fence line in the same area. Cut trees off fence used ops truck to pull fence back into place.

Sent in this year's final water samples for 1200z permit. No issues were found with storm water samples.

Cleaned out main airport drain inlets of debris.

Report of T-hangar automated gate was stuck open. Corrected problem and then lubed and inspected all 5 auto gate operators. Made minor chain adjustments and gear checks. Also found two manual gates on the south property were blown open. Closed and chained them shut to prevent future blowing open.

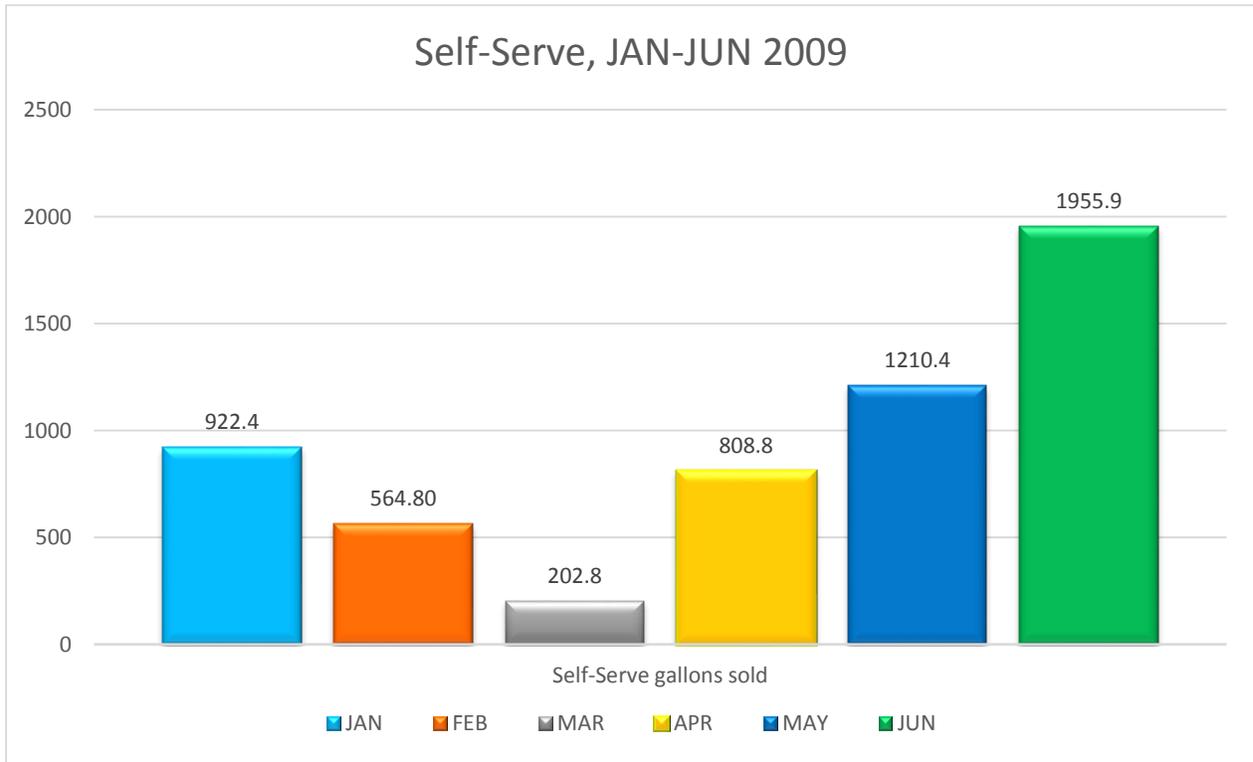
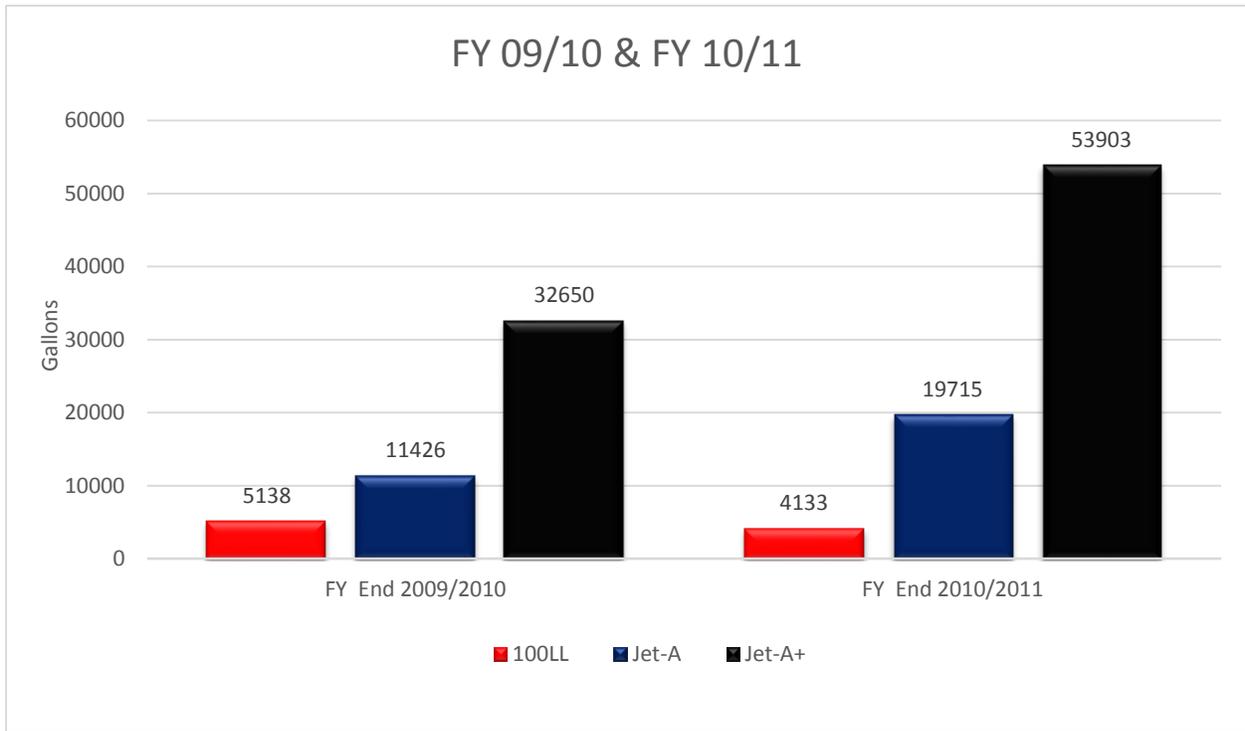
Wild life hazing is still very busy with flocks of smaller birds foraging for food. Found 4 coyote digs along Northern and Eastern Fence. Filled in digs and did field inspection. Found a few scats on field at that time; but no further signs of coyote at present date.

