

June 16, 2011  
2:00 P.M.  
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. In attendance were Jim Churchwell, Mark Watkins, Curt Fewkes, and Jim Hawley. Also in attendance were Mayor Mark McConnell, Council Liaison Jeff Bertuleit, City Manager, Jim Voetberg, and City Recorder/Special Projects Director Peggy Hawker.

### **APPROVAL OF MINUTES - MAY 19, 2011**

MOTION was made by Fewkes, seconded by Churchwell, to approve the minutes of the meeting of May 19, 2011, as presented. The motion carried unanimously in a voice vote.

### **AIP PROJECT STATUS**

It was reported that the AIP project is essentially complete. A new AIP application will include sign bases and markings.

### **FLYONP MARKETING CAMPAIGN REVIEW**

It was reported that the budget is nearly depleted for this campaign.

### **STATUS OF SCHEDULED AIR SERVICE**

A discussion ensued regarding housing for the SeaPort pilots, and the possibility of utilizing a part of the FBO for this purpose. Fewkes reported that FAA regulations provide that housing is not available at airports. It was noted that the use might be sanctioned if referenced as a rest station. It was asked that Cossey check the FAA regulations regarding this matter.

Watkins stated that it is imperative that any department head know how to run the department. He added that the only thing that is being done from the FBO business plan is fuel sales. He stated that the department head does not know how to pump fuel. He added that the department head should be given a specific date by which he will be trained to fuel airplanes. Fewkes noted that since the department head reports to the city manager, the Airport Committee cannot define his duties and responsibilities.

Watkins asked whether SeaPort is operating under an agreement with the city. McConnell reported that SeaPort is to provide ridership reports, but that there is still minimal reporting from SeaPort. Watkins asked what the Air Service Consortium was doing to secure another air service. McConnell reported that Cossey has had discussions with Mead and Hunt, and information has been provided regarding other

similar regional carriers. He added that Cossey has been in contact with some regional carriers to determine what they might consider in terms of providing service to Newport.

Watkins asked whether Cossey had contacted NOAA regarding homeporting its Otters at ONP. He stated that he has conducted research to determine whether ONP has adequate facilities to house the Otters, and it does.

Watkins stated that he would like the Airport Committee to be allowed to provide input regarding upcoming AIP projects.

It was asked that the City Council goals, relative to the airport, be forwarded to the committee.

A discussion ensued regarding the airport entrance sign.

McConnell noted that he would like to see an active volunteer group at the airport to coordinate and staff several annual events. It was noted that a marketing grant might be available to market these events.

#### **ADJOURNMENT**

Having no further business, the meeting adjourned at 2:37 P.M.