

OREGON STATE AVIATION BOARD
Approved Meeting Minutes

July 20, 2005

Bandon, 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 July 20, 2005 at the Bandon Aero Club Clubhouse, State Airport, Bandon, OR.

Board Members attending included: Board Chair Mike Burrill; Steve Beckham; Jack Loacker; Carrie Novick; and Amy Prutzman. Oregon Department of Aviation (ODA) Employees in attendance included: Director Bob Hidley; State Airports Manager Charlie Riordan; Fiscal Manager Jennifer Kellar; and Secretary Cindy Orendorff. Department of Justice Lynn Rosik attended via teleconference. Other guests in attendance included: Independence State Airport Support Group John Conley and Gary Van Horn; OPA John Cox; Salem Business Journal Carolyn Bolton; Port of Portland Chris Corich; Port of Bandon Alex Linke; Bandon City Council Joe Briscoe; Bandon Chamber of Commerce Economic Development Joseph Bain; Bandon Aero Club Bob Thrush; Mead & Hunt Andy Platz and Stephanie Ward; Coast Consulting Services Ken Messerle; Eugene Airport Phil Groshong and Steven Senderlung; Ability Flight Scott Cook; Coos County Airport District Jon Barton; and Oregon DAS John Bickens.

1 CALL TO ORDER:

Chair Burrill called the meeting to order at 9:02 a.m.

2 ACTION ITEM: Agenda Adjustments

There were no adjustments to the agenda made at this point in the meeting.

3 INFORMATION ITEM: Board Member Activity Update

Board Member Amy Prutzman's activities since the last Board meeting included:

- a) Developed a prospectus as a member of the Air Service/Economic Development Subcommittee.
- b) Met with OPA, AOPA and other industry representatives.
- c) Prepared Air Service/Economic Development Subcommittee meeting summary notes.
- d) Communicated via email and teleconference with State Senator Gordon Smith's office and clarified with them that she was not representing the Board when she made comments at the Aurora airport regarding the surveillance solution for Central Oregon.
- e) Met with Director Hidley and Airport Safety Inspector Tralee Chiusano.
- f) Offered to coordinate with FAA reps to coordinate a meeting in Washington, DC for Director Hidley and FAA regarding WAAS approaches and ADS-B initiatives.

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- g) Attended memorial services for Tom Ellsberg, an aviation leader and acrobatic professional whose death was caused by a plane crash.

Board Member Carrie Novick's activities since the last Board meeting included:

- a) A generic site plan for VI6 radar site has been accomplished. Redmond Airport is participating financially in this project. Property has been purchased for the radar site and an environmental study to meet FAA criteria has been worked on. All of these things will be turned in to the FAA in January.
- b) Worked with Senator Smith on the radar facility project. Senator Smith is making this project his number one aviation priority in the state for funding.

Chair Burrill's activities since the last Board meeting included:

- a) Met with Board Member Schreiber. Board Member Schreiber has chosen not to accept a re-appointment to the Board. Board Member Schreiber will continue to serve as a Board Member until the Governor makes a new appointment to the position.
- b) Met with Director Hidley and Chris Warner of the Governor's office to talk about the need to fill the vacant Board position.
- c) Represented the Oregon aviation community as a member of the ODOT Transportation Plan Steering Committee and ODOT Freight Advisory Committee.
- d) Followed the progress of the Oregon Department of Aviation budget. Chair Burrill mentioned that the budget was out of the Senate and House and waiting to be signed by the Governor.
- e) Worked with ODA to research the wildlife preserve along the coast between Bandon and Cape Blanco, and determined the preserve will not impact our airports in Oregon.
- f) Attended an Aviation Hall of Honor meeting where they asked if ODA wants to continue sponsoring their events. Chair Burrill informed them that there are no funds available in the budget for sponsoring the Aviation Hall of Honor. ODA will continue to allow use of their logo on materials. Chair Burrill also indicated he will find funding on his own for continued sponsorship.
- g) Met with the North Bend airport group to discuss the new terminal and the funding being considered in the State Legislature.
- h) Had lunch with past Chair, Bill Wilkins. Mr. Wilkins extended his greetings from the other board members.
- i) Assisted with an emergency that occurred at the Prospect State Airport.
- j) Chair Burrill indicated he will be traveling on a trade mission with the Governor to encourage international airlines to come to Oregon.

Board Members Beckham and Loacker had no new aviation related activities to report.

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4 ACTION ITEM: Approval of Minutes of May 19, 2005 Meeting

Board Member Loacker moved to approve the May meeting minutes. The motion was seconded.

Chair Burrill withdrew the motion and opened discussion on board members' concerns about meeting minutes.

Board Member Prutzman's suggestions included:

- a) a tracking process for action items should be established
- b) a summary of the discussion that occurred, attendees, public comments, and all agenda items be reflected
- c) each board member's aye, nay, or abstention be recorded when votes are taken
- d) the minutes should be provided 3-4 weeks after the meeting is held so that everyone has enough time to review them prior to the next board meeting

Chair Burrill's suggestions and comments included:

- a) members of the Board should determine the level of detail and the format they want in the minutes.
- b) the signup sheet for public comments should list what agenda item the person wants to speak on.
- c) the accuracy of the minutes of both the January and March meetings were questioned.
- d) the next meeting will include time limits for agenda items.

The Board agreed that if a member wants a roll call vote on a particular issue or significant item, they can request one, otherwise the meetings will continue with the "all in favor/all opposed" vote. It was suggested that agenda items and substantive discussion should be reflected more accurately.

