

September 15, 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 chair Jeff Bertuleit, committee members Susan Painter, Mark Watkins, Ralph Grutzmacher, and Ken Brown. Gary Baker had previously advised he would not be able to attend. Also in attendance were: City Manager Spencer Nebel, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, 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. Roll call.

III. Approval of August 11, 2015 minutes.

Susan Reese requested wording be added to the section regarding hangar leases to indicate the City Recorder and City Attorney would have all leases signed by the September Airport Committee meeting date. With that addition, motion was made and seconded to approve the minutes of the August 11, 2015 meeting. The motion passed on a unanimous voice vote.

IV. Continued: Discussion of RFP for Airport/FBO Operational Services

A revised draft of the RFP was distributed. A discussion ensued regarding questions and suggestions for additional modifications to the document **(refer to memo from City Manager regarding discussion points included in meeting packet)**.

The consensus of the Committee was to modify the financial information requirement to indicate the City will have a "right to inspect" financials on a quarterly basis.

The Committee also agreed the contractor would be responsible for any repairs to equipment up to \$5,000. The City's current budget for repairs is about \$25,000. Nebel noted all City-owned structures would continue to be insured by the City.

RFP dates and timelines will be set when the RFP is issued; Nebel advised the intent is to allow five weeks for responses. He also indicated there will be a non-mandatory pre-bid conference.

T-hangar leases will remain with the City.

Contract time parameters: General agreement was for reviewing the hard numbers after three years regarding any subsidy needs; then negotiate for years four and five. The question arose as to what happens after this time period; Nebel advised he will discuss options with City Attorney Steve Rich.

The discussion then moved to Part 139 Certification. Watkins asked what would be the advantage of keeping the certification; Grutzmacher said there is no advantage at this time. Vanderbeck noted that the airport has to be maintained at this level because of FAA grant assurances, so the level of maintenance would not change. Nebel said it might be useful to include wording similar to "What would the impact be of eliminating Part 139?"

Following the discussion, a motion was made and seconded to proceed with the RFP. Nebel noted the Committee will be involved in interviews of responders.

V. Air charter service

Vanderbeck advised there will be a conference call with Robert Walker of Devinaire this Thursday to discuss air charter service possibilities. The committee recommended Devinaire be encouraged to provide display materials at the airport. Vanderbeck also advised as a side note the biplane tour pilot has ended his season; he will contact him in January to see about a return next year.

At this time (3:30 PM), Committee members Watkins, Reese, and Brown had to leave due to prior commitments, resulting in a loss of quorum. Before they left, Nebel advised he will have a report on the status of leases available at the November 2015 meeting.

Chair Bertuleit therefore adjourned the meeting at this time and no further business was conducted.