



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

STATE AVIATION BOARD WORK SESSION MINUTES

DATE	November 2, 2023
TIME	10:00 AM – 12 PM
LOCATION	TEAMS Video Conference originating from 3040 25TH STREET SE, SALEM, OR 97302
RECORDING	https://youtu.be/Do4HpzNnn4?si=XxVQCdbJvLoeBOZV
PRESENTING AGENDA	Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10:00 AM	<p>Call to order & Introductions</p> <p>Announcement by Board Administrator: <i>Good morning, my name is Holly Herrera, and I am the Board Administrator for today's Work Session, November 2, 2023. This is a reminder that this meeting is being recorded. Chair Stephens, we are ready to begin.</i></p>	Chair Stephens
		10:01 AM	<p>Chair Stephens announcement <i>This is a work session for the Board with the agency staff. Attendees from the public are welcome to observe. The chat function as well as the attendee cameras and microphones will be turned off. If you'd like to submit public comment, please do that through the Aviation Website for the December 7, 2023, Board Meeting.</i></p>	
		10:02 AM	<p>Roll call</p> <p>Documented for the record: <i>Present: Cathryn Stephens, Sarah Lucas, Bill Graupp, Jeff Pricher, Jim Knight</i></p>	
2	Information	10:03 AM	<p><i>Late arrival: Steve Nagy</i></p> <p><i>Present: 6</i></p> <p><i>Excused absence for the record: 0</i></p> <p><i>Quorum: yes</i></p> <p><i>Roll call complete</i></p>	Board Administrator
3	Information	10:03 AM	<p>State Airports Manager Overview of Program</p> <ul style="list-style-type: none"> • <i>Background of State-Owned Airports</i> • <i>Airport Operations Division Org Chart</i> • <i>Manager's Responsibilities</i> • <i>Operations Staff Responsibilities</i> • <i>Key Milestones and Accomplishments</i> • <i>Upcoming Objectives and Priorities</i> 	Beach

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- Catherine Stephens asked which airports were pictured.
 - Tony Beach showed pictures of Prospect State Airport, Lebanon State Airport, Cascade State Airport and Mulino State Airport.
 - Sarah Lucas asked about AERO program- who is in charge of the program. How can volunteers apply?
 - Tony Beach answers, Don Rickcreek is the AERO volunteer coordinator. Volunteers can contact Don.
 - Jim Knight asked how many privately owned airports are there in the state?
 - Tony Beach answered that he would have to look up the exact number. Our agency inspects the private airports when they are being established only and it is not time consuming.
 - Jim Knight: How often do we do the private airstrip site inspections?
 - Tony Beach: We only inspect at the initial application and we do not inspect after that.
 - Catherine Stephens asks for more details about the AERO program and are there certain airports that are harder to get volunteers for.
 - Tony Beach: AERO program is available all over Oregon. We typically get more volunteers at the rural airports that staff cannot access as regularly. There are less volunteers at valley airports because our staff does not need as much assistance at those airports. Volunteers help keep us updated on conditions at the airport, help with mowing and vegetation maintenance.
 - Catherine Stephens asked, Who can participate in the program and is there training?
 - Tony Beach answered Yes, Don Richcreek is putting together training and the program is open to anyone. There is a volunteer application form available on the website.
 - Sarah Lucas mentioned the AERO form is hard to find on the website.
 - Catherine Stevens asked via a guest from the FAA, Can you share the 3-year capital improvement plan?
 - Tony Beach answered that the CIP is ongoing with the FAA and we have not received the updated list yet.
 - Jeff Pricher asks why is Oakridge not receiving federal funding?
 - Tony Beach answered Oakridge is not identified as a NPIAS airport because it does not meet the FAA requirements.
 - Jeff Pricher asked, Are their materials being developed for the AERO program that will be available online?
 - Tony Beach answered that we are taking an overall look at improvements for the program including improving communications for the program.
 - Steve Nagy thanked Tony for the presentation.
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- Kenja Sugahara ODAV will be applying for an EDA grant to provide funding for Oakridge State Airport.
 - Kenji Sugahara: We will be seeking input from everyone on aviation educational programs in Oregon.
 - Chair Stephens reminds all that the next board meeting will be Dec 7th in Salem.

10:38 AM

Adjourn

Chair Stephens

10:38 AM The recording ended by Board Administrator

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 work session for public comment. Public comment will be accepted for the State Aviation Board Meeting on December 7, 2023. See separate public notice and agenda for that meeting.

PowerPoint Presentation – Tony Beach

Ctrl scroll to enlarge the presentation.

