

Meeting Minutes Approved by the Board on: June 6, 2024 10:02 am

Motion: Bill Graupp Second: Steve Nagy All: aye

**STATE AVIATION BOARD WORK SESSION MEETING MINUTES APPROVED**

**DATE** May 2, 2024

**TIME** 10:00 AM – 2 PM

TEAMS Video Conference originating from **3040 25<sup>TH</sup> STREET SE, SALEM, OR 97302**

**VIDEO Recording** [https://youtu.be/-8-W9J1\\_y4M?si=fW0SyvG-BKQXrUW-](https://youtu.be/-8-W9J1_y4M?si=fW0SyvG-BKQXrUW-)

**PRESENTING AGENDA** Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

**BOARD ADMINISTRATOR 10AM** *“Good morning, my name is Holly Herrera, and I am the Board Administrator for today’s Work Session, May 2, 2024. This is a reminder that this meeting is being recorded. Chair Stephens, we are ready to begin.*

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10:01 AM	Call to order & Introductions <i>Announcement to attendees: This is a work session for the Board with the agency staff. Attendees from the public are welcome to observe. The chat function as well as the attendee cameras and microphones will be turned off. If you would like to submit public comment, please do that through the Aviation website for the June 6, 2024, Board Meeting.</i>	Board Administrator/ Chair Stephens
2	Information	10:02 AM	Roll call <b>Sarah Lucas-Present</b> <b>Bill Graupp-Present</b> <b>Position 3 is Vacant</b> -currently in the process of filling it during the May round, this hearing is scheduled for May 29 <sup>th</sup> from 11:30-2pm <b>Cathryn Stephens-Present</b> <b>Jeff Pricher-Present</b> <b>Steve Nagy-Late arrival- 10:08 AM</b> <b>Jim Knight-Present</b> At quorum: Yes Late arrival: Steve Nagy arrived at 10:08 AM  <b>Chair Stephens we are at quorum and ready to begin.</b>	Board Administrator
3	Information	10:05 AM	Director Update *Drone Safety Day *FAA reporting to ASRS (aviation safety reporting system)	Sugahara

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*PowerPoint presentation attached*

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4	Information	10:19 AM	Finance Manager Overview *Introduction of the Finance & Administration Team *overview of the staff members in the Finance & Administration department with extended details on each role that is performed	Forest
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*PowerPoint presentation attached*

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5	Information	10:30 AM	Public Records Request *State Archivist holds the records *OGEC gives staff advice *rewriting the Public Records Request Documentation *How to request for a Public Records Request is a requirement to be on ODAV's website. *Defined by OAR 738-001-0035 *Need to respond to Public Records Request within 15 days. *Exemptions *25 year rule-inspections of records *Exemptions under conditions for redacting a record *For appeals the Attorney general first, then to circuit court. *DOJ Website has resources on Public Records Request.	Andy Foltz/ Oregon Department of Justice
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11:30 AM Adjourn

Chair Stephens

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**Public attendance is permitted. Persons with disabilities who require special accommodations please call (503)378-2238 at least 48 hours before the meeting.**

**The board will not provide time in the work session for public comment. Public comment will be accepted for the State Aviation Board Meeting on June 6, 2024. See separate public notice and agenda for that meeting.**

**Presentations/ attachments:**

- 3) Director's Update Presentation**
- 4) Finance Manager Presentation**
- 5) Andy Foltz Department of Justice Presentation**

**3) Director's Update**

Slide 1



Slide 2

The slide content includes the Oregon Department of Aviation logo in the top left corner. The main heading is "AUVSI Xponential 2024" in blue, with the sub-heading "Successful collab with Business Oregon!" below it. On the left, under the heading "Met with:", there is a bulleted list: "UPS Flight Forward", "Thales", "USDOT OST", and "Among many others (And Bill was there!)". Below this, under the heading "Some of the Oregon Companies", there is another bulleted list: "Pendleton &amp; Tillamook Test Ranges", "Oregon UAS Accelerator, Cayuse Native Solutions, Delmar Training, Sagetech", and "Power4Flight, Rangair, ETAMIN Innovations". On the right side of the slide, there is a photograph of an exhibition booth at the event, featuring a large "Oregon" logo and various informational displays.

Slide 3


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### Xponential

Multi-State Collaborative

**Presentation at Xponential**

- Brief out to AUVSI- 27 states
- Work towards harmonizing state efforts so that industry can expect consistency across states.
- Take working plans to the FAA and industry for input to ensure that state policy is harmonized to the greatest degree possible.
- Explore common infrastructure service level goals that are consistent with industry standards and FAA policy.
- Avoid solutioning exercises and focus on general capabilities, this is not intended to be a procurement exercise.
- Align to other ongoing efforts / conversations (AAAC Task Groups, AAM IAWG, FAA Office of Airports).
- Next meeting in Gorge July 15-16.




