

**OREGON STATE AVIATION BOARD**  
**Approved Meeting Minutes**

**March 16, 2005**

**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 meeting of the Oregon State Aviation Board was held on March 16, 2005 at the Oregon Department of Aviation, 3040 25<sup>th</sup> Street SE, Salem, Oregon.

Board members in attendance included: Chair Mike Burrill, Vice Chair Steve Schreiber, Amy Lynn Prutzman, Steve Beckham, and Jack Loacker. Board Member Carrie Novick attended via telephone. ODA staff in attendance included: Director Bob Hidley; State Airports Manager, Charles Riordan; Aurora and Independence State Airports Manager, Tom Franklin; Business Manager, John Wilson; and Fiscal Manager, Jennifer Kellar. Other guests included: Assistant Attorney General for the Department of Justice Lynn Rosik; John Cox, Oregon Pilots' Association; Darren Griffin, Oregon Airport Managers' Association; Phil Groshong, Eugene Airport; Jim Higgins, Aurora Business Park; Ted Millar, South End Aurora Airpark; Bob Noble, Eugene Airport; and Joel Scoggins from Columbia Helicopters.

**1. CALL TO ORDER:**

Chair Burrill called the meeting to order at 9:10 a.m.

**2. APPROVAL OF MINUTES OF JANUARY 27, 2005 MEETING:**

Chair Burrill postponed approval of the January minutes to the May meeting and requested that ODA staff rewrite the January meeting minutes.

**3. ODA 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 and fiscal information. The presentation will be updated for every Board meeting. Board Member Prutzman requested that the board members' binders contain tabs between the different sections of the Management Control Program. Vice Chair Schreiber requested that future versions of the Management Control Program contain slides concerning the Department's Air Service Master Plan.

**4. AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) CONFERENCE IN SEATTLE, WASHINGTON:**

Director Hidley presented an overview of the AAAE Conference being held this year in Seattle, Washington. He indicated that it is important that staff members attend this conference for departmental development training and networking with other airport professionals. Board Member Novick stated that she endorses the AAAE conference and highly recommends that ODA staff members earn their AAAE accreditation; there are seminars held at the conference that assist with

**OREGON STATE AVIATION BOARD**  
**Approved Meeting Minutes**

AAAE accreditation. Vice Chair Schreiber suggested that Director Hidley, rather than the Board, decide what conferences ODA staff members attend.

**5. BENCHMARKING OTHER STATE AVIATION DEPARTMENTS:**

Director Hidley discussed having ODA staff members travel to other state aviation departments to learn about the procedures they use to administer their aviation programs.

Board Member Prutzman inquired about the intent of traveling to various states.

Director Hidley responded that he would identify four states that have excelled in developing and implementing first-rate programs and have improved their aviation infrastructure and air service programs. Director Hidley stated that he wanted to learn about some of the most successful programs that exist in the Country and bring them to the State of Oregon.

Vice Chair Schreiber stated that there should be a clearly defined goal in mind prior to traveling to the various states.

Chair Burrill indicated that a presentation should be made to the Board describing the results and findings of their visits to various states.

**6. STATE AVIATION BOARD COMMITTEES:**

- 1) Policy Committee
- 2) Air Service/Economic Development Committee

Chair Burrill established two committees to deal with current and future aviation issues, a Policy Committee and an Air Service/Economic Development Committee.

The Policy Committee's focus is to provide interpretations of current policies, dictate new policy and update current policy as operational challenges occur. This committee is chaired by Board Member Locker. The committee members are Board Member Beckham and Chair Burrill.

Initial issues for review and recommendation by the Policy Committee are; the Youth Aviation Careers Initiative, the Oregon Air Service Initiative, and ODA procedures for awarding the Connect Oregon Grant in accordance with Senate Bill 71.

The Air Service Economic Development Committee's focus is to look at air service issues, reviewing the involvement the State should have relative to airport economic development, and to develop funding methodologies to promote economic development. This committee is chaired by Vice Chair Schreiber. The committee members are Board Members Novick and Prutzman and Chair Burrill.

Initial issue for review and recommendation by the Air Service/Economic Development Committee, is selection of airports for the Connect Oregon Grant, Senate Bill 71.

Discussion arose regarding the establishment of committees, the holding of committee meetings and their role in conjunction to the Public Meetings Law.

**OREGON STATE AVIATION BOARD**  
**Approved Meeting Minutes**

Attorney Rosik replied, the Board can establish committees with the intent that they report back to the full Board. The committee can be its own organization within itself, which comes to a consensus within itself, and provides a single work product to the Board, and therefore is subject to the Public Meetings Law. The committees can also act in an advisory capacity, provide recommendations and input to the agency Director. The Director can review the information provided by the committees and bring his recommendations back to the full Board for action, this is within the confines of the Public Meetings Law. There was Board consensus to have the committees provide their input to the agency Director, and then have the Director provide recommendations to the full Board for action.

Board Member Prutzman expressed concerns regarding committee composition, lack of objectives, charters, structure and processes for the committees.

**7. GENERAL PUBLIC COMMENT:**

Oregon Airport Managers' Association (OAMA) President Griffin, spoke in regards to Senate Bill 680. OAMA President Griffin indicated that OAMA met with their sponsor and proponents of the bill to discuss their concerns with the language of the bill. While ODA has not yet taken a position on the bill, OAMA President Griffin indicated that support of the bill, encouraging through-the-fence operations, would be a radical change for the State of Oregon.

Mr. Noble stated that the bill has a number of flaws, especially regarding land use implications.

Mr. Scoggins provided the Board with some history regarding the initiation of the bill, and the use of Aurora State Airport as a model for the establishment of a public/private partnership to foster economic development using through-the-fence operations.

**8. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:00 p.m.