

July 20, 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 Churchwell, Curt Fewkes, Mark Watkins, and Richard Larson. Also in attendance were City Councilor Jeff Bertuleit, City Manager Jim Voetberg, Airport Director Gene Cossey, and City Recorder/Special Projects Director Peggy Hawker.

### **APPROVAL OF MINUTES - MAY 18, 2010**

MOTION was made by Watkins, seconded by Larson, to approve the minutes of the May 18, 2010 meeting, as presented. Hawker noted that there was no meeting in June due to lack of a quorum. The motion carried unanimously in a voice vote.

### **AIRPORT VOLUNTEERS - DISCUSSION**

Watkins stated that volunteers are ready to answer telephones, pull weeds, etc. Cossey noted that other duties could include transportation to and from the airport, other customer service duties, and mowing. Cossey asked that interested volunteers contact him and he will set the schedules. Larson agreed to send the volunteer contact data to Cossey. Cossey suggested including a call for volunteers in the next hangar billing cycle.

A discussion ensued regarding the offer by Merle Posner to purchase a plane. It was noted that Walter Sherman would buy the plane back, and that it could be used for classes, rentals, sightseeing, etc. Watkins reported that Posner is interested; has the resources; and would appreciate a telephone call from staff.

Larson reported that Anna Selfridge is willing to regularly contribute four - eight volunteer hours monthly. He stated that more pilots need to become involved.

Bertuleit stated that Posner needs direction, and suggested that Cossey call him to explain the next step and requirements. Cossey reported that he is working on a general commercial use agreement for the airport, and that any service provider will need general liability and product liability insurance. He noted that the city is adamant about the general liability insurance. A discussion ensued regarding insurance. Voetberg noted that the city will have a robust indemnification clause.

### **TELEPHONE DISCUSSION**

A discussion ensued regarding the installation of a telephone in the kiosk to accommodate after-hours phone calls. Cossey reported that pay phones are expensive, and he added that he would not recommend the installation of a telephone in the kiosk. It was noted that most people travel with cell phones.

## AIRPORT MANAGER'S REPORT

Cossey reported that staff is busy making the corrections noted in the FAA letter. He added that most have been corrected, and a few continue to be addressed.

Cossey reported that the AIP project is for a new beacon next to the FBO. He added that the more central location, and the tilt-down beacon, will make maintenance much simpler. He added that sign faces will be replaced, but that it is impractical to replace signs at this time. He added that the emergency generator is not included in this AIP project. He noted that a pilot-controlled radio system will be included in an upcoming FAA grant. He reported that miscellaneous repairs and upgrades to the electrical system will be included in the current AIP grant. Cossey reported that he is working on a ConnectOregon III match grant for the AIP grant project.

Cossey reported that the AWOS has been repaired, and that according to the FAA, the airport has never had a technician of record.

Cossey reported that he is working on updates to the Airport Certification Manual, the Training Manual, and the Wildlife Hazards Management Program.

Cossey will contact Lincoln County Transit to determine whether buses could be scheduled to come to the airport to coincide with the SeaPort flights.

A discussion ensued regarding rental cars, and Churchwell noted that Hertz is anxious to put cars at the airport. Cossey noted that Enterprise is currently supplying cars at the airport.

Watkins asked whether a summer employee had been hired to help at the airport. Cossey reported that he is working with Barrett Business Services to find an employee.

Cossey reported that he and Watkins and met with Lorna Davis from the Chamber of Commerce regarding marketing links to the airport website. He noted that mailers are being prepared that will be inserted into the Chamber newsletter.

Cossey reported that the new SeaPort flight is doing well. He added that SeaPort expects the Cessna Caravan to be in use by September 1 if not sooner.

## ADJOURNMENT

Having no further business, the meeting adjourned at 12:39 P.M.