

Meeting Minutes Approved by Board on August 1st, 2024 at 10:04AM

Moved: Bill Graupp

Second: Steve Nagy

STATE AVIATION BOARD CONNECT OREGON 2024 AVIATION MODAL REVIEW COMMITTEE Draft Minutes

DATE 07/11/2024

TIME 10:00 AM – 2:00 PM

LOCATION Oregon Department of Aviation
3040 25th St SE
Salem, OR 97302

VIDEO RECORDING Video 1- https://youtu.be/HWJGkt9_mW4?si=9CT_n9P3CcnZKcEa
Video 2- https://youtu.be/pvnLy5rBfSs?si=YksM_1ybCdFHht10

Presenting Agenda Catheryn Stephens, Board Chair; Holly Herrera and Alex Thomas, Dept of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10:00 AM	Call to order & Roll Call <i>ODAV Board Members: Cathryn Stephens, Sarah Lucas, Steve Nagy, Bill Graupp, Jeff Pricher, Jim Knight</i> <i>Present: Chair Cathryn Stephens, Vice Chair Steve Nagy, Sarah Lucas, Jim Knight, Jeff Pricher, Bill Graupp</i> <i>Excused Absence for the record: Brian Prange</i> <i>At Quorum? Yes</i> <i>No public comment will be taken at this meeting, please submit your public comment for the August 1, 2024 Board Meeting</i>	Stephens/ Herrera
2	Information	10:05 AM	Welcome, Connect Oregon 2024 Modal Committee Instructions, Process and Scoring / Prioritization	Thomas
3	Presentations	10:15 AM	Grant County Regional Airport Fuel Tank Expansion and Upgrade	Haley Walker
10:25 AM		Columbia Gorge Airport Aviation Hangar Expansion	Jeff Renard	
10:35 AM		Christmas Valley Airport Runway Reconstruction	Karen Morgan	
10:45 AM		Redmond Airport Terminal Building Expansion Project	Zach Bass	
10:55 AM		Corvallis Airport Hangar Taxilanes and Taxiway B and C Seal Coat	Lisa Scherf/Josh Lekkerkerker	
11:05 AM		Roseburg Taxiway A Extension	Ryan Herinckx	
11:15 AM	Eugene Airport Terminal Concourse A Seating Expansion	Patricia Newton		

11:25 AM	Linus Pauling Field Fuel Storage & Sales	Jed Crowther
11:35 AM	Burns UAS Range Infrastructure and Development	Judy Erwin/Haley Walker
11:45 AM	Medford Airport East Side Heavy Duty Aircraft Apron Expansion	Brian Gebhard
11:55 AM	Oakridge Airport Runway Rehabilitation	Tony Beach
12:05 PM	Mulino State Airport Waterline Improvements	Tony Beach
12:15 PM	Southwest Oregon Airport Apron Reconstruction	Rodger Craddock
12:25 PM	PDX Airtrans Center (ATC) Air Cargo Expansion	Steve Winkle
12:35 PM	Ontario Municipal Airport Gate and Fence Install	Andy Wood

25-27 Policy Option Packages

Action

Motion to approve Policy Option Packages as presented for the 2025-27 Oregon Department of Aviation Budget

Kristen Forest/ Chair Stephens

12:45 Lunch Break

4

Action

1:15pm

Aviation Board – Modal Committee Discussion, Prioritization, Recommendations, and Vote

Board

2:00 PM

Adjourn

Persons with disabilities who require special accommodations please call (503)378-2238 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 4. 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.

