



Meeting Minutes Approved by ODAV Board on December 7, 2023
10:02 am

STATE AVIATION BOARD ANNUAL PLANNING SESSION MINUTES

DATE OCTOBER 4, 2023

TIME 10:00 AM – 1:30 PM

LOCATION HIO Terminal Building
3355 NE Cornell Road Hillsboro, OR 97124

VIDEO https://youtu.be/5_1Wm6-3DVU?si=F3BVKk_y59J2N2tj

PRESENTING AGENDA Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10 am	Call to order & Introductions Welcome New Board Members; Bill Graupp, Jeffrey Pricher, Jim Knight	Stephens/ Board Administrator
2	Information	10:02 am	Roll Call Documented for the record: Cathryn Stephens, Sarah Lucas, Stephen Nagy, Board designees: Bill Graupp, Jeffrey Pricher, Jim Knight Present: 6 Late arrival: none Excused absence for the record: none	Board Administrator
3	Information	10:03 am	DAS Workday Training Requirements for Current and New Board Members <i>Topics covered:</i> <i>All new board members will need to complete three online courses within six months of being appointed:</i> <i>DAS - CHRO – Overview of Boards and Commissions</i> <i>DAS – CHRO – Preventing Discrimination and Harassment</i> <i>DAS – EIS – Information Security Training: Foundations</i> <i>DAS – CHRO will assign all three courses in Workday when the new members are initially appointed. They will receive an automated email notifying them of the requirement.</i> <i>Each course is assigned in Workday on January 1 of each year and will have until December 31 to complete the courses. The members will receive an email about the requirements annually for the duration of their appointment.</i>	Guest Speaker Brandy Meng
4	Information	10:05 am	Oregon Government Ethics Commission: Conflicts of Interest/ Prohibited Use of Office Director wants separate training to the board on “gifts” Presentation attached	Guest Speaker Charlie Esparza
		11:17 am	Break	Stephens/ Board Administrator
5	Information	11:30 am	<ul style="list-style-type: none"> Best Practice Survey (<i>filled out by 3 board members in September did not have a full board; Stephens, Lucas, Nagy</i>) Annual Performance Progress Report Key Performance Measures (KPM’s) 	Forest

- Strategic Planning Update: Overview of RFP: ODOT for formal, then DOJ approves.
Board comments:
Nagy to eliminate and submit changes in KP. Pricher-wants to know how many uncrewed aircraft registrations in the system? Kristen will research and get back to this question.

PowerPoint Presentation attached

6	Information	11:56 am	Advanced Technologies Update <ul style="list-style-type: none"> • Electrification Strategy • AAM Strategy • Smart Grant Application 	Sugahara
			PowerPoint Presentation attached	
		12:11 pm	Re-Launch of UAS Task Force as NW Advanced Aviation Task Force	Sugahara
		12:30 pm	Education/ Workforce Development <ul style="list-style-type: none"> • Involving AOPA to Plan for an Aviation Education Summit in 2024 or 2025 	Sugahara/Board
		12:20 pm	Oregon Laws/ODAV program/ ODAV Administrative Rules Review <i>Measuring performance by expertise. Looking into the future new technologies</i>	Sugahara
7	Information		2024 Objectives for Board and ODAV OAMA Fall Conference in Newport Oct. 8-10, 2023	Sugahara
		12:30 pm	Lunch Break Recording has stopped and will reconvene after lunch break	Stephens/ Board Administrator
		Held After today's Executive Session 2:30 pm	Tour of Hillsboro Airport and Oregon Aerospace Careers for Everyone Program.	Stephens/Nagy
	Dinner	6:30 pm-8:30 pm	Syun Izakaya 209 NE Lincoln St, Hillsboro OR 97124 No official ODAV business is allowed	Stephens
			<i>Chair announcement: After adjournment, the State Aviation Board will convene in Executive Session. See separate agenda and public notice. The session will not be open to the public.</i>	Stephens
			Executive Session Topic 1: pursuant to Per ORS 192.660 (2) (e), to deliberate with persons designated by the governing body to negotiate real property transactions	Stephens
			Executive session Topic 2: is being held pursuant to ORS 192.660(2)(h) to consult with counsel concerning the Board and Agency's legal rights and duties with regard to current litigation or litigation likely to be filed.	Stephens
		1:18 pm	Adjourn The meeting recording has ended.	Stephens/ Board Administrator

