



Meeting minutes approved by Board on: December 5, 2024

## STATE AVIATION BOARD WORK SESSION (MINUTES)

**DATE** October 3, 2024

**TIME** 11:00 AM – 2:00 PM

**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=tJ8PuOm7heQkZrY>

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

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	11:11AM	<p><i>Announcement by Board Administrator:</i></p> <p><i>Good morning, my name is Alexis Morris, and I will be your board administrator for today's work session October 3, 2024. For those in the room please mute your laptops to prevent feedback and echo. This is a reminder that this meeting is being recorded. Chair Stephens we are ready to begin.</i></p> <p>Call to order</p>	Board Administrator/ Chair Stephens
	Information		<p>Roll Call <i>For the Record</i></p> <p><b><u>ODAV Board members:</u></b></p> <p><i>Sarah Lucas – Present</i> <i>Bill Graupp - Present</i> <i>Brian Prange - Present</i> <i>Cathryn Stephens – Present - Remote</i> <i>Jeff Pricher – Absent - Excused</i> <i>Steve Nagy - Present</i> <i>Jim Knight - Present</i></p> <p><i>Excused absence for the record: Jeff Pricher</i> <i>Late Arrival: none</i> <i>At quorum: Yes</i></p>	Board Administrator
2	<b>ACTION</b>	11:13AM	<p><b>Approve Consent Agenda</b> Approval of Prior Meeting Minutes:</p> <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> <p><b><i>Motion for the Board to approve the prior Board meeting minutes for:</i></b></p> <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> <p><b><i>As presented (or as amended)</i></b></p>	Chair Stephens

			<p>Moved: Steve Nagy  Second: Bill Graupp  Discussion: None  Aye: All  Nay: None  Approved at 11:13AM</p>	
3	Information	11:14AM	<p>Public Comments  Limited to 2 minutes per speaker  Written comments will be acknowledged for the record.  <b>Each speaker please state your name, city of residence and/or affiliation for the record. Written comments will be acknowledged for the record.</b></p> <p><b>The purpose of this portion of the meeting is for us to listen to community feedback. The Board and Staff will not be making direct comments or answering questions during this time. Your concerns will be taken into consideration as we deliberate on matters. If you have specific inquiries, we encourage you to reach out to us directly via email at <a href="mailto:mail.aviation@ODAV.oregon.gov">mail.aviation@ODAV.oregon.gov</a>. Contact information can be found on our website, and we will do our best to provide a response.</b></p> <p>Public Testimony: None  Elected officials: None  In person sign ins:  Ladd Henderson, Pacific City Oregon.  Provided information packet to board members.  He is proposing to put a B38 on top of a building at the Pacific City Airport. He attended the April 2024 board meeting to discuss his proposal. He has since met with ODAV and reviewed the administrative rules on the matter.</p> <p>Public comment is closed.  Sign in sheet attached.  Written comments attached (if any)</p>	Board Administrator
4	Information	11:21AM	<p>Welcome to Southwest Oregon Regional Airport</p> <ul style="list-style-type: none"> <li>Airport History-In 1921 the first plane flew in. In WW2 the navy took over the airport. After the war the airport was turned over to the city of North Bend. In 2002 it became a special district when the voters voted to keep the airport.</li> </ul>	Robert Brittsan/ Airport Deputy Director
5	Information	11:27AM	<p>Director's Update</p> <ul style="list-style-type: none"> <li>NASAO Conference</li> <li>General Updates</li> </ul> <p>Kenji Sugahara gave a directors updated during the board session. Sugahara and planning staff were able to visit more airports this past September. In total Sugahara has visited a 83 airports since 2023. There are 14 airports left to visit.</p> <p><u>Education and Community Outreach:</u> Sugahara and planning staff attended the Grant County Aviation Day. During the visit they gave a presentation to 60 children at the event.  Jim Knight would like a presentation by Alexis Morris on the website development and where the project is headed.</p>	Sugahara