Slide 4

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### Updates

All the rest

- **Strategic plan**
  - Three responses to RFP.
  - In process of choosing.
- **Education**
  - Planning meeting at Hillsboro Air Show for 2025.
- **Oakridge**
  - Lane Community College MOU signed.
  - LCC conducting community outreach.







Slide 5

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**THANK YOU!**

**QUESTIONS?**

 (503)378-4880
  3040 25<sup>th</sup> STREET, SALEM, OR 97302
  [WWW.OREGON.GOV/AVIATION](http://WWW.OREGON.GOV/AVIATION)


 #RAVIATION

## 4) Finance Manager


 (503)378-4880

 3040 25<sup>th</sup> ST SE, Salem, OR 97302

 [www.oregon.gov/aviation](http://www.oregon.gov/aviation)

   #RAVIATION



 **Finance & Administration Overview**  
**Finance for Agency**

- A/R and A/P
- Asset Tracking
- Aircraft & Public Use UAS Registration
  - Accounts Receivable Reporting
- Revenue, Expense, Cash Balance Tracking & Forecasting

Slide 5

 **Finance & Administration Overview**

**Administration for Agency**

- Front Office Reception
- Office Supplies/Phones/Mail
- Aviation Board Administration
  - Website Updates
  - Social Media
- Agency Credit Card Administration
  - Help with Rulemaking
  - Central Service Liaison

Slide 6

 **Finance & Administration Overview**

**Reporting for Agency**

- Affirmative Action Plan
- Diversity Equity Inclusion Plan
- Annual Performance Progress Report (KPMs)
  - Agency Annual Report
  - New Employee Orientation
- Manage Records Retention for Agency
  - Manage Public Records Requests

Slide 7

 **Finance & Administration Overview**



Front Office Reception  
Registers Aircraft & Public Use UAS  
Public Airport Licenses  
Collections  
Coordination with DOR  
Office Administration including:  
-Ordering Office Supplies  
-Processing Agency Mail

Slide 8

**OREGON**  
Department of Justice

**Finance & Administration Overview**



- Agency Accountant
- Pays Invoices
- Agency Credit Card Coordination
- Journal Entries- Correcting Coding
- Accounts Receivable
- Maintains Asset & Inventory Lists
- Manages Surplus
- Maintains Records Retention Schedule

Slide 9

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Department of Justice

**Finance & Administration Overview**



**Aviation Board Administration:**

- Prep Before Meetings
- Arranging meeting locations, Meals, Lodging
- Handles our Tech
- Travel Reimbursements
- Social Media
- Maintain & Update Website
- Marketing
- Fuel Tracking Reports

Slide 10

**OREGON**  
Department of Justice

**Finance & Administration**

Questions

**5) Andy Foltz Department of Justice Presentation**

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   ORAVIATION



le 1

**Introduction to  
Oregon Public  
Records Law**  
State Board of Aviation  
May 2, 2024

Andy Foltz  
DOJ Public Records Counsel  
Sr Asst Attorney General, General Counsel Division

1

Slide 2

**Agenda**

- Overview of ORS Chapter 192
- Public Records Requests
- Exemptions from Disclosure
- Public Records Appeals
- State Archivist

2

Slide 3

**Oregon  
Public Records Law**

Chapter 192

- Records Archiving & Disposition
- Records Inspection
- Public Records Advocate
- Protected Health Info
- Public Meetings

3


## Public Records Requests



Slide 5

### Keys to Success



- Know the Rules
- Communicate
- Manage Expectations
- Know Your Records Management System
- Appropriate Prioritization



Slide 6

### The Basic Rule


Every person has a right to inspect any public record of a public body in this state \* \* \*.



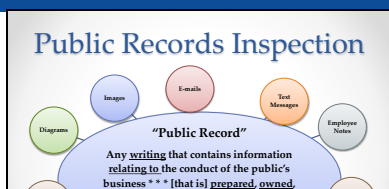
Slide 7

### True or False

- The definition of a "public record" for purposes of records retention and destruction is the same for purposes of public records requests.