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

Sign in sheet:



Oregon
Tina Kotek, Governor




OREGON STATE AVIATION SIGN-IN				
NAME	ORGANIZATION (or on behalf of)	CITY OF RESIDENCE	EMAIL	SIGN UP TO PROVIDE PUBLIC COMMENT?
Cathryn Stephens	EUG	Eugene	cate@flyEUG.com	<input type="checkbox"/> NO <input type="checkbox"/> YES
Bill Graupp	ODAV	MUWANA	billgraupp@odav.oregon.gov	<input type="checkbox"/> NO <input type="checkbox"/> YES
Steve Nagy	PORT OF PORTLAND	PORTLAND	stev.nagy@portofportland.org	<input type="checkbox"/> NO <input type="checkbox"/> YES
Sarah Lucas	ODAV	Jumbler	Sarah.m.lucas@odav.oregon.gov	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
				<input type="checkbox"/> NO <input type="checkbox"/> YES
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				<input type="checkbox"/> NO <input type="checkbox"/> YES

July 11, 2024 Salem, Oregon

Presentations:

Kristen Forest- Finance Presentation/ Action Item to Vote


Slide 1



Finance/Admin Update
July 11, 2024

- 25-27 POP Vote


Slide 2



Finance/Admin Update

- POP 100
- General Aviation Entitlement Project
 - \$7,185,299 FF
 - \$798,367 OF
- \$7,983,666 Total Funds

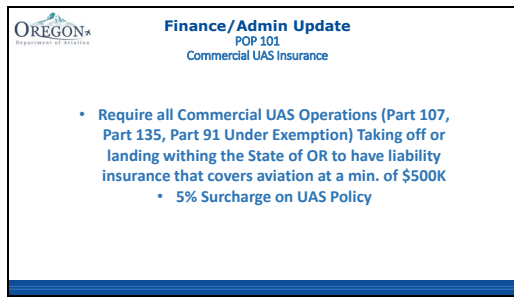
Slide 3



Finance/Admin Update

- POP 101
- Commercial UAS Insurance
- Revenue \$361K –Per Biennium

Slide 4

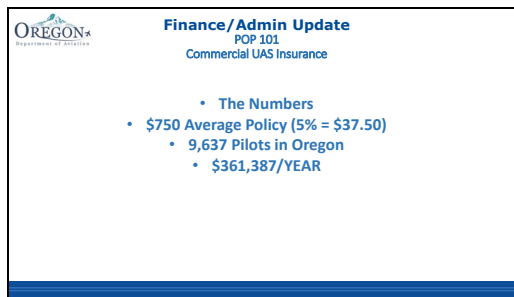


OREGON
Department of Aviation

Finance/Admin Update
POP 101
Commercial UAS Insurance

- Require all Commercial UAS Operations (Part 107, Part 135, Part 91 Under Exemption) Taking off or landing within the State of OR to have liability insurance that covers aviation at a min. of \$500K
 - 5% Surcharge on UAS Policy

Slide 5

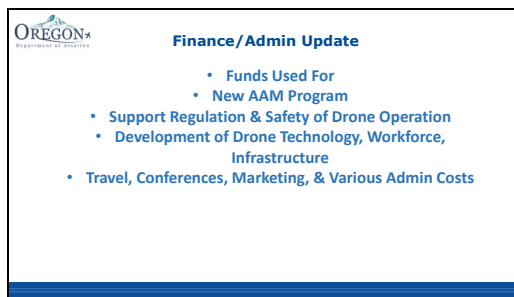


OREGON
Department of Aviation

Finance/Admin Update
POP 101
Commercial UAS Insurance

- The Numbers
- \$750 Average Policy (5% = \$37.50)
- 9,637 Pilots in Oregon
- \$361,387/YEAR

Slide 6




OREGON
Department of Aviation

Finance/Admin Update


- Funds Used For
 - New AAM Program
- Support Regulation & Safety of Drone Operation
- Development of Drone Technology, Workforce, Infrastructure
- Travel, Conferences, Marketing, & Various Admin Costs

