

**Oregon State Aviation Board  
Final Meeting Minutes**

**July 23, 2003**

**Burns, 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 at the Harney Economic Service District Conference Center on July 23, 2003, in Burns, Oregon.

Board members present included Bill Wilkins (Chair), Mike Burrill, Jack Loacker, Carrie Novick, and Joe Smith. Also present were Oregon Department of Aviation staff members Ann Crook (Director), Daren Griffin (State Airports Manager), Carolyn Bolton, Gary Viehdorfer, Charlie Riordan and Teddie Baker. Lynn Rosik, Assistant Attorney General from Department of Justice, attended via invitation.

Chair Wilkins called meeting to order at 9:30 a.m.

**Agenda Adjustments**

Several adjustments were made to the agenda, including the addition of time for public comment regarding leasing rates at Aurora State Airport immediately following staff presentation on same, and public comment regarding air space protection. The agenda was approved as amended.

**Meeting Minutes**

Bolton indicated that several changes to the draft minutes of March 19, 2003, had been suggested to her by telephone conversations with Board members:

Page 1, paragraph 2, last sentence should be amended to read: "The only member of the general public in attendance was Dave Jensen from Malheur County."

Page 3, under the heading PDX Airspace Task Force Update, the paragraph should be amended to read: "Crook indicated that her phone calls to the PDX Tower Chief to check on the status of this task force failed to result in any return contact, and that at this point in time she is going to suspend activity on this effort until staff from the PDX Tower take an active lead. Schreiber stated that there had been recent changes in the Tower Chief at PDX, which could explain the failure to respond."

The March 19, 2003, minutes were unanimously approved as amended.

**Aurora State Airport Lease Rate Increase**

Griffin presented Board members with a memo dated July 7, 2003, outlining staff's recommendation for a rate increase to both commercial and noncommercial tenants on Aurora State Airport property, based on the recommendations resulting from consultant firm Brown & Duncan's analysis of Oregon Category II airports. He concurred with Brown & Duncan's recommendation that both commercial and noncommercial rates be calculated at 22 cents per square foot, and asked the Board's approval of same. Griffin emphasized that the terms of all current lease agreements with Aurora tenants will remain in force until each individual lease terms ends; at that time, incremental increases to reach the target 22 cents per square foot will be written into lease renewals on an incremental basis. This means that it may take up to 20 years to achieve full lease rates, in some cases. Following public comment from lessees at Aurora State Airport and ensuing discussion, the Board unanimously approved the rate increase

**2003 FAM Grant Awards**

Baker presented staff recommendation for receipt of 2003 Financial Aid to Municipalities (FAM) Grant awards, with two amendments since preparation of the memo in Board packets: Illinois Valley was deemed ineligible to receive this grant based on lack of local matching funds and removed from the list; Prineville had inadvertently been omitted from the list and should be considered as a recipient. The Board unanimously approved the 2003 FAM Grant awards, with revisions constituted of deletion of Illinois Valley and adding Prineville. Baker commented that Illinois Valley is working to secure matching funds and has indicated they will reapply at the next eligibility window for FAM Grants. Board action was

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divided into two separate votes: (1) The first a separate vote regarding the FAM Grant for Redmond Airport-Roberts Field, from which Board member Carrie Novick abstained from voting since she manages that airport, and which passed unanimously with all five voting Board members voting “aye”; and (2) The second for all remaining airports, for which all six seated Board members voted “aye.”

### **Airspace Protection**

Novick informed the Board about a news article she had read about a tall tower hazard that would infringe on airspace at North Bend/Coos County Airport. A California-based power company has struck an agreement with local government officials in the area to build a natural gas power generating facility adjacent to that airport. The smoke stack planned for this power plant would constitute an airspace danger that would most likely eliminate commercial air service to this part of the state. She made a motion that the Board’s consider unanimous approval of the following formal public statement:

"The State Aviation Board supports the efforts of the communities of North Bend and Coos Bay to bring economic development to their community, but not at a negative impact to the airport. The Board suggests that the North Bend/Coos Bay communities recognize the long-term importance of their airport to the region and not sacrifice its future for possible short-term economic development gain. The strength of the airport and the services it provides may be an additional factor that attracted this and other opportunities to the North Bend area. The possible loss of airport services, including scheduled air service, would be a high price to pay for allowing incompatible land uses or hazards to navigation near the airport."

