

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

**September 21, 2005**

**Madras, Oregon**

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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 September 21, 2005 at the Mazatlan Restaurant, Madras, OR.

Board Members in attendance included: Board Chair Mike Burrill; Vice-Chair Steve Schrieber, Steve Beckham; Jack Loacker; Carrie Novick; and Amy Prutzman. Oregon Department of Aviation (ODA) Employees in attendance included: Director Bob Hidley; State Airports Manager Charles Riordan; Fiscal Manager Jennifer Kellar; and State Airports Secretary Stephanie Barth. Other guests in attendance included: DAS Facilitator John Bickers; Portland International Airport Chris Corich; Klamath Falls Airport Manager Ann Crook; Pendleton Airport and OAMA President Larry Dalrymple; Malheur County Economic Developer Jim Jensen; Malheur County Judge Dan Joyce; PAAM and Westwood Development Corporation Ted Millar; Madras Airport Manager Don Mobley; Bend Airport Manager Greg Phillips; Freight Mobility Section Manager Julie Rodwell; Century West Engineering Joe Roshak; Columbia Helicopters Joel Scoggin; Oregon Department of Transportation Chief of Staff Lori Sundstrom; Aron Faegre & Associates Aron Faegre; and Governor's Office Chris Warner

**1 CALL TO ORDER:**

Chair Burrill called the meeting to order at 9:18 a.m.

**2 ACTION ITEM: Agenda Adjustments**

Chair Burrill announced that forms are being passed around that everyone should sign if they want to speak on a specific agenda item.

**3 INFORMATION ITEM: Board Member Activity Update**

Board Member Prutzman's activities since the last Board meeting: met with Garmin to discuss new ADS-B certified package; availability to Oregon pilots; interest in providing incentives to work with ODA or industry on equipping aircraft to demonstrate ADS-B similar to agreement with another state; coordinated with planning and economic development committee in Bandon; provided information and contacts for ODA as they consider the feasibility of taking over ownership/sponsorship of the airport.

Board Member Novick's activities since the last Board meeting: She updated the Board on the status of the Redmond Airport project.

Board Member Beckham's activities since the last Board meeting: He reviewed and commented on draft rates and charges survey.

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Chair Burrill's activities since the last Board meeting: He is a member of the Freight Advisory Steering Committee and continues working on the Oregon Transportation Plan, he presented copies of State Aviation Board delegation orders to the director, and he is a personal sponsor to Evergreen Aviation Museum Hall of Honor. Board Members Schrieber and Loacker had no new aviation related activities to report.

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

Board Member Novick moved to approve the May meeting minutes. The motion was seconded by Board Member Loacker. A roll call vote was taken and the motion passed unanimously.

**5 ACTION ITEM: Approval of Minutes of July 20, 2005 Meeting**

Board Member Loacker moved to approve the July meeting minutes. The motion was seconded by Board Member Novick. Board Member Prutzman commented prior to voting to approve that a process for tracking and reporting on action items taken during Board meetings needed to be discussed and implemented. A roll call vote was taken and the motion passed unanimously.

**6 INFORMATION ITEM: Connect Oregon**

Oregon Department of Transportation Chief of Staff, Lori Sundstrom gave a presentation on Connect Oregon, the lottery-bond-based initiative for \$ 100 million. The money will be invested in air, rail, marine and transit infrastructure to ensure Oregon's transportation system is strong, diverse and efficient. Senate Bill 71 focused on improving the connections between the highway system and other modes of transportation to better integrate the components of the system, improve the flow of commerce and reduce delays. SB 71 was approved by the Oregon Legislative Assembly in August 2005.

The criteria that will be used to evaluate projects for ConnectOregon include: will the project reduce transportation costs for Oregon businesses, does it benefit or connect two or more modes, is it a critical link in a statewide or regional transportation system, how much of the cost can be borne by applicants, will the project create construction and permanent jobs in the state; and is the project ready for construction.

Freight Mobility Section Manager, Julie Rodwell handed out Freight Advisory Committee applications and mentioned that it would be nice for aviation to have more representation on the committee.

**7 INFORMATION ITEM: Management Control Program**

Director Hidley began the presentation on ODA's Management Control Program.

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### Current Topics

**Aurora Project:** Director Hidley reported that the Aurora Project was completed ahead of schedule and under budget. The Air National Guard, who had a temporary tower up at Aurora during the project, has offered their temporary tower for use one month per year. Compliments on the project were given by Ted Millar and Board Member Beckham.

**Wakonda Beach Airport** When Director Hidley stated ODA was considering a proposal to lease the Wakonda Beach Airport. Discussion arose concerning agency liability and oversight.

Board Member Prutzman moved that at the next board meeting staff present a cost benefit and risk analysis of leasing versus selling the airport. Motion was seconded. A roll call vote was taken and the motion passed unanimously.

**Department of Aviation Committees** Director Hidley presented ODA's committee spreadsheet. It was suggested that other stakeholders be added to the committee list.

**Aviation Master Plan Committee:** Director Hidley stated a meeting was held to determine the scope of the plan so that a consultant may be retained.

**Connect Oregon Committee:** Discussion centered on the appropriateness of Board members committee participation. Agreement reached.

**Economic Impact Study Committee:** Board Member Schrieber was chosen for this committee; however as his term will expire, Chris Corich of Portland International Airport will replace him.

