

Oregon State Aviation Board
Approved Meeting Minutes

January 16, 2002

Astoria, Oregon

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 Astoria, Oregon, on January 16, 2002.

Board members present included Bill Wilkins (Chair), Mike Nelson, Mike Burrill. Carrie Novick attended via teleconference. Also present were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Teddie Baker, Carma Gale, and State Aviation Board appointees John Loacker, Steven Schreiber and Joe Smith.

Chair Wilkins opened the meeting at 9:05 a.m. on January 16, 2002. Burrill suggested that the Board appointees be invited to make comments during the proceedings. The Board agreed unanimously.

No adjustments were made to the agenda.

Chair Wilkins moved to the Consent Calendar. The December 12, 2001 meeting minutes were approved as published.

Griffin recapped the Minimum Standards for Category IV Airports. As directed by the Board, he had further reviewed the language in Section 6.12.3 and had lengthy discussions with the Department of Environmental Quality. Language regarding washing aircraft had been deleted. Griffin noted that lease agreements would refer to the appropriate Oregon Administrative Rules requiring pesticide disposal and waste removal. Novick asked if the department would be required by DEQ to have a permit. Griffin responded permits would not be required if designated as an emergency spill protection area only.

Wilkins opened the meeting to comments. Burrill stated he was content with the language. Burrill moved that the Minimum Standards for Category IV Airports be approved. Nelson seconded. The motion carried unanimously.

Griffin reviewed the Minimum Standards for Category V Airports. He stated there were 19 airports covered by the standards, however, there were no commercial tenants at any of the airports at this time. The standards would set policy for future commercial activity. The Category V, together with Categories II and IV would cover all of the state-owned airports. He noted that the department has not received any comments from the public regarding Category V minimum standards, but has taken into consideration discussions with Category II and Category IV tenants. The Category V Minimum Standards do not require FBOs to provide public use terminal buildings. They must provide fuel, but are not required to furnish other services. It was noted that the Director may waive or modify any portion of the minimum standards.

Wilkins opened the meeting to public comment. There were no comments.

The Board requested the following revisions:

- Remove reference to specific airports on page 8.
- Change "manned" and "unmanned" to "staffed" and "unstaffed" throughout document.
- Add definition of FOD to administrative rule.
- In Section 5.2.1 change sentence to read "...meeting business demand, as approved by Director." Eliminate the rest of the sentence.
- Change language in Section 5.3 to indicate only when airport is open

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- Remove list from Section 5.6.C.
- Remove term “on-duty” reference from document.
- Change language in from “current FAA commercial pilot certificate” to “current FAA appropriate pilot certificate.”

Griffin reviewed Section 5.7.A (Flight Training). After discussing possible security language changes, Wilkins suggested reviewing the section again before adoption of the minimum standards.

Griffin reviewed Section 7 and the term “MSP”. He noted that fees and charges would be discussed before the Board at the future date.

Wilkins asked Dale Evans, president of OPA, if today’s discussion had satisfied his concern regarding blanket minimum standards. Evans responded he was satisfied.

Wilkins noted that today’s meeting served as the mechanism for informing Category IV operators of the Category V Minimum Standards. Language that needs to be cleaned-up in previously approved minimum standards will be covered as a consent item.

After a break, the Board moved on to consider a request to amend and increase two, multi-year flexible services contracts for architectural and engineering (A&E) services with David Evans and Associates, Inc., and W&H Pacific, Inc., by \$750,000 each. Baker explained that the funds will be used for planned projects during 2002. Under the terms of the initial Request for Proposal, ODA reserved the right to amend the contracts for additional time and/or compensation contingent upon need and availability of Federal and state approved funding. She added that ODA was satisfied with the performance of the two companies. Crook explained that legally the department did not have to have Board approval but wanted to keep them informed. Wilkins stated that it was appropriate to bring such matters to the Board.

Nelson moved that the Board approve the contract amendments. Novick seconded. The motion carried unanimously.

Wilkins welcomed Scott Taylor, Oregon Real Estate Commissioner, who spoke on the proposed revision to ORS 105 regarding aviation-related disclosure. He advised the Board that the Oregon Association of Realtors (OAR) would probably resist any change to the statutes and title companies would oppose tying disclosure to titles. He recommended the following approaches:

- Be as specific as possible about disclosure.
- Be objective rather than subjective in language.
- Require disclosure in earnest money agreements rather than ORS 105. It would still have to go to the legislature but might meet less resistance.
- Set up a meeting with ODA and OAR.