Chair Wilkins reinforced that the purpose of the State Aviation Board is to formally put such positions on record as would support the efforts of the Department staff in carrying out their focused work related to enhancing and strengthening Oregon’s airport system. He concurred that Novick’s motion would do that. Smith seconded the motion and it was unanimously approved.

### **Airport Ownership Task Force**

The members of the Airport Ownership Task Force have been asked to serve and have consented. They are: Jim Hutchins, OPA; Bob Noble, Eugene Airport Manager; Ron Larsen, Astoria Airport Manager; Mike Van Hoomissen, Oregon Aviation Alliance; Jerry Dale, proprietor and operator of Sportsman’s Airpark in Newburg; Tom Switzer, Airport Commissioner at John Day; Betsy Johnson, former director of Oregon Department of Aviation, affiliate at Scappoose Airport and member of the Oregon House of Representatives; and Board members Novick, Wilkins and Loacker. Loacker will serve as Chair.

### **Jordan Valley Airport Land Purchase:**

Riordan gave an update on the Jordan Valley Airport project, advising that Malheur County has taken over as sponsor of the airport following the City of Jordan Valley’s decision to withdraw as sponsor due to fiscal concerns. Appraisals for the target properties have been accomplished. Oregon Department of Aviation will act as agent for Malheur County to oversee the project and complete the environmental assessment and property acquisition. Following the completion of these two phases, the FAA will include the airport in the National Plan of Integrated Airport Systems, creating access to federal funding for the design and construction phases.

### **Final Secretary of State Audit Report:**

Crook stated that she met with State auditors the day prior to the Board meeting and that a final report was not yet available for distribution. She reported on what should be considered unofficial recommendations:

- Existing controls over cash handling must be strengthened, incorporating strict segregation of duties.
- A method must be developed for valuing Department assets, including the valuation of all state-owned airports.

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- A formal Intergovernmental Agreement (IGA) must be prepared between Oregon Department of Transportation and Oregon Department of Aviation for services carried on by ODOT on behalf of ODA since the granting of independent status to ODA on July 1, 2000.

**Northwest Air Cargo Conference:**

Crook informed the Board that she has been unsuccessful in garnering the agreement of AAAE to tag on the Northwest Air Cargo Conference to their currently advertised two-day conference event in early September. The Airports Council International is hosting an Air Cargo Conference in Los Angeles next week, and AAAE voiced open concern that we not do something that duplicates or overlaps with that event. Crook asked the Board's wishes regarding what they would like to do. Board members Novick and Wilkins recommended that the Department's regional conference be postponed until a later date, due to lack of adequate time to promote the event and since all AAAE promotional materials were already in the hands of the public without ODA's proposed event being part of that marketing package. Marketing is extremely important to the success of such events. It was agreed that a Northwest Air Cargo Round Table event scheduled later in 2003 would be the next best plan.

**2003 Oregon Airports Directory**

Viehdorfer stated that the response to the new Oregon Airports Directory has been extremely positive. Board members received a complimentary copy of the directory.

**Burns Municipal Airport Presentation**

Burns City Manager and Airport Manager Rob Corbett provided an overview on both the City of Burns and the Burns Municipal Airport.

**September Agenda items:**

- E-Board request for the registration data base
- Ball Janik presentation supporting Oregon's aerospace industry
- Northwest Air Cargo Round Table update

With no further business, the board adjourned.

Respectfully submitted,  
Angela Logan, Office Manager and Assistant to the Director  
*(transcribed from tapes of the meeting)*

*Copies of meeting materials and written public comments are on file at the Department of Aviation in Salem, Oregon.*