

October 23, 2018

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: Committee Members Ralph Busby, Susan Reese Painter, Mark Watkins, and Jim Shaw. Also in attendance: Airport Director Lance Vanderbeck, Council Liaison Dean Sawyer, and Deputy City Recorder Gloria Tucker. Absent: Committee Members Terry Buggenhagen, Jeff Bertuleit, and Ken Brown.

APPROVAL OF MINUTES

MOTION was made by Painter, seconded by Shaw, to approve the minutes of the September 11, 2018 meeting. The motion carried unanimously in a voice vote.

DISCUSSION/ACTION ITEMS

Update on the ROAR Grant and RFP Process

Vanderbeck introduced the Update on the ROAR Grant and RFP Process agenda item. He asked the committee what requirements would be important for the new RFP. The committee agreed the proposal needs to be flexible for the air service provider by not requiring trips per day, code-sharing, interline bag and ticketing agreement, or through fares to destinations other than Portland. The committee agreed a full-time marketing representative and commitment to advertising would not be necessary.

Painter said the simpler the proposal, the better to move forward.

Busby suggested potential evaluation criteria include code sharing, baggage transfer, schedule, available aircraft, needs for terminal space, and list of cities of service on the Request for Information/Proposals.

Watkins suggested asking for the air service's expected fuel needs.

OPERATIONS REPORT

Vanderbeck presented the operations report included in the Oct. 23, 2018 packet.

COMMITTEE COMMENTS

The committee agreed to change its next meeting date to 2 p.m. on Nov. 27, 2018, and skip the December meeting.

ADJOURN

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