



Cathryn Stephens, Board Chair
Sarah Lucas, Board Vice Chair
Bill Graupp, Jim Knight, Steve Nagy, Jeffrey Pricher
Kenji Sugahara, Director of Aviation

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

STATE AVIATION BOARD MEETING MINUTES

DATE	October 5, 2023
TIME	10:00 AM – 2:00 PM
LOCATION	HIO Terminal Building 3355 NE Cornell Road Hillsboro, OR 97124
RECORDING	https://youtu.be/tkn1o9L0wGA?si=LxJuLLpR9E64AgFe

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 <ul style="list-style-type: none"> Welcoming new board members; Bill Graupp, Jeffrey Pricher, and Jim Knight 	Stephens/ Board Administrator
2	Information	10:02 am	Roll Call- Cathryn Stephens, Sarah Lucas, Steve Nagy, Bill Graupp, Jim Knight, Jeffrey Pricher Present: All 6 members Late arrival: None Excused Absence for the record: None At quorum- we are ready to begin	Board Administrator
3	Action	10:02 am	Approval of Consent Agenda Approval of prior meeting minutes: <ul style="list-style-type: none"> Approval of June 1, 2023 prior Board Meeting Minutes Approval of July 6, 2023 prior Informational Session and Executive Session Meeting Minutes Approval of September 7, 2023 Session <i>Motion to approve Meeting minutes-</i> <i>Moved: Nagy</i> <i>Second: Knight</i> <i>Vote: Aye- All</i> <i>Nay: None</i>	Board Chair
4	Information	10:14 am	Port of Portland Welcome to Hillsboro Airport <i>Discussed recent air crash that happened 2-days prior and discussed safety. Discussed fuel supply and electrification.</i>	Chief Aviation Officer Dan Pippenger
5	Information	10:05 am	Public Comments <i>Limited to 2 minutes per speaker</i> Written comments will be acknowledged for the record <i>Public Testimony: no elected officials, no in person sign ins, no online comments. Public comment closed.</i>	Board Administrator

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-
- Launch for new Board. *Jeff Pricher, Jim Knight, and Bill Graupp introduced themselves and gave their background to the Board.*
 - Planning and Programs Manager Update:
 - *Introducing Alex Thomas- Alex introduced himself as the new Planning Programs Manager*
 - Advanced Technologies
 - *Electrification strategy*
 - *AAM Strategy*
 - *Smart Grant Application – DOT for Electrification and advanced technologies*
 - *at 10:14 am Dan Pippenger from Hillsboro announced his welcome message.*
 - *Re-launch of UAS Task Force as NW Advanced Aviation Task Force*
 - *Education/Workforce Development Update- ODAV to revamp website*
 - *Oakridge Update- Stephens-take care of runway first*
 - *Summary of NASAO Meeting*
 - *10:29 am Nagy thanked Kenji Sugahara and agreed with education and how to balance this with the day-to-day operation of state airports. Jim Knight hopes to see a timeline to stay on track. Jeffery Pricher asked to integrate all of this into our website to share with the public. Chair Stephens on Oakridge to take care of the runway to not have it deteriorate any further. Strategic planning to streamline to accelerate the process. Jim Knight asked if the board could see elements of the strategic plan.*
-

10:35 am 10 min Break

COAR Program Update- *was pushed to August, normally in September.*

Approval of ASAP Report to the Legislature

7	Action	10:45 am	<p><i>Motion for the State Aviation Board to Approve report submitted to the Legislature per HB2434 (2021)</i></p>	Abrahamson/ Thomas
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*Moved: Pricher
Second: Lucas
Vote: Aye- all
Nay: none*

8	Action	10:53 am	<p>ASAP Rule Amendment <i>Thomas- 180 days temp rule by Feb 1st for permanent rule</i></p> <p><i>Motion to approve temporary rule amendment to OAR-738-124-0045(3) (b) as presented</i></p>	Abrahamson/ Thomas
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*Moved: Graupp
Second: Knight
Vote: Aye- all
Nay: none*