Slide 1



28 State-owned Airports

- Alkali Lake
- Aurora
- Bandon
- Cape Blanco
- Cascade Locks
- Chiloquin
- Condon
- Cottage Grove
- Crescent Lake
- Independence
- Joseph
- Lebanon
- McDermitt
- McKenzie Bridge
- Mulino
- Nehalem Bay
- Oakridge
- Owyhee Reservoir
- Pacific City
- Pinehurst
- Prospect
- Rome
- Santiam Junction
- Siletz Bay
- Tokete
- Toledo
- Wakonda Beach
- Wasco

FIGURE 5-16: MAP OF STATE-OWNED AIRPORTS, 30-MINUTE DRIVE TIMES

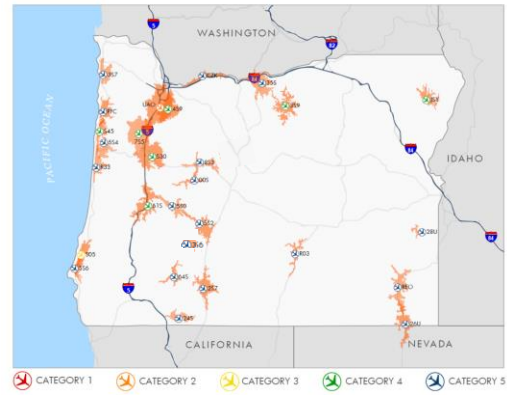


Image from Oregon Aviation Plan – V6
<https://www.oregon.gov/aviation/plans-and-programs/Documents/OAP/2019/GOAP-Ch4-Roles.pdf>

28 State-owned Airports

- Oregon Aviation Plan Functional Roles
 - Category I – Commercial Service Airports
 - Category II – Urban General Aviation Airports
 - Category III – Regional General Aviation Airports
 - Category IV – Local General Aviation Airports
 - Category V – Remote Access/Emergency Services

TABLE 5-13. STATE-OWNED AIRPORTS, GENERAL AVIATION AIRPORTS

FAA ID	Associated City	Airport	Connect Oregon	OAP V6.0 Functional Role
UAO	Aurora	Aurora State Airport	2	II
505	Bandon	Bandon State Airport	3	III
309	Condon	Condon State Airport - Pauling Field	4	IV
815	Cottage Grove	Cottage Grove State Airport - Jim Wright Field	2	IV
755	Independence	Independence State Airport	2	IV
357	Joseph	Joseph State Airport	5	IV
530	Lebanon	Lebanon State Airport	2	IV
499	Mulino	Mulino State Airport	1	IV
545	Clatsop Beach	Slatz Bay State Airport	2	IV
365	Wasco	Wasco State Airport	4	IV
803	Alkal Lake	Alkal Lake State	4	V
556	Sweet	Cape Blanco State Airport	3	V
CZK	Cascade Locks	Cascade Locks State Airport	1	V
257	Chiloquin	Chiloquin State Airport	4	V
502	Crescent Lake	Crescent Lake State Airport	4	V
356	Clearwater	Tolkelee State Airport	3	V
260	McMinnville	McMinnville State Airport	5	V
005	McKenzie Bridge	McKenzie Bridge State	2	V
357	Marsden	Nahalem Bay State Airport	2	V
550	Oakridge	Oakridge State	2	V
260	Owyhee Reservoir	Owyhee Reservoir State	5	V
PFC	Pacific City	Pacific City State Airport	2	V
245	Pinehurst	Pinehurst State Airport	3	V
645	Prospect	Prospect State Airport	3	V
REO	Rome	Rome State	5	V
853	Santiam Junction	Santiam Junction State	2	V
554	Toledo	Toledo State Airport	2	V
833	Wakarusa	Wakarusa Beach State	2	V

Image from Oregon Aviation Plan – V6

<https://www.oregon.gov/aviation/plans-and-programs/Documents/OAP/2019/7OAP-Ch5-System-Airport-Evaluation.pdf>

28 State-owned Airports

- Alkali Lake
- Aurora
- Bandon
- Cape Blanco
- Cascade Locks
- Chiloquin
- Condon
- Cottage Grove
- Crescent Lake
- Independence
- Joseph
- Lebanon
- McDermitt
- McKenzie Bridge
- Mulino
- Nehalem Bay
- Oakridge
- Owyhee Reservoir
- Pacific City
- Pinehurst
- Prospect
- Rome
- Santiam Junction
- Siletz Bay
- Toketee
- Toledo
- Wakonda Beach
- Wasco

