

OREGON STATE AVIATION BOARD
Approved Meeting Minutes

November 16, 2005

Brookings, 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 November 16, 2005 at the Best Western Beachfront Inn Conference Center in Brookings, OR.

Board Members in attendance included: Board Chair Mike Burrill; Jack Loacker; Carrie Novick and Chris Corich. Board members and other guests joining in via teleconference included: Board Member Steve Beckham; Oregon Department of Justice Lynn Rosik; Mead & Hunt Consultant Stephanie Ward; and Columbia Helicopters Joel Scoggin. Oregon Department of Aviation (ODA) employees in attendance included: Director Bob Hidley; Executive Assistant and Board Secretary Betty Gaffke; Fiscal Manager Jennifer Kellar; and State Aviation Planner Sarah Lucas. Other guests in attendance included: Department of Administrative Services (DAS) Facilitator John Bickers; Oregon Airport Managers Association (OAMA) Ann Crook; Wakonda Beach Pat Williams; Brookings Fly Club Chris Scott, David Homes and Thomas Moore; Flightcraft, Inc. Portland International (PDX) Bob Altemus; Oregon Pilots Association (OPA) Joe Smith and Dave Martin; General Services Aviation Manager at the Eugene Airport Phil Groshong; and Manager of Aviation Planning Services from Mead & Hunt Tom Schnetzer.

1 CALL TO ORDER:

There being a quorum, Chair Burrill called the meeting to order at 9:06 a.m.

2 ACTION ITEM: Agenda Adjustments

Chair Burrill announced that forms were available for everyone to sign if they want to speak on a specific agenda item.

3 INFORMATION ITEM: Board Member Activity Update

Chair Burrill's activities since the last Board meeting: He attended an Economic Development Conference in Las Vegas. Governor Kulongoski also attended this meeting. He also attended a Connect Oregon Meeting in Salem.

Board Member Corich attended a PDX Master Plan meeting.

Board Members Loacker, Novick and Beckham had no new aviation related activities to report.

4 ACTION ITEM: Approval of Minutes of September 21, 2005 meeting

Director Hidley commented prior to the motion that there was one error in the minutes on page 2, under Action Item 5. The month was incorrect and would be changed from May to July. Motion was made by Board Member Loacker and seconded by Board Member Novick to approve minutes of the September 21, 2005 meeting of the State Aviation Board, as amended. A roll call vote was taken and the motion passed unanimously.

5 ACTION ITEM: Approval of Minutes of October 28, 2005 meeting

It was decided by the Board to hold this item over until the next meeting. Board Members Corich and Loacker were not present at this meeting and felt they should not vote. Board Member Beckham had not called in to the conference yet and thus was unable to cast his vote so we did not have a quorum.

6 ACTION ITEM: RFP'S for Wakonda Beach airport

Director Hidley stated we have received interest in leasing the Wakonda Beach State Airport.

Chair Burrill introduced Pat Williams. He was given the opportunity to speak, and expressed interest in leasing the airport. Chair Burrill brought to the Board's attention the fact that the motion at this time is just to solicit proposals for this airport.

Attorney Lynn Rosik said that more details would come out in the proposal. She commented that the lease would cause more responsibility to ODA. Turning over the sponsorship would release ODA from responsibility. Board Member Novick and Board Member Loacker agreed that leasing would bring more responsibility to ODA. Consensus of the Board, is that proposals to purchase the airport will be preferable to leasing.

Motion was made by Board Member Novick and seconded by Board Member Loacker to authorize staff to solicit proposals to become the sponsor(s) or to lease the Wakonda Beach State airport.

A roll call vote was taken and the motion passed unanimously.

7 INFORMATION ITEM: Management Control Program (MCP)

Director Hidley commenced the presentation on ODA's MCP. He also reported to the Board that he had attended an OPA meeting on November 12, 2005 and presented the MCP to them.

Current Topics

Flightline: Director Hidley stated that the Flightline will soon be mailed to Oregon Pilots with the Mead & Hunt Survey. Future editions will be available on our web page.

Inmate work crew: Director Hidley commented that we typically are able to hire 8 inmates and one guard for \$400 a day to help clean up around our airports. Pacific City will be the first of this pilot program.

Joseph Airport: Director Hidley stated that we are having difficulties with the FBO. ODA has sent out a letter to terminate Mr. Potter as FBO lease. Copies of the letter were passed out to Board members.

Lakeside Airport: The Lakeside Water District is requesting to utilize the Lakeside Airport to dispose of number four treated wastewater. The Director stated the City of Lakeside may be interested in becoming the Airport sponsor.

Other Issues

Director Hidley went to a Transportation Security Administration (TSA) meeting on Thursday, November 10, 2005. He shared that he is now on the National Association of State Airport Officials security and legislative committees. TSA will change their rules to allow airport managers to attend these meetings.

At the January Board Meeting we will be presenting ODA's new Safety Program. We will be forming a Safety Committee.

We have a contract with the United States Department of Agriculture to help with wildlife problems at our airports. Board member Novick and Klamath Falls Airport Manager, Ann Crook have used this program and they both agree it is a very good program.

Planning/Engineering Contracts: Two planning contracts have expired. Staff will develop RFP.

8 ACTION ITEM: Scope of Work for State Aviation Master Plan

Chair Burrill stated that the recommended requests from the Board at the Special Board meeting in October had been answered and the Master Plan has been revised.

