



Martha Meeker, Board Chair
Cathryn Stephens, Board Vice Chair
Tom Krueger, Sarah Lucas, Steve Nagy
Kenji Sugahara, Director of Aviation

MINUTES APPROVED 10.05.2023 BOARD MEETING

STATE AVIATION BOARD MEETING MINUTES

DATE June 1, 2023

TIME 10:00 AM – 2:00 PM

LOCATION Erickson Aero Tanker Maintenance Conference Room, next to the Museum
2322 NW Berg Dr.
Madras, OR 97741

LIVESTREAM <https://youtu.be/eK67xKE3N3Q>

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

#	TYPE	TIME	ITEM	LEAD(S)
			Call to order, Roll Call & Introductions <i>Introductions around the room.</i>	
1	Information	10 AM	<i>Present: Martha Meeker, Chair; Cathryn Stephens, Vice Chair(online); Sarah Lucas, Steve Nagy Excused absence: Tom Krueger, phone call made to Tom. We are at quorum.</i>	Meeker
2	Action	5 min 10:04 AM	<p>Approve Consent Agenda</p> <ul style="list-style-type: none"> ▪ Approval of April 6, 2023 prior Board Meeting Minutes ▪ Approval of May 4, 2023 Work Session Minutes <p>▪ Motion to approve the minutes from April 6, 2023 Board Meeting and May 4, 2023 Work Session as presented.</p> <p><i>Motion to approve both as presented motioned by Nagy, second by Lucas. All aye by Meeker, Stephens, Lucas, Nagy. No; none.</i></p>	Meeker
3	Information	15 min 10:06 AM	<p>Public Comments <i>Limited to 2 minutes per speaker Ralph Hudson, Valley View Airport; concerned about development, John Riser, Valley View Airport; concerned about development and prevent airport going into housing, Bill Graupp; online</i></p>	

4	Information	20 min 10:14 AM	Director's Update <i>PowerPoint Presentation</i>	Sugahara
5	Action	30 min 10:38AM	COAR Cycle 2024 Update <i>Motion to approve an increase to the maximum allowable COAR grant amount from \$150k to \$250k for COAR Cycle 8 (2023-24)</i> <i>PowerPoint Presentation</i> <i>11:10 AM Motion to approve by Lucas, second by Nagy. All aye by Meeker, Stephens, Lucas, Nagy. No; none.</i>	Abrahamson\ Thomas
6	Information	20 min 11:12 AM	Finance Manager Update <i>PowerPoint Presentation</i>	Forest
7	Information	20 min 11:18AM	State Airports Manager Update VPD Update Projects Update SOAR Update <i>PowerPoint Presentation</i> <i>Due to time and staff limitations, rulemaking will happen at a later board meeting this year.</i>	Beach
8		10 min 11:52 AM	Board Updates This time is provided for the Board members to share news, events, or related information <i>(Review posted Video)</i>	
9		10 min 11:55 AM	Other Business This time is provided for the Board or Staff to bring up topics not on the agenda <i>Goodbye to Martha M. and welcoming Cathryn Stephens as new Aviation Board Chair; presenting gavel.</i> <i>Presenting Plaques to Mike Oliver and Martha Meeker and thanking them for their services on the Board.</i>	Board/ Staff
10		5 min 11:59 AM	Agenda input Summary of Board direction to staff Topics for future board meetings Next meeting date is: Work Session July 6, 2023 Topic: KPM Review Next Board Meeting date is: August 3, 2023 Pendleton	Board/ Staff
		12:00 PM	Adjourn	Meeker
			Following the meeting, there will be a tour of the Erickson Aircraft Collection	

PowerPoint Presentations in the order of the meeting.

Kenji Sugahara Director's Update Presentation:



Director's Update

Session

Passed

SB 482 (the Dalles education credit) – allows course work completed at The Dalles Airport (located in WA) to be counted for credit in OR

SB 810 (UAS Penalties) makes it a Class A felony to use a UAS to direct a laser at an aircraft in the air, crash a UAS into an aircraft in the air, and prevent the takeoff or landing of an aircraft

SB 812 (allows local governments to prohibit UAS' in public parks) gives local governments the option to prohibit UAS takeoff and landing in a locally owned public park

HB 3058 (ODAV to study resiliency) requires ODAV to study and report to the legislature by January 1, 2024



Director's Update

Legislation Still in Play

HB 5004 (ODAV Budget)

HB 2269 (ODAV Fees to AR)

