

January 12, 2010  
Noon  
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. Present were Jim Hawley, Jim Churchwell, Mark Watkins, and Curt Fewkes. Richard Larson was excused

Also present was Councilor Jeff Bertuleit.

Staff present was Jim Voetberg, City Manager, Ross Schultz, Interim Airport Director, and Peggy Hawker, City Recorder.

Media present was Walter Sherman.

#### **APPROVAL OF MINUTES – DECEMBER 15, 2009 AND JANUARY 5, 2010**

MOTION was made by Watkins, seconded by Churchwell, to approve the December 15, 2009, and January 5, 2010 minutes, as presented. The motion carried unanimously in a voice vote.

#### **HANGAR AND OTHER AIRPORT FEES – DISCUSSION AND RECOMMENDATION**

Schultz requested that this matter be continued to the next meeting. A discussion ensued regarding the hangar lease copy that was distributed at the last meeting. Watkins suggested that the development of a new lease template could be a good project for the new airport director. Schultz reported that the city attorney is reworking the hangar lease used by the state to apply to Newport. Watkins noted that he believes a 20 year lease is important, with a square footage price in line with other airports, and a cap on the annual increase. MOTION was made by Fewkes, seconded by Churchwell, to table the matter and develop a hangar lease that includes transferability and a reasonable CPI increase, and return the draft to the Airport Committee review and recommendation prior to implementation. The motion carried unanimously in a voice vote.

#### **DRAFT BUSINESS PLAN – DISCUSSION (PREPARED AND PRESENTED BY AIRPORT WORKING GROUP LED BY MARK WATKINS)**

Watkins distributed copies of the draft airport business plan. He noted that 500 – 800 hours of work went into the development of this plan, and that the numbers were substantiated by research. He asked the committee to review the plan and comment to

him as quickly as possible as the draft will be presented to the City Council on January 19.

Watkins reported that the work group plans to form a non-profit corporation to develop volunteer programs, including an aviation club at Newport High School, and sponsoring fly-ins.

Schultz suggested including an executive summary containing four or five conclusions at the front and back of the document. Voetberg noted that the City Council will want to know the expected total amount of the city contribution.

### **INTERIM AIRPORT MANAGER'S REPORT**

Schultz reported that there is a trainee at the airport working a few hours weekly. His schedule may be adjusted to accommodate the evening SeaPort flight. He reported that one employee may be out for several days, and a back-up will be needed.

Schultz reported that the airport is currently selling approximately 400 gallons of Jet A to SeaPort Air weekly. A discussion ensued regarding the end date of the Western Petroleum contract.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 1:03 P.M.