Stephanie Ward from Mead & Hunt went over the revised Master Plan. Stephanie asked for help from the Board to encourage Airport Managers to turn in their Economic Development input studies. She said the web page is up and available. Surveys will be available online for them to use, as well as the pilot survey. They can send back a hard copy of the survey, as well as sending it online.

Chair Burrill requested that Mead & Hunt send him and Director Hidley an e-mail periodically regarding the airport surveys so they can help encourage airports to send their surveys in.

Board Member Beckham asked if the Economic Development studies that are being conducted are available to the public.

Stephanie Ward explained that each airport will receive a full copy of the report and a thank you letter with a summery. Anyone will be able to access this on the web page.

Chair Burrill thanked Mead & Hunt for their input.

Board Member Beckham requested that the wording in the motion change to state the direct explanation of the Scope of Work and its plan, which is included in the following motion.

Motion was made by Board Member Loacker and seconded by Board Member Novick to accept the Scope of Work for the State Aviation Master Plan in an amount not to exceed \$200,000 but to include language in the scope that takes into consideration ADS-B and SATS as opportunities for small communities to improve Economic Development. A roll call vote was taken and the motion passed unanimously.

9 ACTION ITEM: State airport infrastructure improvements

Director Hidley discussed issues with Independence airport concerning a new waterline for fire suppression. In response to this issue, ODA now has a check list to go over before we give out a lease is given. Director Hidley handed out a sample of a lease.

ODA attorney Lynn Rosik briefed that new prospective lessees would be responsible for providing any required infrastructure to support their proposed use of the site at the lessee's own expense.

Chair Burrill stated that we need to be aware of these issues ahead of time. He suggested that maybe the language of the motion needed to be changed. It was suggested that we change the word will to may.

Motion was made by Board Member Loacker and seconded by Board Member Corich to authorize staff to initiate rulemaking to amend OAR 738-015-005 and OAR 738-015-0075 to clarify that prospective tenants may be financially responsible for providing services required for their development. A roll call vote was taken and the motion passed unanimously.

10 INFORMATION ITEM: Connect Oregon update

Director Hidley reported that Connect Oregon applications will be out on December 10, 2005 and will be available on their website. All applications need to be submitted to the state by the end of January. In March, our Board will provide our recommendations to Oregon Department of Transportation (DOT). In May, DOT will make their final decision on the distribution of funds.

Chair Burrill commented that the requirements to qualify for these funds are pretty stringent. A minimum of 20% matching funds is required. The idea is to get moving quickly on these so we can have a positive report for the legislature when they start.

Director Hidley stated he is working with the FAA to have 12 ADS-B transmitters (7 FAA funded, 5 funded with a Connect Oregon Grant) installed by the end of 2006.

11 INFORMATION ITEM: SB 680 update

Director Hidley reported that the first committee meeting will be on November 28, 2005.

Chair Burrill reported that an offer was made by Ted Millar to provide transportation for the SB 680 committee members to fly to Scottsdale, Arizona to view how Through the Fence operations were working. He declined the invitation for the committee.

12 PUBLIC COMMENTS:

Ann Crook was here to represent OAMA. She stated that OAMA wanted a representative at every Board meeting. They want everyone to know they have a lot of knowledge and want to be able to assist us in any way and will be available

for consultation. They want to make sure all Oregon airports receive equal representation.

Joe Smith, President elect of the OPA introduced Dave Martin, President of OPA. They want to propose an OPA by-law change that the President elect of OPA will be the liaison between the OPA and the ODA for the next 12 months. Mr. Smith will be attending most of the Board meetings. Mr. Smith sees his role “as an opportunity seeker, not a watch dog.” He will look for ways for the OPA to help the ODA in providing education contacts.

13 DISCUSSION CONCERNING ROLES OF STAFF AND BOARD MEMBERS:

DAS Facilitator, John Bickers, led a discussion on items discussed at the last Board meeting. He rated this meeting with an A-.

Mr. Bickers stated that the time during a Board meeting is very precious. He encouraged us to take care of as much business before the meeting as possible. This will free up time during the Board meeting for current agenda items.

Suggestions for Meeting Improvement

Mr. Bickers commented that a good general rule would be that everything that can be done outside of the meeting be handled before the meeting. If conversation begins to get out of hand, the Chair needs to take control of the meeting and bring it back together.

We should take agreements and put them into regular English, easy to understand, our ground rules. When items are agreed upon, just add a paragraph. If you need to bring them up to someone, do it gently. Then once a year you bring them out, look at them and refresh your memories. Ask staff members to write these in a rough draft form and then bring them back to the Board for changes.

Motion was made by Board Member Novick to have the Chair have the agreements written in rough draft and submit them to the Board. The motion was seconded by Board Member Corich. The Board agreed unanimously.

Mr. Bickers offered to review the draft.

Mr. Bickers suggested that at the end of every meeting the Board self critique the meeting. They would ask themselves how they did during the meeting. Then they would actively discuss how well they had done. Important to also ask what can be done to improve the next meeting.

If Board Members have a question directed at a staff member, it needs to go through the Director. If it is just an informal question, it is fine to ask the staff member directly.

If you need to talk to the Board Legal Council, other Board consultants, or staff, you should go through the Board Chair first.

No one has the authority to speak for the Board except the Board Chair. They can state that they are giving their opinion or suggest that they contact the Board Chair.

If there is a hot issue to be discussed during the Board meeting, bring it up in a nice way. Talk about it and if you can't come up with a solution at the meeting, bring it back to the next meeting.

14 ADJOURNMENT:

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