Night inspections have found no new issues to be reported.

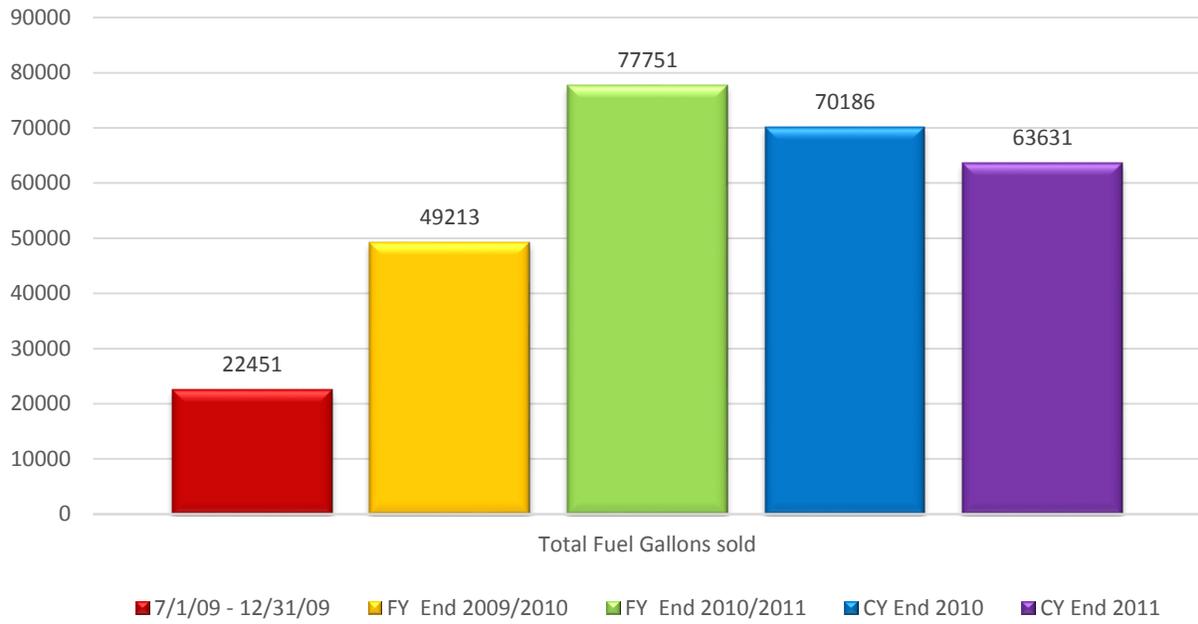
With the help of our new HR rep Barbra James; we found two new temp employees, David and Mathew. David is in training currently and Mathew will hopefully start the week of January 12th. They will be helping John and me in the FBO working line service.

