

# Oregon State Aviation Board Meeting Minutes

**October 27, 2011 Portland, Oregon**

Pursuant to notice made by press release to newspapers of general and local circulation throughout the state and mailed to persons on the mailing list of the Committee, a meeting of the Oregon State Aviation Board was held on October 27, 2011, at Portland International Airport (PDX) in the Port of Portland's Headquarters Building, in the Chinook room.

**Board Members in attendance included:** Chair Mark Gardiner, Vice-Chair Chris Corich, Board Members: Larry Dalrymple, Nan Garnick and Joe Smith.

**Department of Aviation employees in attendance included:** ODA Director, Mitch Swecker, ODA Fiscal Manager, Cindy Pease; ODA Planning Manager, Heather Peck; ODA Administrative Assistant, Roger Sponseller.

**Presenters and guests in attendance included:** ODA Director, ODA Fiscal Manager, ODA Planning Manager. Raines Anderson, WH Pacific.

## **CALL TO ORDER – INTRODUCTIONS**

- The meeting started at 10:00 a.m.

***ACTION ITEM – Approval of minutes from August 25th Aviation Board meeting.***

**Motion** to approve by Larry Dalrymple

**Motion** 2<sup>nd</sup> by Chris Corich

**Motion** passed unanimously

## **Public Comments:**

David Gamble: Mr. Gamble remarked to the board that 2 minutes was, he felt, not long enough for a person to make a point to the board on any subject. Mr. Gamble also commented on the barn and hangar tear-down at Mulino and that with the agency's budget already constricted perhaps ODA should try consolidating its efforts.

**Aurora Master Plan Final Chapters (PowerPoint):**

Raines Anderson from WH Pacific and Heather Peck of ODA briefed the Aviation Board on the Aurora Master Plan's final chapters.

***ACTION ITEM – The Oregon Aviation Board Approves the Aurora Master Plan Final Chapter.***

**Motion** to approve by Larry Dalrymple

**Motion** 2<sup>nd</sup> by Chris Corich

**Motion** passed unanimously

### **Aurora Master Plan Public Comments:**

There were no public comments regarding the Aurora Master Plan Final Chapter.

### **Director's Update (handouts):**

**Mitch Swecker:** ODA's Director, Mitch Swecker, briefed the board on the agency's current operational issues. Topics covered included:

- Calendar Events
- Legislative Update
- Organizational Changes (DAS to ODOT)
- Quarterly Pilot and Aircraft Registration Report
- Airport Manager Recruitment
- Vale Airport
- Joseph Mowing Agreement

***ACTION ITEM – The Oregon Aviation Board Agrees to Drop the Insurance Requirement for the Mowing Agreement at Joseph Airport from \$1,500,000 to \$1,000,000.***

**Motion** to approve by Larry Dalrymple

**Motion** 2<sup>nd</sup> by Nan Garnick

**Motion** passed unanimously

### **Budget Review (handouts):**

**Cindy Pease:** Ms. Pease briefed the board on the agency's current financial standings. Issues covered by Ms. Pease included:

- Revenue Sources
- Revenue of AV/Jet Fuel Tax
- Actual Revenues
- Operations Cost Drivers
- Actual Operating Expenditures
- Search and Rescue
- Aircraft Registration
- Pavement Maintenance Program
- Cash and Limitation Balances
- Aurora State Airport Profitability Statement
- Mulino State Airport Profitability Statement
- Oakridge State Airport Profitability Statement
- Cape Blanco State Airport Profitability Statement
- Bandon State Airport Profitability Statement
- Pacific City State Airport Profitability Statement
- Upcoming Timeline – Budget Process and Focuses

The board discussed.

### **Construction Projects Update (handout):**

ODA's Projects & Planning Manager, Heather Peck, briefed the board on the status of several construction projects. Topics covered included:

- Aurora Master Plan.
- Aurora – Air Traffic Control Tower.  
(Contract with Mead & Hunt is being finalized. Design to begin by October 1<sup>st</sup>.  
Project bidding is anticipated to begin in early 2012.)
- Joseph – Runway Rehab.  
(Construction is 90% complete with the final punch-list walk to be on October 6<sup>th</sup>.  
Construction anticipated to be completed October 16<sup>th</sup>.)
- Chiloquin – Obstruction Removal & Runway Rehab.  
(IFE is complete. The environmental review is anticipated to get started on  
October 1<sup>st</sup> with construction scheduled for 2012.)
- Siletz Bay – Obstruction Removal.  
(Obstruction design services are 100% complete. Obstruction removal bids were

received 9/28/11.)

- Cottage Grove – Obstruction Removal.  
(Environmental study is ongoing.)
- Bandon – Obstruction Removal & Runway Blast Pad.  
(Construction is 100% complete. The project is in punch-list and closeout efforts)
- Statewide Pavement Maintenance  
(Multiple airports are completed; verbal schedule update.)

The board discussed.

### **WORK SESSION - ODA Core Functions (handout):**

Mitch Swecker briefed the board regarding the framework to determine Core Functions for the Oregon Department of Aviation. Points covered in the briefing included:

- 10 Year Plan Guiding Principles.
- Reframing the 2 Year Budget Cycle.
- Proposed 2013 – 2015 Budget Process.
- Finishing the Strategic Plan (10 Year Framework).
- Policy Level Budget Instructions by Outcome Area.
- Mapping Programs to Outcome Areas.
- Develop Performance Metrics.
- Target Allocation.
- Interim Legislative Session.
- Finalize Budget Instructions.
- Budget Instructions – Request to Buy.
- Proposal Review.
- Initial Agency Budget Proposals.
- Initial Proposal Review.
- Buying Team Feedback.
- Finalize Proposals.
- Buying Team Recommendations.
- Buying Team Recommendations Due by October 15<sup>th</sup>.
- Governor's Recommended Budget (GRB).
- Outcome Based Budgeting Outcomes.

The board discussed.

**Executive Session:**

The Oregon Aviation Board went into Executive Session at 12:00 p.m.

Meeting ended at 12:20 p.m.

Next Aviation Board meeting is tentatively set for November 28, 2011.