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 Planning 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 ATTACHED:

1. Oregon Government Ethics Commission

EMPLOYMENT & CONTRACTS

Contracts authorized by:

- Public Official
- Public Body



ORS 244.047

Guidelines to Private Employment

- No governmental body time
- No governmental body resources
- No official action that could financially impact
- No confidential information obtained
- Disclose all conflicts of interest

ORS 244.040(6)



Private Employment of Public Officials

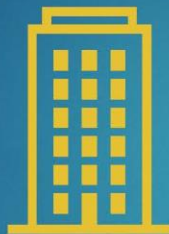
ENSURE

- Clear distinction

MUST NOT

- Use office to create opportunity

Private Employment of Public Officials



Private Employer



Private income producing activity



PRIVATE EMPLOYMENT

Remember

Prohibited gains include:

- obtaining a financial gain
- avoiding an expense

➤ ***Does not have to result in any cost for the public body!***



Spot the Ethics Law Violation(s)

01

Using your agency's open WIFI network on a personal device during breaks

02

Picking up your spouse from the airport in an agency vehicle

03

Posting fundraising flyers in break room (not open to public) for nonprofit you volunteer at

04

Accepting a \$25 gift card for being a speaker at an event

Prohibited Use of Office Exceptions

- ▶ Legal Expense Trust Fund Contributions

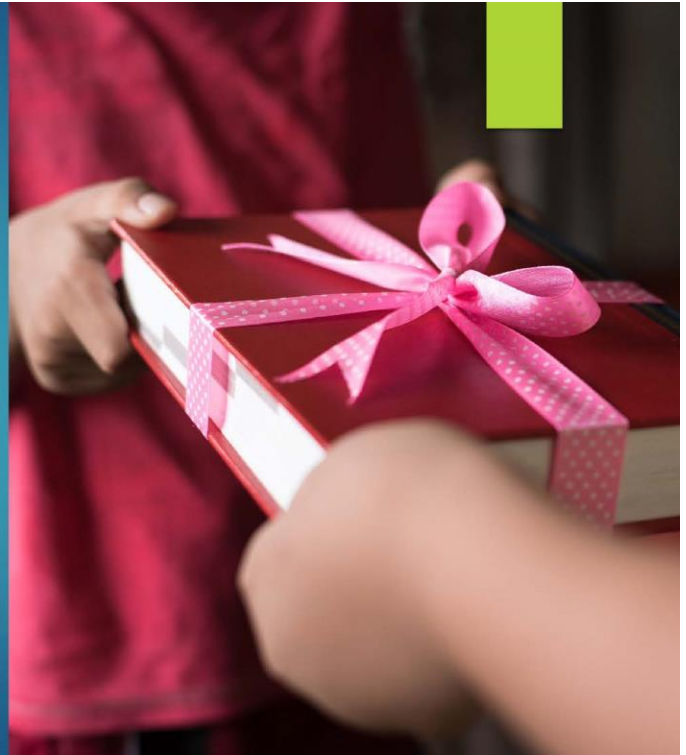


ORS 244.040(2)(h)

Prohibited Use of Office Exceptions

- ▶ Gifts
 - ▶ Economic Interest = \$50 and under
 - ▶ No Interest = No limit
 - ▶ 16 Gift Exceptions
- ▶ Gifts Monthly Webinar

ORS 244.040(2)(e-g)



Prohibited Use of Office Exceptions

- ▶ Professional achievement awards

ORS 244.040(2)(d)