Went through the current FBO daily journal and corrected a few formula issues. I also found the electronic FBO journal dating back to July 1, 2009 and ended December 31, 2011. I went through it and corrected a few formula errors and have included numbers and graphs I was able to make out of the information. I must inform you that the numbers from the first FBO journal will not include full Self-serve numbers. I was able to find a limited Self-Serve log in this journal and included those monthly numbers.

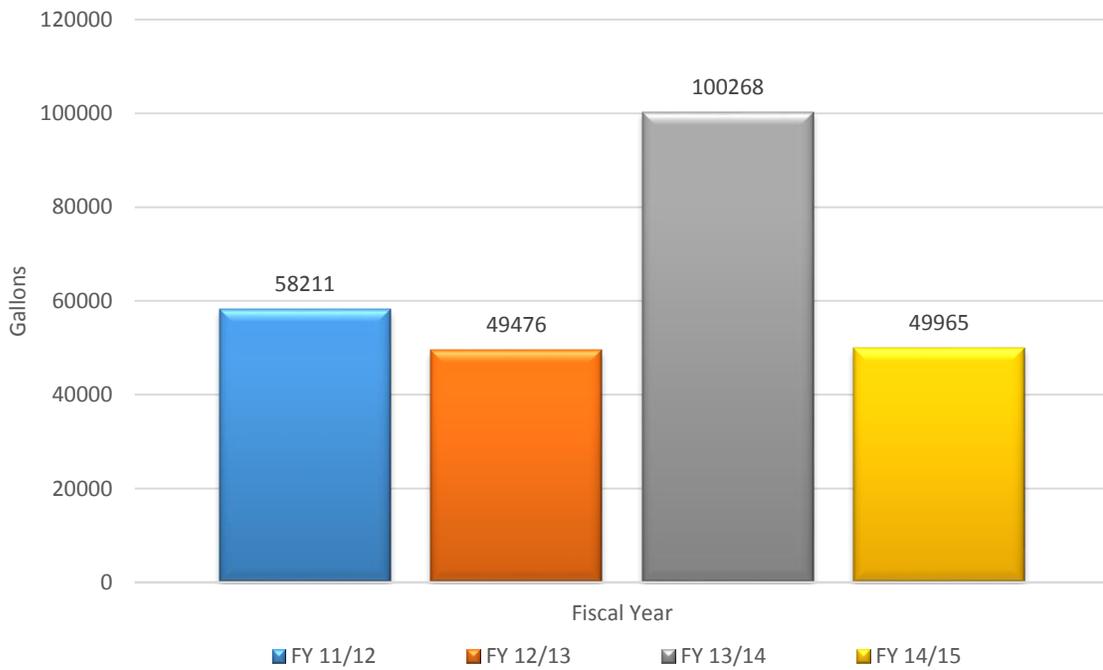
Below are the Fiscal Year (FY) and Calendar Year (CY) numbers.