			Board Approval 23-25 Legislatively Approved Budget <i>Board received full budget to review</i> Motion for the State Aviation Board to Approve the 23-25 Legislatively Approved Budget	
9	Action	10:57 am	<i>Motion to approve: 11:11 am</i> <i>Moved: Lucas</i> <i>Second: Graupp</i> <i>Vote: Aye- all</i> <i>Nay: none</i>	Forest
10	Information	11:12 am	State Airports Manager Update <i>Future Motion Item- Surface Incident mitigation</i> <i>PowerPoint attached</i>	Beach
		12:10 pm	LUNCH BREAK Recording will stop and we will begin recording again in 30 minutes	Stephens/ Board Administrator
		11:48 am	Board Updates This time is provided for the Board members to share news, events, or related information <i>Pricher- emergency drones for firefighting</i> <i>Nagy- low levels of led/fossil fuel supply chain issue for region in Hillsboro</i>	Board
		11:56 am	Other Business This time is provided for the Board or Staff to bring up topics not on the agenda <i>No new business</i>	Board Staff
		12:09 am	Agenda input Summary of Board direction to staff Topics for future board meetings Meeting schedule for 2024 Next meeting date is November 2,2023 Work Session via TEAMS in Salem. Next Board meeting is December 7, 2023, in Salem or possibly in Independence	Board Staff
		12:10 pm	Adjourn	Stephens
	Time		<i>This meeting recording is now stopped.</i>	Board Administrator

Presentations are attached below:

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

The board will provide time in the meeting as listed on the agenda for members of the public to address the board. Individuals who would like to provide Public Comment must respond to the call by the Chair for Public Comment under Agenda Item 3. To be recognized by the Chair for Public Comment, please sign in (if in person), use the "raise hand" function, or ask in the Chat to be recognized. Speakers must wait to be recognized by the Chair and then state their name, city of residence, and/or affiliation (if any) before starting to present comments.

Email requests to be included in Public Comment or to submit Written Comment to be sent to the Board prior to the meeting must be received by 5pm the day before the Board meeting at mail.aviation@ODAV.oregon.gov. Written comment received after that time will be forwarded to the Board after the meeting. The board may discontinue the public comment after a reasonable time if there is a large number of speakers.

NOTE: Due to the uncertain length of time for each agenda item, the board may hear any item at any time during the meeting.

If a specific time is indicated for an agenda item, an effort will be made to consider that item as close to the time as possible. Scheduled times may be modified if participants agree. Those wishing to hear discussion on an item should arrive at the beginning of the meeting to avoid missing that item.

Attached Presentations:

1. Director's update

Slide 1





Director's Update

October 5, 2023

- Welcome New Board Members

Bill Graupp

Jim Knight

Jeff Pricher



Director's Update

October 5, 2023

- Planning and Programs Manager
Congratulations Alex Thomas!





Director's Update

What is proposed?

US DOT Smart Grant

Electrification

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

Benefits

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



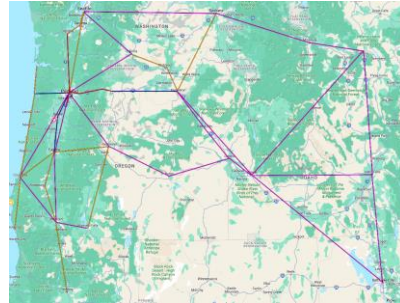


Director's Update

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

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.



AOPA FOUNDATION HIGH SCHOOL STEM CURRICULUM

Headlines: Contact us at hr@aopa.org

ABOUT

By year, the total new pilots and flight crew technicians will be needed worldwide, according to Boeing's Pilot and Technician Outlook, including the number of pilots to be replaced prior to retirement, is expected to be 100,000 by 2040. This represents a significant and sustained pipeline of new pilots and technicians, which is a tremendous opportunity for students to pursue aviation careers that they may not have previously considered.

The AOPA Foundation, the philanthropic arm of the world's largest aviation community, AOPA, has created aviation STEM curriculum for high schools across the U.S. The AOPA Foundation High School Aviation STEM Curriculum is the first of its kind, offering students comprehensive four-year aviation study options aligned to Oregon Core State Standards, Next Generation Science Standards, and Post-Secondary Certification Standards (PACS).



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

NASAO Meeting

- Now the NW Regional Representative
- Met with colleagues from across the United States.
- Thinking about mobility on a regional level.
- Made connections with people that can help with initiatives in our state.
- Met with FAA Regional Administrators.
- Represented Oregon on an Advanced Air Mobility Panel on Community Acceptance.






QUESTIONS?