Prohibited Use of Office Exceptions

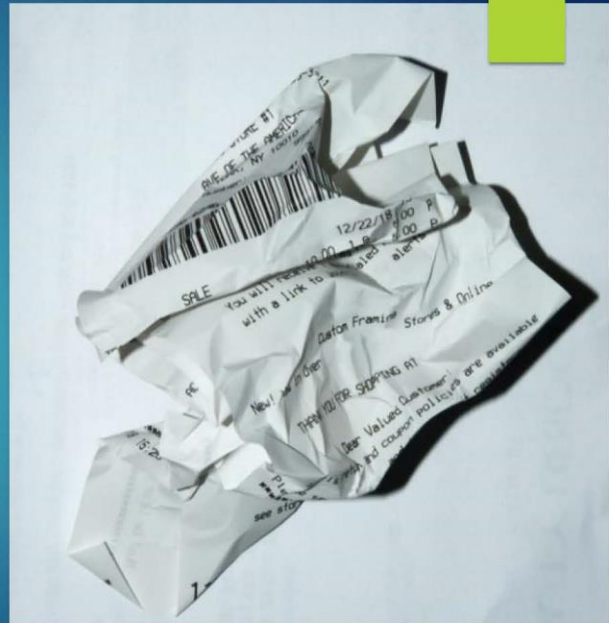
- ▶ Honorarium (\$50 limit)

ORS 244.042



Prohibited Use of Office Exceptions

- ▶ Reimbursement of Expenses

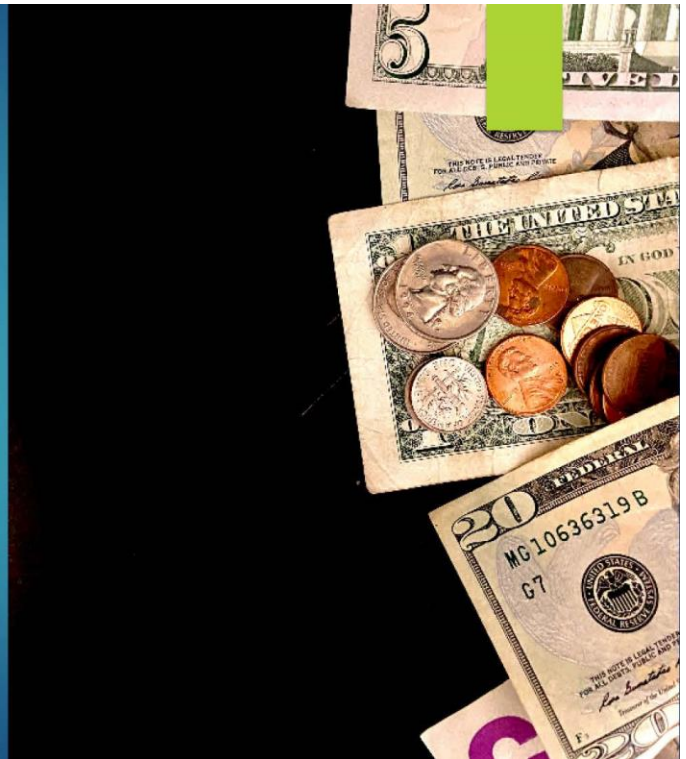


ORS 244.040(2)(c)

Prohibited Use of Office Exceptions

- ▶ Official Compensation Package

ORS 244.040(2)(a)



ASK YOURSELF

- ▶ Do I only have this opportunity because I'm a public official?
- ▶ YES = probably prohibited!



Prohibited Use of Office

Using your official
capacity for
economic benefit



244.040(1)



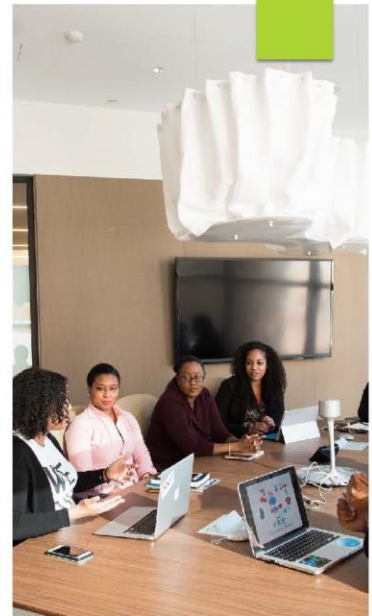
USE OF OFFICE

You are serving on a board and are discussing licensing requirements for agency vendors.

Your father-in-law owns a catering business that sometimes puts in bids for agency contracts.

Do you have a conflict of interest when discussing this at meetings?

