

November 17, 2009
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, Richard Larson, and Curt Fewkes.

Staff present was Ross Schultz, Interim Airport Director, and Cheryl Atkinson, Executive Assistant.

Audience present was Greg Stanton, Walter Sherman, and Jeff Bertuleit.

APPROVAL OF MINUTES OF OCTOBER 20, 2009

Hawley noted that a copy of the minutes from the October 20, 2009 meeting had not been received by committee members. Atkinson apologized, and it was determined to make copies for all to read and approve at the end of the meeting.

CONTINUED DISCUSSION OF AIRPORT BUSINESS PLAN

A discussion ensued regarding the airport business plan. Hawley indicated that Watkins could not attend the meeting today, and he had been working with the volunteer group working on the Airport business plan.

The Pilot's Association is working on different ideas to raise funds for the FBO. Sherman indicated they would be meeting this evening.

Churchwell stated the airport needs to be ready now for NOAA flights, as well as the National Marine Science folks flying into the airport. Bertuleit asked for a clarification of what "being ready" means. Churchwell said we need to be ready to provide whatever services these groups might require. He indicated we should be contacting both these groups and asking what their needs will be with regards to the airport. It was determined the liaison with these groups would be the Airport Director once that position is filled. Schultz commented the Port is communicating on a regular basis with NOAA at this point and time.

A discussion ensued regarding government fuel sales, and the requirements needed to be on their list for a preferred provider of fuel, or "flip" in airport language. It was noted; however, we do have the reader for the government planes to fuel up at our airport. Larson expressed frustration at not being able to find the data for the last five years of government fuel sales. He also commented that our fuel is much higher in price than the other airports in our area. Schultz stated that our prices are competitive.

Hawley stated we need to have the Chamber involved with the airport, and hopefully the new Airport Director will help this to occur. It was the general consensus of the committee to have that relationship established as quickly as possible.

Providing community information for pilots and visitors was discussed. It was suggested a notebook be created with the pertinent information, and placed in a handy

location for all to view. Fewkes said a better idea would be to have a kiosk to post this information for incoming visitors. He stated notebooks tend to get misplaced or lost.

Bertuleit spoke on trails near the airport that visitors could access if they wanted to do some hiking and/or biking in the area. He indicated this could be of interest to some folks. It was suggested for those trails not totally completed, the engineering crew for the National Guard might be interest in a project of this sort. A couple of committee members indicated this would not be on the top of their list for activities when visiting an airport.

Also discussed was the possibility of having a car rental agency established at the airport. The lack of bus service at the airport was discussed, and Hawley said he could talk to Cynda Bruce, who is in charge of the Lincoln County Transit. The need for more parking area and proposed locations was also discussed. Schultz stated if parking is added, it needs to be done right and not just a graveled lot. Hawley asked if Schultz could rough something out with regards to a parking area for the committee's next meeting, and he said he would. Schultz also reported the airport currently has three courtesy vehicles for use at the airport.

Hawley said the committee needs to pick three top priorities they would like to propose to City Council for airport projects.

Pilot fly-in events were briefly discussed. Sherman indicated you need at least six months prior to the event to allow time to invite and market them.

Having after hour services available for pilots was discussed. Schultz said that is a financial question that would require Council direction before that can occur. Fewkes stated we should at least have numbers posted for cab service.

Larson inquired about the FEMA grant money for airports. Hawley said he would check on those funds.

Sherman commented that Voetberg has reported that the airport is being subsidized in the amount of \$400,000 per year. He asked where that information can be attained. Schultz said it can be found in past budgets and audits, and those should be in our local library for public information.

Hawley said Watkins will be able to update the committee at our next meeting on what the volunteer group has come up with at their weekly meetings on the Airport business plan. This should allow time for the Airport Committee to make a recommendation to the City Council in January.

Schultz said he would contact Lorna Davis, Newport Chamber Director, about getting information posted at the airport.

Hawley reported on an "aircraft incident" drill that occurred on October 1st at the airport. It was his opinion the drill was very successful with the many different agencies involved.

APPROVAL OF MINUTES OF OCTOBER 20, 2009

Hawley gave the committee members a few minutes to read the minutes from their October 20, 2009, meeting. MOTION was made by Larson, seconded by Churchwell to approve the minutes of the meeting of October 20, 2009. The motion carried unanimously in a voice vote.

INTERIM AIRPORT DIRECTOR'S REPORT

Schultz reported the recent letters sent out from his office to all lease holders at the Airport was to assist in getting the files updated and current, and in compliance with FAA rules and regulations.

Schultz indicated our fuel prices have not been changed for 6 months, and we need to make sure we are competitive. He stated we are working on attaining an engineer of record soon for the airport, and once this occurs there is beacon repair work that will occur.

Schultz said he would look into getting at least an emergency phone installed at the airport. Sherman said the bus shelter currently located at the airport had wiring for a telephone.

ADJOURNMENT

Having no further business, the meeting adjourned at 1:12 P.M.

Jim Hawley, Chair