

OREGON STATE AVIATION BOARD
APPROVED MEETING MINUTES

October 22, 2004

Salem, 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 via teleconference was held at the Oregon Department of Aviation Office Building in Salem, Oregon.

Board members in attendance included: Mike Burrill, Interim Chair; Steve Beckham, Jack Loacker, Carrie Novick, and Steve Schreiber were connected to meeting via telephone. Department of Aviation staff in attendance included: Ron Rende, Interim Director; Charlie Riordan; Tom Franklin; John Wilson; and Jennifer Kellar. Other State staff in attendance included: Joanne Llerenas and Tom Perry from Department of Administrative Services; Lynn Rosik, Assistant Attorney General, Department of Justice. Guests in attendance included: John Cox and Amy Prutzman.

A forum of Board members present, Interim Chair, Mike Burrill called the meeting to order at 9:00 a.m.

NEW BUSINESS:

Approval of proposed Department of Aviation staffing structure.

Ron Rende, Interim Director, presented three changes for Board consideration:

- Fiscal Analyst II position reclassified to Fiscal Analyst III. This position would now encompass Audit and Control of Contracts, implemented needed control in these areas.
- Redefined Aviation Programs Manager position to Manager of Aurora and Independence Airports.
- Reclassified Aviation Planner position to Facilities Engineer, thus substantially eliminating the need to outsource the reviewing of plans and engineering projects.

MOTION: Carrie Novick moved to approve the changes presented to the Board. Jack Loacker seconded the motion.

Call for verbal yes or no vote: Carrie Novick-yes; Jack Loacker-yes; Steve Beckham-yes; Steve Schreiber-yes; and Mike Burrill-yes. **The motion passed unanimously.**

Hiring of new ODA Director

Ron Rende, Interim Director, provided update on the selection process.

Letters were received by five individuals requesting qualities inherent in a new director. A five (5) member user panel at Department of Administrative Services (DAS) will review the 28 applicants; reduce the applicant pool and forward recommendations to the Governor's Office. The choice of director is anticipated by the end of November. The desire is to have the new Director on staff in December 2004 or January 2005.

There being no further business the meeting was adjourned at 10:00 a.m.

Respectfully Submitted,
John Wilson, Office Manager
Oregon Department of Aviation