★ Underline = Eligible for FAA funds

FIGURE 5-16: MAP OF STATE-OWNED AIRPORTS, 30-MINUTE DRIVE TIMES

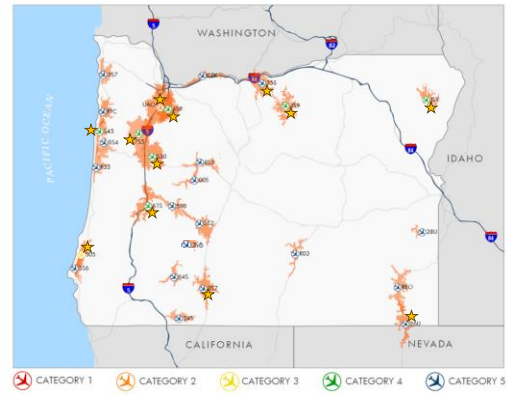
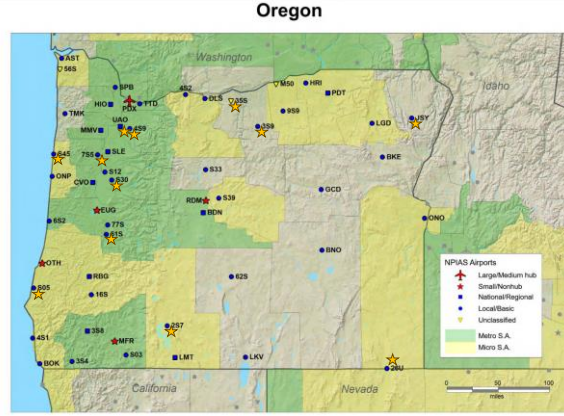


Image from Oregon Aviation Plan – V6
<https://www.oregon.gov/aviation/plans-and-programs/Documents/OAP/2019/GOAP-Ch4-Roles.pdf>

12 State-owned Airports eligible for FAA funds

- Aurora - National/Regional
- Bandon - Local/Basic
- Chiloquin - Local/Basic
- Condon - Local/Basic
- Cottage Grove - Local/Basic
- Independence - Local/Basic
- Joseph - Local/Basic
- Lebanon - Local/Basic
- McDermitt - Local/Basic
- Mulino - Local/Basic
- Siletz Bay - Local/Basic
- Wasco - Unclassified

National Plan of Integrated Airport Systems (NPIAS) 2023-2027



★ = Oregon State-Owned Airport

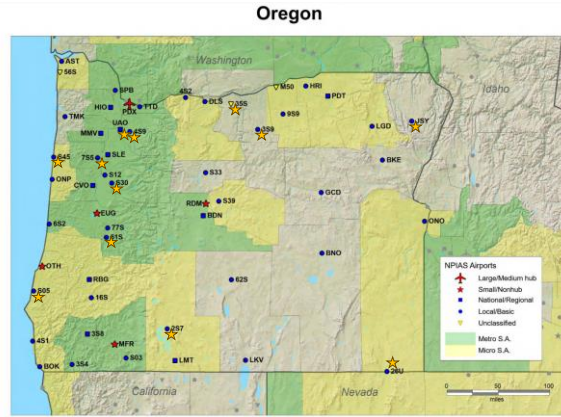
Image from FAA National Plan of Integrated Airport Systems (NPIAS) 2023-2027
<https://www.faa.gov/sites/faa.gov/files/NPIAS-2023-2027-Appendix-B.pdf>

FAA Nonprimary Airport Classifications

- Includes
 - Nonprimary commercial service airports (2,500-9,999 enplanements)
 - General aviation airports
 - Reliever airports
- 5 categories
 - National
 - Regional
 - Local
 - Basic
 - Unclassified
- Based on:
 - Existing activity
 - # and types of based aircraft
 - Volume and type of flights
 - Geographic factors
 - Public interest functions

★ = Oregon State-Owned Airport

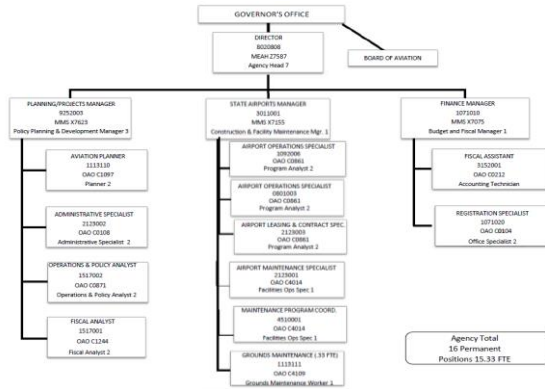
National Plan of Integrated Airport Systems (2023-2027)



Source: FAA National Plan of Integrated Airport Systems (NPIAS) 2023-2027
<https://www.faa.gov/sites/faa.gov/files/NPIAS-2023-2027-Appendix-B.pdf>