YES



INSTEAD

The consulting firm employs your cousin.

Would you have a conflict of interest?

NO

Your agency contracts with a consulting firm.

Your spouse was recently employed by this firm but does not work on agency related projects.

Would you have a conflict of interest if a contracting matter involving the firm came before you?

YES



THE PUBLIC BODY'S RESPONSE

- Notice must be recorded in the official records of the public body

ORS 244.130

Supervisor will either:

- Assign task to someone else
- Instruct the employee on how to proceed

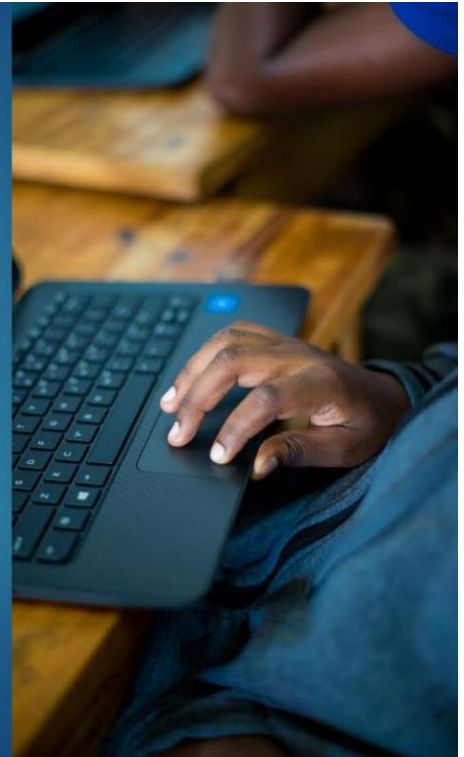
ORS 244.120(1)(c)

EMPLOYEES

Must provide **written** notice

- ▶ To supervisor
- ▶ Describing conflict
- ▶ On each occasion the conflict of interest is met

ORS 244.120(1)(c)



Do you have
a conflict of
interest?

You are reviewing bids for roofing contractors. Your son works for one of the companies that submitted a bid, but he works in their residential division and would not be working on the agency's project.



BOARDS, COMMISSIONS & ELECTED OFFICIALS

Public official's vote is necessary to meet a quorum

- ▶ Make public announcement
- ▶ May **NOT discuss or debate**
- ▶ **MAY vote**

ORS 244.120(2)(B)

BOARDS, COMMISSIONS & ELECTED OFFICIALS



Potential

- Must publicly announce potential conflicts of interest
- On each occasion before acting



Actual

- Must publicly announce actual conflicts of interest
- On each occasion
 - No participating in discussion, debate, or voting

ORS 244.120(2)

Disposing Conflicts of Interest



**Board / Commission
Members**
Elected Officials



Employees
Appointed
Officials



Judges



**Legislative
Assembly**



**WHAT IF I AM
MET WITH A
CONFLICT OF
INTEREST?**

Do you have a conflict of interest?

You are responsible for managing vendor contracts for the agency.

Your mother owns a business supply company, which may or may not put in a bid for the project.

Conflict of Interest





CONFLICTS OF INTEREST

Potential

POSSIBLE
FINANCIAL
EFFECT

ORS 244.020(13)



CONFLICTS OF INTEREST

Actual

CERTAIN
FINANCIAL
EFFECT

ORS 244.020(1)



CONFLICTS OF INTEREST

Potential

Actual

Do you have a conflict of interest?

You are responsible for managing vendor contracts for the agency.

Your mother owns a business supply company, which may or may not put in a bid for the project.

CONFLICTS OF INTEREST



Public Bodies



**Nonprofit Corporation 501(c)
Unpaid**

A Business is Not

ORS 244.020(2)

Associated Business

Associated Business

Publicly Held Corporation

- Officer
- Director

OR

- Stock
- Equity interest
- Stock options
- Debt instruments

\$100,000

ORS 244.020(3)

Private Business

- Director
- Officer
- Owner
- Employee
- Agent

OR

- Owns stock
- Equity interest
- Stock options
- Debt instruments

\$1,000

ORS 244.020(3)

Business

- ▶ Any legal entity operated for economic gain



ORS 244.020(2)