Taylor offered to broach the subject with the Oregon Association of Realtors and set-up the meeting with ODA. The Board requested that he meet with OAR, find out their objections, and seek their help and cooperation.

Wilkins commented that the Board wanted to proceed cautiously in the matter. He thanked Taylor for his help.

Crook gave a report on the new Board appointees. The confirmation hearing will be the day before the legislative special session begins in early February. There will be an orientation for

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the new members at ODA after confirmations. She also commented that ODA is in the process of streamlining record keeping for the Board.

The Board appointees introduced themselves and reviewed their backgrounds. The current Board reviewed their backgrounds and Crook gave information on herself and the staff members present at the meeting.

The Board recessed for lunch at 11:45 a.m. and reconvened at 1:15 p.m.

Wilkins opened a discussion on the Board work session. It was decided to hold the work session February 19th and 20th in The Dalles or Hood River area in conjunction with the regularly scheduled Board meeting.

Wilkins introduced Ron Larsen, manager of the Astoria Airport. Larsen gave a presentation on the airport. He noted that construction began in 1933 and the airport was dedicated in 1936. In 1942 the Navy increased the number of runways.

Recent and future projects include:

- \$5 million in runway and lighting improvements
- Pavement sealing
- Fencing to keep elk off the runways
- Add more T-hangars
- Get air carrier service back at the airport. They have formed an air carrier task force.
- Develop an industrial park

Some of the challenges facing the airport are:

- Taking over fueling services
- Owning their own building
- Soft soil underneath the runways
- Wetlands

Larsen thanked the Department of Aviation for their support and expertise, especially on the pavement program, noting that they had received a \$10,000 FAM grant and a \$5,000 grant in the 1990's for air carrier service. He urged adoption of the land-use compatibility guidelines.

The Board offered their future support and thanked him for his presentation and hospitality.

Crook gave an informational report on department special event sponsorship and staff development activities. Special events have included:

- Oregon Air Fair sponsorship (2000 and 2001)
- Revolution in General Aviation conference
- N.O.I.S.E. Symposium
- Medford Air Mail Commemoration
- Air Service in Oregon Communities Conference
- AAE Security Conference

She is working on the draft of an internal policy on what ODA would support and how to get support. Criteria for support includes:

- Regional, local or national significance
- Supports the goals of ODA

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She commented that event sponsorship is a new direction for the department and invited Board input on whether the Board wanted the department to continue in that direction. Wilkins noted that ODA was in partnership with other organizations in sponsoring these events.

Crook reported that the department would like to continue to fund its staff development program and add professional development, such as the project management program Teddie Baker recently completed and the Accredited Airport Manager (AAE) program Daren is working on. The department has spent approximately \$9,000 over the last several years.

Wilkins asked if anyone wanted to comment. Andy Andersen thanked Crook for her work with the Oregon Aviation Alliance and asked that the support continue.

After a break, Griffin briefed the Board on the "Smart Airport Contracting" insurance document. He will be covering the document in detail at the next Board meeting. He noted that he has been receiving many comments.

Wilkins opened the meeting to public comment on the insurance document and recognized Andy Andersen, Corresponding Secretary for the Independence State Airport Support Group. Andersen read a statement with the following recommendations and comments:

- Do not extend the Airport Premises liability Insurance requirement to include non-commercial, through the fence, pilot/operators.
- ODA staff and State Aviation Board should continue to establish reasonable levels of liability requirements for commercial and FBO operations to help keep them in business.
- ODA should not require Airport Premises Liability insurance for non-commercial pilots/operators to access the state-owned airport.

He thanked the Board for the opportunity to comment and also thanked Jerry Eames of ODA, for his work on the Airport Watch program.

Gary McCormick, of Aloha and Independence, commented questioning the amount of insurance required for transit pilots.

Wilkins moved on to setting the agenda for the February Board meeting. Items to be considered include:

- Review of the "Smart Airport Contracting" insurance document
- Review and public comment on the Category V Minimum Standards
- Legislative concept development update
- Location for May meeting
- Consent calendar items (meeting minutes and Gold Beach FAM Grant request)
- Annual Report outline

Crook explained that publication of the Annual Report was behind schedule because of the increased workload in the aftermath of September 11th events and a staff resignation. Nelson moved that due date for the report be moved from January 1, 2002 to March 1, 2002. Burrill seconded. The motion carried unanimously.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,
Carma Gale, Office Manager