



NOTES
AIRPORT ADVISORY COMMISSION
 Wednesday, February 16, 2011 - 6:00 P.M.
 Terminal - Modular



Members Present

Tim Hay – Chair
 Guy Culbertson
 Darr Goss
 Jim Harr

Members Present

Major Brain Houston
 Mary Ann Lebold
 James Nafziger

Staff Present

Mark Jucht - UD
 John Wales - UD
 Therese Van Vleet - UD
 Cindy Ford - Tower

Guests

Ron Peters- Salem Aviation
 Jim Wall - SEMCA
 Steve Larsen - Salem Flight Tng.
 Phil Larson - Salem Air Center
 Trevor Courtney - Oregon Dept. Forestry

1. CALL TO ORDER AND APPROVAL OF AGENDA

Chair Hay called the meeting to order at 6: 00 PM, noting a quorum of appointed members was present.

2. ROLL CALL

Tim Hay – Present	Jim Harr - arrived later	Mary Ann Lebold - Present	Darr Goss - Present
Guy Culbertson - Present	Brian Houston - Present	James Nafziger – arrived later	

3. APPROVAL OF MINUTES

Ms Lebold **MADE A MOTION** to approve the minutes of January 19, 2011, as presented. The seconded **MOTION CARRIED** unanimously.

4. APPEARANCE OF INTERESTED CITIZENS

None

5. ACTION ITEMS

None

6. REPORTS

a. Introduction of New Airport Manager

Mr Wales, Interim Director Urban Development Department, introduced Mark Jucht, the new Airport Manager. Mr Jucht has 24 years of experience. He comes to Salem from Spokane International Airport, where he was the Deputy Director. He has a strong finance, economic development, and operations background and is familiar with commercial airlines and terminal/runway expansions. His first day was January 31. Mr Jucht said he is anxious for Salem to have commercial air service once again. He will be reviewing all aspects of the airport; and opined there is room for development.

b. Tower Chief Report

Ms Ford said there were 2,444 operations for January 2011; 333 less than the same month of 2010. So far, February is a low operations month, due to weather and the economy. There were no accidents or incidents in January; and staffing is good in the tower. Chair Hay suggested forming another task force to form creative actions to attract visitors and generate traffic. Consensus was it be placed on the next agenda.

c. Airport Terminal Expansion

The expansion is almost complete. Some flora needs to be replanted, a membrane placed on the roof, and the inside concrete needs to cure. Currently, the cement is too wet; currently it has about 6% moisture. Carpet will be laid when it is below 5%. An open house will be held after carpeting has been installed. The occupancy permit is expected next week.

d. Master Plan Update

Mr Jucht will meet with Mead & Hunt on Friday for a progress report. The public advisory commission (PAC) will

meet the week of March 15 to review the first three chapters, which will be sent by March 4. There will be nine chapters and the review process and the entire process will take approximately a year.

e. Noise Complaints

The Airport Noise Group will meet in March as they did not meet in February.

f. Trees

A quote for tree removal was received from a contractor, more quotes are being sought. Staff has been in contact with the land owner, who may pay half the removal costs. A plan is in place, but the light poles pose a problem. Staff may request Mead & Hunt survey the project area for obstacles.

Q. This is a significant problem for pilots. Can it be put on ADIS? How high are the trees?

A. It requires information from the Airport Office as to the height of the obstruction, distance, and position from the airport. Mr Franklin is aware of this and is working the issue. The trees extend above the light poles, which are about 30 feet tall.

g. Runway Lighting

The edge lights/runway lights are out. The parts have been ordered and a NOTAM issued.

h. Airport Signage

Mead & Hunt will perform a sign audit and will provide maps. The Sign Plan will be submitted to the FAA and then the signs will be installed.

i. Problem Gate

Gate W14 has been repaired.

7. ITEMS FOR DISCUSSION

Gate Codes

Mr Culbertson asked if all of the gate codes could be the same code, so when one gate doesn't work people could access another gate. He opined it had been two years since the gate codes had been changed. Staff responded, when tenants receive a gate code they are briefed for movement and non-movement for that area, not the entire field, so they may not be qualified for movement around the entire airport. Also, not all tenants have responded to the request for hanger inspections, so their contact information has not been updated (contact information: for emergencies, new codes, inspections, etc). Staff will research the issue and report back at the next meeting.

8. CHAIR'S REPORT

Chair Hay said he has been in contact with Seaport Airlines and they are interested in coming to Salem. They plan to meet with the Chamber of Commerce and City of Salem staff. Also, Allegiant Airlines has shown interest. Mayor Peterson is also interested in commercial service returning to Salem.

Q. What would be their frequency of flights?

A. Possibly three flights daily, Portland to Salem to Newport

Q. Can a map be provided so guests can see what areas of the airport are being discussed?

A. Future Commission meetings will be held in the Terminal Conference Room. A large wall map for reference is a great idea.

9. ADJOURNMENT

Chair Hay adjourned the meeting at 6:33 PM. The next meeting is scheduled for March 16, 2011, terminal building.

Division web site: www.cityofsalem.net/SLE

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