

**MINUTES**  
**AIRPORT ADVISORY COMMISSION**  
**Wednesday, April 16, 2008**  
**SALEM AIRPORT TERMINAL – HOLDING ROOM**  
**2990 25<sup>TH</sup> STREET SE, SALEM, OR**  
**6:00 PM**

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests</b>
Dennis Thompson	LTC Todd Farmer	Tim Hay
Mark Renaud		Jim Hall
Kindra Jordan		Patrick Hall
Jim Harr		Ron Peters
Mary Ann Lebold	<b>Staff Present</b>	Dan Reid
James Nafziger	Alan Alexander	Major Mark Ulvin
	Kathy Sime	Gary Branham
	Vickie Hardin Woods	Tralee Knapp
		Jeff Knapp

**1. CALL TO ORDER**

Chair Dennis Thompson called the meeting to order at 6:08 P.M.

**2. Roll Call**

Dennis Thompson – here  
 Mark Renaud - here  
 LTC Todd Farmer – Major Mark Ulvin for LTC Todd Farmer  
 Kindra Jordan - here  
 Mary Ann Lebold - here  
 Jim Harr – here  
 James Nafziger – here

**3. APPROVAL OF MINUTES**

Kindra Jordan **made a Motion** to approve the March 19, 2008 Minutes as amended. James Nafziger **seconded the Motion** and the **Motion passed with a unanimous vote.**

#### **4. APPEARANCE OF INTERESTED CITIZENS**

No interested citizens appeared.

#### **5. REPORTS**

##### **a. Tower Chief Report**

Tower chief Cindy Ford was unable to attend. Alan Alexander gave the following report: Traffic count for March 2008 was 3,718 a decrease of 5,622 operations under March 2007. Total 12 month total through March 2008 was 93,764. The busy day was 280 operations.

##### **b. Airline Update**

Alan Alexander gave the following report: The total number of passenger departures for the month of March 2008 was 1,913. The total number of passenger arrivals for the month of March 2008 was 1,885 for a total passenger count of 3,798 processed. Alan stated that the airport anticipates processing its 40,000<sup>th</sup> passenger this month. Alan stated that there were no cancellations for the month of March and one flight delay.

##### **c. Task Force Updates**

There was no report on Rules/Regulations or Chapter 9.

Friends of Salem Airport held a gathering at Northern Lights and showed the movie One Six right with 48 persons attending. Jim Hall stated that it was a great success and they hope to do it again soon. Jim Hall thanked Ron Peters for his help. Donations for the evening were \$465 and those donations will go towards the cost of filing non-profit status with the IRS. The cost of mailing to advertise the movie and the rental of the theatre were both sponsored.

The short-term task forces dealing with economic development, non-profit and general aviation have all been completed.

Dennis Thompson reported that trash pickup along McGilchrist needs to be scheduled soon. He will need about 10 volunteers and will schedule the pickup for either a Saturday or Sunday.

##### **d. Leading Edge Proposal**

Alan Alexander stated that following the recommendation of the AAC to approve the issuance of a business license for Leading Edge Aviation, an appeal was filed. The appeal was heard at Council on March 31, 2008 and Council scheduled a public hearing that will be held on April 28, 2008 in Council chambers.

Alan Alexander reported that at last month's AAC meeting, conditions were imposed by the AAC pending the approval of the license to operate. The conditions included obtaining financial information (credit report), identifying facilities at McNary Field and the development of a community outreach program with the neighborhood associations near and around the airport.

Financial information was sent directly to Finance and has been reviewed. Leading Edge has identified ramp space and hangar space at Salem Air Center. Leading Edge is interested in leasing space at 3030 25<sup>th</sup> street. If space at 3030 25<sup>th</sup> Street is not available, they plan to lease space at Salem Air Center. A representative from Leading Edge visited several neighborhood associations and plans to attend more neighborhood association meetings in the area. They have provided a neighborhood interface plan.

Patrick Hall stated that there would be another agreement to go along with the interface agreement. He attended the neighborhood association meetings and received some feedback that caused them to generate this agreement.

**e. Other Reports**

Alan reported that construction day was held at the airport again this year. The event promotes careers in the construction trade. It allows high school students hands-on demonstrations. Alan stated that the event went well.

Alan reported that two casino flights are scheduled out of Salem Airport. The first flight will depart McNary Field on May 1 and return on May 4. The second flight is scheduled for June 16 - 19. The flights will be processed through the airport with the assistance of SkyWest and TSA.

Alan reported that the Collins Foundation contacted him and stated that they were going to be in Salem in June. They will be displaying a B17, a B25 or B29 and a P51. Salem Aviation Fueling will be hosting the event.

Alan reported that the project involving new taxiways in the south hangar area should go to bid in May with construction beginning mid-summer. This project will include another vehicle access gate as well as 13 new hangar sites. These new sites will accommodate the current waiting list for available lots and construction of the new hangars could be completed by fall, 2008.

Alan stated he has had ongoing discussions with the FAA with regard to updating our current Master Plan. Alan pointed out that the current Airport Master Plan is about 10 years old. There has been a significant change in operations that would justify the update.

Alan reported that he recently attended the Connect Oregon II regional meeting. This meeting was held to prioritize the aviation projects that were submitted by various

airports. Alan stated that the Runway project was #3 and the terminal project was #6 in this region. There were 24 projects submitted for funding for aviation purposes. Alan stated that he hopeful that the projects would remain high in the ranking because the process is very competitive as the review process moves statewide.

## 6. ITEMS FOR COMMISSION DISCUSSION

Dennis Thompson asked for input from the AAC regarding the parking situation at Salem Airport. The airport offered free parking for the first year of service.

Alan stated that offering free parking for the first year of service was done to encourage travelers to change their travel habits and fly Salem rather than PDX. Alan stated that there are 174 paved spots and there is also a gravel overflow lot. Most of the gravel overflow lot is used for car rentals. Alan pointed out that parking is a good revenue source and would allow the Airport to make some necessary improvements and possibly add security. Alan stated that it would be best to charge a nominal rate to be competitive. It has been suggested that the amount be \$4.00 per day, which would be ½ of PDX. Vickie Woods stated that the proposed budget for 08/09 does include parking at \$4.00 per day. There was discussion by the commission. There were no recommendations made.

## 7. CHAIRS REPORT

Dennis stated that he began serving on the AAC over 6 years ago. He stated that he has enjoyed attending and serving on the AAC. Dennis encouraged the rest of the commission to keep working toward further improvements. Dennis commended Alan for his hard work, experience and dedication.

## 8. ADJOURNMENT

Chair Dennis Thompson **adjourned the meeting 7:05 P.M.**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Dennis Thompson, Chair  
Airport Advisory Commission