

May 13, 2014

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), Doug Nebert, and Thomas Knott. Mark Watkins was not able to attend due to previous commitment. 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 2:05 PM by Committee Chair Jeff Bertuleit.
- II. Approval of April 8, 2014 minutes.  
Motion was made and seconded to approve the minutes of the April 8, 2014 meeting. The motion passed on a unanimous voice vote.
- III. Román: Project updates.
  - a. Airport: Briefing on initial construction process. Equipment is being mobilized and staged. (A detailed progress report is sent out regularly as a newsletter, and is also on the City's website).
  - b. FBO: Goes out to bid Sept. 1<sup>st</sup> for repair; noted that we need to solve the water problems first. (This project is also addressed in detail in the project newsletter).
- IV. Proposed operations budget for 2014-15 (handout included in packet).  
Nebel advised he wants to get the committee involved earlier in this process next year; this year's budget reflects status quo. A discussion ensued regarding funding amounts and tourist-related funds. Nebel said the split is about 56% for general operations and 44% for tourist-related activities. He expects to have firmer numbers soon.
- V. Status of airport operations plan (handout included in packet).  
Nebel said he will have the initial draft on or about May 23<sup>rd</sup>. The draft will be sent to the committee for review, and will be an agenda item for discussion at the June 10<sup>th</sup> meeting. Nebert asked if the proposed budget included an airport manager; Nebel advised it is not specifically, but there are sufficient funds should that change.

VI. Staff reports (Staff reports from FBO and Airport staff are included in the Committee packet.)  
Nebel noted the City needs to revisit landing fees; currently Ameriflight is the only entity paying landing fees. Regarding a new FedEx lease, landing fees and tie-down fees would be set by City Council. Another issue he noted is there has been an inquiry regarding providing air service using a small plane. This would not involve any subsidies from the City. At this time the entity requests anonymity; Nebel will advise of further developments. Nebel also said the City Council amended the ordinance to add a second non-resident to the committee and seven total committee positions. He emphasized the importance of the airport committee in the decision-making process; historically it appears they have been marginalized from time to time. Bertuleit noted the committee as a whole is a resource for contacts, housing resource for pilots (re: any proposed air service), etc.

VII. Committee comments.  
Bertuleit asked about the flexibility of buying fuel: budgeted amount vs. buying when the price is low? Nebel advised the FBO has enough fuel to get well into summer, and predicting fuel prices is difficult. Nebert said FBO has been diligent about tracking fuel prices and buying when the price is low. Knott suggested it would be useful to have those numbers available; Nebel said the City has limited ability to pull data but agreed it is important to be able to collect data and be able and be able to “connect the dots”. He noted the City is changing many procedures overall, not just at the airport. Knott asked if it does not make sense to have a few fire extinguishers located at either end of the hangars. Thus in case of a fire it might be possible to extinguish the fire quickly, rather than waiting for the fire engine that comes from the other end of the airport. The investment would be low and the effect could be high, and further asked who would be responsible for providing extinguishers? Fuller will research and report at June 10<sup>th</sup> meeting.

VIII. Public comments.  
None.

IX. Develop next agenda.  
A. Bertuleit suggested a “grand re-opening party”.  
B. Construction estimate and timeline for Landwaves water and sewer to connect to airport.  
C. Purchase of land at the end of runway 20.  
D. Options to deal with rainwater runoff affecting hangars.

X. Adjournment  
The meeting was adjourned at 3:20 PM.

