

November 10, 2020
2:00 p.m.
Newport, Oregon

AIRPORT COMMITTEE

The Airport Committee met on the above date via Zoom and in-person.

In attendance were Committee Members Jeff Bertuleit, Susan Reese-Painter, Ralph Busby, Jim Shaw, Ken Brown, Terry Buggenhagen, and Mark Watkins. Also in attendance were Airport Director Lance Vanderbeck, Deputy City Recorder Gloria Tucker, and Council Liaison Alternate Cynthia Jacobi.

APPROVAL OF MINUTES

MOTION was made by Painter, seconded by Watkins, to approve the minutes of the October 13, 2020, meeting. The motion carried unanimously in a voice vote.

DISCUSSION/ACTION ITEMS

Rules and Regulations. Vanderbeck reported the final revisions of Airport Rules and Regulations are included in the packet.

MOTION was made by Painter, seconded by Watkins, to approve the Rules and Regulations as presented and recommend them for Council approval, if needed. The motion carried unanimously in a voice vote.

Animal Shelter Update. Vanderbeck reported the progress on the animal shelter. Busby confirmed lease terms and rates have not been discussed with the county yet. Bertuleit noted a timeline is normal for real estate transactions. He suggested the Memorandum of Understanding (MOU) with the county be complete by the next Airport Committee meeting.

Watkins asked if efforts to lease the land will be turned over to Alan Wells or if the city will still be working directly with the county. Vanderbeck replied it is between the city and county to work that out in the MOU. Watkins suggested the price per square foot determined between the city and county will set a baseline for other properties at the airport. He emphasized the need to complete the project correctly. Brown stated leasing between government entities will be different than leasing with the public. He noted since this is a different kind of agreement, it will not set a baseline for other properties at the airport. Watkins confirmed regardless of the type of agreement, lease terms are negotiated. Brown added he recommends different lease rates based on location at the airport.

Alan Wells Discussion. Vanderbeck reported the progress on discussions with Alan Wells. Bertuleit indicated the price of the parcels for sale should help determine the lease rates. He noted certain parcels will have more viability and should have different rates. He suggested especially involving Wells with marketing parcels facing Highway 101. He added it would be nice to know good or bad offers with the advice of an agent. Bertuleit indicated he would hate to delay advertising of the property. He encouraged the city to let Wells take the lead on the best process for getting property marketed.

Watkins suggested Wells give a presentation on development options to the committee. Bertuleit cautioned it may be too early in the process for that. Vanderbeck stated he would be in touch with Wells.

Building Process for Airport Discussion. Vanderbeck reported on the process for building at the airport. He outlined the checklist for development. Bertuleit suggested inside the fence development should have a shorter list to complete. He asked why Council approval is needed for properties inside the fence at the airport. He added it should take six months to build at the airport. Vanderbeck replied Council approval is needed because of the municipal code. He explained the code requires all new leases within the city to go before Council. Discussion ensued on permitting required by DEQ to address water runoff. Bertuleit asked if there was a way to make the checklist more user friendly so that every developer does not have to reinvent the wheel. Vanderbeck noted different items on the checklist can be done simultaneously or while waiting to hear back from the FAA.

The committee reached consensus to recommend implementation of the building process as outlined and post the checklist on the city's website.

Watkins suggested making the process inviting instead of burdensome. He recommended when the checklist is posted, explaining how to get help through the process. Vanderbeck replied he would include a statement about the process including his contact information. Bertuleit suggested including contact information for all the items on the checklist as well as examples of what the city would like to see.

ODA Letter and Sunset Request Discussion. Vanderbeck reported on the ODA sunset request and letter of support. He asked the committee for its recommendation on the letter of support and if this should be brought before Council. Bertuleit spoke in favor of the ODA program. Painter asked what is Representative Gomberg's position on the program. Vanderbeck replied he is not sure of Gomberg's position on the program. Painter offered to reach out to Gomberg on the matter.

The committee reached consensus to direct staff to draft a letter of support for this program.

Jacobi suggested making a recommendation to Council to sign the letter of support.

The committee reached consensus for Painter to draft a letter of support for Council to approve.

Watkins added individuals can write letters of support as well.

Municipal Code Language on Leases. Vanderbeck explained municipal code language is contradictory with current practices. He noted the code stated the city will own all properties on the airport and provide ground leases. He explained there are currently many properties on the airport that the city does not own. He asked the committee if they recommended initiating changes to the municipal code.

MOTION was made by Bertuleit, seconded by Watkins, to direct staff to bring back potential code language for committee and Council consideration, including a map of city ownership at the airport. The motion carried unanimously in a voice vote.

OPERATIONS REPORT

November 10, 2020 Operations Report. Vanderbeck presented the operations report included in the packet. Bertuleit confirmed Vanderbeck has not had the chance to talk to anyone about delivery of fresh fish through the airport. Bertuleit suggested buying AV gas while it is cheap. He asked for an update on folks looking to build at the airport. Vanderbeck reported there are two interested parties for building hangars at the airport. He noted one applicant has been approved by the FAA. Discussion ensued on new hangar developments.

COMMITTEE COMMENTS

Tucker confirmed all members whose terms are expiring wish to continue serving on the committee. She recommended the committee members think about the committee's goals for the next year, two years, and five plus years. She added the goals should tie into Vision 2040. Jacobi noted a potential goal is to reduce the general funds subsidy of the airport. She added another goal that came from the 2016 Regional Task Force was extending the sanitary sewer to the airport.

Busby explained extending the sewer would be a large and expansive project that would require the incorporation of other properties around the airport. He noted the airport can be developed without sewer, but the developments can not be people-intensive. Jacobi suggested the sewer service be a long-term goal. Vanderbeck added the city and county will need to work together as septic tanks begin to fail in the area. He noted right now the airport does not have the demand necessary for sewer expansion.

Vanderbeck asked if the committee wants to make recommendations on the type of materials or colors of the new hangars. Bertuleit replied that issue had already been addressed by the committee in the past. Busby noted the old rules and regulations outlined what was acceptable for hangars and suggested following those guidelines.

Tucker confirmed the next meeting is December 8, 2020.

Vanderbeck added he has not had a chance to look into solar panels at the airport. Bertuleit noted he knows an expert. Watkins confirmed there is no update on lowering the minimums at the airport.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:18 P.M.