Any person who lives in your home



HOUSEHOLD MEMBERS

ORS 244.020(11)



RELATIVES

Spouse

Children, Stepchildren

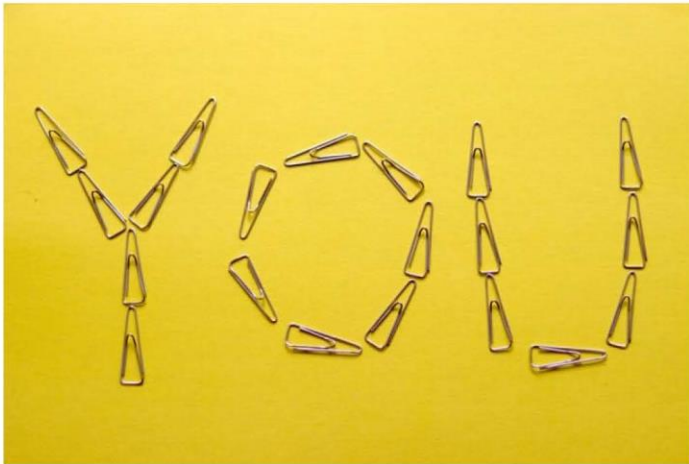
Daughter/Sons-in-law

Parents, Stepparents

Siblings, Stepsiblings

Spouse's Family

ORS 244.020(16)

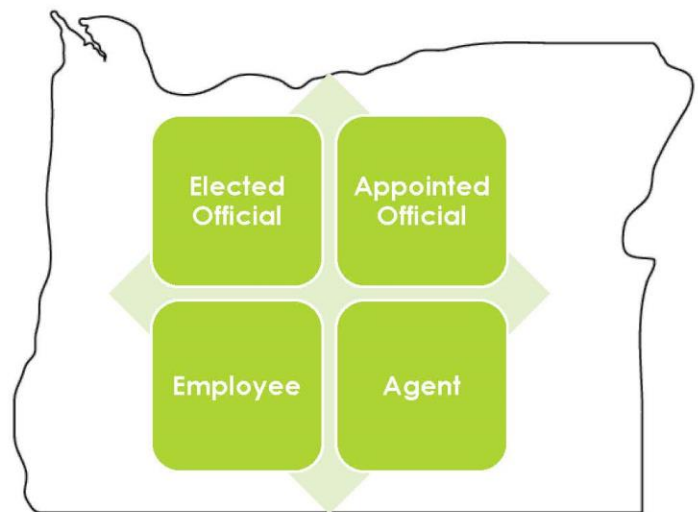


PUBLIC OFFICIAL

ORS 244.020(15)

PUBLIC OFFICIAL

ORS 244.020(15)



Definitions

Oregon Government Ethics law

ORS Chapter 244
OAR 199

Use of Office

Conflicts of Interest

Nepotism

Gifts

Statement of Economic Interest

JURISDICTION



OGEC INTRODUCTION



Oregon Government Ethics Commission

- Enacted by voters in 1974
- Nine-member citizen commission

Questions?
Contact
OGEC



SAFEGUARD THE PUBLIC TRUST

► IT'S OUR RESPONSIBILITY



ORS 244.010 (1)

Use of Office & Conflicts of Interest

OREGON GOVERNMENT ETHICS LAW ORS CHAPTER 244

Oregon Government Ethics Commission



mail@ogec.oregon.gov



(503) 378 – 5105



www.oregon.gov/ogec

Trainer

Charlie Esparza

charles.esparza@ogec.oregon.gov



Your public body has an account and gets a 15% discount at the local hardware store.

While doing your personal shopping, you ask for the public body's discount.

Have you violated Ethics law?

YES



INSTEAD

You only deliver orders, advertise on social media, and hand out your business cards/flyers outside of the office while not acting in the capacity as a public official.

Would doing so violate Oregon Government Ethics law?

NO



In addition to your role as a public official, you also own your own business.

Can you promote your business by posting flyers in your agency's break room?

Only if open to general public



INSTEAD

It is one of your family friends that you're recommending for the job.

Would doing so violate Oregon Government Ethics law?

NO



You've developed a close working relationship with a school vendor who has a job opening available.

