

Oregon State Aviation Board
Approved Meeting Minutes

April, 11, 2001
Albany, 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 Board, a meeting of the Oregon State Aviation Board was held at the Exposition Center in Albany Oregon on April 11, 2001.

In attendance were board members Bill Wilkins (chair), Carrie Novick, Lisa Dahl, Mike Nelson and Mike Burrill. Also attending were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Lindy Zimmerman, Marilyn Lorange, Sandy Hansen, and Doris Travis. Michael Hodges, Airport Business Solutions (ABS) and Rainse Anderson, W&H Pacific were also present by invitation and provided presentations.

Chair Wilkins opened the meeting at 9 a.m. with introductions.

The agenda was adopted as distributed.

The March 14 meeting minutes were approved as presented

Hodges & Griffin reviewed the development process and content of the proposed State airport leasing policy, rates & fees policy and minimum standards documents with the Board. They compared ABS and ODA recommendations concerning:

- Hangar occupancy
- Lease terms and options
- Renewal requirements
- Competitive process (waiting list)
- Activity
- Termination options
- Through the fence agreements
- Ingress/egress fees
- Tie-down fees
- Transient aircraft rental fees
- Fee adjustments
- FBO requirements
- Insurance requirements
 - Griffin will bring the ODA recommendations regarding insurance to the next board meeting.

Copies of the documents and a summary of staff recommendations are on file with the Department. Following the review, Chair Wilkins invited members of the public to comment. A summary of those comments is on file with the Department.

After the public comment period, board members discussed issues surrounding the documents. It was the consensus of the board that the constituent concerns needed to be more fully addressed and the documents should be sent back to staff for further review. Areas of concern included:

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- Language contained in the minimum standards
- Through the fence operations
- Minimum insurance requirements
- Minimum air taxi operation requirements

The Board agreed to schedule a work session to further evaluate the policies before considering their approval. A work session will be scheduled at the June board meeting. Chair Wilkins suggested that discussion of the policies and additional opportunity for public comment be added to the May agenda also.

Assistant Attorney General Lynn Rosik addressed the legal requirements regarding the State's ability to adopt minimum standards. Included in her discussion were:

- FAA requirements and guidelines concerning minimum standards
- Through the Fence operation agreements and commercial operations

→ There being no further discussion, Chair Wilkins moved to the next agenda item, consideration of the Aurora Master Plan update.

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Anderson, who managed the master plan update for W&H Pacific, provided a presentation of the updated plan to the Board. After his presentation, comments were heard concerning noise issues, safety issues, tie-down spaces, and the benefits the airport provides. Comments were also heard from Columbia Helicopters concerning recommended aviation easements.

Crook briefed the board concerning the need for the current master plan update. She advised the board that the FAA had played a substantial role in the development of the plan since they have funded improvements at the Aurora State Airport as well as funding the development of the plan. She also noted that the plan has been accepted by the FAA. She also noted the plan:

- Provides a forum for community input
- Meets Federal compliance issues regarding Federal funding and through the fence operations
- Updates the forecasts
- Addresses compatible land use issues

The motion was made by Novick and seconded by Burrill to accept the Aurora Master Plan update as presented. The motion to approve was unanimous.

Burrill requested that a name change for the Aurora State Airport be considered. Crook said that staff could begin researching the proposal and suggested that it be added to the June agenda for discussion.

The May agenda items were set. Nelson recommended 2 days be scheduled for the May meeting, allowing the board extra time to work on the draft policies and minimum standards documents.

There being no further business the meeting adjourned at 3:46 p.m.