



DRAFT ACTION AGENDA AND MINUTES
AIRPORT ADVISORY COMMISSION
 Wednesday, August 17, 2011 - 6:00 P.M.
 Terminal - Conference Room
www.cityofsalem.net/AAC



This Action Agenda/Minutes is supplemented by an electronic recording of the meeting, which may be reviewed at www.cityofsalem.net/AAC

1. CALL TO ORDER AND ROLL CALL

00:00:40 minutes/digital recording

Call to order: 6:00 PM. **Roll Call:** Tim Hay-Chair; Guy Culbertson; Jim Harr; Mary Ann Lebold- Vice; James Nafziger; Lt Col. Mark Ulvin. **Absent:** Darr Goss **Staff:** John Wales, Tory Banford, Dianne Majors; Connie Timm; Therese Van Vleet
Guests: Jim and Joan Holliday; Ron Sterba; Natalie Frajola; Gary Bettendorf; Ron Peters ; JP McLaughlin

2. APPROVAL OF AGENDA

00:01:10 min

Motion: Motion to accept the August 17, 2011, Agenda as amended: add 7a. "Commercial Air Service."

Motion by: Commissioner Nafziger **Seconded by:** Commissioner Culbertson

Action: Approve the Agenda as amended.

Vote: Aye: Unanimous Nay: Abstentions:

3. APPROVAL OF MINUTES

00:03:15 min

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

Motion by: Commissioner Nafziger **Seconded by:** Commissioner Ulvin

Action: Approve the Minutes as presented.

Vote: Aye: Unanimous Nay: Abstentions:

4. APPEARANCE OF INTERESTED CITIZENS

00:04:07 min

Appearance by: Ron Sterba **Action Item/Topic:** Meetings about leases

Discussion: Agenda topic. Use City of Eugene as an example to assist development.

Questions or Comments by: Sterba; Hay

Appearance by: Jim Wall - SEMCA

Action Item/Topic: Agenda July 25 meeting **00:05:35** min

Discussion: Airport owns a 2,000 sq. ft. building, a small portion is leased to the National Weather Service; remainder is available for lease. NOAA balloon launch tower space is on an easement.

Questions or Comments by: Wall; Wales; Majors; Culbertson;

5. REPORTS

A. Tower Chief Report – Tim Hay

00:08:00 min

Report: Previously sent via e-mail and included in packet. 3,516 operations for July, down 843 operations from last year. 186 was the busy day. **Comments:** Hot August Flights (HAF); coordination with other airports for events; Willamette Valley Flying Schedule (Independence couple); aircraft turned away from HAF display area; and HAF schedule.

Questions or Comments by: Hay; Sterba; Lebold; Nafziger; Bettendorf; Peters; Culbertson

B. Airport Manager Hiring - John Wales

00:16:35 min

Comments: The Airport Manager position

Discussion: Recruitment process; offer made for manager to John Paskell, who starts September 12.

Questions or comments by: John Wales; Hay; Sterba

C. Master Plan Review - All

00:19:40 min

Comments: Review of Master Plan (on web www.cityofsalem.net/SLE > Airport Master Plan)

Discussions: General aviation (small aircraft); financial information (budget located on web); and attracting businesses. Next Master Plan meeting: 28 September. Redline version of Master Plan and feedback; and the Master Plan process. The future of the Airport and the Airport as a transportation center; Fire Station placement; interaction and coordination with Mead & Hunt; and an extra work session proposed. General Aviation, corporate aviation, and

commercial air service were discussed. Project funding was discussed.

Agenda item for next meeting: Budget Presentation.

Questions or comments by: Lebold; Wales; Culbertson; Hay; Banford; Nafziger; McLaughlin; Harr; Ulvin; Sterba

D. Marketing Task Force - Jim Harr & Guy Culbertson

00:52:10 min

Comments: Marketing flyer for flight school. Contact with City marketing person. **Discussion:** Commission input on advertising. Messages: bring up traffic counts. Targeted flyers: to training facilities and students. Highlight Salem's unique instrument approaches; location; and the Tower are attractive for pilots. The flyer last month will be presented at National Business Aviation Association (NBAA) in Las Vegas October 10-12 by SEDCOR and John Paskell; and on the web.

