

November 12, 2019
2:05 p.m.
Newport, Oregon

The Airport Committee met on the above date in Conference Room A at City Hall, 169 SW Coast Highway.

In attendance were Committee Members Ralph Busby, Jim Shaw, Terry Buggenhagen, Ken Brown, Mark Watkins, and Susan Reese Painter. Also in attendance were City Manager Spencer Nebel, Airport Director Lance Vanderbeck, Deputy City Recorder Gloria Tucker, and Judy Kuhl, Newport Chamber of Commerce Executive Director. Absent was Jeff Bertuleit.

APPROVAL OF MINUTES

MOTION was made by Watkins, seconded by Buggenhagen, to approve the minutes of October 8, 2019 meeting. The motion carried unanimously in a voice vote.

DISCUSSION/ACTION ITEMS

Discussion with Chamber of Commerce Representative. Vanderbeck introduced the agenda item. He noted the committee is looking for help when it applies for a rural air service grant. He stated one issue with the last grant was there was not enough community involvement monetarily. Kuhl asked if the city is looking at bringing back air service to PDX. Busby replied the city is interested bringing back air service, and PDX is one of many options. He noted air service is only one of many things the airport can provide. He mentioned tourism is generated through the airport when people fly in and go through town. He stated the committee is trying to promote a great facility.

Kuhl asked how the new service looks different from before. Vanderbeck reported the airport would like to lease the front property as a business park. He noted inside the fence, there is land designated for aeronautical businesses, and the airport would like to attract some aeronautical businesses. He said all air services are subsidized at some point. He mentioned some are subsidized through in-kind services, like a hotel giving up a room for pilots, or monetarily, like how Bandon Dunes Golf Course gives x amount of money per year to the North Bend-Coos Bay airport. He noted the committee needs the Chamber's ideas on how to find airport needs in the community and those people to help support needs.

Vanderbeck explained the last air service had a lot of stipulations required by the city, and this time the air service would be able to start small and grow business according to their customer's needs. He added last time there was a lot of issues with management on Seaport's side, and there wasn't a lot of oversight from the city. He emphasized the city is heading in a different direction this time. Busby summarized the airport needs help in three areas- commercial air service, public tourism with private aircraft, and commercial development. He indicated these are three areas that the Chamber can provide help, communication, and networking. Shaw suggested Kuhl take a tour of the airport.

Kuhl asked if there are other airports on the Oregon coast that provide commercial air service. Vanderbeck replied North Bend-Coos Bay is the only one. He noted three

airports could provide air service- Newport, North Bend-Coos Bay, and Astoria. Watkins emphasized the committee wants air service to be successful for both parties so that air service sticks around long-term. He added the service benefits not just Newport, but the entire Lincoln County. Vanderbeck said the city is working with Boutique Air since they are the only one who answered a request for proposals. He explained Boutique's history.

Kuhl noted she is building relationships with the other Chamber directors in the county. She indicated she needs to discuss the airport with staff and the board in order to determine what the Chamber can do. Vanderbeck offered to do a presentation to the board. Painter indicated there may be some ignorance in the community that the airport exists. She noted there may some education the committee needs to do. Kuhl suggested having a presentation at a Chamber luncheon. She stated the key is to educate the community, and that is something the Chamber can help with. Busby said the more the airport and Chamber can get the word out and work together, the better it is for everyone. Kuhl added the committee might consider a business after hours at the airport.

Airport Rules and Regulations. Vanderbeck introduced the agenda item. He noted the original policy is from Klamath Falls. He reported he added a code of conduct and tried to take out everything that did not relate to Newport's airport. He noted the code of conduct sign is originally from the pool. Buggenhagen asked what is the intent of these documents. Vanderbeck replied one of the issues that came up when there was a complaint was that there wasn't any policy guidance. He emphasized the airport would use the policy as a guiding document that ties into the city's exclusion policy.

Buggenhagen asked if lessees and owners would be effected by the document. Busby replied that is the case, and the current leases all have a clause in them that require people to abide by rules and regulations at the airport. Busby asked if the policy needs to be incorporated or referenced by a city ordinance. Buggenhagen asked where the code of conduct sign would be posted. Brown asked if the policy needs to go through legal review. Watkins asked how the FAA would view the policy. Buggenhagen replied they will look at security side of it. Busby replied only a couple of paragraphs would be issues for the FAA. Busby added, if and when this policy is adopted, this policy needs to be sent out to the lease holders.

Brown suggested a blanket code of conduct for all city properties. Painter suggested a statement of diversity and inclusion that states the airport is a facility in which diversity is honored and discrimination is prohibited. She said she is willing to draft something that is positive that outlines what we stand for. Vanderbeck replied that would be great for an opening statement on the policy. Watkins emphasized the need for all the T-Hangar and Box Hangar owners know what is required of them. On the code of conduct, Shaw suggested combining the pet regulations. Painter suggested having three bullet points below the heading of pet owners.

Busby suggested a uniform code of conduct for all city properties to the City Manager.

City Manager Briefing. Nebel presented a briefing on the airport issue involving Life Flight. He noted the city received a complaint about behavior in the Fixed Based Operations (FBO) building regarding conversations that some folks found offensive. He stated the city started taking a look at how to address that issue, when another incident occurred, which caused Life Flight to pull out of the building until issues could be addressed. He reported the primary issue was a confrontation between a lease holder and an employee from Life Flight regarding a conversation going on in the lobby area. He

explained the Life Flight employee turned up their music in response to the conversation. He stated the lease holder told the employee to turn the music down and made comments to the effect that this isn't going to be good for their company.