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END OF DIRECTOR'S PRESENTATION

2. COAR/ SOAR/ ASAP Updates

Slide 1




**Aviation System Action Program (ASAP)
Updates**

Oregon Department of Aviation Board Meeting
October 5, 2023

- COAR Program Updates
- Annual ASAP Legislative Report

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COAR Program Updates

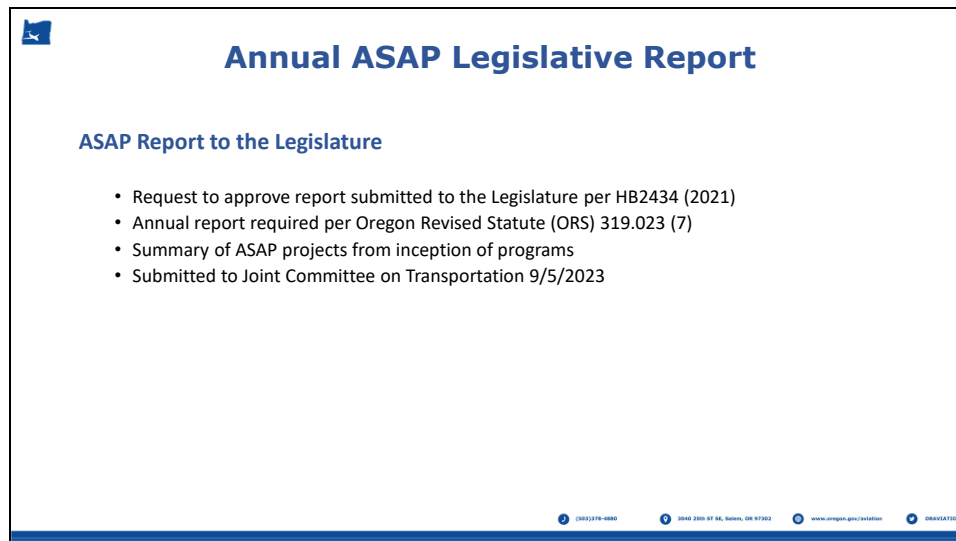
Cycle 8 Opening October 9, 2023

- Application period for COAR Cycle 8 will run October 9-27, 2023.
- Application training will be held at the Oregon Airport Managers Association (OAMA) fall conference (October 8-10) in Newport

INSPECTIONS (CLOSURES)

- ODAV Program Coordinators have visited 58 airports and inspected / closed 62 grants projects.
- Except for one remaining grant to be inspected in Klamath Falls, COAR grants are current.
- Ground and aerial (drone) photographs on projects are available upon request.

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The slide features a blue header with the Oregon state flag icon and the title "Annual ASAP Legislative Report". Below the title is the subtitle "ASAP Report to the Legislature". A bulleted list contains four items: "Request to approve report submitted to the Legislature per HB2434 (2021)", "Annual report required per Oregon Revised Statute (ORS) 319.023 (7)", "Summary of ASAP projects from inception of programs", and "Submitted to Joint Committee on Transportation 9/5/2023". The footer contains four small icons with corresponding text: a phone icon for "(503)378-6880", a location pin icon for "3840 26th St SE, Salem, OR 97302", a globe icon for "www.oregon.gov/aviation", and a document icon for "ORASAP.ORG".

