



Date: December 1, 2022
To: State Aviation Board
From: Chair Martha Meeker
Re: Board Goal Setting and Topics for 2023

From Sarah Lucas:

- Lease Policy – ODAV lease policies - include review periods as part of the lease policy to set triggers for review. This review/audit should also reconcile leases against aircraft registration information.
 - Automatic annual rate increases (inflation) should be considered, as well as 5-year value assessments.
- Minimum Standards – ODAV minimum standards policies have not been reviewed in recent years, similar to the Lease Policies. They should have periodic review.
 - TTF agreements – Have the TTF agreements been reviewed recently? Do they have firm language regarding training for movement area / access?
- Land Use Compatibility Guidebook – The guidebook could use updating, to include UAS / Vertiport guidance, and provide more “teeth” through DLCDC. An updated Guidebook might also assist in achieving the 20:1 KPM.
 - Will need to continue close working relationship with DLCDC, the laws pertaining to the Guidebook are theirs.
- Airport Ownership – When should the state own and operate airports? Is there an actual policy? If not, shouldn’t there be one? When does it make sense to own and when should the state release? Should the state only own and operate airports that are needed for the statewide system when the local municipality is unwilling or unable to provide those services?
 - Once a policy is created (or reviewed / updated), an assessment of current state-owned airports should be conducted.
- Transparency – The Board should provide timeline for when documents will be available to the public (video and meeting minutes). Video should be available within 24 hours of a Board meeting. It is my understanding the minutes will not be posted until they are approved at the next scheduled Board meeting; however, many interested parties are not aware of this “policy.”
 - Meeting announcements should include a link to “add to calendar” so interested parties can easily add upcoming meetings to their calendar.
- Moving forward, I see:
 - Land use protections and funding to remain high priorities for services provided by the state (in addition to owning and managing airports critical to the state system, where appropriate).
 - Tall structures and land use planning will continue to be essential, as well as the
 - COAR Grant and PMP programs.
 - In our last Board meeting, Workforce Pipeline and / or Education were extensively discussed. While I do agree that Oregon is prime for leading these initiatives, I do not believe the agency has the manpower or funding ability to take on such a heavy lift. Rather, I believe ODAV can best assist in these efforts through grants and sitting on panels / workgroups to advise. ODAV was not designed or equipped for education efforts or workforce creation.

From Cathryn Stephens

- DBE Program, Goals and compliance
- ODAVs hangar lease policy and how ODAV enforces the FAA’s policy on hangar use.

From Kenji Sugahara

- How to address revenue for the agency as we move toward electrification as well as the introduction of new modes of aviation such as UAM/AAM. They will consume agency resources and how do we ensure that we recapture expenses.
- How do we as an agency lead a cross agency effort to ready the state for UAM/AAM- and integrate with existing modes of transportation?