Nebel reported the city discussed the concerns with Life Flight, and the Police Chief did an investigation. He indicated that the investigation found no criminal activity going on, but that the comments were deemed to be offensive. He noted the real lack of security was an issue because anyone could go upstairs, and Life Flight stores their equipment and drugs upstairs. He emphasized Life Flight did not have a secure location to operate in. He reported since the tenant had a key to the building and regularly met with a volunteer in the lobby, these conversations took place before city employees arrived. Nebel stated the tenant agreed to terminate their lease voluntarily and indicated that the tenant understood the importance of the Life Flight to the airport. He said, in this case, the city has an end result that's much better for Life Flight going forward. He noted Life Flight will lease the entire upper floor of the FBO, which will address the security issues. He added the crews really wanted to get back to Newport.

Watkins asked if Life Flight asked to recoup moving fees. Nebel reported they have not, and the city will be modifying their lease because they are going to be leasing the entire upstairs. Watkins asked if the tenant is allowed on airport property. Nebel replied the individual is no longer a tenant, but is allowed on the property. He explained no policies or rules about behavior at the airport are in place. He stated as long as the airport has rules posted, and people have an opportunity to understand those rules, the city can enforce them. He added the city has an exclusion policy that can be used once rules are in place. He noted the city talked to its insurance company and had them review all the reports and the circumstances. Watkins clarified the rules do not need to be part of a city ordinance.

Watkins recommended posting the conduct rules before the policy is approved. He thanked the city for moving quickly to address Life Flight's concerns. Nebel noted Life Flight is a great fit for the airport, and the employees really enjoy operating out of the airport. Buggenhagen asked if this process is meant to diminish an individual's presence at the airport. Vanderbeck replied that is not the case, and that this process is to ensure the city has some way to deal with any future issues effectively.

Shaw suggested taking out the word FBO from the title of the rules. Watkins suggested deleting psychically in the rules. Brown suggested taking out the word FBO from the small print in the rules. Shaw suggested correcting the spelling of device.

MOTION was made by Buggenhagen, seconded by Watkins, to move forward with posting the code of conduct rules as amended. The motion carried unanimously in a voice vote.

Vanderbeck asked if the rules should be posted in areas besides the FBO. Buggenhagen suggested staff determine that.

OPERATIONS REPORT

Vanderbeck presented the following Operations Report:

ACT - I was confirmed at the October meeting and am now a part of the ARC review committee. I will have further training in November. James Feldmann, AICP Sr Transportation Planner ODOT Region 2 area 4, contacted me about joining the Aviation

Review Committee (ARC) for the ASAP grants. Stephanie Nappa will bring this up to the CWACT Executive Committee at their October meeting.

Fuel Tanks - Fuel farm project is completed.

City training - Hosted a City training for the Police, Fire, and Public Works about the airport and operating at the airport. About 30 employees showed up and had lots of positive feedback on the training.

Lowering Minimums - No new update. Received following email from Kyle Thompson WFTPT South Team Lead FAA: We have received your request. Our process for validating projects has been in undergoing a change for approximately the last 5-6 months. During this time all requests were put on hold. The new process is now in place; however, we have not yet sent your request to a specialist to determine feasibility, as we are clearing all the requests over this time period as they came in. You should expect to be contacted by a specialist soon. If you have not been contacted within the next 30 days, please let myself and Bev Tulip (cc'd) know.

DEQ 1200z permit -City had meeting with DEQ and presented case on issues. DEQ reviewed findings and reduced civil penalty to \$9,000 from \$13,000. City has accepted settlement offer.

FEMA - No update. Was contacted by Randy with FEMA about who should be on the MOA for the City. I am waiting FOR Randy to send the MOA.

Fire Flow - Lincoln County has reached out to the City about building animal shelter at airport. The County is also willing to help resolve fire flow issue at airport. After further testing the problem lies at the highway crossing. City engineering is working with Seal Rock water District for best solutions.

Parking Lot - No update Tim Gross will be coming out with Justin to look over the parking lot layout and finish the re-striping.

Oregon Airport Managers Association - I have been elected to be the secretary for the Oregon Airport Managers Association board. I am looking forward to working with my fellow airport managers on the board.

AWOS - Brian Findley with DBT preformed the annual AWOS inspections and it passed with flying colors.

Jet-A truck - Filters have been changed and new batteries were required for the truck.

Life Flight - Life Flight has returned to operations out of the FBO. The city had installation of door on FBO stair well to address Life Flights security concerns. FBO staff also did sound proofing on the upstairs office doors.

Hall property - Hall requested to update airport access list.

COAR Grant - submitted a COAR grant to help with next year's matching funds for the Storm piping rehab project.

ODA Board meeting - attended the ODA board meeting. Public hearing on the Aurora master Plan, Airport Layout, Findings of Compatibility, and Findings of Compliance. Lots of public testimony on the subject.

Brown emphasized the importance of Lincoln County's desire to build an animal shelter at airport. He encouraged the committee to reach out to Lincoln County.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:30 p.m.