Annual ASAP Legislative Report

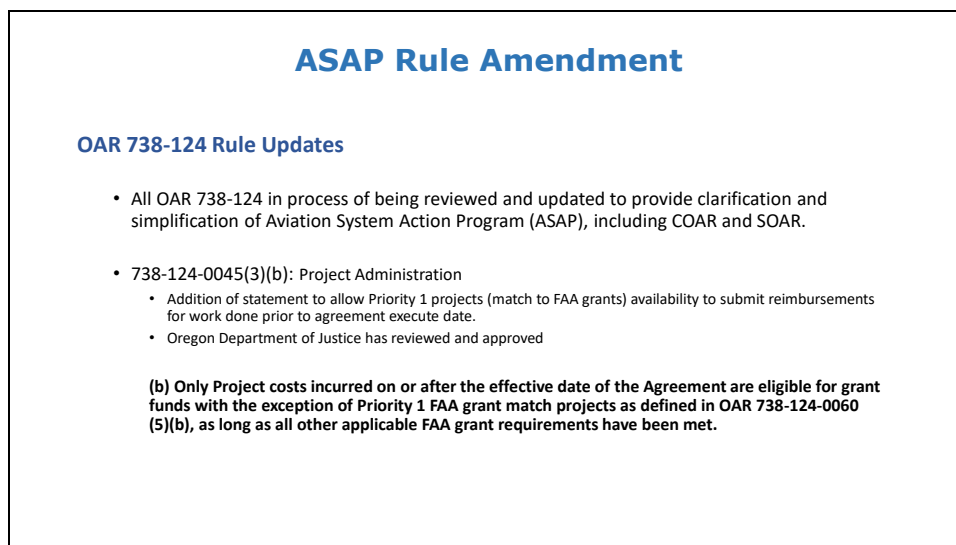
ASAP Report to the Legislature

- Request to approve report submitted to the Legislature per HB2434 (2021)
- Annual report required per Oregon Revised Statute (ORS) 319.023 (7)
- Summary of ASAP projects from inception of programs
- Submitted to Joint Committee on Transportation 9/5/2023

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END OF COAR/SOAR/ASAP PRESENTATION

3. ASAP RULE Amendment Action Item- Abrahamson/ Thomas



The slide has a blue header with the title "ASAP Rule Amendment". Below the title is the subtitle "OAR 738-124 Rule Updates". A bulleted list contains three items: "All OAR 738-124 in process of being reviewed and updated to provide clarification and simplification of Aviation System Action Program (ASAP), including COAR and SOAR.", "738-124-0045(3)(b): Project Administration", and "738-124-0060(5)(b): Project Costs". The third item includes a sub-bullet: "Addition of statement to allow Priority 1 projects (match to FAA grants) availability to submit reimbursements for work done prior to agreement execute date." and "Oregon Department of Justice has reviewed and approved".

ASAP Rule Amendment

OAR 738-124 Rule Updates

- All OAR 738-124 in process of being reviewed and updated to provide clarification and simplification of Aviation System Action Program (ASAP), including COAR and SOAR.
- 738-124-0045(3)(b): Project Administration
 - Addition of statement to allow Priority 1 projects (match to FAA grants) availability to submit reimbursements for work done prior to agreement execute date.
 - Oregon Department of Justice has reviewed and approved
- **(b) Only Project costs incurred on or after the effective date of the Agreement are eligible for grant funds with the exception of Priority 1 FAA grant match projects as defined in OAR 738-124-0060 (5)(b), as long as all other applicable FAA grant requirements have been met.**

End of ASAP RULE Amendment Action Item- Abrahamson/ Thomas

4. Finance Presentation- Forest

5. Slide 1

6.

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Financial Update Kristen Forest

- Board Vote- 23-25 Legislatively Adopted Budget

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11. Slide 2

12.



Financial Update Summary 23-25 Legislatively Adopted Budget

Operations OF	\$	6,255,205
Operations FF	\$	2,884,805
Aircraft Registrations OF	\$	193,703
Pavement Maintenance Program OF	\$	2,273,107
General Aviation Entitlement OF	\$	690,693
General Aviation Entitlement FF	\$	6,568,990
Aviation System Action Program OF	\$	14,750,082
Capital Construction FF	\$	11,266,419
Capital Construction OF	\$	1,251,825
Airport Construction Projects GF	\$	2,448,406
TOTAL AGENCY FUNDS		
General Fund	\$	2,448,406
Other Funds	\$	25,414,615
Federal Funds	\$	20,720,214
TOTAL All Funds	\$	48,583,235

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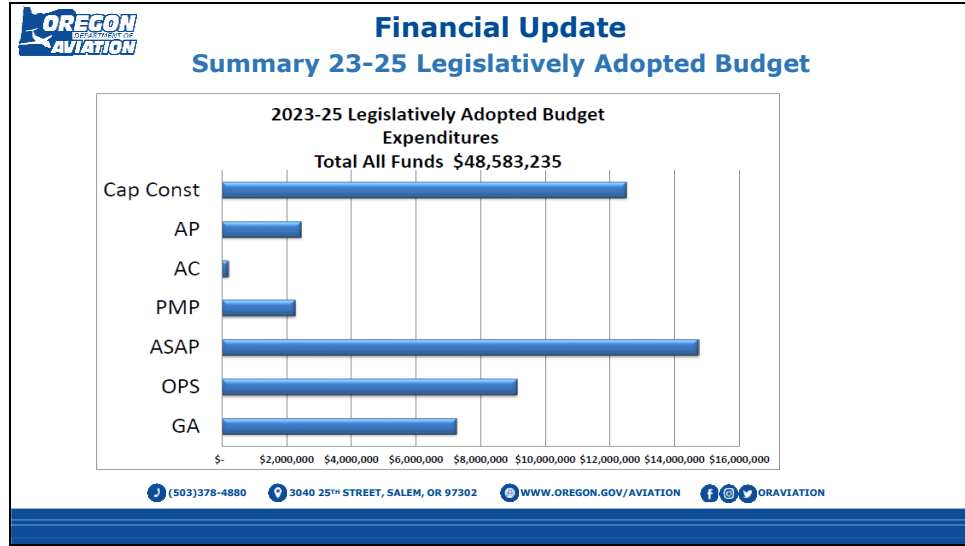
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17. Slide 3

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23. Slide 4







24.