You contact the vendor and recommend your daughter for the job.

You have violated Ethics law.

- A. True
- B. False

True

EMPLOYMENT & CONTRACTS

Significant roles include:



Selecting
Contractor



Executing Contract



Recommending
Approval



Signing


End of Presentation Oregon Government Ethics Commission

2. Forest Presentation- Finance



Strategic Planning Session

- **2023 Key Performance Measures & Annual Performance Review Report**
- **Aviation Board Best Practice Survey**
 - **Strategic Planning RFP**



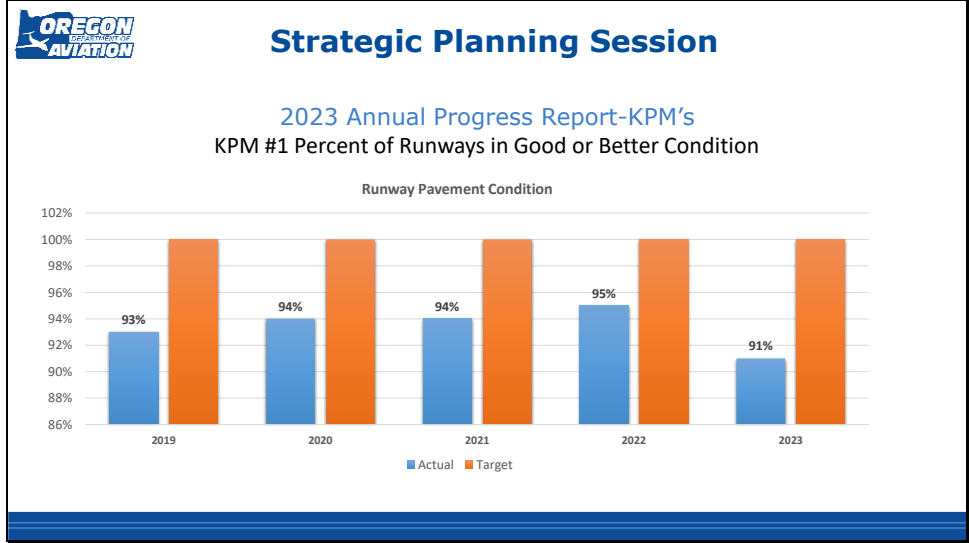
Strategic Planning Session

2023 Annual Performance Progress Report-KPM's

KEY PERFORMANCE MEASURES

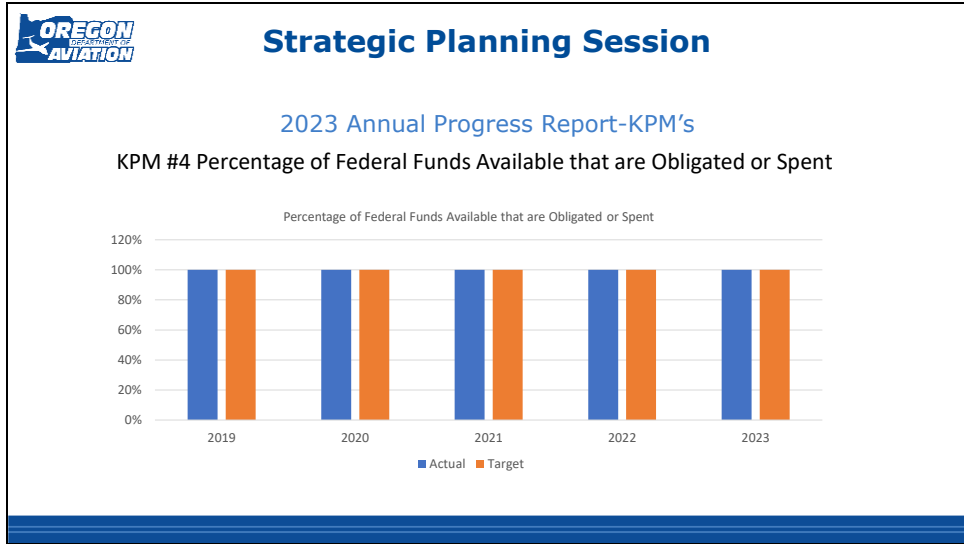
[ORS 291.110](#) The Annual Performance Progress Report (APPR) is the primary expression of agency performance measured against legislatively approved Key Performance Measures (KPM). The KPM reporting cycle was altered in 2008 to follow the customary budget development process timelines.