HB 2520 (UAS wildfire interference)

HB 2834 (Vertiports)

HB 3551 (Alaska Airlines tax exemption)



Director's Update

Dead

SB 809 (ODAV to study UAS)

HB 2139 (ODAV to study Salem Air Service)

HB 2524 (Jet Fuel tax increase)

HB 2668 (Aurora Airport Advisory Council)

HB 2686 (ODFW overflights notice)

HB 2668 (UAS overflight permission)

HB 2007 and 2936 (PDX concealed carry)

HB 3257 (ODAV to study electrification)

HB 3202 (outdoor light shielding)

Director's Update

Governor's Update

- The Governor is actively working to bring a resolution to the walkouts. She recognizes that we are at a crucial point in session and is seriously engaged because there is too much at stake for Oregonians. She will continue meeting with legislative leaders in the coming days.
- The Governor's office is preparing for all contingencies and looking into the continuing resolution and potential impacts to state operations. She is committed to making sure agencies have budgets in place by July 1 to allow for the full functioning of the government.
- This is a highly fluid situation. We are taking this day-by-day and will update stakeholders and partners as things evolve. We understand the discomfort such uncertainty brings, and we encourage people to reach out with questions and concerns.

Director's Update

Priorities

- DEI Plan (Gov Directive)
- Strategic Plan (Gov Directive)
- Prioritizing work
- Employee Interviews (Gov Directive)
- Filling Board
- Resiliency Study (HB 3058)
- Hiring for Heather's Position
- Reaching out to Stakeholders & Legislators
- Visiting Airports
- Devising new funding mechanisms.
- Rebranding



Director's Update

Wins

- Met with Grady Stone, Regional Administrator FAA twice including at Cape Blanco.
- Meetings with employees and managers going well.
- Visited a number of airports including Scappoose, Cape Blanco and Bandon.
- Attended agency director training as well as a cabinet meeting.
- Met with Representative Evans to talk about Resiliency Study.
- Getting close to announcing winner of ODAV drone naming contest.
- Appointed as alternate to FAA Counter UAS ARC.
- Connecting with NASAO.



Director's Update

Challenges

- The event at the last board meeting is still under investigation.
- Working through workflow issues at the agency.
- Meeting Governor's Expectations.



PowerPoint Presentation by Andria Abrahamson:

CRITICAL OREGON AIRPORT RELIEF (COAR)

OREGON DEPARTMENT OF AVIATION BOARD PRESENTATION

June 1, 2023

- COAR Program Introduction
- COAR Program Overview
- COAR 2023-24 Cycle
- Aviation Review Committee (ARC)
- COAR Grant Amount Cap Increase

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COAR Program Overview

Introductions

COAR Program Coordinators

Andria Abrahamson



Alex Thomas





Aviation System Action Program (ASAP) Overview and Updates

ASAP fund created per HB2075 (2015)

- Funded through an increase of 2 cents per gallon tax on jet fuel and 2 cents per gallon on aviation gas
- Revenue funded three grant programs – COAR, ROAR, and SOAR
- Program started January 2016 with a sunset date of January 1, 2022

House Bill 2434 (2021)

- Fuel tax sunset lifted, increase in jet fuel and aviation fuel tax made permanent
- ROAR program closed September 2021
- Fuel tax now split between COAR and SOAR programs



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COAR Program Overview

COAR Grant Process

- Annual grant cycle, application period opens in the fall.
- Review and recommendation by Aviation Review Committee.
- Final review and approval by State Aviation Board in February board meeting.

Grant Cycle	Total Applications Funded	Total \$ Expended/ Encumbered	Cycle Closed
Cycle 1: 2016-17	31	\$1,683,072	Closed out 06/30/2021
Cycle 2: 2017-18	24	\$1,693,212	Closed out 06/30/2022
Cycle 3: 2018-19	28	\$1,947,322	One grant in closeout
Cycle 4: 2019-20	4	\$500,000	Two grants active
Cycle 5: 2020-21	19	\$1,680,493	Eleven grants active
Cycle 6: 2021-22	29	\$2,408,769	Twenty-nine grants active
Cycle 7: 2022-23	38	\$598,499 TD	Grant Setup – 6 Executed
Totals	135	\$10,511,367 TD	-

COAR Program - 2023

CYCLE 7 GRANT PROJECTS

- Current Status:** ODAV grant coordinators and grantees processing 38 grant applications to execute projects, 6 grant executed to as of 05/05/2023. (ODAV Grants: \$3,102,932 | Project Costs: \$41,069,645)

INSPECTIONS (CLOSURES)

- 2023 Focus:** Scheduling 39 COAR grants inspections that need their final on-site inspections and photographs. (2017 – 2022 closed grants)

E-GRANTS UPGRADE & TRAINING

- Summer 2023:** ODAV and grantees to receive new e-grants website, offering a more intuitive, and modern interface. ODAV will schedule and send invitations soon for website, grant, and process training.