Financial Update

Projects 23-25 Legislatively Adopted Budget

Cape Blanco RW Rehab GF	\$	2,448,406
Aurora State Obs. Removal & Easement FF	\$	1,386,000
Aurora State Obs. Removal & Easement OF	\$	154,000
Total	\$	1,540,000
Aurora State RW 17-35 Rehab FF	\$	2,475,000
Aurora State RW 17-35 Rehab OF	\$	275,000
Total	\$	2,750,000
Chiloquin State Obstruction Removal FF	\$	1,188,000
Chiloquin State Obstruction Removal OF	\$	132,000
Total	\$	1,320,000
Cottage Grove EA & Apron Rehab FF	\$	1,479,500
Cottage Grove EA & Apron Rehab OF	\$	164,389
Total	\$	1,643,889
Lebanon State Taxiway Reconstruct/Drain FF	\$	4,737,919
Lebanon State Taxiway Reconstruct/Drain OF	\$	526,436
Total	\$	5,264,355

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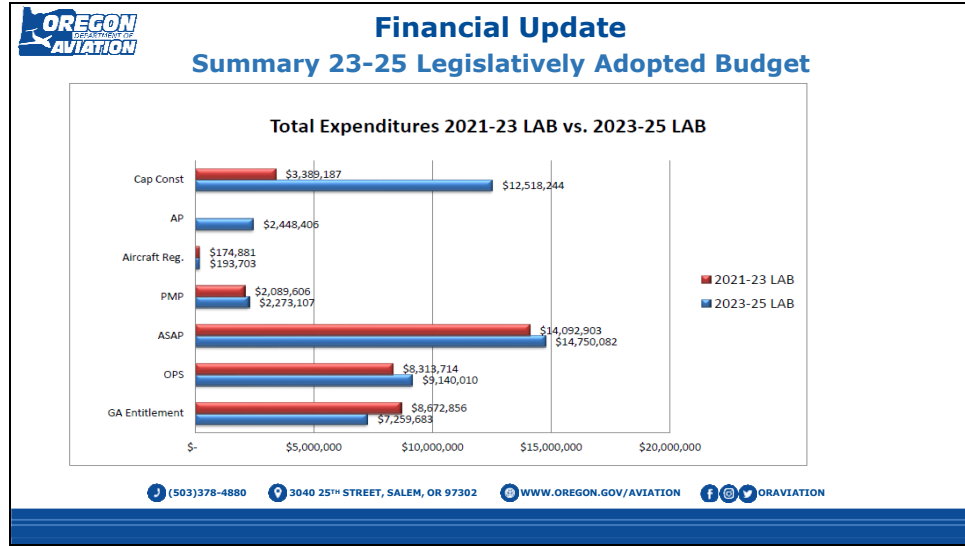
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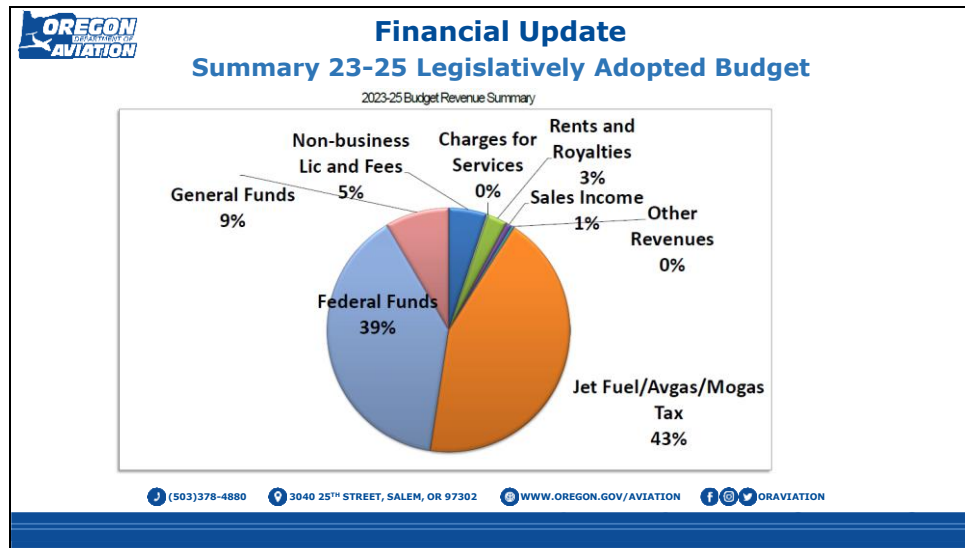
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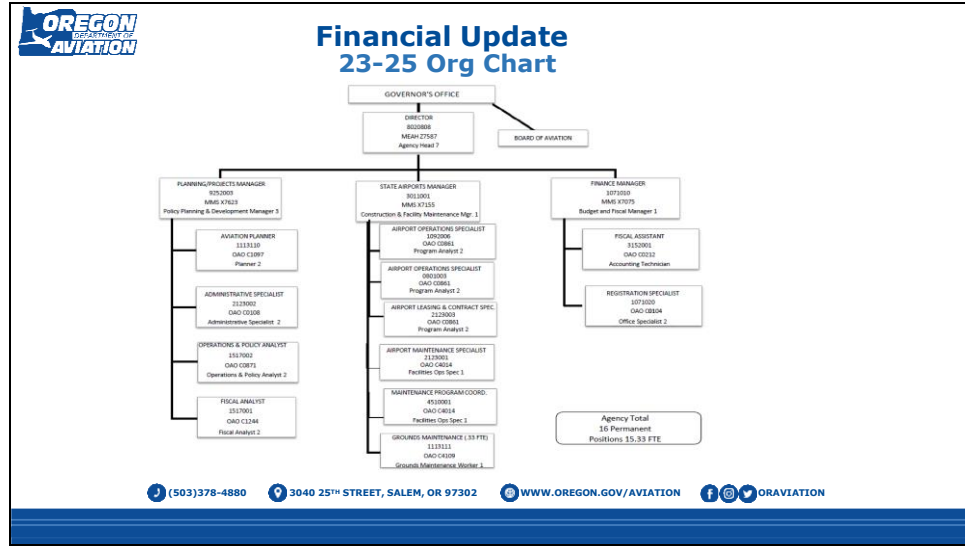
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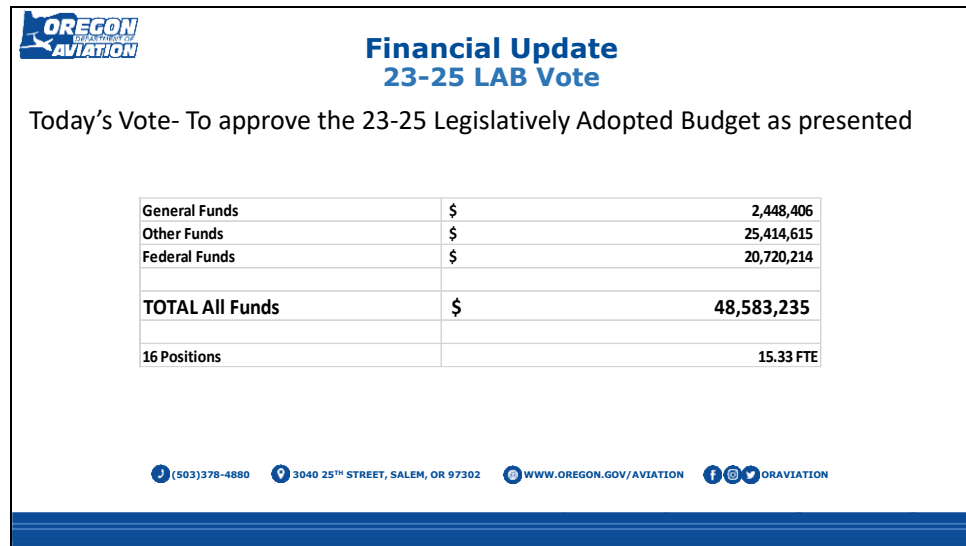
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47. Slide 8

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Financial Update 23-25 LAB Vote