Our Report is Submitted Annually to The Legislative Fiscal Office, The Chief Financial Office, DAS and is part of our Budget.







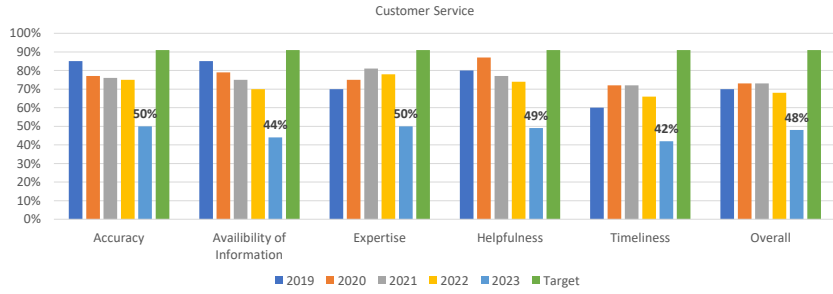




Strategic Planning Session

2023 Annual Progress Report-KPM's

KPM #5 Customer Service Percentage of Customers rating the agency's customer service as good or excellent.

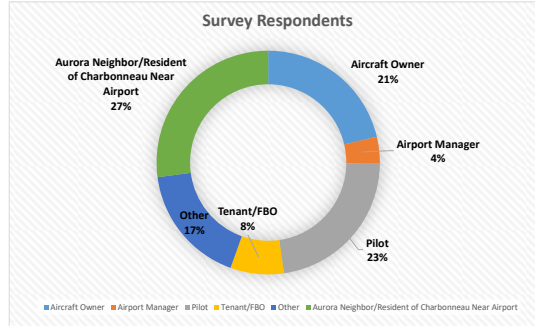




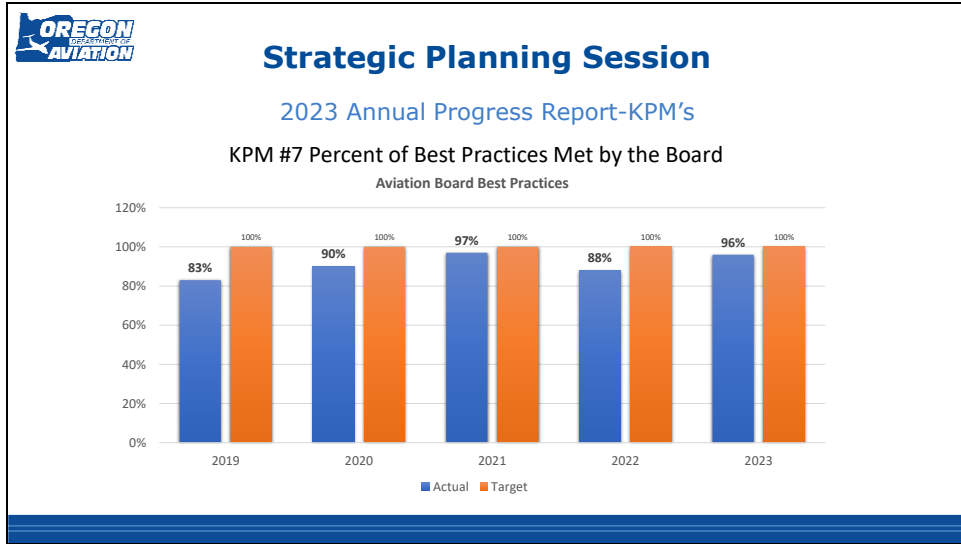
Strategic Planning Session

2023 Annual Progress Report-KPM's

KPM #5 Customer Service Percentage of Customers rating the agency's customer service as good or excellent.