COAR Program - 2023

COAR Cycle 2023-2024 Tentative Timeline



Aviation Review Committee

- What is the Aviation Review Committee (ARC)?
 - Established by the State Aviation Board
 - Comprised of one member from each Area Commission on Transportation (ACT)
 - Reviews COAR applications to determine ranking for distribution of grant funds
- What does the ARC do?
 - Criteria for consideration by the ARC per ORS 319.020 Sec. 7(3)

Reduces transportation costs or improves access to jobs in Oregon	Is ready for construction or implementation
Results in economic benefit to the state	Has a useful life expectancy that offers maximum benefit to Oregon
Connects elements of Oregon's aviation system in a way that will measurably improve utilization and efficiency of the system	How much of costs of project can be borne by the applicant from sources other than ODA or Connect Oregon

- ARC will determine whether application Meets the Standard, Somewhat Meets the Standard, or Does Not Meet the Standard of the above criteria



Aviation Review Committee

• ARC Review Process

- ARC divided into groups of 2-3 members; COAR applications divided among the groups.
- Each group discusses, scores, and recommend/does not recommend their set of applications.
- Program Coordinators compile list of total scored applications.
- All ARC members meet to discuss, rank, and break ties for full list of applications.

• Ranking the Applications

- The ARC reviews application scores and makes recommendations to break ties in each priority.
- The review considerations were created by the ARC during the 2016-17 COAR grant cycle.
- The ARC may consider:
 - The application scores;
 - Percent of grant match by the applicant (higher the better);
 - Numbers of recommended grants to be considered already for a single applicant;
 - Grants applications dealing with safety projects.



Aviation Review Committee

Discussion Points from 2023 ARC Meeting (Feb 18, 2023)

- Area of Concern – COAR Application Issues
 - ARC members felt they had to make inferences due to missing information or lack of detail in application responses;
 - ARC discussed whether application questions are as relevant for Priority 2/3 projects.
- ARC Request – Review Scoring Considerations for Priority 2 and 3 Applications
 - Criteria may not pertain to allowable Priority 2 and 3 projects;
 - Changes made through rulemaking process, Program Coordinators to discuss with ODAV management.
- ARC Request – Training for Applicants
 - Program Coordinators in process of creating trainings to provide applicants / grantees prior to 2023-24 grant cycle;
 - Program Coordinators to provide application training at fall 2023 OAMA conference.



COAR Program Request – Maximum Grant Amount

- Increase maximum grant amount to \$250,000 for COAR Cycle 8
- Per OAR 738-124-0040 (d) Aviation Board may award a larger grant amount than \$150,000.

Match Requirement
Non-FAA Project (COAR Priority 2/3)

Match Requirements non FAA project			
Max COAR grant	Sponsor Match %	Max % of Project Cost covered by COAR grant	Minimum Project Costs to qualify for the \$250k
\$ 250,000.00	commercial primary 50%	50%	\$ 500,000.00
	commercial non primary 35%	65%	\$ 384,615.38
	Business 25%	75%	\$ 333,333.33
	Regional / Community 10%	90%	\$ 277,777.78
	Low Activity 5%	95%	\$ 263,157.89

- ROAR program closed 2021 and revenue moved to COAR program;
- Increased project costs due to inflation and market;
- Estimated funding for Cycle 8 \$4.5M

- Additional review by DOJ will be required for any grant agreement funded above \$150,000.



