



Meeting minutes approved by Board on: December 5, 2024

STATE AVIATION BOARD WORK SESSION (MINUTES)

- DATE** November 7, 2024
- TIME** 10:00 AM – 12:15 PM
- LOCATION** TEAMS Video Conference originating from **3040 25TH STREET SE, SALEM, OR 97302**
- VIDEO RECORDING** View Video Recording: <https://youtu.be/zelPEOSGsSU>
- PRESENTING AGENDA** Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10:01 AM Recording began by Board Administrator 10:01AM Chair Stephens Announcement	<p><i>Announcement by Board Administrator: Good morning, my name is Alexis Morris, and I will be your board administrator for today’s work session November 7, 2024. This is a reminder that this meeting is being recorded. Chair Stephens we are ready to begin.</i></p> <p>Call to order & Introductions</p> <p><i>Announcement to attendees by Chair Stephens: 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.</i></p> <p><i>If you would like to submit public comment, please do that through the ODAV website for the December 5, 2024 Board Meeting.</i></p>	Board Administrator/ Chair Stephens
	Information	10:02AM	<p>Roll Call For the Record <u>ODAV Board members:</u></p> <p>Sarah Lucas - Present Bill Graupp - Present Brian Prange - Present Cathryn Stephens - Present Jeff Pricher - Present Steve Nagy -Present Jim Knight - Present</p> <p><i>Excused absence for the record: Late Arrival: Jeff Pricher 10:04 AM At quorum: Y</i></p>	Board Administrator



4	Information	10:04 AM	<p>OGEC Public Meetings Law Training</p> <p>Charlie Esparza began the training with polls to determine prior knowledge of Public Meetings Law.</p> <p>Topics covered:</p> <ul style="list-style-type: none"> • Public Meetings Law Defined • Responsibility • Oregon Administrative Rules <p>Public Meetings Law Topics:</p> <ul style="list-style-type: none"> • Definitions – defined what a meeting is and quorum communications. Whether there is a decision or deliberation present. <ul style="list-style-type: none"> ○ Defined convening, governing body, public body, quorum, Decision and Deliberation. ○ Serial communications: when a quorum of a governing body uses communications of any kind. • Public Meetings law does not apply: <ul style="list-style-type: none"> ○ Informational ○ Unrelated to governing body’s deliberation or decisions ○ Non-substantive (Scheduling, Leave etc.) • Location and Accessibility Requirements: <ul style="list-style-type: none"> ○ Meetings must be held within jurisdiction boundaries unless specific circumstances arise (e.g., emergencies or training). ○ Accessibility must comply with ADA guidelines. • Notice Requirements: <ul style="list-style-type: none"> ○ Standard meetings require at least 48 hours' notice. ○ Special meetings require 24 hours' notice. ○ Emergency meetings allow less than 24 hours but must explain the rationale. • Voting and Recording: <ul style="list-style-type: none"> ○ All voting must be public, with individual votes recorded. ○ Minutes or recordings must reflect discussions and actions transparently. • Executive Sessions: <ul style="list-style-type: none"> ○ Purpose and limitations of closed-door discussions were addressed. ○ No final decisions can be made in executive sessions unless specified by law. <p>Board members discussed scenarios involving public meeting law compliance during conferences, site tours, and informal gatherings:</p> <p>Key Clarifications:</p> <ul style="list-style-type: none"> • General comments about future agenda items are permissible but require care to avoid deliberations. • Discussions at conferences or site tours should avoid decision-making to prevent inadvertent violations. <p><i>This training can be viewed at the YouTube link above for further information.</i></p>	<p>Charlie Esparza / Ruth Sylvester / OGEC</p>
			<p>Next meeting date is: December 5th</p>	

		12:15 PM	Adjourn	Chair Stephens
		12:15 PM	<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.

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.