Today's Vote- To approve the 23-25 Legislatively Adopted Budget as presented

General Funds	\$	2,448,406
Other Funds	\$	25,414,615
Federal Funds	\$	20,720,214
TOTAL All Funds	\$	48,583,235
16 Positions		15.33 FTE

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END OF FINANCE PRESENTATION- FOREST

5. STATE AIRPORT MANAGER PRESENTATION- BEACH

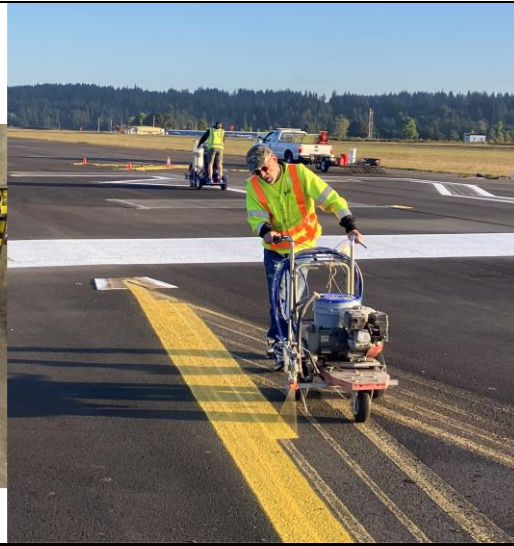
Slide 1







Airport Maintenance





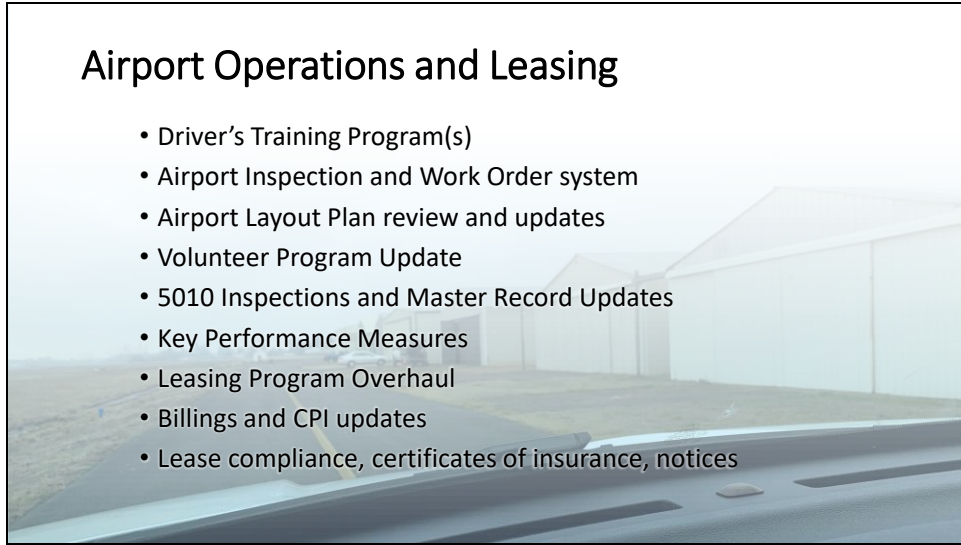
Airport Maintenance

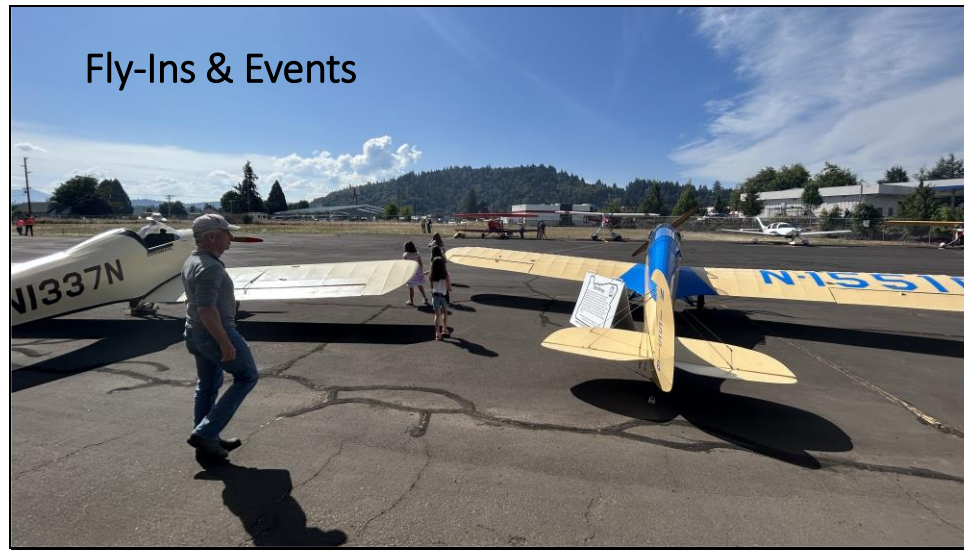
- Air Traffic Control Tower maintenance
- Airfield markings equipment
- PAPI replacement
- Lighted X upfitting