COAR Program Request – Maximum Grant Amount

Match Requirement
FAA AIP Grant Match (COAR Priority 1)

Based on FAA Grant 10% match requirement						
Project Cost	FAA Grant Amount - up to 90% of proj costs	FAA Sponsor Match 10%	COAR Grant Match Requirement	Sponsor Share	COAR Grant Amount *Max \$250k	Add'l Cost to Sponsor
\$ 6,000,000.00	\$ 5,400,000.00	\$ 600,000.00	commercial primary 50%	\$300,000	\$ 250,000	\$ 50,000.00
\$ 5,000,000.00	\$ 4,500,000.00	\$ 500,000.00	commercial non primary 35%	\$175,000	\$ 250,000	\$ 75,000.00
\$ 4,000,000.00	\$ 3,600,000.00	\$ 400,000.00	Business 25%	\$100,000	\$ 250,000	\$ 50,000.00
\$ 3,500,000.00	\$ 3,150,000.00	\$ 350,000.00	Regional / Community 10%	\$35,000	\$ 250,000	\$ 65,000.00
\$ 3,000,000.00	\$ 2,700,000.00	\$ 300,000.00	Low Activity 5%	\$15,000	\$ 250,000	\$ 35,000.00

Draft Motion:

Approve an increase to the maximum allowable COAR grant amount from \$150k to \$250k for COAR Cycle 8 (2023-24)



Questions?

PowerPoint Presentation by Kristen Forest:



Administration & Financial Update Biennium End Financial Update

Planning Update

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Administration & Financial Update Operations

Oregon Department of Aviation Operations Biennium 2021-2023 Thru April 2023 (92%)						
	19-21		Current Biennium 21-23		Total	Limitation
	Biennium	Biennium	Biennium to Date	Projected		
Beginning Balance	\$ 1,120,262	\$ 1,414,608	\$ 1,138,545		\$ 1,138,545	
Revenue:						
Jet Fuel/Avgas/Mogas	2,671,682	2,119,805	2,125,321	259,735	2,385,057	
Other Non-Business Licenses and Fees	391,760	426,530	381,890	65,980	447,870	
Robbers & Recoveries	52,774	51,810	5,114	17,544	22,658	
Other Chrgs For Servs	44,850	42,075	29,250	3,250	32,500	
Fees and Forfeits	348	-	-	4	4	
Rents and Royalties	708,992	583,933	560,885	58,729	619,614	
Fleet Equip Sales	177,077	186,734	237,659	20,531	258,190	
Grants - Non Federal	925,758	-	-	-	-	
Other Revenue	139,753	13,661	52,328	3,343	55,671	
Transfer From Department of Energy	282	12,160	4,494	1,649	6,143	
189 2075 - Fuel Tax Increase	374,111	277,718	277,718	35,678	313,396	
Subtotal Revenue excluding Internal Transfers	5,487,467	3,714,426	33,674,659	466,443	4,141,102	
Transfer in from other funds	-	965,317	701,708	279,289	980,997	
TOTAL REVENUE	\$ 5,487,467	\$ 4,679,743	\$ 4,376,367	\$ 745,732.38	\$ 5,122,100	
Expenditures:						
Personal Services	2,432,816	2,355,092	2,721,496	243,724	2,965,221	
Service & Supplies	2,027,491	2,424,871	1,836,152	304,553	2,140,705	
Capital Outlay & Special Payments	732,814	175,943	86,197	40,269	136,466	
TOTAL EXPENDITURES	\$ 5,193,122	\$ 4,955,806	\$ 4,653,845	\$ 588,546	\$ 5,242,392	\$ 5,640,008
				Burn Rate:	82%	
Ending Balance	\$ 1,414,608	\$ 1,138,545	\$ 861,067		\$ 1,018,253	

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Administration & Financial Update

Aircraft Registration

Oregon Department of Aviation Aircraft Registration Program Biennium 2021-2023 Thru April 2023 (92%)					
	19-21 Biennium		Current Biennium 21-23		Limitation
	Biennium	Biennium to Date	Projected	Total	
Beginning Balance	\$ 676,380	\$ 1,135,526		\$ 1,135,526	
Revenue:					
Aircraft Registration Fees	758,474	645,009	71,264	716,273	
Other Revenue	14	3,780	-	3,780	
Transfer Out for Grant Match	(162,473)	(42,581)	(2,420)	(45,001)	
TOTAL REVENUE	\$ 596,015	\$ 606,208	\$ 68,844	\$ 675,052	
Expenditures:					
Personal Services	119,945	123,740	12,395	136,135	
Service & Supplies	16,924	26,976	-	26,976	
TOTAL EXPENDITURES	\$ 136,869	\$ 150,717	\$ 12,395	\$ 163,112	\$ 174,881
Ending Balance	\$ 1,135,526	\$ 1,591,017		\$ 1,647,466	

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Administration & Financial Update