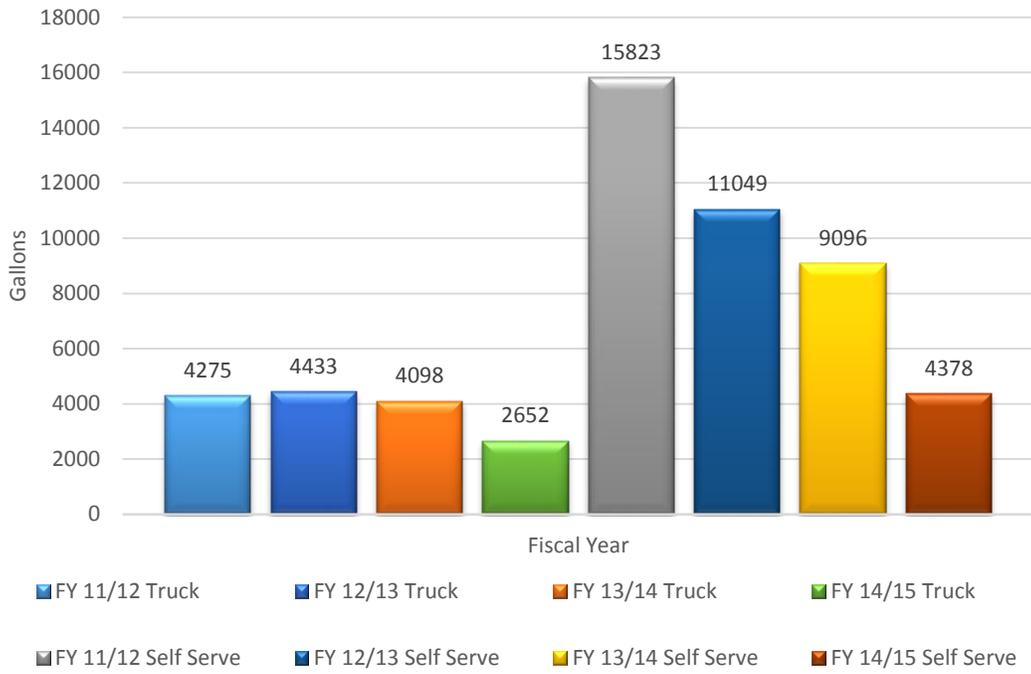
Total Fuel Comparison from First FBO Journal