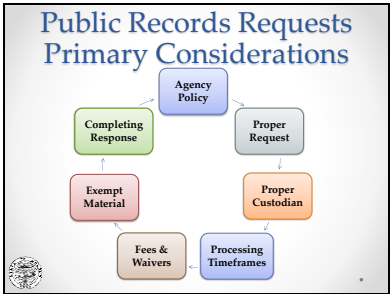


Slide 8



In contrast to ORS 192.005:  
 (5) “Public record”:  
 (a) Means any information that:  
 (A) Is prepared, owned, used or retained by a state agency or political subdivision;  
 (B) Relates to an activity, transaction or function of a state agency or political subdivision; and  
 (C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

Slide 9



Slide 10

**OR 738-001-0035**  
 Oregon Department of Aviation  
 Chapter 738  
 DIVISION 1  
 PROCEDURE, RULES  
 738-001-0035  
 PUBLIC RECORDS REQUESTS

1. All information in the custody of the Director of the Oregon Department of Aviation (ODA) shall be disclosed to any person who requests it, unless the information is exempt from disclosure under ORS 192.001 through 192.006.

2. The requestor shall, in the request, describe the information requested in ORS 192.002(2).

3. The requestor shall provide a return address.

4. The requestor shall provide a telephone number.

5. The requestor shall provide a valid e-mail address.

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100. The requestor shall provide a valid telephone number.



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DEPARTMENT OF  
**AVIATION**

PUBLIC RECORDS REQUEST FORM

Public records requests must be made to the government agency that is possession of those records. This form is for requesting public records that are held by the Oregon Department of Aviation. If the records are held by another public body, you should contact that body first. Requests will be denied and unprocessed fees will be assessed if you do not state the records to be requested.

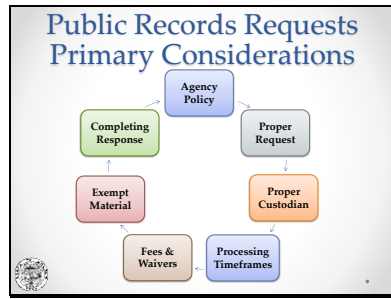
For additional regarding public records, please contact the Oregon Department of Aviation Public Records Coordinator by e-mail: [public.records@odot.state.or.us](mailto:public.records@odot.state.or.us) or calling (503) 378-4880.

Requester Information

Your Name:

Organization:

Slide 12



Slide 13

### Quiz

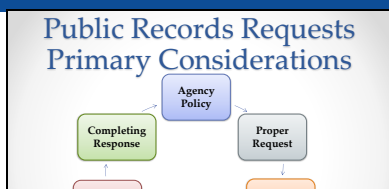
- When must an agency complete its response to a public records request?
  - a. Within 10 days
  - b. Within 15 business days
  - c. As soon as practicable and without unreasonable delay
  - d. Within 15 business days of receipt of payment of any processing fees

Slide 14

### Minimum Timeframes

Receive    Acknowledge 5 Business Days    Respond 10 Business Days\*

\*Or provide reasonable estimated completion date






Slide 16

### True or False



- State agencies must waive or reduce their processing fees if disclosure will primarily benefit the general public.



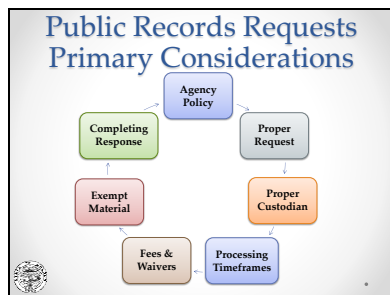
Slide 17

### Fees

- Permitted to recover actual costs
- Public interest fee waivers & reductions
- See DAS Statewide Policy on Public Records Requests Fees and Charges (Feb 15, 2017)



Slide 18




### Public Records Exemptions



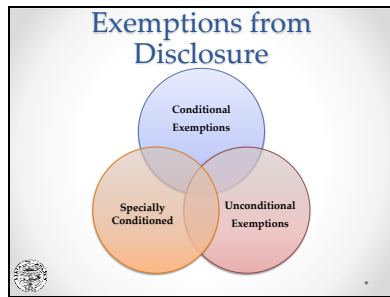
Slide 20

### Quiz

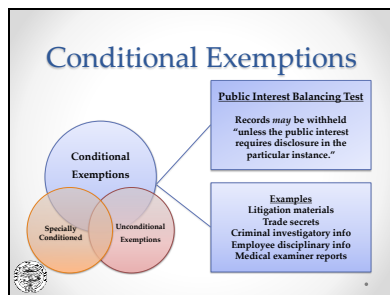
- How many statutory exemptions does Oregon have?
  - a. Less than 100
  - b. Between 100 and 300
  - c. Between 300 and 500
  - d. More than 500

