

# Oregon State Aviation Board

## Meeting Minutes

**December 16, 2010 Portland, 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 Committee, a meeting of the Oregon State Aviation Board was held on December 16, 2010, at Portland International Airport (PDX) in the Port of Portland's Headquarters Building, in the Chinook room.

**Board Members in attendance included:** Chair Mark Gardiner, Vice-Chair Chris Corich, Board Members: Nan Garnick, Jack Loacker, Joe Smith and Larry Dalrymple.

**Department of Aviation employees in attendance included:** ODA Director, Doug Hedlund; ODA State Airports Manager, Mitch Swecker; ODA Projects & Planning Manager, Chris Cummings; ODA Fiscal Manager, Jenny Wilfong; ODA Administrative Assistant, Roger Sponseller.

**Presenters and guests in attendance included:** ODA Director, ODA Projects & Planning Manager, ODA Fiscal Manager. Gary Van Horne, Independence Airpark; Ted Millar, Southend Airpark; Steve Ponce,

### **CALL TO ORDER – INTRODUCTIONS**

- The meeting started at 10:15 a.m. after Executive session. Self introductions were made.

***ACTION ITEM – Approval of minutes from October board meeting.***

**Motion** to approve by Larry Dalrymple (with correction to minutes to reflect the Aviation Board's displeasure with recent FAA decisions).

**Motion** 2<sup>nd</sup> by Jack Loacker

**Motion** passed unanimously

### **Public Comments:**

**Gary Van Horne:** Expressed his thanks to the Aviation Board for its assistance in dealing with the FAA and recent TTF (Through The Fence) issues. Mr. Van Horne remarked that he was at the board meeting to ask the board to encourage Oregon's congressional delegations to co-sponsor and/or support House Resolution (HR) 4815. This bill provides for the continuance of both residential and commercial TTF operations.

**Ted Millar:** Stated to the board that he had recently attended a meeting of the Oregon Business Council. Mr. Millar, and others, have worked very hard to get an aviation

cluster (interest group) formed so that aviation had a place in what was going on. Mr. Millar was concerned that aviation did not seem to be included in any of the government restructuring plans being considered by the Oregon Business Council. Mr. Millar asked if there was any way the Aviation Board could make sure that aviation is included in any future Oregon state business plans.

### **Budget Review:**

**Jenny Wilfong:** Ms. Wilfong briefed the board on the agency's current financial standings. Issues covered by Ms. Wilfong included:

- 2009 – 2011 Revenue Drivers (handout)
- Actual Revenues (handout)
- Cost Drivers (handout)
- Actual Operating Expenditures (handout)
- Search and Rescue (handout)
- Aircraft Registration (handout)
  - Revenue Source
  - Expenditures
  - Enhanced Collection Efforts
- Pavement Maintenance Program (PMP) (handout)
- Cash and Limitation Balances 2009 – 2011 (handout)
- Cash Flow Projections (handout)
- Aurora State Airport Profitability Statement (handout)
- Mulino State Airport Profitability Statement (handout)
- Oakridge State Airport Profitability Statement (handout)
- Upcoming Timeline – Budget Process and Focus (handout)

The board discussed.

At 11:45 the board had lunch. Mark Gardiner had to leave the meeting for another appointment.

### **CIP (Capital Improvement Program) Update:**

**Chris Cummings:** Mr. Cummings briefed the board on current CIP projects. Through increased aircraft registration collection efforts, ODA has realized sufficient funds to

allow for approximately \$280,000 in additional Airport Improvement Projects (AIP) funds. ODA will work with FAA to develop a plan for potentially moving projects forward. Topics reviewed included:

Aurora (handout):

- Obstruction Removal: \$100,000 FAA grant received. Removal of trees on western border of airport and 8 to 10 trees on privately-owned property to the south commencing. Anticipated completion January 2011.
- Tower Site Selection: Scheduled for April 2011 in Pomona, New Jersey.
- Master Plan: Held 3<sup>rd</sup> Planning Advisory Committee (PAC) on December 9, 2010 at Canby Senior Center. Approximately 50 people including PAC members attended. Reviewed forecast as requested by some stakeholders. Limited comment was received. Also reviewed draft Chapter 4, Facilities Requirements and began discussion of draft Chapter 5, Airport Development Alternatives. Next meeting is tentatively scheduled for February 17, 2011 at a location TBD.

Bandon (handout):

- Obstruction Removal: Removal of approximately 40 acres of brush and approximately 10 acres of trees. Involves removal of trees both on airport property and within easements owned by ODA. Total project cost including design is \$200,000 with work to be completed by February 2011.
- Runway Safety Area Improvements / Blast Pad Construction: This project involves grading of the Runway Safety Area (RSA) and construction of Blast Pads. Total project cost (including design) will be \$250,000. Design will be complete by February 2011 with construction to begin during summer of 2011.

Cottage Grove (handout):

- Obstruction Removal: Removal of obstructions within the approaches. Involves removal of trees both on airport property and within easements owned by ODA. Total project cost (including design) estimated to be \$200,000. ODA is in the process of obtaining the necessary permits with work to occur in summer of 2011.

Joseph / Lebanon / Siletz Bay (handout):

- Joseph Runway Rehabilitation: Total project cost approximately \$2.5 million. Tenants at the airport have been informed that there will be 45 days of full closure at the airport. Work is to occur during summer of 2011.
- Lebanon Phase III: MIRLS / PCL / Taxiway Rehabilitation: Total *overall* project cost approximately \$2.7 million. The contract was awarded to Tornado Soft Excavation for \$443,000. This is the final element of previously halted work and will be implemented in 2011 (weather permitting).
- Siletz Bay: Obstruction Removal: Approximate project cost is \$150,000. ODA is awaiting approval from FAA for Environmental Study. Work is planned for autumn of 2011.