			<p><u>Policy:</u> Jet Fuel rate for operations has not increase since 1955. Sugahara mentioned that due to the lack of funding there are things that agency isn't able to do. Some of them being the Aviation System Plan, AAM, and economic impact studies.</p> <p><u>UAS Insurance:</u> Sugahara has been attending conferences to gain information and opinion of implementing UAS Insurance for non-public UAS use.</p> <p><u>Strategic Planning:</u> Sugahara gave an update on strategic planning and that it is underway.</p> <p><u>Agency Update:</u> Sugahara spoke of a new staff member Alexis Morris who is the Board Administrator and Marketing and Administrative Specialist for the department. The departments social media @oraviation is up and running rebranding is underway. Presented in the slides where drone photographs of the many different airports that were visited.</p> <p style="padding-left: 40px;">Board Member Jim Knight would like a presentation from Alexis Morris on the progress and development of the website.</p> <p>Kenji Sugahara talked about Planning and Programs and the steps that are being taken to reduce wait times and increase efficiency on our contracts and procurement. He then moved on to talk about GIS and how it will be integrated on our website. This will provide the public the opportunity to see where grant money is going and what kind of work is being done on our airports. Sugahara also mentioned the lack of accessibility on our website and the directory being hard to use. If someone were to submit something on the website, they deserve a timely response.</p> <p><u>Conferences:</u> Sugahara talked about the conferences that he attended since the last board meeting.</p> <p>Board member Brian Prange asked how pilots can report issues at airports and if that is on the website. Tony Beach answered that we have recently implemented a text service that goes to our airport operations specialist. We are working on adding the service at all our airports but right now it is just the most remote ones.</p> <p>Board member Sarah Lucas asked about cookies on the runway. Does ODAV have an agreement with ODOT to go and grade it because we don't have that type of equipment?  ODAV Staff Tony Beach: Alkali Lake specifically has soft gravel. We didn't have the equipment we needed to address it but our staff will be the next time they are out there.</p>	
6	Information		<p>Planning Manager Update</p> <ul style="list-style-type: none"> <li>• COAR</li> <li>• PEP/PMP</li> <li>• Land-Use/Airspace</li> <li>• Procurement/Contract Administration</li> </ul> <p><u>Planning Team overview:</u> Alex Thomas kicked off his presentation with commending the work his small team does. Thomas explained the key roles of each staff member.</p> <p style="padding-left: 40px;">Board Member Bill Graupp asked if the GIS is just providing layers or will there also be GIS app.  Alex Thomas: that it is just layers.</p>	Thomas

