



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 December 5, 2024

TIME 10 am

LOCATION ODOT T-Building RM 240 Stuart Foster Conference Room
355 Capitol St. NE, Salem, OR 97301

LIVESTREAM **Microsoft Teams** [Need help?](#)
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Presenting Agenda Meeting ID: 268 107 779 391
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Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10AM	Call to order	Board Administrator/ Chair Stephens
	Information	5 min	Roll Call	Board Administrator
2	ACTION	5 min	Approve Consent Agenda Approval of Prior Meeting Minutes <ul style="list-style-type: none"> October 3, 2024, Board meeting October 3, 2024, Executive session October 17, 2024, Strategic Planning Meeting November 7, 2024, Work session 	Chair Stephens
3	Information	15 mins	Public Comment <i>Limited to 2 minutes per speaker</i> <i>Written Comments will be acknowledged for the record.</i>	Board Administrator
4	Information	1.5 hours	Planning & Projects Update – with Century West Engineering <ul style="list-style-type: none"> 2024 and 2025 NPIAS Projects 	Thomas
		5 min	Break	
5	Information	20 min	Director’s Update	Sugahara

6	Action	5 min	COAR Cycle 9 / Approve 2025 ARC Members	Abrahamson
7	Information	15 min	COAR Application Review Tutorial	Abrahamson
		30 min	Lunch	
8	Information	5 min	State Airports Manager Update	Beach
9	Information	15 min	Marketing Update	Morris
10	Information	20 min	Finance Manager Update <ul style="list-style-type: none"> Agency Annual Report 	Forest
			<u>Board Updates</u> This time is provided for the Board members to share news, events, or related information <ul style="list-style-type: none"> Board Responses/ Input relating from previous Work Session 	Board
			<u>Other Business</u> This time is provided for the Board or Staff to bring up topics not on the agenda	Board/Staff
			<u>Agenda input</u> <ul style="list-style-type: none"> Annual Agenda input for 2025 Summary of Board direction to staff Topics for future board meetings <u>Schedule Meeting Locations for 2025:</u> Next meeting date is: Thursday, February 6th, 2025 - Salem	Board/Staff/ Chair Stephens
			Adjourn	Chair Stephens

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.

Additional Oregon Aviation Board and Aviation Department Information and Mission can be found at [Oregon Department of Aviation : Mission & Vision : Administration : State of Oregon](#)