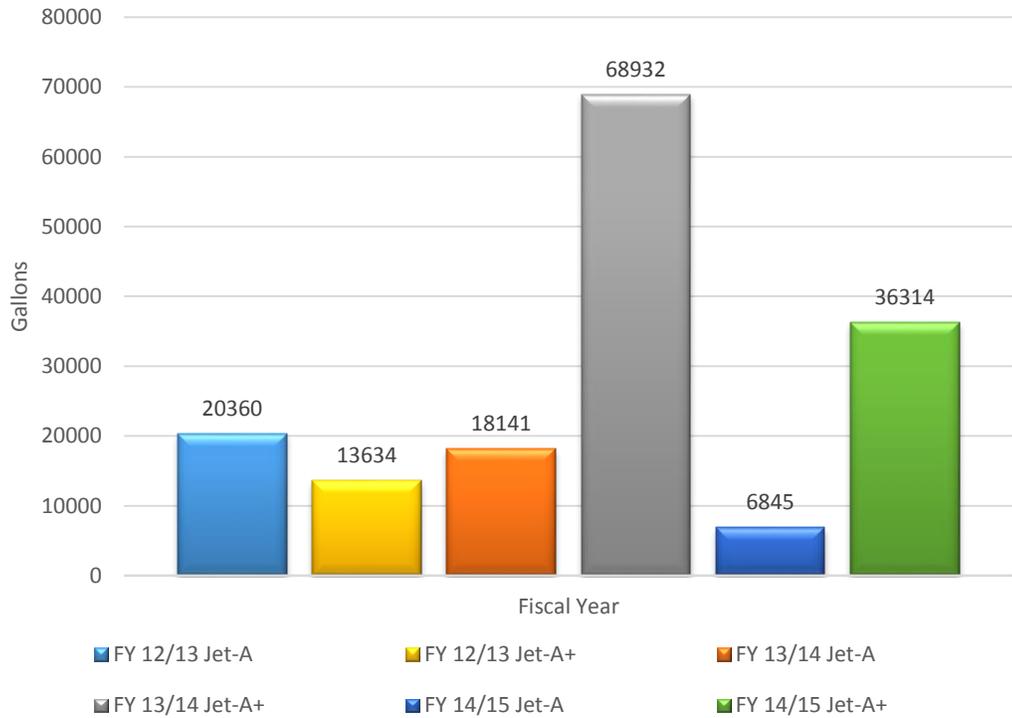
Current FBO Journal 2011 - Present



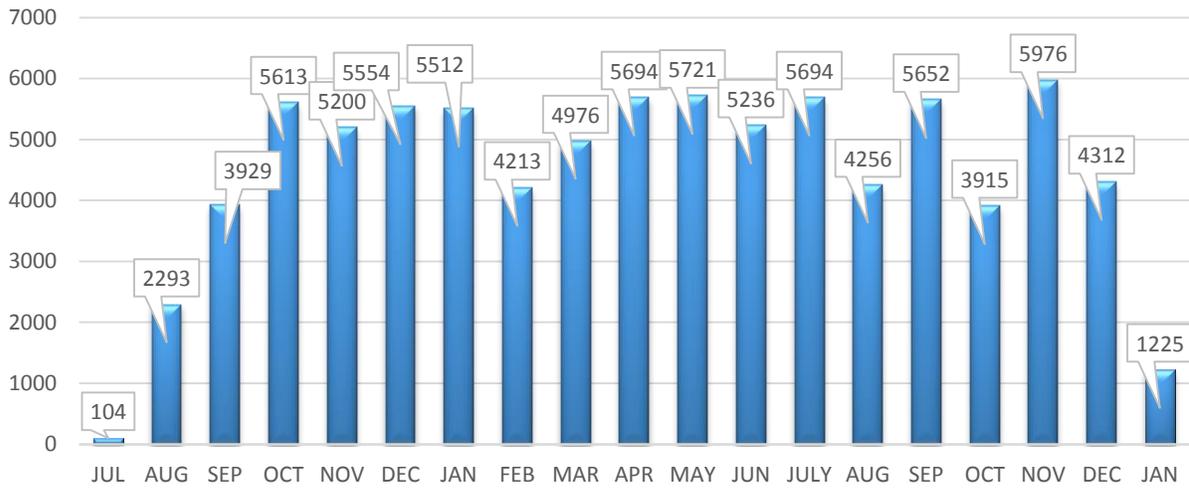
FY comparison of 100LL Self Serve vs. Truck



Fiscal year 12-15 comparison Jet-A vs. Jet-A+



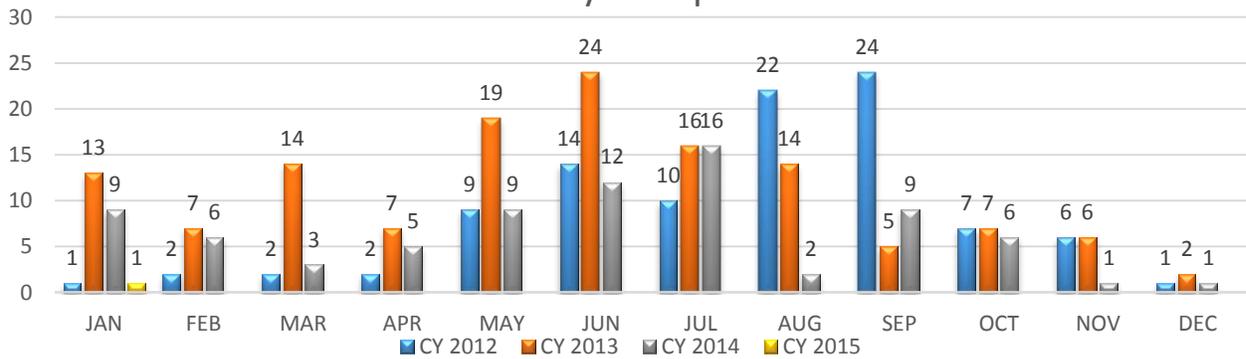
USCG Jet-A in gallons FY 13/14 & FY14/15