		<p>As of September, COAR grants have contributed over \$13 million in funding. Planning teams has visited 40 airports that have COAR related projects.</p> <p><u>PEP and PMP:</u> PEP programs are moving along as well as PMP. PMP should be caught up after 2025. Thomas talked about the work that Brandon Pike has been doing. Over 600 aeronautical studies have been conducted this year exceeding the prior year, hundreds of land use applications and developments were reviewed, and he is in the early stages of implementing GIS Software which is set to launch end of 2025.</p> <p><u>FAA Grant Administration:</u> 8 airports projects through AIP (3) and BIL(5) at ~\$4,000,000 and 16 airports projects through AIP (6) and BIL at ~\$10,500,000.</p> <p><u>Procurement/Contract Administration:</u> Procurement is now fully transitioned to ODAV from ODOT. Working with DOJ on updating procurement documents.</p> <p><u>AAM:</u> Attended the Commercial UAV Expo where he attended multiple sessions. Talked about the Advanced Air Mobility Multi-State Collaborative and how AAM will impact airports in the future.</p>	
7	Information	<p>State Airports Manager Update</p> <p>Pacific City meeting with Tillamook County to address the counties airport overlay zone and what ODAV and FAA priorities are for general aviation airports. This meeting was public and posted to local newspaper. There will be another meeting in the future.</p> <p><u>Wildfire Impacts/Response Coordination:</u> 9 airports had extensive firefighting presence. A number were heli bases.</p> <p><u>Airport Maintenance:</u> 27 airports were mowed this year. Beach praised the maintenance staff for the efficiency and staying on top of mowing.</p> <p>Airport painting: all airports slated for repainting this year have been completed.</p> <p>Airport maintenance: Catching up with deferred maintenance. Chiloquin electrical building repainted and maintenance. Wasco electrical building. New one at Siletz Bay. Tree removal season has started.</p> <p><u>Airport Operations:</u> Airport Inspections and updating the master records for the 32 airports they have inspected this year.</p> <p>Upcoming and ongoing Projects update: Aurora surface seal and markings is set to be complete on October 4<sup>th</sup>. Aurora Master Plan PAC Meeting on October 15<sup>th</sup>. Cape Blanco Runway Rehab is ongoing. Prospect Runway reconstruction is scheduled for Spring 2025. Siletz Bay Runway, UAO Runway, and Cottage Grove Apron Rehabs are anticipated for spring/summer 2025.</p> <p>Board Vice Chair Steve Nagy asked if bids are more in line with what our anticipated costs are and not as inflated as they were. Tony Beach answered yes, they are more in line.</p> <p>Board Member Bill Graupp asked how we determine updated specs to airport markings. Tony Beach answered that our engineering firm, Century West puts those together for us.</p> <p><u>Surface Incident Mitigation:</u> 2 VPD's at Aurora since the last board meeting on 9/5/24. ODAV is creating a driver training for state property and movement area access.</p> <p>Board Member Sarah Lucas asked what is the status of the VPD rulemaking? Tony Beach answered that they will bring the process to the board at the end of this year.</p> <p>Steve Nagy requested to see year over year data of VPDS.</p> <p>Projects Update: Cape Blanco is being repaved, trenching is out for edge lighting, tree clear to accommodate PAPIS.</p> <p>Nehalem Bay Temporary Closure from November 1<sup>st</sup> to June 30<sup>th</sup>, 2025</p>	Beach

			Seasonal Airport Closures from November 1 <sup>st</sup> – May 1 <sup>st</sup> include; Crescent Lake, McKenzie Bridge, Santiam Junction and Toketee. Subscribe to the ODAV GovDelivery for Airport Updates: <a href="https://public.govdelivery.com/accounts/ORAVIATION/subscriber/new">https://public.govdelivery.com/accounts/ORAVIATION/subscriber/new</a>	
		12:17 – 12:50 PM	Lunch	
8	Information	12:51PM	Finance Manager Update  <i>Key Performance Measures: (presentation with the results and figures can be found on the ODAV website for this meeting.) These KPM's are something that all state agencies do.</i>  <i>Board Member Steve Nagy asked if the customer service KPI one that the governor's office requires?" Kristen Forest answered yes; the other ones we can change and have opportunity ever two years to make those changes.</i>	Kris
		1:03PM	Board Updates This time is provided for the Board members to share news, events, or related information  <i>Board Member Jim Knight talked about the Final review committee for the connect Oregon grants. \$46 million was available but there was only funding for 19 projects. Those projects included 5 rail, 5 marine, and 9 airports. \$22 million went to airports. For more information visit the <a href="#">Connect Oregon website</a>.</i>  <i>Board Member Steve Nagy mentioned that on the 5<sup>th</sup> is 25<sup>th</sup> anniversary at PDX. They will be hosting a Block party 11 – 3pm on October 5<sup>th</sup>.</i>	Board
		1:09PM	Other Business This time is provided for the Board or Staff to bring up topics not on the agenda.  <i>Alex Thomas let everyone know that Valley View Airport is no longer a public use airport it is now a private use airport.</i>	Board/Staff
		1:13PM	Agenda input <ul style="list-style-type: none"> <li>• Summary of Board direction to staff <ul style="list-style-type: none"> <li>- Board member Jim Knight requested a website update presentation from Alexis Morris.</li> <li>- Board Member Steve Nagy requested to see year over year data of VPDS from Tony Beach.</li> </ul> </li> <li>• Topics for future board meetings Oct 17<sup>th</sup> Strategic Planning Session online and in person.</li> </ul> <p><b>Next meeting date is: November 7, 2024</b></p>	Board/Staff
		1:13PM	<b>Adjourn</b>	Chair Stephens
			Recording ended	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.