The board discussed.

## **2011 Pavement Maintenance Program (PMP) Approval:**

**Chris Cummings (handout):** ODA is seeking Aviation Board approval of the 2011 Pavement Maintenance Program as required by ORS 836.072. Projects for maintenance and preservation of pavements at public use airports that are identified in the plan developed under ORS 835.015 are eligible for funding under this section. The following expenses of projects selected may be funded under this section:

- Construction expense
- Engineering expense
- Administrative expense

Airports currently slated to be included in the 2011 Pavement Maintenance Program include: Ashland, Bandon, Cape Blanco, Christmas Valley, Cottage Grove, Creswell, Florence, Gold Beach, Grants Pass, Illinois Valley, Lake County, Oakridge, Paisley, Pinehurst, Prospect and Roseburg. Total PMP cost will be approximately \$1,103,697.

**Comments:** There were no comments from the board.

***ACTION ITEM – Accept Pavement Maintenance Program (PMP) as listed.***

**Motion** to approve by Larry Dalrymple

**Motion** 2<sup>nd</sup> by Jack Loacker

**Motion** passed unanimously

## **Airports Briefing:**

**Mitch Swecker (handout):** Mr. Swecker briefed the board on current airport issues. These issues included:

- Leasing Update: ODA is currently managing 306 leases. Of these leases, 180 are in the process of being systematically updated. These updates include renewals, Consumer Price Index (CPI) increases and insurance requirement increases (from Feb. 2010 OAB).
- Winter Closures: Airports at Crescent Lake, McKenzie Bridge, Santiam Junction and Toketee have been closed for the winter.
- Winter Maintenance: Maintenance scheduled to be performed during the winter includes the automatic gates at Aurora and Cottage Grove, lighting at Lebanon and McDermitt and fixing the rotating beacon at Bandon.
- Unmanned Aerial Vehicle (UAV) Proposal for Central Oregon: Individual (Collins Hemingway) wants to use the Juniper North/South Military Operating Area (MOA) for UAV testing and development (specifically economic). There will be a meeting at ODA on January 5, 2011 to discuss.

- Powered Parachute Landing on Oregon Beaches Update: The last action on this issue was to have the individual (HD Patton) work with the counties to establish some sort of common ground for doing this activity. Mr. Swecker has not heard back from the individual since then.
- Wasco / Wind Towers: Sherman County and Portland General Electric (PGE) want ODA to reconsider hazards in north pattern.
- Mulino: Building assessments, appraisals and vacancies.
- Oakridge: Lane County has a building application for houses in the RPZ.
- Winter Snow Removal Policy: Snow removal will be done during normal working hours. Aurora, which is the only CAT II airport, will be plowed first. All other airports will be plowed on an “as available / emergency basis.”
- Fueling Revenue / Expenses: ODA sells fuel at three airports. Joseph has a 10,000 gallon split tank. 5,000 for jet fuel and 5,000 for AV gas. The jet fuel side is empty. ODA purchased 4,000 gallons of AV gas at \$3.63 a gallon and is currently selling it for \$4.55 a gallon. The tanks are maintained, by contract, with Alaskan Bushwheel.

Mulino has a 10,000 gallon above ground fuel tank. ODA purchased AV gas for \$3.57 a gallon and is currently selling it for \$4.29 a gallon.

Cottage Grove has two underground 10,000 gallon tanks that were recently cleaned and inspected. ODA purchased 8,000 gallons at \$3.83 a gallon and is currently selling it for \$4.69 a gallon.

Price for fuel is determined by four factors. It begins with the purchase price of the fuel followed by (1) a .30 tax, (2) a .08 fuel flowage value, (3) a .25 maintenance assessment, and (4) review of local competition.

### **Aurora Airport Master Plan Briefing:**

**Chris Cummings:** ODA had a meeting two weeks ago on Chapter 4 (Requirements for unconstrained forecast). We still had numerous comments from people who disagreed with the numbers in the forecast. ODA is sticking with our original figures. The next meeting, tentatively scheduled for February 17<sup>th</sup>, will dive into Chapter 5 of the process.

### **Director / Board Updates:**

**Doug Hedlund:** Mr. Hedlund remarked that the agency’s annual report would be out within the month for review.

**Supplemental Motions by the Board:**

***ACTION ITEM –The Aviation Board adopts the recommendation by DAS Facilities PCM Steve Ponce that the only proposal in response to RFP( submitted by Oregon Development Group) to provide aviation development at Mulino State Airport be regarded as nonresponsive. Board also determined that the proposal by Oregon Development Group should not be considered as a sole source award. ODA should continue to be alert to viable development possibilities at Mulino but that formal efforts be deferred for the time being.***

**Motion** to approve by Joe Smith

**Motion** 2<sup>nd</sup> by Larry Dalrymple

**Motion** passed unanimously

**Comments:** This motion follows up discussion during executive session when board reconvened in open session. As recommended by DAS FACL PCM Steve Ponce, Board decided that the single submitted proposal by Oregon Development Group in response to RFP to provide development proposal at Mulino State Airport was nonresponsive. Board also determined that the proposal by Oregon Development Group should not be considered as a sole source award.

***ACTION ITEM – The Aviation Board supports House Resolution (HR) 4815 (United States House of Representatives) and that the board's chair be authorized to inform Oregon's congressional delegation of the Aviation Board's support and urge them to be co-sponsors.***

**Motion** to approve by Joe Smith

**Motion** 2<sup>nd</sup> by Jack Loacker

**Motion** passed unanimously

**Comments:** None

Meeting adjourned at 1:20 pm.