Strategic Planning Session

2023 Annual Progress Report-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.



Strategic Planning Session 2023 Annual Progress Report-KPM's

KPM #7 Percent of Best Practices Met by the Board- 2023 Survey Results


1 Executive Director's performance expectations are current.	100%
2 Executive Director receives annual performance feedback.	100%
3 The agency's mission and high-level goals are current and applicable.	67%
4 The Board reviews the Annual Performance Progress Report.	100%
5 The Board is appropriately involved in review of agency's key communications.	100%
6 The Board is appropriately involved in policy-making activities.	100%
7 The agency's policy option packages are aligned with their mission and goals.	67%
8 The Board reviews all proposed budgets (likely occurs every other year).	100%
9 The Board periodically reviews key financial information and audit findings.	100%
10 The Director is appropriately accounting for resources.	100%
11 The agency adheres to accounting rules and other relevant financial controls.	100%
12 Board members act in accordance with their roles as public representatives.	100%
13 The Board coordinates with others where responsibilities and interests overlap.	100%
14 The Board members identify and attend appropriate training sessions.	100%
15 The Board reviews its management practices to ensure best practices are utilized.	100%
Total Best Practices Met by Aviation Board	96%



Strategic Planning Session

Strategic Planning RFP Update





Strategic Planning Session

Questions?

End of presentation Finance.

3. Director Presentation- Sugahara



OREGON DEPARTMENT OF AVIATION

Work Session: October 4, 2023

 (503) 378-4880

 3040 25TH STREET, SALEM, OR 97302

 WWW.OREGON.GOV/AVIATION

   [ORAVIATION](#)



Director's Update

October 4, 2023

- Advanced Technologies Update

- **Electrification Strategy**

- US DOT Smart Grant
 - Working with:
 - Port of Portland
 - Port of Olympia
 - CAMI
 - Others



Director's Update

What is proposed?

Electrification

- Flight Schools
- Allowing for multimodal charging
- Creating infrastructure for advanced aviation

Benefits

- Reduced green house emissions
- Reduction in lead
- Change in noise characteristics



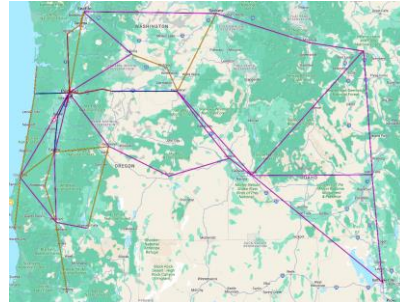


Director's Update

What is the long play?

Regional Connections

- Leveraging existing infrastructure for advanced aviation.
 - Benefits GA
 - Benefits new entrants
 - Benefits surrounding communities
 - Workforce
 - Economic development
 - Connecting communities





Director's Update

How about Oakridge?

- Looking at an Economic Development Administration, US Department of Commerce Disaster Grant
 - Runway rehab- \$3 million
 - Funding of up to \$30 million available
 - Opportunities
 - construction or upgrading of public infrastructure, including broadband infrastructure;
 - workforce development, including the design and implementation of sectoral partnerships
 - ...EDA encourages the submission of applications based on long-term, regionally oriented, coordinated and collaborative economic development or redevelopment strategies that foster economic growth and resilience.
 - Coordination with USDOT OST, NASA, USFS, BLM



Director's Update

UAS Task Force Reboot

- UAS Task Force relaunching as NW Advanced Aviation Task Force
 - Why?
 - Need for group consisting of public and private sector entities.
 - Creation of clearinghouse for information.
 - Creating opportunities for collaboration.
 - Workforce
 - Economic development
 - Providing expertise on legislation



Director's Update

Workforce Development

- Workforce Development Opportunities
 - Working with AOPA Foundation and Aerium to bring curriculums to schools.
 - Hosting an Aviation Education Symposium in 2024 or 2025.
 - Creating inventory of programs, aligning them, and sharing best practices.





Director's Update

Review Kick-Off

- Working with stakeholders to look at Oregon Aviation Laws including drone specific laws.
 - Making recommendations to Legislature to conform laws with federal laws.
 - Making recommendation to Legislature on KPMs.
 - Looking at Administrative Rules.
 - Developing plans for additional revenue from new entrants to aviation.



QUESTIONS?

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

f @ ORAVIATION

The slide features a blue footer bar with contact information and social media icons.

End of presentation- Director.