



Meeting minutes approved by Board on: December 5, 2024

## STATE AVIATION BOARD WORK SESSION (MINUTES)

**DATE**

**TIME** 10:00 AM – 11:30 AM

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

**VIDEO RECORDING** View Video Recording: <https://youtu.be/-NAdor8K81g?si=8RzIYTqUkJWUpQct>

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

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	9:58 AM Recording began by Board Administrator  10:03AM Chair Stephens Announcement	<i>Announcement by Board Administrator: Good morning, my name is Alexis Morris, and I will be your board administrator for today's work session October 17, 2024. This is a reminder that this meeting is being recorded. Chair Stephens we are ready to begin.</i>  Call to order & Introductions	Board Administrator/ Chair Stephens
	Information	10:04AM	Roll Call <i>For the Record</i> <u>ODAV Board members:</u>  <i>Sarah Lucas – Present - Virtual Bill Graupp - Present Brian Prange – Present - Virtual Cathryn Stephens - Present Jeff Pricher – Present - Virtual Steve Nagy – Absent - Excused Jim Knight – Present – Virtual - Late</i>  <i>Excused absence for the record: Late Arrival: Jeff Pricher logged on at 10:04 AM Jim Knight logged on at 10:23 AM At quorum: Y/N</i>	Board Administrator
2	Information		Strategic Planning  <u>Introductions:</u> <i>David Benner: The purpose of the meeting is to get the perspective of the Board of Directors as it related to the</i>	Devid Benner/ Jeff Kohlman/ Joe Walker/ AMCG



agency as we are going through the 2025 strategic planning process.

Board members one by one gave their background in aviation and their important roles in Oregon Aviation.

Jeff Kohlman presented:

Definition: uses a logical, disciplined, and collaborative structure to set out the mission, vision foals, objectives and actions place that drive the day-to-day operation and management of ODAV.

Purpose: ODAV's strategic plan answers the following questions. Where is ODAV today? Where does ODAV want to be tomorrow? And How is ODAV going to get there?

Elements:

**Mission Statement**

Reason for ODAV's existence

Core competencies of ODAV

**Vision Statement**

Articulates aspirations for ODAV

Picture of success

**Values Statement**

Collective beliefs held throughout ODAV

**Goals**

Help realize ODAV's mission and the vision

**Objectives**

Steps to achieve ODAV's goals

**Action Plans**

Steps to achieve ODAV's objectives

Process:

3 distinct phases. 1. Preparation - 2. Development - 3. Implementation = Strategic Planning

Phase One: Preparation

**Best Practices Approach**

- Educate management and staff
- Obtain buy-in from policymakers
- Determine approach
- Form planning team
- Brief planning team

Phase Two: Development

**Best Practices Approach**

- Facilitate perspective gatherings
- Conduct assessment and **SWOT** analysis
- Development **mission, vision, and values** statements
- Establish and prioritize **goals**
- Develop and prioritize **objectives**
- Draft, review, and finalize the Plan
- Obtain approval of the Plan
- Formulate action plans

Phase Three: Implementation

**Best Practices Approach**

- Implement the Plan
- Check progress and make adjustments
- Report results to policymakers and stakeholders
- Review and update the Plan
- Obtain approval of the updated Plan

- *Implement the updated Plan*

*Phase two: Mission Statement*

**Definition**

- *Outlines reason for ODAV's existence and core competencies*
- *Clarifies what ODAV wants to achieve, who ODAV serves, and why ODAV serves these groups*

**Purpose**

- *Guides decision-making, dictates conduct, and shapes performance on a day-to-day basis*

*Mission Statement Guiding Questions:*

- *How has ODAV's purpose shifted over the last 10 years?*
- *What services/programs and stakeholders are key to ODAV's success today?*
- *Who are ODAV's key stakeholders?*
- *How is ODAV different from other state agencies?*

*Vision Statement Guiding Questions*

- *What is one key long-term goal?*
- *Where is ODAV going and why should it go there?*
- *What problem is ODAV best suited to resolve?*
- *What impact should ODAV have on represented stakeholders?*

*State Aviation Board Members then had a discussion about the mission and vision of the department. Topics that were touched on were communications, education, resiliency, expanding upon what we are already doing and what the goals of the department are. The topic of preserving our airports and getting as up to date as possible on them before exploring more future goals was discussed. Being ready for the future of aviation and what our part will be in that future. Focusing on resiliency and emergency response as a goal for the agency was discussed.*

*SWOT Analysis:*

**Definition**

- *Framework to identify real and perceived*
  - *Strengths and weaknesses from an internal perspective*
  - *Opportunities and threats from an external perspective*

**Purpose**

- *Identify internal and external factors that positively or negatively impact achieving the mission and vision*

*Strengths and Weaknesses:*

*The state aviation board members began discussing the agencies strengths and weaknesses.*

*Strengths given were staff, talent and knowledge of board.*

*Weaknesses given were funding, staffing levels, state laws need a refresh, Oregon Land Use, communication with legislators.*

*Opportunities and threats:*

*The state aviation board discussed the opportunities and threats to ODAV.*

			<p><i>Opportunities mentioned: Public/Private Partnerships, AAM Collaboratives, public perception, transparency, policy, technology, education.</i></p> <p><i>Threats mentioned: other states attracting the Oregon workforce away, no workforce development program, economy, public perception, environment, federal regulations.</i></p> <p><i>Presentation can be found on our website <a href="#">here</a>.</i></p>	
			<b>Adjourn</b>	Chair Stephens
			<i>Recording ended</i>	Board Administrator

**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.