

Aviation Review Committee Review of COAR Grant Applications

Minutes



Pursuant to ORS 319.020(3)(a) on February 2, 2017, the Oregon Department of Aviation convened the Aviation Review Committee (ARC). The ARC is comprised of a member of each of the state's 12 Area Commissions on Transportation.

Date: February 2, 2017

Location: **Salem Municipal Airport (McNary Field)**
2990 25th Street SE
Salem, OR 97302
(Located in the terminal holding room)

Teleconference: Toll-Free Number: 1-866-423-8755
Participant Code: 172240

Call to Order: The meeting was called to order at 10:00 a.m. by Director Swecker.

Roll Call: Jim Knight, Northwest Oregon ACT; Doug Daoust, Region 1 ACT; Craig Pope, Mid-Willamette Valley ACT; Chris Bailey, Cascades West ACT; Shelley Humble, Lane County ACT; Jennifer Groth, South West ACT; Bern Case, Rogue Valley ACT; Chuck Covert, Lower John Day ACT; Doug Wright, North East ACT; Gary Judd, Central Oregon ACT; Jim Bellet, South Central ACT; Haley Walker, South East ACT were in attendance for the Aviation Review Committee (ARC)

Director Mitch Swecker, Heather Peck, Nohemi Ramos and Matt Lawyer were in attendance for the Oregon Department of Aviation.

INFORMATION & REVIEW ITEMS*

Item 1: ODA Director Mitch Swecker provided brief comments followed by ARC, Staff and participant introductions.

Matt Lawyer, Oregon Department of Aviation, was the facilitator and discussed housekeeping items. Mr. Lawyer also recommended that the vote be a majority vote for recommendation to the State Aviation Board. Mr. Lawyer suggested that the ARC follow Robert's rules with an open motion and a second followed by discussion and then a vote. Mr. Lawyer stated that, staff will call roll and request your aye or nay on the action. There are 12 votes, a tie will result in a failed vote and be sent back for discussion.

The ARC approved via a straw poll.

Mr. Lawyer also identified the need to appoint a Chair for the ARC that will assist staff as the representative for the ARC at the State Aviation Board.

Item 2: Nohemi Ramos, Oregon Department of Aviation, provided a presentation of the projects to the ARC.

Action: A motion was made by Bern Case and Seconded by Jennifer Groth that the Aviation Review Committee recommend approval of the Priority I and Priority II as presented by staff.
Some discussion followed.

Vote: Motion passed unanimously.

Following a short recess, Ms. Ramos continued the conversation on priority III.

Discussion on how to break the ties in priority III occurred. The ARC members discussed a variety of alternative criteria for breaking the priority III ties.

Action: A motion was made by Doug Daoust and Seconded by Bern Case that the ARC use two criteria for breaking ties for the Priority III projects. 1st priority would be percent of grant match (the higher the grant-match the better); 2nd criteria would be equity criteria considering how many grants have already been funded to that particular airport in priorities I and II. Use safety as third criteria, if required.

Some discussion followed.

Vote: Motion passed 11 ayes to 1 nay

Item 3. Staff and the ARC recessed to re-order the list according to the criteria.

Item 4: The ARC reconvened and was provided with the new list according to the criteria the ARC set forth in the motion.

Ms. Ramos and Mr. Lawyer described how each of the ties was broken with the new criteria and no additional criteria was required if the ARC wanted to move forward as presented.

Action: A motion was made by Doug Daoust and Seconded by Shelley Humble that the ARC recommend the list of priority III as presented with the new criteria.

Some discussion followed.

Vote: Motion passed unanimously

There was a round robin discussion where staff and members of the ARC discussed things that worked as well as ways to improve or expand upon aspects of the program.

A motion was made by Doug Daoust and Seconded by Bern Case to appoint Jim Knight as the Aviation Review Committee Chair for the next year.

No Discussion.

Action: Motion passed unanimously

The meeting adjourned at 1:15 p.m.

Full audio of the Aviation Review Committee may be found:

http://www.oregon.gov/aviation/Pages/COAR_Critical_Oregon_Airport_Relief_Program.aspx