Slide 7

 **Finance/Admin Update**

- POP 102
- Software-Aircraft Registration & Airport Licensing
- \$70,460 OF

Slide 8


 **Finance/Admin Update**

Vote Summary

			25-27 Biennium Total
POP-100	General Aviation Entitlement Projects	Federal & Other Funds Expenditures	\$ 7,983,666
POP-101	Commercial UAS Insurance	Revenue	\$ 172,775
POP-102	Software-Aircraft Registration & Airport Leasing	Other Fund Expenditure	\$ 70,460

Motion: State Aviation Board approve Policy Option Packages as presented for the 2025-2027 Oregon Department of Aviation Budget

Slide 9

 **Finance Update**

Questions

Final Review- Connect Oregon Application Scoring

**Connect Oregon VI
 Final Review Committee Prioritized Funding Recommendation**

Public/ Private	County	APP. #	APPLICANT	PROJECT NAME	TOTAL PROJECT COST	CO GRANT FUNDS REQUESTED	TOTAL PROJECT MATCH	% MATCH	Total Statutory Consideration Score	Equity Consideration	Climate Consideration	Aviation Priority
			ODOT	Project Selection, Administration, and Debt Service	\$ 500,000.00							
PU	Deschutes	440508	City of Redmond	Redmond Airport Terminal Building Expansion Project	\$ 155,000,000.00	\$ 10,000,000.00	\$ 145,000,000.00	94%	104	LP	SP	
PU	Multnomah	140481	Port of Portland	PDX Airtrans Center (ATC) Air Cargo Expansion	\$ 5,813,085.42	\$ 3,600,000.00	\$ 2,213,085.42	38%	99	LP	SP	
PU	Jackson	340438	Jackson County	Medford Airport East Side Heavy Duty Aircraft Apron Expansion	\$ 7,300,000.00	\$ 3,000,000.00	\$ 4,300,000.00	59%	96	LP	SP	
PU	Wasco	440506	City of The Dalles	Columbia Gorge Airport Aviation Hangar Expansion	\$ 2,415,000.00	\$ 1,630,000.00	\$ 725,000.00	30%	91	LP	LP	
PU	Lane	240488	Oregon Department of Aviation	Oakridge Airport Runway Rehabilitation	\$ 2,630,000.00	\$ 1,788,400.00	\$ 841,600.00	32%	87	LP	SP	
PU	Lake	440505	Christmas Valley Park and Recreation District	Christmas Valley Airport Runway Reconstruction	\$ 8,291,111.00	\$ 774,111.00	\$ 7,517,000.00	91%	83	LP	LP	
PU	Grant	540513	Grant County	Grant County Regional Airport Fuel Tank Expansion and Upgrade	\$ 1,403,000.00	\$ 382,100.00	\$ 420,300.00	30%	82	LP	LP	
PU	Malheur	540514	City of Ontario	Ontario Municipal Airport Gate and Fence Install	\$ 150,000.00	\$ 105,000.00	\$ 45,000.00	30%	82	LP	NP	
PU	Lane	240487	City of Eugene	Eugene Airport Terminal Concourse A Seating Expansion	\$ 19,320,000.00	\$ 13,524,000.00	\$ 5,796,000.00	30%	81	SP	SP	
PU	Coos	340500	Coos County Airport District	Southwest Oregon Airport Apron Reconstruction	\$ 5,200,000.00	\$ 3,000,000.00	\$ 2,200,000.00	42%	76	LP	LP	
PU	Clackamas	140480	Oregon Department of Aviation	Multno State Airport Waterline Improvements	\$ 1,334,234.25	\$ 348,079.29	\$ 446,154.96	32%	75	LP	NP	
PU	Benton	240486	City of Corvallis	Corvallis Airport Hangar Taxilanes and Taxiway B and C Seal Coat	\$ 2,563,000.00	\$ 800,000.00	\$ 1,763,000.00	69%	72	NP	NP	
PU	Douglas	340499	City of Roseburg	Taxiway A Extension	\$ 1,722,222.00	\$ 172,222.00	\$ 1,550,000.00	90%	67	LP	LP	
PU	Harney	540512	City of Burns	Burns Airport UAS Range Infrastructure and Development	\$ 425,000.00	\$ 297,500.00	\$ 127,500.00	30%	66	LP	LP	
PU	Gilliam	440507	Port of Arlington	Linus Pauling Field Fuel Storage & Sales	\$ 575,500.00	\$ 402,850.00	\$ 172,650.00	30%	61	NP	NP	

Ethics Review

Connect Oregon Ethics Review

Preface

This document is an ethics review for those who will be involved in the application review process including modal committee members, regional committee members and final review committee members.

