



**DRAFT ACTION AGNEDA AND MINUTES**  
**AIRPORT ADVISORY COMMISSION**  
 Wednesday, July 20, 2011 - 6:00 P.M.  
 Terminal - Conference Room  
[www.cityofsalem.net/SLE](http://www.cityofsalem.net/SLE)



This Action Agenda/Minutes is supplemented by an electronic recording of the meeting, which may be reviewed upon request to Urban Development

**1. CALL TO ORDER, ROLL CALL, AND APPROVAL OF AGENDA**

**Call to order:** 6:00 PM. **Roll Call:** Tim Hay – Chair, Guy Culbertson, Darr Goss, Jim Harr - Vice, Mary Ann Lebold James Nafziger, Brian Houston. **Absent:** None **Staff:** John Wales, Tom Franklin, Tory Banford, Cindy Ford, Therese Van Vleet **Guests:** Barry Bowers and Natalie Frajola - Flight Deck Restaurant; John Holliday - CAP; Jim Wall - SEMCA

**Motion:** Motion to accept the July 20, 2011, Agenda as presented.

**Motion by:** James Nafziger **Seconded by:** Jim Harr

**Action:** Approve the Agenda as presented.

**Vote:** Aye: Unanimous **Nay:** **Abstentions:**

**2. APPROVAL OF MINUTES - 00:01:05 minutes on digital recording**

**Motion:** Motion to accept the June 15, 2011, minutes as amended: Section “i” – strike “(to encourage turn over);” and remove “limited to” as in “**limited to three to five years**” and add “**be a minimum of**”.

**Motion by:** Darr Goss **Seconded by:** Guy Culbertson

**Action:** Approve the Minutes as amended.

**Vote:** Aye: Unanimous **Nay:** **Abstentions:**

**Comments:** Minutes formatting will change at the request of the City Manager’s Office. Digital recordings; their quality; and a resource website were discussed. Action items and motions were discussed to ensure information is on the record.

**Questions or Comments by:** Chair Hay; Guy Culbertson; John Wales

**3. APPEARANCE OF INTERESTED CITIZENS - 00:06:55 min**

**Appearance by:** Jim Wall - SEMCA **Action Item/Topic:** Airport wall map.

**Questions or Comments by:** James Wall

**4. REPORTS**

**A. Tower Chief Report - Cindy Ford - 00:07:35 min**

**Report:** Previously sent via e-mail and included in packet.

**Comments:** There were 3,585 operations in June; 338 less than June 2010; 217 operations on the busy day. Recent Tower evaluation reported a decrease in air traffic. Reduced Tower hours; and a possible cost share program between the City of Salem and the FAA was discussed.

**Questions or Comments by:** Cindy Ford; Chair Hay; John Wales

**B. Enplanements - Chair Hay - 00:12:15 min**

**Report:** Sent via e-mail after packet sent.

**Comments:** Tally of passengers by Salem Aviation fueling. **Discussions:** Seaport’s departure, their contract with the City, and their financials; press coverage; forming a group to address airport issues; the Airport as an economic engine; SEDCOR, marketing, and marketing measures of success; a unique phone number for marketing brochures; unique brochures; and State’s travel contracts.

**Questions or comments by:** Chair Hay, John Wales, Jim Nafziger, Guy Culbertson, Jim Harr, Natalie Frajola, Barry Bowers; Cindy Ford; Jim Wall

**C. Noise Complaints - Tom Franklin - 37 min**

**Comments:** Nine reports of specific aircraft activity; complaints; and the weather. All aircraft were operating within FAA standards.

**Questions or comments by:** Tom Franklin; MaryAnn Lebold; Cindy Ford

**D. Airport Manager Hiring - John Wales - 00:39:30 min**

**Comments:** The Airport Manager position closed last Friday, applicants are being vetted. **Discussion:** Increase in maintenance personnel; Fire personnel assistance with inspections; and a half time Office Assistant position.

