



AIRPORT ADVISORY COMMISSION

MINUTES

Thursday, February 18, 2021

3:30 p.m.

Virtual Meeting

Approved: March 18, 2021

CALL TO ORDER

3:30 p.m.

Transportation Manager Romeo called the meeting to order at 3:30 p.m.

ROLL CALL

Commissioner's present: Gar Burroughs, Richard Kay, Chuck Kratch, Mark Patrzik, Charles Kizer, and Tom Elliott

Commissioners absent:

Staff present: Transportation Manager Robb Romeo, Public Works Operations Director Chris Bailey, and Clerk III Kim Daniels

Others present: Tony Hann, FBO

ELECTION OF OFFICERS

3:33 p.m.

MOTION: Chuck Kratch nominated Mark Patrzik as Chair of the Airport Advisory Commission. Kratch moved to appoint Patrzik as Chair. Tom Elliot seconded the motion, which passed 6-0.

MOTION: Mark Patrzik nominated Chuck Kratch as Vice Chair of the Airport Advisory Commission. Elliott moved to appoint Kratch as Vice Chair. Patrzik seconded the motion, which passed 6-0.

APPROVAL OF MINUTES

3:37 p.m.

Kratch moved to approve the November 19, 2020, minutes with one amendment to change "the handling of money" to "handling of the transient lodging tax;" Elliott seconded the motion; and the motion was approved 6-0.

REVIEW AIRPORT COMMISSION ROLES AND RESPONSIBILITIES

Romeo briefly discussed the Citizens Advisory Group Handbook Roles and Responsibilities and told the Commission about the upcoming Citizens Advisory Group training on Tuesday, March 2, 2021.

Public Works Operations Director Chris Bailey explained the airport's funding and structure. Availability of funds drives the airport. The City Council by policy does not send money to the airport. Kratch asked, did the council say they will never send funds to the airport? Bailey said the council votes through the budget process what to do with the general fund. Bailey said revenue comes from City land leases and t-hangars; this makes up about 55 percent of the revenue. She said we are balancing the operational costs right now with money in reserves.

Richard Kay asked if the two jets at the east end of the airport yard are paying tie-down fees? Bailey said the Cessna is, but she is unsure about the Cessna Citation that came from Jack Kasper's hangar.

Bailey said we are entitled to non-primary airport funds of \$175,000 a year. She explained grant funds that are available. Kay asked about transient lodging taxes (TLT). Bailey said the local match comes from TLT revenue

which comes from booking a hotel room. The TLT revenue has been zero dollars this year due to Covid-19 and there are rules around TLT revenue; it goes to tourism and marketing first.

Bailey explained what is included in operating and capital expenses. She said our operating expenses are growing faster than revenue.

Elliott would like to see how the City structures its t-hangar charges. Patrzik asked when the last time was the FAA looked at the hangars. Bailey said we have minimum standards on our hangars, and we have minimal time to inspect the hangars as well. Patrzik said the FAA will do the inspections without cost and report to Romeo. Romeo said he has communicated with the City fire marshal to schedule the annual inspections of the city owned and private hangars. Charles Kizer asked, if a private individual wanted to build hangars would it be a conflict of interest because he is on the commission? He also asked if the city would oppose living quarters built in a hangar. Bailey said that needs to be approved through the Community Development Department and the fire marshal.

Bailey and Romeo will provide budget and revenue documents to the commission at the next meeting in March.

UPDATE ON PROJECT LIST

4:36 p.m.

Romeo updated the commission on the project list.

AUTOMATED WEATHER OBSERVING SYSTEM: The environmental is on track, they just had their 90 percent review. Romeo hopes to open bids in April of 2021. He said they got approved for the core grant, it will go to the council for final approval then bids will go out., he said the final approval will go to city council in April 2021. He does not have an exact estimate of the time frame the AWOS will be completed.

GPS NAVIGATION: Romeo said he is still working with the Federal Aviation Administration to get this completed.

OBSTRUCTION SURVEY: Romeo said he is still working with Precision Approach to install twelve lights on the fence.

METAL POSTS: Jay Burcham from Burcham's Metals will donate the metal posts to the Oregon Aviation Historical Society if they show interest in them.

OREGON AVIATION HISTORICAL SOCIETY: Romeo said he met with Tim (Talon) from the Oregon Aviation Historical Society and Tim is checking the logistics of moving the jets. Kratch asked about the truck, which is an eyesore. He asked if someone could send a letter to the owner of the truck and ask to remove it.

BUSINESS FROM THE COMMISSION

4:47 p.m.

Gar Burroughs asked who is responsible for removal of fallen trees on the airport property. He also asked if the city tractor can be used by a volunteer to mow around the airport. Romeo said the tractor is not available.

BUSINESS FROM THE PUBLIC

4:53 p.m.

FBO UPDATES:

FBO Operator Tony Hann said business is slow right now. His focus is on flight training; that is what gets things going as far as the economy. He is approved by the Veteran's Administration to do government issue (GI) bill flight training; there is a lot of interest in this program. Hann is in the process of hiring another maintenance person because he is acquiring more planes. He would like to lower the fuel prices a little more and is changing fuel providers in hopes it will cost less. Patrzik asked if Hann or the City is responsible for changing the filters on the tanks. Hann said he has changed them every year.

ADJOURNMENT

Patrzik moved to adjourn the meeting at 5:02 p.m. Kay seconded the motion, and it was approved 6-0.

The next meeting is scheduled for Thursday, March 18, 2021.

Respectfully submitted,

Signature on file

Kim Daniels
Clerk III

Reviewed by,

Signature on file

Robb Romeo
Transportation Manager