

Oregon State Aviation Board  
Approved Meeting Minutes

August 15, 2001

Salem, Oregon

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Pursuant to notice made by press release to newspapers of general and local circulation throughout the state and mailed to persons on the mailing list of the Board, a meeting of the Oregon State Aviation Board was held in Salem, Oregon on August 15, 2001.

Board members present included Bill Wilkins (Chair), Mike Burrill and, joining by conference phone, Mike Nelson. Carrie Novick arrived at 10:00 a.m. Also present were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Marilyn Lorange and Carma Gale. Lynn Rosik, Assistant Attorney General, attended by invitation.

Chair Wilkins opened the meeting at 9 a.m. with an agenda adjustment to add a report by Ann Crook regarding Paisley State Airport.

Hearing no objections the agenda was adopted as revised.

The July 11, 2001 draft minutes were approved as published.

Crook reported on the transfer of the Paisley State Airport to Lake County. On July 28, 2001, she attended the official ceremony, which was part of their annual Mosquito Festival. The work on the airport and the transfer has been a very successful private-public partnership, and will have an economic impact on the community. The J. R. Simplot Company is planning on bringing more people to the ZX Ranch and there are plans to build hangars at the airport. Wilkins thanked Crook for the report and stated he was pleased that she was able to make it to the transfer ceremony.

Introductions followed.

Wilkins moved to the next agenda item, the consideration of the State-Owned Airport Commercial Leasing Policy. Griffin stated that the document had been revised to include the two primary changes the Board had requested at the meeting in Redmond. He clarified that although it has been the Department of Aviation's policy not to allow assignment of leases, leases with prospective buyers can be worked out prior to the sale of the improvement.

There being no further discussion, Wilkins stated that he would accept a motion to approve the policy. Burrill moved that the Commercial Leasing Policy revised July 12, 2001 be approved. The motion was seconded by Nelson and carried unanimously. Wilkins commented that the process of adopting this policy had taken a long five months and congratulated the Board on a job well done.

Moving to the next agenda item, Wilkins explained that Board member Dahl had indicated to him that she was not prepared to have the Board adopt the Smart Airport Contracting insurance document today. Wilkins stated that the Board would be in a discussion mode.

Griffin gave the Board a brief update on how the process has been going. Dahl, Crook, State Risk Management and Griffin reviewed the latest version of the document earlier in the week. There are two issues to be resolved: specific insurance and amounts that would be required. He anticipates that before the next Board meeting the document will be in consensus format and Dahl will present it to the Board in September.

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The Board noted several typographical errors and language problems. Crook advised that these would be cleared up as agreement on major issues is reached.

Burrill requested that Bill Clark be present when the Board is considering adoption. Crook stated that he will willing to address the Board in Hood River or Coos Bay.

There were no further comments.

After a break, Griffin opened the discussion on Minimum Standards for Commercial Aeronautical Activities for Class II airports. At the Board's direction, the department has been meeting with the tenants at the Aurora State Airport to draft a document that would meet the needs of the tenants as well as the state. He noted that discrepancies in the definitions of self-fueling and self-service fueling still had to be resolved. Subsequent revisions will reflect changes in those sections.

Griffin turned the meeting over to Rosik to review Sections 1 and 3, which she had reorganized and redrafted. These sections represent the rationale and purpose of the document.

Areas of concern regarding Sections 1 and 3 included:

- Specific references to the Aurora State Airport instead of using the term "Class II Airport"
- Language clarification
- Language consistency within this document and other department policy documents

A discussion followed on Section 3.5 and the requirement of a bi-annual review of the standards. Wilkins asserted that there would be an agenda item no more than two years after the minimum standards are adopted and staff will report on how the standards are working.

Griffin reviewed Sections 4 and 5. The Board requested the following:

- References to local government regulations be included in the document
- Section 5.3 Hours of Operation be reworked

Wilkins opened the meeting to comments.

Joel Scoggin pointed out language inconsistency and voiced concern over paving requirements for cars parking. Wilkins thanked him for this comments.

The Board recessed for lunch at 11:30 a.m.

