

May 18, 2010  
Noon  
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. Present were Jim Churchwell, Curt Fewkes, and Richard Larson. Also in attendance were City Councilor Jeff Bertuleit and Gene Cossey, Airport Director and Peggy Hawker, City Recorder.

### **AIRPORT DIRECTOR'S REPORT**

Cossey reported that City Council approved the airport business plan. He noted that the FAA will perform a certification inspection tomorrow. Cossey reported that the SeaPort Air agreement was recently modified, and the modification includes a schedule change to begin June 1, and approves the use of the Cessna Caravan for the coastal routes. Beginning June 1, there will be three daily round-trip flights between Newport and PDX, and two daily round-trip flights between Astoria and PDX. He added that he anticipates the aircraft change to occur within the next three months, but that SeaPort has to find an airplane, negotiate a lease, and train pilots prior to putting the Caravan into service in this market. He noted that SeaPort's subsidy will not change, and this will allow the carrier to interchange aircraft. He reported that he is working with SeaPort's marketing director on a better marketing program.

### **APPROVAL OF MINUTES – APRIL 20, 2010**

MOTION was made by Larson, seconded by Churchwell, to approve the minutes of the April 20, 2010 meeting. The motion carried unanimously in a voice vote.

### **AIRPORT VOLUNTEER DISCUSSION**

Larson reported that he and Mark Watkins developed and mailed a letter to potential volunteers. He noted that the goal is to get at least 20 people involved in the Newport Chapter of the Oregon Pilot's Association. Fewkes noted that he received the letter and did not see anything regarding volunteers at the airport. Larson noted that the letter is an attempt to interest pilots in coming back to the airport. He noted that interested pilots and others should visit the airport on Saturday, June 5. He added that he has not received feedback from the letter to date. Larson noted that the goal is to get 200 hours of volunteer time monthly, and a list of potential duties will be prepared prior to June 5. Fewkes asked whether the volunteers will participate in OPA-type activities or airport operational functions. Cossey noted that he would like to keep the volunteer work on the operations side to a bare minimum and on an as-needed basis. He added that customer service is very important, meeting flights, transporting pilots and passengers, and acting as airport ambassadors. Cossey noted that a great help would be marketing by handing out brochures at other airports. He also suggested organizing a big fly-in for next year, adding that these events can be very successful, bring in many people, create excitement, allow folks to make money, and get people interested in aviation. A discussion ensued regarding insurance and background checks. Cossey noted that since Newport is not a TSA regulated airport, no background check is

required. Further discussion ensued regarding the fly-in. It was noted that a static display area would be needed, and that the FAA is interested as a safety issue. Cossey recommended against an air show. It was noted that most activities associated with a fly-in would be covered by a standard insurance policy, and that commercial ventures would have commercial insurance.

Fewkes noted that the group previously organized two annual events. One in the spring at Siletz Bay Airport, and one in the fall at ONP. He reported that some pilots give rides, there were some static aircraft exhibits, but the key is to keep the grills going. Cossey asked that the names of volunteers interested in the operational side be submitted to him, along with contact information, and experience. He added that on the FBO and public side, the needs are in customer service - someone to help with people, answering phones and questions, transportation, and beautification. A discussion ensued regarding whether volunteers could be utilized to mow around hangars. Cossey noted that the tenant is responsible for the land being leased, and the city is responsible for the remainder.

Bertuleit noted that the airport does not want people volunteering unless they know what they are volunteering for. Cossey noted that people volunteer because they have a genuine interest in something and getting something back from volunteering. He added that he will need a list of all volunteers for the city's insurance carrier.

Cossey noted that the first efforts should be geared toward members in the OPA group, and then drawing volunteers from within that group. It was suggested that a press release needs to be written inviting interested folks to attend an OPA ONP organizational meeting. The press release should include a list of benefits from joining OPA. He suggested looking at activities that the OPA Chapter can do to benefit its members. A club airplane was cited as an excellent example of an activity that could interest folks. Look at things that the chapter can do that can benefit those people. Cossey suggested that if volunteers were used to transport aviators into town, and a nominal fee was charged, the group could use the proceeds. Cossey noted that locals need to know they are welcome at the Saturday barbecues.

## **OTHER BUSINESS**

Bertuleit asked about airport parking. Cossey noted that the availability of parking varies from day to day. He added that the filled area has been mowed for overflow parking, and that the airport is a long way from needing to build a new parking lot. He added that AIP grant money is not available for parking, but it might be possible to apply for an upcoming ConnectOregon intermodal grant to connect air and ground transportation. A brief discussion ensued regarding the availability and potential use of the bus service.

A discussion ensued regarding economic development, and it was noted that someone from Hillsboro is interested in a large hangar for an avionics business. Cossey noted that the major impediment to development at the airport is the availability of water. A discussion ensued regarding possible future development at the airport. Cossey noted that he has a list of people to contact, including the armory and NOAA.

Bertuleit asked what the group will be working on next, and Larson reported that his focus will be getting the volunteer group up and running. Churchwell contacted Hertz, and Cossey will follow-up. Cossey will follow-up with airplane mechanics who have expressed an interest in locating at the airport.

Fewkes asked about the occupancy of the T-hangars, and Cossey reported that seven or eight are occupied at this time, and there might be one box hangar for sale. He added that there is no AIP money to build hangars at this time.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 1:07 P.M.