



Meeting minutes approved by Board on: XX\XX\XXXX

## STATE AVIATION BOARD WORK SESSION MINUTES

**DATE** May 04, 2023

**TIME** 10:00 AM – 12:00 PM

**LOCATION** TEAMS Video Conference originating from 3040 25<sup>TH</sup> STREET SE, SALEM, OR 97302

**PRESENTING AGENDA** Martha Meeker, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1		10 AM	Call to order & Introductions	
		10:03 AM	<i>Present: Martha Meeker, Chair; Cathryn Stephens, Vice Chair; Sarah Lucas, Steve Nagy (online 10 AM)</i> <i>Excused absence: Tom Krueger</i>	Meeker
2	Information	10:07 AM	Leasing policies and procedures <i>PowerPoint Presentation – topics included: information on progress for leases and future improvement, updating rules and policies</i>	Board, Beach, and Olsen
			TTF agreements review <i>PowerPoint Presentation – topics included: information on access grant agreements, updating rules and policies; the board will need to approve this action in a future Board meeting</i>	
3	Information	10:10 AM	10:30 AM Questions from Board Members: <i>Tony discussed leasing inspections and being on top of it by updating rules and responsibilities, explaining ODAV contracts with ODOT with finance/billing/correspondence.</i>	Board, Beach, and Olsen
			10:36 AM Question from Sarah regarding rates and fees from 2021 reversions to set market value	
			10:47 AM Questions from Board Kenji regarding rate appraisal contracting out, Tony responded yes it will.	
			10:51 AM Question from Stacy about ODOT Lease	
		10:56 AM	Adjourn	Meeker