



# Oregon

Tina Kotek, Governor



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

## STATE AVIATION BOARD MEETING AGENDA (UPDATED)

**DATE** December 07, 2023

**TIME** 10:00 AM – 3:00 PM

**LOCATION** ODOT T-Building Basement Conference Room  
355 Capitol St. NE, Salem, OR 97301

**LIVESTREAM** Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)  
Meeting ID: 288 250 931 804  
Passcode: 6AoUEb  
[Download Teams](#) | [Join on the web](#)  
**Or call in (audio only)**  
[+1 971-277-1965,,931169865#](#) United States, Portland  
Phone Conference ID: 931 169 865#

**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	Chair Stephens/ Board Administrator
2	Information	2 min.	Roll Call	Board Administrator
3	Action	5 min.	<b>Approve Consent Agenda</b> Approval of Prior Meeting Minutes: <ul style="list-style-type: none"> <li>Approval of October 4, 2023, Prior Work Session Minutes</li> <li>Approval of October 5, 2023, Prior Board Meeting Minutes</li> <li>Approval of November 2, 2023, Prior Work Session Minutes</li> </ul>	<b>Chair Stephens</b>
4	Information	10 min.	Public Comments <i>Limited to 2 minutes per speaker</i> <i>Written Comments will be acknowledged for the record.</i>	Chair Stephens/ Board Administrator
5	Information	1hr	Oregon Government Ethics Commission (OGEC) "gifts" presentation	Guest Speaker Charlie Esparza
6	Action	5 min	<b>COAR Cycle 8/ Approve 2024 ARC Members</b>	<b>Abrahamson/ Thomas</b>

		5 min	Break	
7	Information	1hr	"Board 101"; statutory authority and the laws that apply to public meetings and public records	Legal Counsel Stacy Posegate
		30 min 12:30 PM	Lunch	
8	Information	10 min	Director's Update <ul style="list-style-type: none"> <li>• Education/ Workforce Development</li> <li>• Oakridge Update</li> </ul>	Sugahara
9	Information	10 min	Planning and Programs Manager Update	Thomas
10	Information	20 min	Finance Manager Update <ul style="list-style-type: none"> <li>• Agency Annual Report</li> </ul>	Forest
11	Information	5 min	State Airports Manager Update	Beach
		5 min	Board Updates This time is provided for the Board members to share news, events, or related information. <ul style="list-style-type: none"> <li>• Board Responses/ Input relating from previous Work Session</li> </ul>	Board
		5 min	Other Business This time is provided for the Board or Staff to bring up topics not on the agenda	Board/ Staff
		5 min	Annual Agenda input for 2024 Summary of Board direction to staff Topics for future board meetings <ul style="list-style-type: none"> <li>• Review Resiliency Study Information topic by Stansbury, moved to February 1, 2024, Board Meeting.</li> </ul> Schedule meeting locations in 2024. Pendleton North Bend Other <p><b>Next Board Meeting is</b> Thursday, February 1, 2024 Location TBD</p>	Board/ Staff/ Chair Stephens
			Adjourn	Chair Stephens

**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 4. 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](mailto: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.

Additional Oregon Aviation Board and Aviation Department Information and Mission can be found at [Oregon Department of Aviation : Mission & Vision : Administration : State of Oregon](#)