Rental Cars CY 13-14



Courtesy Cars per CY



Jet A prices within 65 miles of Newport, OR 97365

Jet A
\$3.49—\$5.45
average
\$4.38

Airport / FBO

KONP 7 SSW	Newport Municipal Airport Newport, OR, USA					
	Newport Municipal Airport	Phillips 66	FS	\$4.50		07-Jan update
KCVO 33 ESE	Corvallis Municipal Airport Corvallis, OR, USA					
	Corvallis Aero Service	EPIC	FS	\$5.45		07-Jan update
6S2 43 S	Florence Municipal Airport Florence, OR, USA					
	Florence Airport Volunteer Group		SS	\$4.43		07-Jan update
KTMK 45 N	Tillamook Airport Tillamook, OR, USA					
	Tillamook Airport	Phillips 66	PS	\$4.15		09-Jan update
KSLE 45 ENE	McNary Field Airport Salem, OR, USA					
	 Salem Aviation Fueling @ Salem Air Center		FS	\$4.51		GUARANTEED
KMMV 48 NE	Mc Minnville Municipal Airport Mc Minnville, OR, USA					
	 Cirrus Aviation		FS	\$3.60		08-Jan update
KEUG 48 SE	Mahlon Sweet Field Airport Eugene, OR, USA					
	 Atlantic Aviation		FS	\$5.16		09-Jan update
17S 56 NE	Chehalem Airpark Newberg, OR, USA					
	Precision Helicopters		PS	\$5.10		07-Jan update

[2S6](#) Sportsman Airpark Newberg, OR, USA
 58 NE [Sportsman Airpark](#) independent [FS](#) \$3.95 08-Jan [update](#)

[KUAO](#) Aurora State Airport Aurora, OR, USA
 62 ENE    [FS](#) \$3.52 [GUARANTEED](#) 
[FS](#) \$3.49 [GUARANTEED](#) 

[77S](#) Hobby Field Airport Creswell, OR, USA
 63 SE [Creswell Airport](#) Phillips 66 [SS](#) \$4.66 23-Dec-2014 [update](#)

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

	Airport / FBO		100LL \$4.95—\$6.30 average \$5.39	
KONP 7 SSW	Newport Municipal Airport Newport, OR, USA Newport Municipal Airport	Phillips 66	SS \$5.65 FS \$5.75	07-Jan update
KCVO 33 ESE	Corvallis Municipal Airport Corvallis, OR, USA Corvallis Aero Service	EPIC	SS \$5.85 FS \$6.30	07-Jan update
7S5 36 ENE	Independence State Airport Independence, OR, USA Nutsch Aviation		SS \$5.15	01-Jan update
	Independence Aviation LLC		SS \$5.16	30-Dec-2014 update

[S12](#)
41 E

Albany Municipal Airport Albany, OR, USA

[City of Albany](#)

EPIC

[SS](#) **\$4.95**

30-Dec-2014
[update](#)



[Infinite Air Center, LLC](#)



[SS](#) **\$4.95**

08-Jan
[update](#)

[6S2](#)
43 S

Florence Municipal Airport Florence, OR, USA

Florence Airport Volunteer Group

[SS](#) \$5.40

07-Jan
[update](#)

[KTMK](#)
45 N

Tillamook Airport Tillamook, OR, USA

[Tillamook Airport](#)

Phillips 66

[SS](#) \$5.15

09-Jan
[update](#)

[KSLE](#)
45 ENE

McNary Field Airport Salem, OR, USA



[Salem Aviation Fueling @
Salem Air Center](#)



[SS](#) \$4.99
[FS](#) \$5.50

GUARANTEED

[S30](#)
47 E

Lebanon State Airport Lebanon, OR, USA

[LebanAir Aviation](#)

independent

[SS](#) **\$4.95**

09-Jan
[update](#)

[KMMV](#)
48 NE

Mc Minnville Municipal Airport Mc Minnville, OR, USA



[Cirrus Aviation](#)



[SS](#) \$5.20
[FS](#) \$5.35

08-Jan
[update](#)

[KEUG](#)
48 SE

Mahlon Sweet Field Airport Eugene, OR, USA



[Atlantic Aviation](#)



[SS](#) \$5.61
[FS](#) \$5.75

30-Dec-2014
[update](#)

Jet A prices within 50 miles of [L35](#)

	Jet A
Airport / FBO	\$2.95—\$7.28 average \$4.66

[L35](#) *Big Bear City Airport* **Big Bear City, CA**
[Big Bear City Airport District](#) independent [FS](#) \$3.91 07-Jan
[SS](#) \$3.91 [update](#)

100LL Avgas prices within 45 miles of [L35](#)

	100LL
Airport / FBO	\$3.98—\$7.95 average \$5.00

[L35](#) *Big Bear City Airport* **Big Bear City, CA**
[Big Bear City Airport District](#) independent [SS](#) \$3.99 07-Jan
[update](#)

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