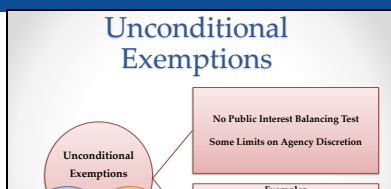


Slide 21



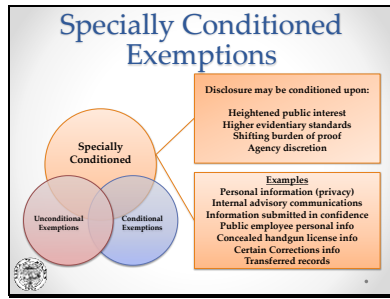
Slide 22



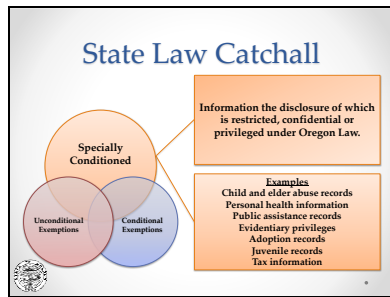


The diagram is titled "Unconditional Exemptions" in a large, bold, blue font. Below the title, there is a light pink rectangular box containing the text "No Public Interest Balancing Test" and "Some Limits on Agency Discretion". To the left of this box is a light pink circle with the text "Unconditional Exemptions" inside. A thin line connects the circle to the pink box. Below the pink box, there is a white rectangular box with a thin border, which is partially cut off at the bottom of the slide.

Slide 24



Slide 25



Slide 26

**True or False**

- If a record is expressly exempt from disclosure, it remains exempt forever.

“Notwithstanding ORS 192.338, 192.345 and 192.355 and except as otherwise provided in ORS 192.398, public records that are more than 25 years old shall be available for inspection.”

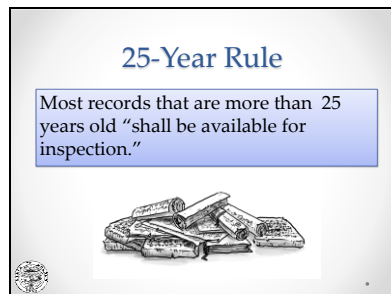
ORS 192.398 contains limited exceptions for:

- Medical info of living individuals exempt for 75 years
- Records sealed by statute or court order exempt for 75 years



custody or  
supervision of state  
agency are exempt  
for 25 years after  
termination of  
custody  
Student records  
exempt under  
state/federal law  
exempt indefinitely

Slide 27



“Notwithstanding ORS 192.338, 192.345 and 192.355 and except as otherwise provided in ORS 192.398, public records that are more than 25 years old shall be available for inspection.”

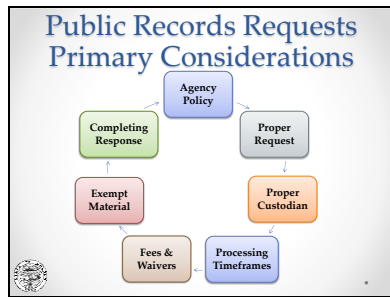
ORS 192.398 contains limited exceptions for:

Medical info of living individuals exempt for 75 years  
Records sealed by statute or court order exempt for 75 years  
Records of persons in custody or supervision of state agency are exempt for 25 years after termination of custody  
Student records exempt under state/federal law  
exempt indefinitely





Slide 28



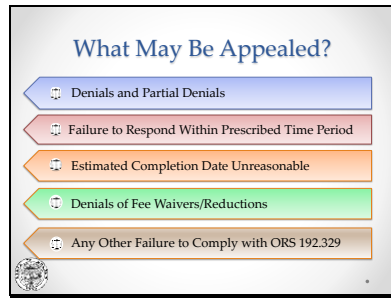
Slide 29

- ### Completing The Response
- ✓ Disclose all non-exempt records
  - ✓ Identify exemptions
  - ✓ Segregate non-exempt material
  - ✓ Notify requester of appeal rights

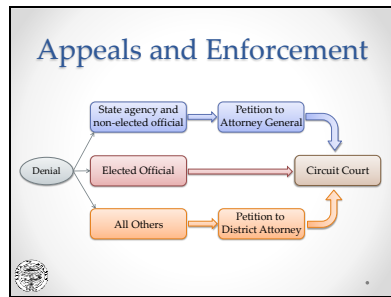
## Appeals and Enforcement



Slide 31



Slide 32



Slide 33

### Quiz

- If the AG determines that an agency has failed to respond to a request within the applicable timeframes, she may:
  - Order disclosure of records w/in 7 days
  - Order agency to pay a \$200 penalty
  - Order the agency to waive or reduce its fees
  - All of the above
  - a & c above