Chair Burrill said that he and Director Hidley are reviewing a copy of a mission statement for an ODOT committee to see if it can be revised to reflect our committee's mission. Chair Burrill explained that this process would also be helpful in further defining the mission statement of the prospectus of the Air Service/Economic Development Subcommittee.

Chair Burrill requested a motion to table the approval of May meeting minutes.

Board Member Loacker moved that approval of the May 19, 2005 State Aviation Board meeting minutes be tabled until the September board meeting. Board Member Beckham seconded. The motion passed unanimously.

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5 INFORMATION ITEM: Management Control Program

Director Hidley and ODA staff presented the Management Control Program, which contained slides concerning personnel, current issues, aviation legislation, airport inspections, employee training and development, airport construction projects, airport data, department equipment, pavement projects, air service, fiscal information, and the Oregon Aviation Master Plan.

6 INFORMATION ITEM: Independence Airport Water Issue

Director Hidley told the Board the status of the Independence Airport Water Issue. ODA is installing a new water suppression line around the airport to meet the requirements of the state fire codes. ODA has retained Century West to design the water line. Director Hidley informed the Board that he may request a special board meeting to authorize the obtainment of a contractor for construction of water line.

Public comment was accepted from Independence State Airport Support Group Representative, John Conley. Mr. Conley spoke to the Board and said he was concerned about being assessed for funding of the new water system. Director Hidley stated that nothing has been determined and this issue will be referred to the Policy Committee during the Rates & Charges Study.

Public comment was accepted from OPA member John Cox. Mr. Cox provided an overview of the history of the water issue at Independence Airport.

7 INFORMATION ITEM: Aurora Airport Paving Project

Director Hidley provided board members with a printout of the paving project.

The two options to choose how to proceed were:

- a) close the runway until the project was done; or
- b) work on weekends only

Both options will keep the taxiway open as a runway to all but large airplanes.

The same bidder was the low bidder on both options. The successful bidder was Salem Road and Driveway. If the contractor works over the time allowed for the airport closure, there is an \$8,000 penalty assessed per day. The incentive for early completion is \$35,000 if completed within five weekends, and an additional \$35,000 if completed within four weekends. There will also be night closures when they are doing the grooving and electrical work. The first closure of the airport will be on the August 5th, 6th, & 7th weekend. Work will be done around the clock each day of closure. Airport users will be notified of the status and they will have someone on site at the airport at all times during that period. They are using the taxiway as a temporary runway. A paving project for this size of runway would normally need a 60-day closure. This project is being completed in substantially less time. ODA plans to keep this plan on file so it can be referred to when considering future projects.

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8 INFORMATION ITEM: Rates and Charges

Director Hidley reported that rates and charges are to be updated every two years, according to statute. Fiscal Manager Kellar presented a four year history of revenue and expenditures for each state owned airport. Staff have requested the A.A.A.E. Rates and Charges Survey, and will conduct a statewide survey. When the survey is completed staff will present results and recommendations to the Policy Committee for consideration.

9 INFORMATION ITEM: New Building

ODA is pursuing a partnership with the Army National Guard to jointly develop a new building. The approximate timeframe for project completion is two years. This will be a design build project. After cost estimates have been prepared ODA will go back to the E-Board for an increase in expenditure limitation. The department is participating in the design and will retain ownership of the current building. Various options will be considered such as trading our property for property adjacent to the National Guard facility. ODA is coordinating this work through the Department of Administrative Services (DAS).

10 INFORMATION ITEM: Oregon Aviation System Plan Update and Economic Impact Study

Consultants Andy Platz and Stephanie Ward of Mead & Hunt presented an overview of the Oregon Aviation System Plan and Economic Impact Study.

11 ACTION ITEM: Approval of FAM Grants

State Airports Manager, Charlie Riordan, presented a list of FAM Grant applicants and the amount to be awarded pending approval from the Board. The total award amount was reduced from \$360,000 to \$300,000, due to budget constraints.

Chair Burrill entertained a motion to approve the ODA FAM Grants. Board Member Loacker made the motion to approve the FAM Grants. The motion was seconded by Board Member Beckham. Four aye votes were given by, Chair Burrill, Board Members Loacker, Beckham and Novick. One nay vote was given by, Board Member Prutzman. The motion to approve the ODA FAM Grants was approved by a majority.

12 INFORMATION ITEM: Small Aircraft Transportation System (SATS) – ADS-B

Director Hidley stated that a proposal has been received from the FAA to implement a test program that would allow ADS-B transmitters at three locations in Oregon. One transmitter would be located in Salem, one near Eugene or Portland, and one in the Redmond or Prineville area. Two of the transmitters would be purchased with state funds and the FAA would fund a third one. ODA has been working with the State Legislature

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to obtain funding. ODA's participation in this project is dependent on the FAA's determination of the future use of ADS-B for air traffic control.

13 INFORMATION ITEM: Jordan Valley Airport

Director Hidley gave a brief history of the proposed Jordan Valley airport project. Last week Director Hidley and State Airports Manager, Riordan met with Mr. Skinner and Mr. Hall who own parcels of land where the proposed airport would be located. They were very supportive. Malheur County is interested in being the sponsor after construction is complete. ODA is hopeful that in September the project will be presented to the Board.

14 PUBLIC COMMENT:

No additional public comment was made at this time.

15 DISCUSSION CONCERNING ROLES of STAFF AND BOARD MEMBERS

DAS Facilitator, John Bickens, gave a presentation on team building. Mr. Bickens observed that nearly all of the Board Members and ODA staff are new. In order to get the group to work together as a team, the ODA Staff and Aviation Board missions and roles need to be determined. After discussion it was determined this team building concept will continue during future meetings.

16 ADJOURNMENT:

There being no further business the meeting was adjourned at 5:15 p.m.