

Oregon State Aviation Board
Approved Meeting Minutes

May 9 & 10, 2001

Salem, 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 two-day meeting of the Oregon State Aviation Board was held at the Military Department in Salem Oregon on May 9, continuing at the Oregon Department of Aviation on May 10, 2001.

In attendance at the May 9 and 10 meetings were Board members Bill Wilkins (chair), Carrie Novick, Lisa Dahl, Mike Nelson and Mike Burrill. Also attending were Oregon Department of Aviation (ODA) staff members Ann Crook, Daren Griffin, Marilyn Lorance, Sandy Hansen, and Doris Travis. ODA staff joining for portions of the meetings included Teddie Baker, Tom Franklin and Lindy Zimmerman.

Attending portions of the meeting by invitation were Lynn Rosik, Assistant Attorney General, William Watson, FAA, Oregon/Idaho Section Supervisor and Michael Thorne Executive Director of the Port of Portland.

Chair Wilkins opened the meeting at 9 a.m.

The agenda was adopted as distributed.

The April 2-3 work session minutes and the April 11, 2001 meeting minutes were approved as submitted.

Watson briefed the Board with FAA's perspective on minimum standards and through the fence operations. He advised the Board that the FAA favors minimum standards because they help the viability of the airport and protect businesses on the airport. He also advised the Board that the FAA generally opposes through the fence operations because they take control away from the airport sponsor.

Chair Wilkins invited members of the public to comment on the minimum standards for commercial aeronautical activities and on the non-commercial leasing policy. A summary of those comments is on file with the ODA.

The Board continued with a working lunch session and reviewed the non-commercial lease policy, asking for clarification from ODA and raising points of concern. Griffin apprised the board of language changes that had been made to the document.

Following public comments the Board recessed at 1:50 p.m. to attend a function at the Oregon Department of Transportation.

When the meeting resumed at 4:00 p.m. Griffin advised the Board that ODA has not had the opportunity to review the draft rates and charges document since the April meeting nor has there been any public input.

Chair Wilkins asked for public comments regarding the draft rates & charges policy. A brief comment was made by Bladow stating that he plans to continue to work with Griffin to develop a workable document.

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The Board returned to its review of the non-commercial leasing policy. Discussion focused on the following areas:

Section 4 (definitions). Concerns included:

- Minimum standards
- Airport classifications
- Unicom

Section 5 (lease application requirements). Concerns included:

- Items 4, 6, and 7
- 5.2 (bonding and Insuring) item A
- 5.3 (application denial) items H and I

Section 6 (general lease provisions). Concerns included:

- Items 6.2 and 6.2.1 relating to lease terms, options and renewals
- Item 6.4 (insurance requirements)

Following the review of the non-commercial lease policy, Chair Wilkins called for a recess at 4:45pm.

The meeting reconvened at 8:00am May 10, 2001 at the Oregon Department of Aviation.

Crook and Griffin once again reported to the board ODA has not had the opportunity to review the draft rates & charges document in depth and suggested the document be presented to the Board at a later date. Griffin also advised the Board that he would like to resubmit it to the Board after he has had an opportunity to review it with tenants and address their specific comments of concern. Nelson requested ODA provide board members with those comments.

Crook advised the Board the Aurora draft minimum standards document should be ready for review by the July Board meeting. A brief discussion followed regarding the minimum standards, giving the Board an opportunity to provide input to ODA regarding how they would like ODA to proceed with the development of those standards. Board members directed staff to proceed with drafting standards that would apply to through the fence operators as well as to on-airport operators.

Discussion continued regarding the draft non-commercial leasing policy. Chair Wilkins expressed his desire for the policy to be ready for adoption at the June meeting. Crook requested further direction from the Board regarding redrafting of language contained on:

- Page 14, 5.2 The Board directed the department to draft language regarding proof of financial responsibility via a performance bond or an irrevocable letter of credit.
- Page 15, non-commercial property items H and I.
- Page 17 item 6.2 (lease term). It was the consensus of the Board that ODA provide an initial lease term of 20 years. They directed staff to work on language to provide for renewal options ranging from five to 10 years.

The board also heard informal comments from members of the public.

Mike Thorne, Executive Director of the Port of Portland, addressed the Board and discussed the challenges in managing the Port. He discussed:

- The viability of the aviation system
- The need for a self-sustaining general aviation system
- The need for rates & fees that match market demands

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Wilkins then moved to the next agenda item, approval of supplemental FAM grant allocations. Franklin discussed the FAM grant program and requested the Board approve FAM Grants for the following:

- Columbia Gorge Regional \$10,000.00
- Illinois Valley Airport \$3,000.00
- Grant County Regional Airport \$10,000.00

Nelson made the motion to approve and Burrill seconded. The motion carried unanimously.

Future meeting dates were discussed and tentatively updated by the Board. It was also agreed Nelson would coordinate a separate informal meeting with local officials at the June meeting in John Day. They approved the following as agenda items for the June meeting:

- Consider approval of FAM Grants
- Consider approval of Non-Commercial lease policy
- Review Commercial lease policy
- 2001 Pavement Maintenance Program approval
- Discussion of work items from Board intensive work session.

There being no further business the meeting adjourned at 11:20 p.m.

Respectfully submitted by:
Doris Travis