Pavement Maintenance

Oregon Department of Aviation Pavement Maintenance Program Biennium 2021-2023 Thru April 2023 (92%)					
	17-19 Biennium		Current Biennium 21-23		Limitation
	Biennium	Biennium to Date	Projected	Total	
Beginning Balance	\$ 1,151,142	\$ 1,103,687	\$ 688,725	\$ 688,725	
Revenue:					
Transfer in - Fuel Tax Revenue	2,048,405	1,591,506	1,636,289	64,113	1,700,402
Other Revenue (PMP Match, Misc Receipts)	-	51,634	3,108	-	3,108
TOTAL REVENUE	\$ 2,048,405	\$ 1,643,139	\$ 1,639,396	\$ 64,113	\$ 1,703,510
Expenditures:					
Personal Services	247,644	269,857	165,271	14,152	179,422
Service & Supplies	1,848,216	1,788,245	850,109	11,829	871,939
TOTAL EXPENDITURES	\$ 2,095,860	\$ 2,058,101	\$ 1,025,380	\$ 25,981	\$ 1,051,361
Ending Balance	\$ 1,103,687	\$ 688,725	\$ 1,302,742	\$ 1,340,874	

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Planning Update

PMP Update

FAA Grants

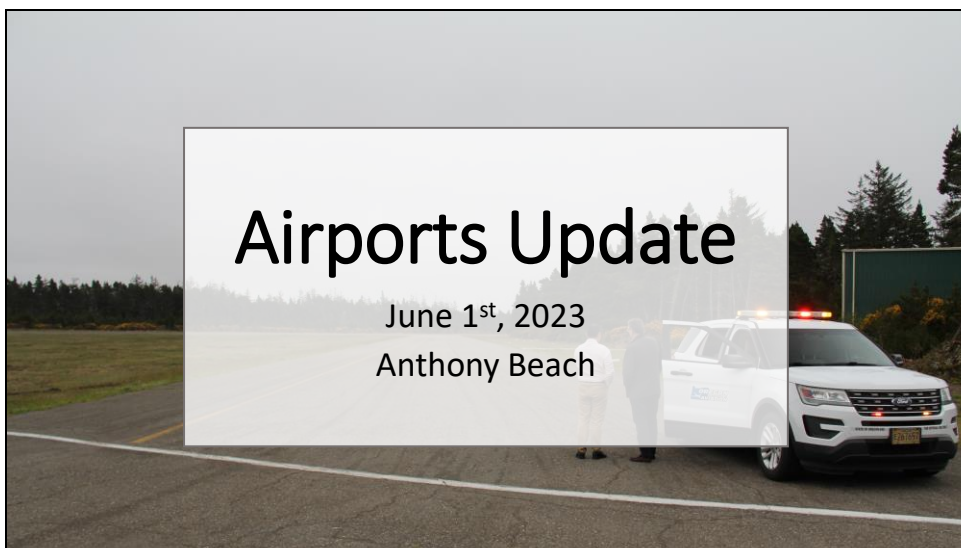
- Aurora Fog Seal & Markings Phase 2 Construction
- Cottage Grove Apron Rehab Phase 1 Construction
- Siletz Bay RW Rehab Phase 1 Design
- System Plan Grant 2023

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Administration & Financial Update

Questions

PowerPoint Presentation by Tony Beach:



Surface Incident Mitigation - Update



- 1 V/PD and 0 Runway Incursions since last meeting (5/09/2023)
- Continuing work with airport groups on outreach, education, and improvements to mitigate V/PDs from state and private property
- ODAV is creating driver training for state property and movement area access
- FAA recommendations received 2/13

Surface Incident Mitigation – Rule Update

- Public Comments
 - Ended November 11th
- Public Hearing Held
 - October 20th, 2022
- **Final rulemaking will be brought to the Board in June**, to coincide with implementation of the drivers training program

Public comments for the proposed rules are open until 5pm on October 21.

A virtual Public Hearing will be held on Thursday, October 20th, at 2pm. A link to join the virtual meeting, and instructions to call in are below:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 287 228 328 650 Passcode: CHzY4y

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 971-277-1965, 704115492# United States, Portland

Phone Conference ID: 704 115 492#

Comments received during the comment period as well as the hearing will be included in the record. Written comments can be submitted in advance of the hearing, and will have the same weight as verbal testimony given during the hearing.