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





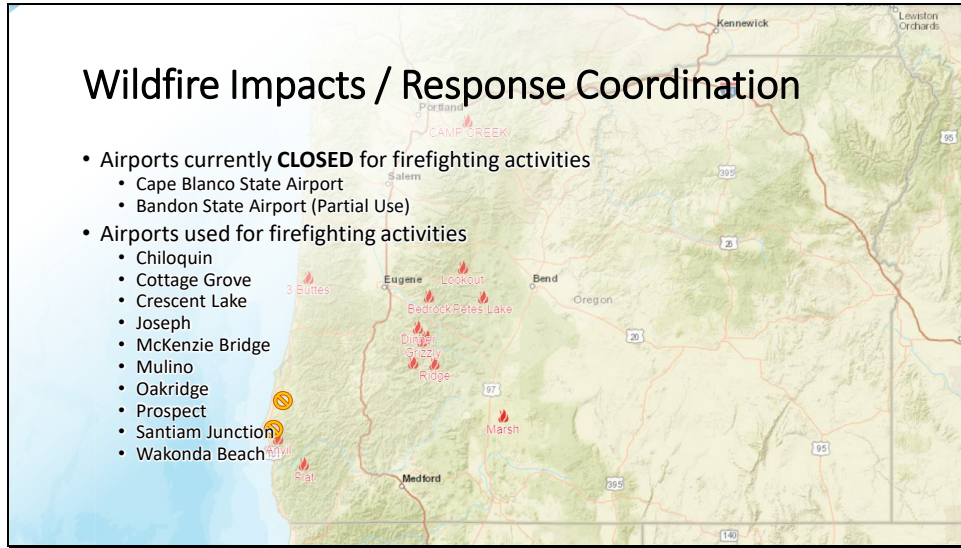






Wildfire Impacts / Response Coordination

- Airports currently **CLOSED** for firefighting activities
 - Cape Blanco State Airport
 - Bandon State Airport (Partial Use)
- Airports used for firefighting activities
 - Chiloquin
 - Cottage Grove
 - Crescent Lake
 - Joseph
 - McKenzie Bridge
 - Mulino
 - Oakridge
 - Prospect
 - Santiam Junction
 - Wakonda Beach



Upcoming Project Updates

- Aurora State Airport – Surface Seal and Markings Project
 - Currently out for bid, bid opening 10/12
 - Construction TBD, likely in 2024 due to weather
- Aurora Airport Master Plan
 - All FAA comments on Working Paper 1 compiled, addressed, and posted on project website.
 - No PAC meeting scheduled, waiting on FAA approval of forecast
- Cape Blanco Runway Rehabilitation
 - Currently out for bid with reduced paving scope, bid opening 10/12
- Prospect Runway Reconstruction
 - Approaching 100% Design, will bid this winter, construction during spring/summer of 2024

Airport Work – Upcoming Closures

- Aurora State Airport – Surface Seal Project
 - Winter 2023 – Spring/Summer 2024
- Joseph State Airport – PAPI Replacement
 - Runway WIP/short-term closures - October 2023
- Multiple State Airports – Obstruction Removal
 - October 1 2023 - March 31 2024



Outreach and Communication

- State Airport outreach and communication now provided with GovDelivery
- Subscribe to State Airport Contact groups and more using the link on our homepage: Oregon.gov/aviation

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SOAR Project Prioritization

- **Priorities**
 - **Safe and Operational Runways**
 - Cape Blanco Runway and Electrical Rehab (Cycle 4)
 - Prospect Runway Reconstruction (Cycle 2 – Connect OR Match)
 - 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

Surface Incident Mitigation - Update



- 0 V/PDs and 0 Runway Incursions since last meeting (6/01/2023)
- 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#](tel:+19712771965704115492#) 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.