

	10:08 am	<i>UAS side attended summit in Baltimore, observed best practices with the FAA and stakeholders to learn more about policies, using UAS technology and law enforcement tech, law enforcement, learning a lot with Kenji</i>	Thomas
		<i>Steve Nagy comments: congrats to Kenji on visiting so many airports; mentions counter-UAS (?) Cathryn Stephens: great news about Oakridge; and great work on AAM. Kenji will give a briefing to the board and public with ARC once there is an update</i>	Board
		<i>Cathryn Stephens comments: glad to see solutions for Oakridge, advanced air mobility, need to be engaged and make good decisions.</i>	
3	Information 10:22 am	Briefing Board on Best Practice Survey – Results are measured as one of the Agency’s Key Performance Measures (KPMs) as part of the Annual Performance Progress Report. Survey emailed to the Board Members <i>PowerPoint Presentation</i> <i>The Board does an annual feedback survey for the director every Fall. Kristen will go over Progress Report Survey results at the next Board meeting. Survey will be emailed to the Board Members. Kristen will need the report submitted in at the beginning of October.</i>	Forest
		<i>Questions and survey discussion: Cathryn – for the director evaluation: Since we had a change in the director position this year, is that for Betty or Kenji? Kristen’s recommendation: evaluation should be for Kenji. Kristen will send out a reminder to the Board Chair to fill out this survey.</i>	
4	Information 5 min	<i>Cathryn – something to think about: What types of work sessions should we have in 2024? This will be discussed at the next Board Meeting.</i> Next meeting dates are: October 4, 2023 Planning Session, and Executive Session. Hosted in Hillsboro October 5, 2023 Board Meeting. Hosted in Hillsboro <i>Thanks to Steve Nagy for hosting the next two meetings</i>	Stephens
	10:29 am	Adjourn	Stephens

Public attendance is permitted. Persons with disabilities who require special accommodations please call (503)378-2238 at least 48 hours before the meeting.

The board will not provide time in the work session for public comment. Public comment will be accepted for the State Aviation Board Meeting on October 5, 2023. See separate public notice and agenda for that meeting.

PowerPoint Presentations

Kenji Sugahara, ODAV Director:



OREGON DEPARTMENT OF AVIATION

September 7, 2023

(503)378-4880 3040 25TH STREET, SALEM, OR 97302 WWW.OREGON.GOV/AVIATION @ORAVIATION



Director's Update

50+ Airports Visited

- Astoria
- Baker City
- Brookings
- Burns
- Cascade Locks
- Condon
- Dalles
- Enterprise
- Florence
- Gold Beach
- Grant County
- Grants Pass
- Hermiston
- Hood River
- Illinois Valley
- Joseph
- La Grande
- Lebanon
- McKenzie Bridge
- Mulino
- North Bend
- Ontario
- Pendleton
- Santiam Junction
- Seaside
- Siletz Bay
- Toledo
- Twin Oaks
- Vale
- Wasco



Director's Update

SIGNIFICANT PRIORITIES

- Oakridge- federal delegation has shown significant interest.
- Resiliency project underway (Statewide Airport Resiliency Assessment).
- Planning position hire anticipated next week.
- RFP sent to potential vendors for strategic planning. Bids expected next week.



Director's Update

NEW TECHNOLOGIES

- Attended FAA UAS/AAM Summit in Baltimore with Alex Thomas.
- Counter-UAS ARC meetings are still underway.
- ODAV provided feedback to NASAO on Advanced Air Mobility.
- Initial discussions held on planning for Advanced Air Mobility.
- ODAV bringing back UAS Task Group and adding Advanced Air Mobility.



Director's Update

ADMINISTRATION

- Both WSDOT and ODAV participated in presentation by VirTower. They offer a service that could potentially assist with aircraft registration as well as provide traffic counts at airports.
- Meeting with legislators in district during airport visits.
- With full complement of managers, looking at reviewing programs and areas of responsibility.
- Continuing meetings with stakeholders.



Director's Update

UPCOMING

- Rulemaking around Vertiports language.
- VPD Rule
- Regulatory review- KPMs, what is working and what is not.



COAR Program Update

- ODAV to begin rulemaking process for OAR 738-124 Aviation System Action Program Fund.
- Rulemaking specifically to address OAR 738-124-045 (3)(b) which states only Project costs incurred on or after the effective date of the Agreement are eligible for grant funds - amend rule to create an exception for Priority 1 grants only.
 - Exception needed in case of unanticipated delay in executing COAR agreement. Sponsor does not have to delay project work, can still receive reimbursement for normally eligible costs incurred prior to executing agreement
 - Request must still meet standard reimbursement requirements, which includes submitting FAA reimbursement documentation for verification alongside COAR reimbursement request
- Review all of OAR 738-124 to make any necessary administrative or clarifying changes
- Present draft of rule changes at October board meeting



QUESTIONS?

PowerPoint Presentation by Kristen Forest:



Board Work Session

- Key Performance Measures KPMs
- Aviation Board Best Practice Survey



Board Work Session

KPM's

KPM #7 Percent of Best Practices Met by the Board Where did we Get the Questions?

DAS & LFO developed Best Management Practices for Boards & Commissions
Based on 5 Functions-

1. Executive Director Selection, Expectations & Feedback
2. Strategic Management
3. Strategic Policy Development
4. Fiscal Oversight
5. Board Management

They came up with Score Card that we use for our Survey-
The Board may add more questions however they will not be counted with totals.



Board Work Session

KPM's

KPM #7 Percent of Best Practices Met by the Board-

- 1 Executive Director's performance expectations are current.
- 2 Executive Director receives annual performance feedback.
- 3 The agency's mission and high-level goals are current and applicable.
- 4 The Board reviews the Annual Performance Progress Report.
- 5 The Board is appropriately involved in review of agency's key communications.
- 6 The Board is appropriately involved in policy-making activities.
- 7 The agency's policy option packages are aligned with their mission and goals.
- 8 The Board reviews all proposed budgets (likely occurs every other year).
- 9 The Board periodically reviews key financial information and audit findings.
- 10 The Director is appropriately accounting for resources.
- 11 The agency adheres to accounting rules and other relevant financial controls.
- 12 Board members act in accordance with their roles as public representatives.
- 13 The Board coordinates with others where responsibilities and interests overlap.
- 14 The Board members identify and attend appropriate training sessions.
- 15 The Board reviews its management practices to ensure best practices are utilized.

Average



Board Work Session

KPM's

Questions?