**SB 680 Committee:** Committee has been formed to draft administrative rules.

**System Plan Committee:** Chair Burrill, Board Member Novick and Board Member Prutzman volunteered for this committee.

Director Hidley and Chair Burrill will present a summary of each committee at the next board meeting.

**Aviation Legislation:** House Bill 2067 created staggered terms for Board Members. Chair Burrill read the proposed newly assigned terms for the six current Board Members.

**Training and Employee Development:** Board Member Novick reminded everyone that the Tri-State Annual Managers Conference will be held in Redmond next year. She requested input regarding how general aviation can be better represented.

**WAAS Approaches:** Director Hidley reported that the FAA limited the State of Oregon to nine new WAAS approaches. He stated that a panel selected airports to be candidates for WAAS approaches. The list was forwarded to NASAO for their consideration. Chair Burrill asked that Bend be added to the list.

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**ODA New Building Project:** Director Hidley reported that ODA's new building is being designed. ODA will go to the E-Board in October to request an increased funding limitation.

**State Airports Division Slides:** State Airports Manager Riordan presented the State Airports Division slides.

**Fiscal Division:** Fiscal Manager Kellar presented the Fiscal Division slides. Fiscal Manager Kellar stated that she would present the Biennial Budget Comparison at the next Board meeting. Board Member Prutzman asked that fees collected from airports be listed on a separate line

**Oregon Aviation Master Plan:** Director Hidley gave a presentation on the ODA Aviation Master Plan which will provide a ranked list of aviation projects to improve air service, economic development and airport infrastructure.

**8 ACTION ITEM: Jordan Valley Airport**

Director Hidley reported that a Intergovernmental Agreement (IGA) has been signed with Malheur County. ODA will purchase the applicable land and then construct the airport in corporation with the FAA. Ownership of the airport will be transferred to Malheur County after construction is complete.

Board Member Novick moved that Director Hidley sign the Intergovernmental Agreement with Malheur County so the FAA will construct a new airport in Jordan Valley which will become the property of Malheur County upon completion. Board Member Loacker seconded the motion. A roll call vote was taken and the motion passed unanimously.

**9 ACTION ITEM: Independence Water Line – Hiring Contractor**

Director Hidley presented information on the Independence Water Line Project which will cost approximately \$53,000 in engineering fees and approximately \$113,500 in construction costs for a total of \$167,000.

Board Member Prutzman moved that staff enter into a contract for the construction of a water supply system for fire suppression at Independence State Airport and that ODA provide feedback at the next Board meeting as to the status of waterlines at other airports. The motion was seconded by Steve Beckham. A verbal vote was taken and the motion passed unanimously.

**10 ACTION ITEM: Approval of amending OAR 738-001-0035**

Director Hidley explained that amending OAR 738-001-0035 will save ODA several hundred dollars because Board information will not have to be mailed instead it will be

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made available in electronic form. No public comment was received during the rule amendment process.

Board Member Novick moved to approve the proposed amendment to OAR 738-001-0035. Board Member Beckham seconded the motion. A verbal vote was taken and the motion passed unanimously.

### **11 ACTION ITEM: Aviation Master Plan**

Director Hidley presented information on ODA's Aviation Master Plan and asked for a motion to give ODA the authority to hire a consultant to help with the project. There were questions asked as to whether any state has been successful with a subsidized shuttle program.

Board Member Novick moved that staff hire a consultant to develop the ODA Aviation Master Plan. After discussion, the motion was withdrawn.

The Board suggested that ODA provide a scope of work for the Aviation Master Plan. A special Board meeting will be held to act on this item.

### **12 PUBLIC COMMENT**

There was no public comment at this time.

### **13 DISCUSSION CONCERNING ROLES of STAFF AND BOARD MEMBERS**

DAS Facilitator, John Bickers, led a discussion concerning roles of staff and board members. He talked about the role of staff members verses the Board and the fact that the two positions of authority are the ODA Director and the Board Chair. Staff members and board members have no authority on their own.

Bickers asked for examples of current issues. Director Hidley believes his job is to carry out the policy of the Board not individual board members. He stated he has received requests by individual board members.

#### **Suggestions for Meeting Improvement**

Bickers reminded everyone that discussion is not action; a motion needs to be made if someone wants something done. Bickers also suggested that issues be brought to the full Board so they can be voted on, and a clear decision to be made.

Bickers suggested rules be set as to when agenda items need to be to Chair Burrill (Chair Burrill decides which become agenda items, then he should send a response to board members telling them which items made the agenda.).

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Visitor's agenda items could be put at the beginning so visitors don't have to sit through the whole meeting.

If board members have problems with staff members they should always go directly to the ODA Director. Board members can work directly with ODA staff members if requested by the Board Chair or ODA Director.

Limit interruptions during information items such as the MCP. Action items are to be discussed.

Board members should come to agreement as to how involved the Board wants to become in ODA business. When is the Board designing policy and when is it getting involved in the day to day running of ODA?

When board members receive their board packets and have questions and/or concerns, they need to contact the Board Chair or ODA Director so they have time to prepare a response for the next meeting.

Discussion on meeting minutes kept to a minimum. Vote to adopt the minutes and move on to the next item.

**14 ADJOURNMENT:**

There being no further business the meeting was adjourned at 4:11 p.m.