



**Aviation Board of Directors**

Cathryn Stephens, Board Chair  
 Steve Nagy, Vice Chair  
 Sarah Lucas, Bill Graupp, Jim Knight, Jeffrey Pricher, Brian Prange

**STATE AVIATION BOARD MEETING AGENDA**

**DATE** October 3, 2024  
**TIME** 11 am – 2:00 pm  
**LOCATION** Southwest Oregon Regional Airport  
 1100 Airport Lane, North Bend OR 97459

**LIVESTREAM**  
**Presenting Agenda** **Microsoft Teams** [Need help?](#)  
[Join the meeting now](#)  
 Meeting ID: 214 117 276 58  
 Passcode: f7PDab

**Dial in by phone**  
[+1 971-277-1965,745296090#](#) United States, Portland  
[Find a local number](#)  
 Phone conference ID: 745 296 090#

Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	11 AM	Call to order and Roll Call	Chair Stephens/ Board Administrator
2	<b>Action</b>	<b>5 min</b>	<b>Approve Consent Agenda</b> Approval of Prior Meeting Minutes: <ul style="list-style-type: none"> <li>▪ August 1<sup>st</sup>, 2024, Prior Meeting Minutes</li> <li>▪ September 5<sup>th</sup>, 2024, Work Session</li> </ul>	<b>Chair Stephens</b>
3	Information	15 min	Public Comments <i>Limited to 2 minutes per speaker</i>	Board Administrator
4	Information	15 min	Welcome to Southwest Oregon Regional Airport	Robert Brittsan/ Airport Deputy Director
5	Information	30 min	Director’s Update <ul style="list-style-type: none"> <li>• NASAO Conference</li> <li>• General Updates</li> </ul>	Sugahara

6	Information	20 min	Planning Manager Update <ul style="list-style-type: none"> <li>• COAR</li> <li>• PEP/PMP</li> <li>• Land-Use/Airspace</li> <li>• Procurement/Contract Administration</li> </ul>	Thomas
		12PM	Lunch	
7	Information	15 min	State Airports Manager Update	Beach
8	Information	20 min	Finance Manager Update <ul style="list-style-type: none"> <li>• Report of Agency's KPMS</li> <li>• Results of Board Best Practice Survey</li> </ul>	Forest
		5 min	Board Updates This time is provided for the Board members to share news, events, or related information. <ul style="list-style-type: none"> <li>• Board Responses/ Input relating from previous Work Session</li> </ul>	Board
		5 min	Other Business This time is provided for the Board or Staff to bring up topics not on the agenda	Board/ Staff
		5 min	Agenda input <ul style="list-style-type: none"> <li>• Summary of Board direction to staff</li> <li>• Topics for future board meetings</li> </ul> <b>Next meeting date is November 7<sup>th</sup>, 2024</b>	Board/ Staff
			Adjourn	Chair Stephens
	Tour	30 mins	ARFF Station Tour	Robert Brittsan & Bob Hood

**Persons with disabilities who require special accommodations please call (503)507-6965 at least 48 hours before the meeting.**

The board will provide time in the meeting as listed on the agenda for members of the public to address the board.

Individuals who would like to provide Public Comment must respond to the call by the Chair for Public Comment under Agenda Item 3. To be recognized by the Chair for Public Comment, please sign in (if in person), use the "raise hand" function, or ask in the Chat to be recognized. Speakers must wait to be recognized by the Chair and then state their name, city of residence, and/or affiliation (if any) before starting to present comments.

Email requests to be included in Public Comment or to submit Written Comment to be sent to the Board prior to the meeting must be received by 5pm the day before the Board meeting at [mail.aviation@ODAV.oregon.gov](mailto:mail.aviation@ODAV.oregon.gov).

Written comment received after that time will be forwarded to the Board after the meeting. The board may discontinue the public comment after a reasonable time if there is a large number of speakers.

**NOTE:** Due to the uncertain length of time for each agenda item, the board may hear any item at any time during the meeting.

If a specific time is indicated for an agenda item, an effort will be made to consider that item as close to the time as possible. Scheduled times may be modified if participants agree. Those wishing to hear discussion on an item should arrive at the beginning of the meeting to avoid missing that item. Additional Oregon Aviation Board and Aviation Department Information and Mission can be found at [Oregon Department of Aviation : Mission & Vision : Administration : State of Oregon](#)