



MINUTES
AIRPORT ADVISORY COMMISSION
 Wednesday, March 16, 2011 - 6:00 P.M.
 Terminal - Conference Room
www.cityofsalem.net/SLE



Members Present

Tim Hay – Chair
 Guy Culbertson
 Jim Harr
 Mary Ann Lebold
 Mark Ulvin

Members Absent

Darr Goss
 James Nafziger

Staff Present

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

Guests

Judith Holliday -CAP
 John Holliday -CAP
 Jim Hall – SEMCA
 Ron Peters

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.

Mr Harr **MADE A MOTION** to approve the agenda as presented. The seconded **MOTION CARRIED** unanimously.

2. ROLL CALL

Tim Hay - Present	Jim Harr - Present	Mary Ann Lebold - Present	Darr Goss - Absent
Guy Culbertson - Present	Mark Ulvin - Present	James Nafziger – Absent	

3. APPROVAL OF MINUTES

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

4. APPEARANCE OF INTERESTED CITIZENS

Mr Holliday reported the Civil Air Patrol (CAP) will run missions out of the Aurora airport for mock searches this weekend (and every other month). CAP has a new 182 with a glass cockpit and will bring it for an exhibition airplane to Hot August Flights. CAP flies search and rescue missions and medical emergencies and is funded by the Air Force and anyone requesting a specific flight. A hanger and classroom would be needed to run CAP exercises in Salem.

5. ACTION ITEMS

None

6. REPORTS

a. Tower Chief Report

Ms Ford noted there were 2,399 operations for February 2011; 323 less than the same month of 2010. The busiest day had 172 operations. Operations are down for March, due to the bad weather. The tower held a runway safety action committee meeting about the impact of future runway construction. They also discussed the impact on the community; fog sealant; and Hot August Flights.

b. Complaints

Mr Jucht reported there were two complaints for February, one helicopter and one fixed wing.

c. Airport Terminal Expansion

The expansion is almost complete; the concrete will be tested for moisture later this week. Remaining items include carpet, the roof membrane, and landscaping. The news of a potential air carrier next month brings a long list of things to do in preparation.

Q. What type of aircraft will the new carrier have, how many passengers can it carry, and will the TSA be involved?

A. The plane is a Pilatus PC-12 aircraft, which is a nine passenger aircraft. Flights will originate in Newport, arrive in Salem, depart for Portland, and go on to Boeing Field; and then the reverse several times a day. Staff will report back next month as more is known. No security changes will be involved.

d. Master Plan Update

Mr Jucht met with Mead & Hunt and received the first three chapters of the revised Master Plan for the 18 member review committee. He distributed them to the participating Commission members. The first meeting is scheduled for March 23, 2011, at 5:30 PM at the airport terminal hold room. There will be nine chapters; three chapters will be covered per meeting. The second meeting will be scheduled in June, and the third in September. Mr Jucht requested members come prepared with questions.

e. Marketing Task Force

Chair Hay said several years ago a Commission Task Force came up with ideas to generate interest in general aviation at the airport. The Guard normally leaves the area because of operation noise, but they could increase their operations here in Salem. Task Force ideas included: 1) advertisements, 2) consolidation of web pages with current passenger information (i.e. real time flight schedules), and an identifiable/separate area for general aviation with local services; 3) a fly-in with a free class to general aviation pilots (like FSDO FSDO) to attract them for the day; and 4) invite other groups from the airport for input. Hot August Flights is scheduled for August 6, breakfast starts at 7:00 with displays from 9:00 to 3:00. Mr Harr and Mr Culbertson volunteered for the Task Force.

f. Gates, Gate Codes, and Signage

The FAA certification inspector agreed before receiving the new code the applicant would read and sign a simple one page sheet about airport driving and safety rules. The process should be in place by June. Signs will be posted at entry gates to inform users the codes will change and to contact the main office. Applicants must provide current contact information and their names will be checked against current hanger inspection lists.

g. Runway 16 Obstruction

A purchase order was issued for removal of the trees. It's anticipated it will take three to five working days to remove them. The land owner now knows the trees cannot exceed the height limits.

h. Runway Lighting

The runway lights were malfunctioning, but a by-pass switch was utilized by the tower for the long runway lights, and the tower can manually change light intensity. Pilots can still turn them on and off. The electrician is working on the problem; they are stabilized.

7. ITEMS FOR DISCUSSION

Mr Culbertson asked Ms Ford if the ADSB antenna on the tower was functional. Ms Ford said it was not, and the unit installed by Garmin would soon be removed. There is a NOTAM about the ADSB being non-functional.

8. CHAIR'S REPORT

None

9. ADJOURNMENT

Chair Hay adjourned the meeting at 6:38 PM. The next meeting is scheduled for April 20, 2011, terminal building conference room.

Division web site: www.cityofsalem.net/SLE

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