Oregon Department of Aviation 23-25 Org Chart

- State Airports Manager
 - (2) Airport Operations Specialists
 - (2) Airport Maintenance Specialists
 - (1) Leasing and Contract Specialists
 - (.33) Seasonal Maintenance



Manager is responsible for:

- Airports staff and programs
- **28 State Airports**, equitable treatment and prioritization, meet the needs of our grant assurances, communities, airport users, and state airports system.
- Airport projects, improvements, planning, grants, SOAR, other funding
- Aviation policies, airport rules, minimum standards, rates, and fees
- Compliance, safety, protection against incompatible land uses, aviation advocacy
- Outreach, public and multi-agency coordination, resiliency, emergency response



Operations staff are responsible for:

- **State Airport** inspections, compliance, safety, reporting, coordination of maintenance and day-to-day operations
- Answering pilot and community questions, addressing noise complaints, other outreach
- Administering the state's AIRO volunteer program
- Operational level resiliency and emergency coordination and response
- **Non-State Airport** inspections, update all public-use Airport Master Records in Oregon
- **Private Airstrip** site inspections
- Assist with airspace evaluations and other agency programs



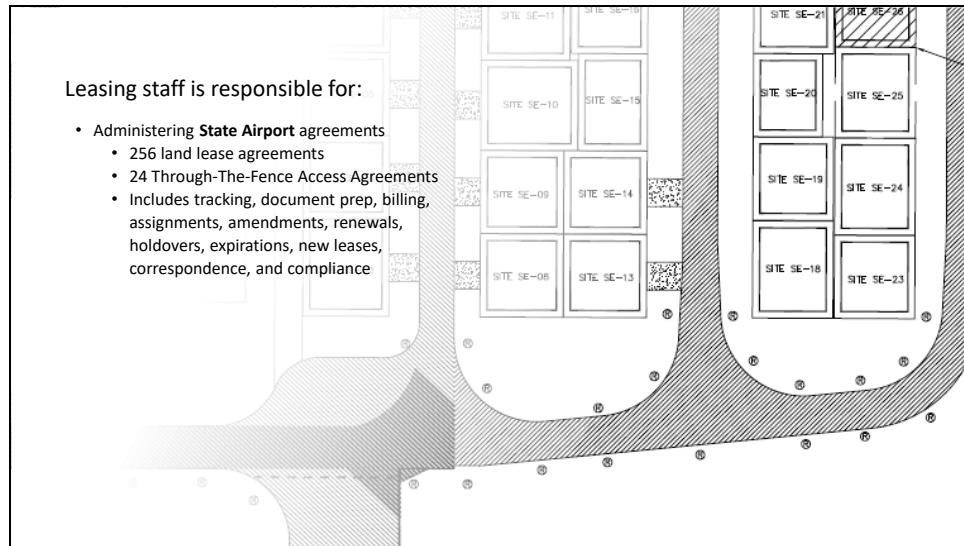
Maintenance staff are responsible for:

- **State Airport** repairs and ongoing preventative maintenance, correcting discrepancies, vegetation control, snow removal, and other facility and equipment maintenance.
- Providing new level of service with airport painting, obstruction removal, and herbicide application



Leasing staff is responsible for:

- Administering **State Airport** agreements
 - 256 land lease agreements
 - 24 Through-The-Fence Access Agreements
 - Includes tracking, document prep, billing, assignments, amendments, renewals, holdovers, expirations, new leases, correspondence, and compliance



Key milestones and accomplishments

- Funding and projects to preserve critical airport infrastructure (Aurora, Cape Blanco, and Prospect runways; Toledo Apron)
- Prioritizing safety including obstruction removal and public protection/surface incident mitigation
- More efficient use of limited staff and financial resources
- Processed back log of lease issues, refined processes for assignments, renewals, and holdovers
- Improved levels of maintenance with markings, obstruction removal, and facilities maintenance
- Communicating better expectations regarding noise complaints and noise abatement procedures
- Improved airport user and community communication in-person and through GovDelivery



Upcoming objectives and priorities:

- Funding for Oakridge runway project
- Continuing to improve outreach, coordination, and expectation setting with airport users and communities
- UAO Driver's Training and V/PD rule implementation
- Refinements to leasing and airport development processes
- Continued effort on seasonal obstruction removal
- Improvements to AIRO volunteer program
- Airport policy, rule, and minimum standards review
- Airport appraisals, rent and fee updates
- Catching up on prior-approved SOAR projects before introducing new non-urgent applications
- 2024 – Construction heavy year



Questions?