Connect Oregon

The Connect Oregon selection process is a rigorous review process that involves review from modal committees, regional committees and a final review committee in addition to staff review.

Public Official

According to ORS 244.020(14), “Public Official” means any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services.

This includes:

- Public Employees
- Elected Officials
- Members of Boards and Commissions
- Volunteers
- Relative:
 - ORS 244.020(15) “Relative” means:
 - (a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate;
 - (b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate;
 - (c) Any individual for whom the public official or candidate has a legal support obligation;
 - (d) Any individual for whom the public official provides benefits arising from the public official’s public employment or from whom the public official receives benefits arising from that individual’s employment; or
 - (e) Any individual from whom the candidate receives benefits arising from that individual’s employment.

Safeguard of the Public Trust

“The Legislative Assembly declares that service as a public official is a public trust, and that as one safeguard for that trust, the people require all public officials to comply with the applicable provisions of this chapter.” ORS 244.010 (1)

Conflict of Interest

In brief, a public official is met with a conflict of interest when participating in an official action could result in a financial effect to the public official, a relative of the public official or a business with which either are associated.

Statutory conflicts of interest have three components:

1. An **“action”**, **“decision”**, or **“recommendation”** made in an **“official capacity”**, which causes;
2. A private pecuniary benefit or detriment, for;
3. The **“public official”**, the public officials **“relative”**(s), or a **“business associated with which the person is associated”**, the public official or the public official’s relative.

Types of Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest. An actual conflict of interest is defined in ORS 244.020(1) and a potential conflict of interest is defined in ORS 244.020(12).

Actual Conflict of Interest

- Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the persons relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (12) of this section.
- *If the financial effect of an action is both **specific** and **certain**, then that action presents an actual conflict of interest.*

Potential Conflict of Interest

- Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the persons relative, or a business with which the person or the persons relative is associated, unless
-

the pecuniary benefit or detriment arises out of the following:

(a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(b) Any action in the persons official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the persons relative or business with which the person or the persons relative is associated, is a member or is engaged.

(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When to Declare a Conflict of Interest

Officials on Boards or Commissions and Elected Officials ORS 244.120(2)



Oregon

Tina Kotek, Governor

Cathryn Stephens, Board Chair
Steve Nagy, Vice Chair
Sarah Lucas, Bill Graupp, Jim Knight, Jeffrey Pricher, Brian Prange
Kenji Sugahara, Director of Aviation



MEETING MINUTES APPROVED BY BOARD ON MM DD 2024

- When any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **would** be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or the person's relative or any business with which the person or a relative of the person is associated.
- When any action or any decision or recommendation by a person acting in the capacity as a public official, the effect of which **could** be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated
- Disclosure must occur when appointed officials are met with a conflict of interest, regardless whether the conflict is actual or potential.

How to Declare a Conflict of Interest

Officials on Boards or Commissions & Elected Officials ORS 244.120(2)

- Must publicly announce the nature of the conflict of interest on each occasion the conflict arises.
- Must publicly announce **potential** conflicts of interest, on each occasion **before taking action**.
- Must publicly announce **actual** conflicts of interest, on each occasion, and **refrain** from participating in **discussion, debate, or voting** on the issue out of which the actual conflict arises.

For more information

Oregon Government Ethics Commission

<http://www.oregon.gov/OGEC/Pages/generalinfo.aspx>