Project Updates – Obstruction Removal

- Aurora State Airport
 - EA Rewrite – FAA comments received last week of January, **sending our responses to FAA**
 - Appraisals and easement acquisition will begin after EA is complete
- Mulino State Airport
 - Survey completed, beginning pre-work for appraisals and easements
 - Trees with easements/on our property went out to bid, rejected bids due to cost. Will rebid and aim to start construction Oct. 1st
- Chiloquin State Airport
 - Survey ongoing

Upcoming Project Updates

- Aurora State Airport – Surface Seal and Markings Project
 - 2 Open House meetings completed, **100% designed redesigning to include surface hold signage**, preparing bid package
 - Construction in **mid/late summer of 2023**
- Aurora Airport Master Plan
 - No PAC meeting scheduled, waiting on FAA approval of forecast
- Cape Blanco Runway Rehabilitation
 - Received one high bid, will reduce scope and rebid the project
- Prospect Runway Reconstruction
 - Approaching 60% Design, construction likely spring/summer of 2024
- Siletz Bay Runway Rehabilitation
 - Preparing for bid

Airport Work – Upcoming Closures

- Aurora State Airport – Surface Seal & Markings Project
 - Runway, Taxiway, and Apron Closures – Summer 2023
- Cape Blanco State Airport – Runway Rehab & Electrical Project
 - Late Summer 2023, or spring/summer 2024
- Prospect State Airport – Runway Reconstruction & Electrical Project
 - Spring/summer 2024
- Siletz Bay State Airport – Runway Rehab
 - Summer 2023
- Independence State Airport – HOA Taxilane Rehab (private project)
 - Taxiway A Closures - Spring/Summer 2023

Airport Work – Upcoming Closures Cont.

- Aurora State Airport – ATCT Seal / Preventative Maintenance
 - Apron closures and/or wingspan restrictions – Summer 2023
- Joseph State Airport – PAPI Replacement
 - Runway WIP/short-term closures - Summer 2023
- Multiple State Airports – Airfield Markings Refresh
 - Summer/Fall annually
- Multiple State Airports – Obstruction Removal
 - October 1 2023 through March 31 2024

Airport Maintenance



Airport Maintenance

- Air Traffic Control Tower maintenance
- Airfield markings equipment
- PAPI replacements
- Lighted X upfitting
- Obstruction removal
- Airport signage update and refresh



Airport Maintenance

- Air Traffic Control Tower maintenance
- Airfield markings equipment
- PAPI replacements
- Lighted X upfitting
- Obstruction removal
- Airport signage update and refresh



Airport Maintenance



Airport Operations and Leasing

- Driver's Training Program(s)
- Airport Inspection and Work Order system
- Airport Layout Plan review and updates
- Volunteer Program Update
- 5010 Inspections and Master Record Updates
- Key Performance Measures
- Leasing Program Overhaul
- Billings and CPI updates
- Lease compliance, certificates of insurance, notices



SOAR Project Prioritization

- Priorities
 - Safe and Operational Runways
 - Cape Blanco Runway and Electrical Rehab (Cycle 4)
 - Prospect Runway Reconstruction (Cycle 2)
 - Oakridge Runway Reconstruction (New request for Cycle 5)
 - Obstruction Removal
 - Cape Blanco (PAPI OCS, RSA/ROFA, Approach/Transitional Surfaces)
 - Bandon, Cascade Locks, Crescent Lake, McKenzie Bridge, Nehalem Bay, Oakridge, Pinehurst, Prospect, Santiam Junction, Siletz Bay, Toketee, Wakonda Beach



SOAR Funds

Current Cash	\$2,875,452.63
Cape Blanco Runway Rehab	\$1,222,779.20
Prospect Runway Reconstruction	\$796,800.00
Contingency / Worker Fund	\$200,000.00
Cash Available	\$655,873.43

Updated Cash Balance	\$655,873.43
Forecasted Revenue (through 12/2023)	\$512,275.00
Total Funds for Cycle 5	\$1,168,148.43

SOAR Cycle 5 Projects

Updated Cash Balance	\$655,873.43
Forecasted Revenue (through 12/2023)	\$512,275.00
Total Funds for Cycle 5	\$1,168,148.43

Feedback Requested:

Oakridge Runway Reconstruction	~\$900,000.00
Obstruction Removal	~\$250,000.00
Contingency / Worker Fund	\$200,000.00
Cash Shortage	-\$181,851.57



View video recording here:

<https://youtu.be/eK67xKE3N3Q?si=I6OC5hBNxH46vzn7>