**Questions or comments by:** John Wales; Chair Hay; Tom Franklin

**E. Master Plan Update - Tory Banford - 00:42:00 min**

**Comments:** June 29 Open House and attendance. Feedback can be provided to Mead & Hunt Consultants - information on the web. **Discussions:** The Master Plan process, completion date, and the next meeting (September 28 Open House from 6:00-7:00PM); notifications and correction of errors; relocation of the Compass Rose; review of the Master Plan materials by the AAC at the next meeting; communication with and surveying Airport tenants and the public; the Plan approval process, revision tracking, drafts, and feedback

**Questions or comments by:** Tory Banford; Chair Hay; Guy Culbertson; Tom Franklin, Jim Harr; John Wales; Mary Ann Lebold

**F. Marketing Task Force - Jim Harr & Guy Culbertson - 00:58:20 min**

**Comments:** Marketing brochure (handout) **Discussion:** AAC input about marketing materials; a contest to beat the busiest operations day; operations counts; and cost of Hot August Flights rides.

**Questions or comments by:** Jim Harr; Guy Culbertson; John Wales; Chair Hay; Cindy Ford; Natalie Frajola

**G. Runway Extension Schedule - Tory Banford - 01:02:50**

**Comments:** The Environmental Assessment (precedes runway extension) and the projected completion date; The Capital Improvement Plan (CIP) submission to the FAA; ODOT approval of extension of the Connect II money (match for FAA money). **Discussion:** taxiway extensions; and costs.

**Questions or comments by:** Tory Banford; John Wales; Cindy Ford

**H. Hot August Flights – Natalie Frajola - FDR - 01:06:22**

**Comments:** Konect Aviation, of McMinnville, (Helicopter rides) and Tillamook Air Tours (Airplane Rides) signed up for Hot August Flights (HAF). Konect has furnished certificates of insurance, and Tillamook Air Tours is in the process.

**Discussion:** HAF permission letter and the time frame pilots need to contact the tower; event participation and sponsorship; the economy; marketing; the Moonie club and their Moonies; and Civil Air Patrol (CAP) volunteers.

**Questions or comments by:** Natalie Frajola; Jim Harr; Cindy Ford; Chair Hay; James Nafziger

**I. Other Reports**

**Comments:** None

**5. ACTION ITEMS**

**Election of Officers - 01:10:55**

**Nomination for Chair:** Tim Hay **Acceptance:** Yes

**Nominated by:** James Nafziger

**Motion:** Appoint Tim Hay AAC Chair for one year.

**Motion by:** James Nafziger **Seconded by:** Jim Harr

**Vote:** Aye: Unanimous Nay: Abstentions:

**Nomination for Vice-Chair:** Mary Ann Lebold **Acceptance:** Yes

**Nominated by:** Guy Culbertson

**Motion:** Appoint Mary Ann Lebold AAC Vice-Chair for one year.

**Motion by:** Guy Culbertson **Seconded by:** James Nafziger

**Vote:** Aye: Unanimous Nay: Abstentions:

**6. APPEARANCE OF INTERESTED CITIZENS**

**Appearance by:** None

**7. NEW BUSINESS**

**Appearance by:** Guy Culbertson **Action Item/Topic:** Gate Codes - 01:12:57 **Discussion:** New gate codes and removal of old codes, and the grace period; communication with the restaurant and the Tower and who gets the code;

gate operation; gate failures; and traffic use of public roads.

**Questions or Comments by:** Guy Culbertson; Tom Franklin; Natalie Frajola; Cindy Ford; Maryann Lebold

**Appearance by:** Guy Culbertson      **Action Item/Topic:** Hangar Leases - 01:19:10

**Request:** August agenda item      **Discussion:** Out of lease hanger owners; availability of leases; short term versus long term lease extensions; 20-year vision; the Airport as an enterprise fund; Chapter 9; lease consistency; investment of hangar owners; and the new Airport Manager.

**Questions or Comments by:** John Wales; James Harr; Chair Hay; Guy Culbertson; Gary Bettendorf

**Appearance by:** Jim Harr      **Action Item/Topic:** Budget Information - 01:25:40

**Discussion :** Problems with Airport manpower, equipment, and budgets; Operating and CIP Budget information presentation to the AAC; the budget in context of leases, efficiency, manpower, equipment needs, and shortfalls; type of information being presented to Airport Manager candidates, position requirements, expectations, and raising revenue. Additional discussion: Communication with airport tenants; newsletters; policy; and the long term vision for the Airport; AAC Agenda creation.

**Comments by:** Chair Hay; Jim Harr; John Wales; Tory Banford; Guy Culbertson; Jim Nafziger; Gary Bettendorf;

**8. ADJOURNMENT:** 7:36 PM 01:36:00 min

**Transcribed by:** Therese Van Vleet | **Reviewed by:** Anita Sandoval | **Edited by:** Tory Banford/Tom Franklin