The Board reconvened at 1:00 p.m. and resumed review of the minimum standards document starting with Sections 5.6, 6, and 7.

The Board requested the following:

- Remove the term "fixed-wing" from Section 6
- Language clarification
- Change renewal of Mobile Service Provider permits from every 6 months to annual

The Board voiced concern over the intent of Section 7 and whether the document was putting more restrictive requirements on FBOs and SASOs than on MSPs.

Griffin reviewed Section 8 and, again, acknowledged the inconsistency of the terms and definitions used in the section. Section 9 was also reviewed.

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Wilkins and Burrill complimented everyone on their demeanor during questioning. Wilkins stated that public comment would be heard later in the afternoon. A revised document will be made available to the public. Public comment will also be heard at the September meeting in Hood River. However, approval will not be considered at that meeting.

Wilkins moved on to the next agenda item. Board members' travel expense policy had been put on the agenda at Burrill's request. Burrill stated that he was asking for a review of policy because of an article in *The Oregonian* regarding Port of Portland travel policies that might have violated state ethics. He wanted to know the regulations and how they were applied.

Crook responded that she had reviewed the newspaper article and the Department of Administrative Services' travel policy that applies to all state employees, boards and commission members. In brief, the policy states that the Board will be reimbursed for expenses incurred on state business for either in-state or out-of-state travel. She suggested that the Board might want to adopt a policy that goes beyond the general state policy. She also stated that she would like to discuss what role the Board wants to play in traveling around the state and attending various functions to show that the State Aviation Board is involved in aviation. Crook further commented that she was delighted to have the Board offer to augment the department staff but when the budget was put together 2 ½ years ago we didn't know if there would be a State Aviation Board. She proposed discussing fiscal impact and setting up a budget for that kind of work.

Rosik explained that she is also the counsel for the Government Standards and Practices Commission. She offered to present materials the commission is putting out on this subject at a future meeting.

It was decided to discuss Board travel policy at the September meeting.

The Board recessed for a short break and reconvened at 2:55 p.m.

Crook introduced Alan Alexander, Airport Administrator for the Salem Airport. Alexander thanked the Board and the Department of Aviation for the support they have given the airport. He reported that in order to develop the airport is looking at the following areas:

- Making the airport more visible to the citizens and elected officials of Salem
- Working closely with the state and the FAA
- Developing a strong financial base and activity base (by building hangars)
- Regaining commercial air service

The Board thanked Alexander for coming to the meeting.

Chair Wilkins opened the meeting to public comment. Comments regarding the minimum standards were heard from Harper Poling and Joel Scoggin. Areas of concerns addressed during the public comments included:

- The FAA doesn't require minimum standards to the extent put forth in this document
- The Aurora State Airport has lost potential business because of the proposed minimum standards
- The legality of imposing minimum standards on private property through the through the fence agreements
- Because the minimum standards will be memorialized in Administrative Rules and will be difficult to change, it is very important to take the time for a thorough review before adoption

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- Paving requirements
- Hours of operation
- Turf tie-downs
- 2-hour callout requirement
- SPCC Plan is backwards in the document
- Fire code compliance
- Aircraft storage requirements
- MSP licensing

Poling presented copies of minimum standards for three airports and letters from AOPA and himself to the Board for their information. He also commented on impending problems with 100 low-lead fuel. Scoggin stated he would email his comments regarding language clarifications and definitions to Griffin.

Wilkins thanked them for their comments.

Wilkins moved to setting the agenda for the September meeting in Hood River. After discussion it was agreed that the following items will be considered at the September or October meetings:

- Travel policy discussion
- Report on San Francisco trip
- Continue discussion of minimum standards
- Continue discussion and consider approval of insurance document
- Presentation regarding ODA-sponsored events
- Presentation by Port of Hood River
- Staff professional development activities
- Update on Air Services Development Action Plan
- Legislative Concepts outline.

Novick relayed a message from the mayor of Redmond thanking the Board for coming there last month.

She then asked if the Board should report to Crook or to the chair when they make public appearances. Wilkins agreed that it would be helpful.

There being no further business the meeting adjourned at 4:11 p.m.

Respectfully submitted,  
Carma Gale