

Minutes
Seaside Municipal Airport Committee
November 19, 2024, 6:15 P.M.
Seaside City Hall

Call to order

Roll Call: Christine Binnicker, Joyce Hunt, Roy Bennett, Randall Henderson, Bruce Francis, Ed Arden, Walt Walthour, Sharon Kloepfer

Absent: Randy Frank

Guests: Jeff Gage

Approve minutes from previous meeting: Walt moved, Roy seconded, approved unanimously

Additions to the agenda: None

Comments from the floor: None

Staff & Committee

Interim PW/AM & personnel changes – Ed Arden is the interim PW director which includes Airport Manager duties. The PW Director job is posted until 12/30, and a decision is expected in January. Admin assistant Nikki Ratana resigned from the city and her job is also posted.

Seaside City Council representative – With Randy Frank's departure from the council, we will wait for the city to appoint a new representative. The committee commented on Randy's valuable contributions to the committee's work.

Electronic meeting policy compliance (vote) – The city's policy allows for electronic remote attendance but limits such to no more than 4 times per year without approval by majority vote of the committee. Bruce Francis has filled an "at-large" position for many years but is rarely able to make meetings in person. The committee discussed Bruce's extensive community service, committee attendance, aviation knowledge and historical participation, and voted to extend the 4-month remote policy limitation for Bruce in compliance with the city's Electronic meetings policy. Chris moved, Joyce seconded, approved unanimously

Infrastructure / Improvements / Funding

City funded airport budget – Ed informed the committee that the pavement management project match, brush removal and NW fencing will be budget requests for next year, prioritized in that order.

State funding – PMP 2025, COAR recommended projects – The PMP is estimated at \$60,000. The city could apply for a grant for the matching amount. Ed will work on estimates for both fencing and brush removal projects. New FEMA regulations will likely impact the fencing project and Ed is going to discuss with Jeff Florey.

Federal & CIP – With Nikki's departure, Ed is going to see if he can locate the current list.

Hangars – no new business

Grants / Port / Other – no new business

Maintenance / Safety / Security

Flooding, driftwood, drainage – it is that time of the year and junk has collected on the taxiway during high tides – committee/volunteers have done some removal.

Airside - surfaces, wind indicators, beacon, runway lights, reflectors – One south end runway light still needs to be replaced. The windsock on the north end is in tatters, but it is best to wait until the wind dies down to replace it.

Groundskeeping – city and volunteer – Volunteers have been chasing and clearing driftwood. NOTAMs responsibilities were discussed. NOTAMs should be issued any time a hazard such as water and debris exists on the runway for safety to afford the city protection. Committee has recommended that the airport's master record (AFD) be updated to state that flooding and driftwood exist during high tides and flooding similar to places like Pacific City. Walt volunteered to research what he can do to get the AFD changed. The FAA NOTAM approved contacts list for Seaside also needs updating; information on how and who was discussed.

Condition of gates, locks, fencing, signage – all in working condition

Obstructions – It was mentioned that regular checks of brush on the east and west sides of the runway should be monitored and cleared as well as north and south. The cell tower extension on the water tank E of the airport was approved by the FAA and aviation impact is considered minimal.

Operations

Local – normal for this time of year

Visitors / logs – normal for this time of year

Commercial, charters, air tours, military, emergency response – Lifelight & Seaside fire conducted training on the airport earlier in the month

Services / Promotion / Events

Shed, visitor amenities, bikes & equipment – all in working condition

Cameras / website / social media – Roy mentioned that the weather station doesn't seem accurate for wind. The committee agreed to pay more attention to it and Randall will check with Tim if necessary.

Regulatory Review

Airport zoning / Gearhart – the committee discussed that where it sits now is that the committee has recommended this be a part of Gearhart's next comprehensive plan review. Sharon said she will pass this on to Chad, the Gearhart city administrator. She will also ask him if it would be worthwhile for an airport committee representative to get on the agenda for an upcoming city council or planning meeting to answer any questions and share information about the Seaside airport.

Dates

Next COAR grant application period is October 2025

Next CIP update due? – Ed will follow upon this and get back to the committee

Next airport meeting is Tuesday, January 28th, 2024, Seaside City Hall (officer elections)

Committee member reports & good of the order

Bruce thanked Walt for addressing the NOTAM process

Adjourn