

Oregon State Aviation Board
Approved Meeting Minutes

June 13, 2001

John Day, 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 John Day, Oregon on June 13, 2001.

Board members present included Bill Wilkins (chair), Carrie Novick, Lisa Dahl, Mike Nelson and Mike Burrill. Also present were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Teddie Baker, Marilyn Lorange, Tom Franklin and Doris Travis. Assistant Attorney General, Lynn Rosik attended by invitation.

Chair Wilkins opened the meeting at 9 a.m. with an agenda adjustment to allow for an announcement by Wilkins following review of the minutes.

The May 9 and 10 draft minutes were approved as distributed.

Wilkins announced that Novick and Burrill will serve as Board member representatives for two studies: Novick will participate in an air service study and Burrill will participate in a land use compatibility study.

Wilkins then moved to the draft non-commercial lease policy and heard public comments. Areas of concern included:

- (Lease term length
- (Termination clause
- (Insurance requirements
- (Inspection clause

Griffin continued by summarizing the changes incorporated in the draft document since the May Board meeting. He advised the Board that changes were influenced by:

- (Board direction
- (Legal counsel
- (Public input

Dahl voiced concerns with item 6.4 insurance requirements. It was the consensus of the Board that adoption of the draft non-commercial lease policy would not include adoption of the Smart Airport Contracting document prepared by the Risk Management Division of the Department of Administrative Services. The Board will review those insurance recommendations and provide further direction to ODA during the July Board meeting.

Novick made a motion to establish a base term lease of no longer than 25 years with one 5-year renewal option. The motion was seconded by Burrill and carried unanimously.

Following comments and suggestions from Rosick, the Board entertained a motion by Burrill and seconded by Dahl regarding ODA's option to negotiate a new lease at the end of the 30-year lease period. The motion carried unanimously.

The Board agreed to postpone final approval of the non-commercial lease policy until the July meeting, giving Rosick and ODA staff an opportunity to draft final language. The motion to postpone was presented by Burrill and seconded by Nelson. The motion carried unanimously.

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The Board continued with a working lunch session and agreed that no further public comments would be heard in reference to the non-commercial lease policy.

Wilkins then moved to discussion of the draft Commercial lease policy. Areas of concern presented during the public comments addressed:

- (Sec. 7B, Termination language
- (Lease compensation phrase
- (Lease term & options
- (Provision for an assumable lease
- (Inspection requirements
- (Language clarification
- (Rate formulas for renewal

Following public comments, Griffin reviewed each section of the commercial lease policy with the Board. The Board directed ODA to make revisions and changes within the document. ODA will bring those changes to the July meeting. It was also the consensus of the board that there be further review and public comments heard at the July meeting.

Griffin then continued with an update regarding state-owned airport transfers. He informed the board that:

- The Port of Toledo is interested in conducting a financial feasibility study regarding their possible acquisition of the airport. The Port is working to allow a greater degree of local participation in current discussions.
- Lake Billy Chinook was identified in the 2000 aviation system plan as an airport designated for closure or transfer. Griffin is in the process of having the airport designated a surplus airport through a formal state surplus process. The goal is to allow those living at the airport to purchase it through the surplus program. Griffin will meet with homeowners on June 25 to further discuss the future of the airport.
- Paisley has transferred to Lake County; paving work is underway, and the airport will officially re-open in July.
- Crook also explained that the Port of Portland is interested in transferring the Mulino Airport to ODA and advised the Board that staff will be seeking direction on this proposal in the future.

Wilkins then moved to the next agenda item, approval for the 2001 pavement maintenance program (PMP). Baker advised the Board the work will be done at 10 airports in Eastern Oregon and the PMP will provide \$551,000.00 in funding. She requested Board approval of the 2001 program. The motion to approve was made by Nelson and seconded by Novick. It carried unanimously.

The next agenda item was a requested amendment to an approved FAM grant. Franklin requested the Board to approve an amendment to Hermiston's FAM grant application increasing the grant to an amount not to exceed \$4000.00. Dahl made the motion to amend. Burrill seconded and it carried unanimously.

The Board recessed for a brief break and reconvened with a presentation from Grant County, Judge Dennis Reynolds and Airport Manager Gary Judd. They provided handouts and

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discussed the improvements and future goals of the Grant County Airport. Also addressing the Board were Tom Switzer, Airport Commission Chair, Jeff Pendleton, US Forest Service, and President of the Chamber of Commerce.

Wilkins moved to the next agenda item, the status of the April 2 and 3 planning session. It was the consensus of the Board to put further discussions on hold until the current airport policy work has been completed.

The July meeting agenda will include:

- (Non-commercial lease approval
- (Commercial lease review
- (Insurance requirements for state-owned airport leases
- (Legislative session recap
- (Presentations by Bend, Crook County and Jefferson County.

There being no further business the meeting adjourned at 3:07 p.m.

Respectfully submitted by,
Doris Travis