

Oregon State Aviation Board  
Approved Meeting Minutes

February 20, 2002

Portland, 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 Portland, Oregon, on February 20, 2002.

Board members present included Bill Wilkins (Chair), Mike Nelson (Vice-chair), Mike Burrill, Carrie Novick and Jack Loacker. Also present were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Carma Gale, and State Aviation Board appointee Joe Smith. Lynn Rosik, Assistant Attorney General and Carolyn Berry, Oregon Public Policy ADR Program, attended by invitation.

Chair Wilkins opened the meeting at 9:30 a.m. on February 20, 2002. Introductions followed. Burrill thanked the representatives from the Independence State Airport support group for attending the meeting.

No adjustments were made to the agenda.

Chair Wilkins moved to the Consent Calendar. The January 16, 2002 meeting minutes were approved as published. The Gold Beach FAM Grant request was approved unanimously.

Crook gave a presentation on the 2001 Annual Report, which covers the period from July 1, 2000 to June 20, 2001. Points covered included:

- Fiscal year 2001 highlights
- Fiscal year 2000 transitioning from Department of Transportation to new agency
- New programs and activities
- Fiscal year budget; projects vs. actual revenues and expenditures
- Construction projects at state-owned and non state-owned airports
- Aviation system planning
- Land use planning
- Statewide Airport Pavement Maintenance Program
- AIR-21 GA Entitlement Program
- Financial Aid to Municipalities
- Outreach
- Fiscal year 2002 goals for air operations, planning, outreach, airports and administration
- Challenges. She noted that security and stabilizing funding programs are huge challenges for the department.

The Board made the following recommendations:

- Add the complete date (including year) to the activities listed in the highlights section
- Label the pie pieces in addition to color-coding.
- Remove Independence from the non-state-owned airports list
- Make a clear distinction between state-owned and non-state-owned construction projects.

Crook stated that the 2001 Annual Report would be completed within 30 days of the approval of the report outline.

Nelson moved to approve the annual report as outlined. Loacker seconded. The motion carried unanimously.

Oregon State Aviation Board  
Approved Meeting Minutes

Wilkins opened the meeting to public comment. Gail Hill encouraged the department to market the annual report to the legislature and the public.

Crook stated that beginning in March the Board would be receiving quarterly budget reports from the department.

Wilkins opened the meeting to public comment on the Category V Minimum Standards. There were no comments. The Board made one suggestion on language to Section 6.1. Locker moved that the Minimum Standards for State-Owned Category V Airports be approved as revised. Novick seconded. The motion carried unanimously.

Griffin began a review of the Smart Airport Contracting insurance document by giving a brief overview and history of the document. He noted that the department has continued to meet with tenants and Regal Insurance which insures pilots and aircraft. The intent is to approve that document as policy with the Board reviewing the policy every two years. It will be incorporated by reference in the minimum standards and leasing policies. The document will not go into Administrative Rule because of the anticipated changes in the insurance amounts detailed in the document.

Wilkins asked what was the state's and department's interest in requiring insurance. Griffin pointed out that the state has vicarious liability exposure because it is the property owner. Although the department has always had insurance requirements, they have been minimal. Rosik noted that the state is self-insured and the agency pays premiums into the risk fund. Burrill stated that with the approval of the minimum standards, the department is granting activities that weren't allowed before and the state needs to be protected.

The Board recommended some language changes and clarifications.

Wilkins called for public comment.

Andy Andersen distributed recommendations from the Independence State Airport Support Group (ISAS Group) and an email containing comments by Harry Bladow. He asked that the Board review Mr. Bladow's comments. Andersen also thanked the Board for approving the Gold Beach FAM grant.

Ed Hannevig voiced support for the recommendations of the ISAS Group and commended Griffin and the department for its work.

Gail Hill, hangar lessee representative, voiced support for the work the ISAS Group has done and encouraged the department to talk to more insurance companies.

Glenn Plymate, non-commercial tenant, read a statement that included comments and requests.

The written public statements of the ISAS Group, Harry Bladow and Glenn Plymate are on file at the Department of Aviation.

A discussion followed regarding the number of insurance companies offering insurance and insurance limits. Griffin asked for the Board's direction. The Board directed Griffin to continue his review to clarify discrepancies regarding coverage requirements and insurance companies.

Wilkins moved to setting the agenda for the March Board meeting, which will be held in Medford. Items to be considered include:

Oregon State Aviation Board  
Approved Meeting Minutes

- Review and public comment on the Smart Airport Contracting insurance document
- Consent calendar items: Meeting minutes and language clean-up of the Category II and IV Minimum Standards
- Quarterly report on agency budget

The Board set the following sites for future meetings:

- April - Eugene
- May – Newport
- June - Redmond
- July – Baker City
- August - Hillsboro
- September – Klamath Falls

There being no further business, the meeting was adjourned at 12:24 p.m.

Respectfully submitted,  
Carma Gale, Office Manager