Questions or comments by: Harr; Culbertson; Wales; Frajola

E. Runway Extension Schedule - Tory Banford

00:57:50 min

Comments: Environmental Assessment (EA); runway extension; and long range plans.

Discussion: Next meeting: September 28, 2011, 5-7 PM. Bob Noble (project advisor from Eugene) will attend meeting with the FAA for the third party assessment review. Progress of assessment; wetlands; cost estimate; Connect Oregon funds; two surveys; time line; adoption/acceptance of scope of EA by FAA; EA Funding. FAA acceptance of EA scope: Runway extension; Master Plan; EA; and project CIP. Councilor Tessler's comments on runway extension impact to neighborhoods; communication with Council and neighbors; and options for runway extension was discussed.

Questions or comments by: Banford; Harr; Wales; Hay; Culbertson

F. Ground Lease Update - John Wales / Dianne Majors

01:07:40 min

Comments: Ground lease

Discussion: Chapter 9 and revisions; lease renewals; and past practice. Tennant concerns: 1) Options in leases for extensions; 2) selling (terms for buyer); 3) renewals for people with previous extensions. New manager will work on this issue; policies from other airports will be reviewed; the market will be reviewed. E-mail to tenants. New policy process: come to AAC then to council (consistent with FAA guidelines), then adoption which will either put it into the code or it will be an administrative rule. Leases need to be responsive to Master Plan. Liability issues (and insurance) without a formal lease was discussed; hold over common law; hangar investments and fairness were discussed. A perception of being threatening with a short term lease was expressed. A request for notification of expiration of lease was requested. Utilizing the e-mail list from the gate code update for communication with stakeholders was discussed.

Questions or comments by: Wales; Hay; Nafziger; Bettendorf; Majors; Harr; Lebold; Culbertson; Majors

G. Hot August Flights – All

01:28:34 min

Comments and Discussion: Natalie Frajola, Flight Deck, reported the HAF Committee thought it was a well attended (about 3,000 attendees), organized event. There was a snafu with parking transient planes. Better advertising and a possible change of date was proposed for next year. HAF Committee meetings start in January. Communication with airport tenants was requested.

Questions or comments by: Frajola; Hay; Nafziger; Culbertson; Lebold; Sterba; Ulvin; Harr; Bettendorf

H. Other Reports

Comments: None

6. ACTION ITEMS

Arizona Wing of the Commemorative Air Force Flights Application - John Wales

01:38:25 min

Request/Recommendation: Commission Approval of Application

Questions or Comments by: John Wales

Motion: Move to recommend approval of application

01:40:00 min

Motion by: Commission Member Ulvin

Seconded by: Commission Member Lebold

Vote: Aye: Unanimous Nay: Abstentions:

7. ITEMS FOR COMMISSION DISCUSSION

01:40:48 min

Appearance by: Commissioner Nafziger **Action Item/Topic:** Commercial Flights and Passenger Service
Request: Keep the Commission in the loop with negotiations with prospective airlines and forming a “Blue Ribbon” committee to meet with the Mayor and the community to keep the potential alive. **Discussion:** Commercial air service; the runway expansion; and economic development; and coordination with the Chamber of Commerce; and Council goals were discussed. Removal of Seaport signage and the Fly Salem sign was discussed along with the Chamber’s “Fly Salem” web site. Runway length and attracting airlines and corporate partners was discussed. Communication, community education, job creation, and community dialogue were discussed.
Questions or Comments by: Nafziger; Wales; Peters; Hay; Harr

Announcement: Garmin **Action Item/Topic:** Aviation community open house 8/18 **01:56:40 min**
Discussion: 4:00-7:00 Garmin aviation open house.
Questions or Comments by: Van Vleet; Lebold; Wales; Peters; Harr

Appearance by: Commissioner Culbertson **Action Item/Topic:** Wetland SE of Kuebler **01:58:40 min**
Discussion Included: Mill Creek 30 acre wetland mitigation project; FAA and Airport were consulted; bioswale system; location (within 5,000 feet of the airport); wetlands as a bird attractant; and FAA involvement.
Questions or Comments by: Culbertson; Wales

Appearance by: Commissioner Culbertson **Action Item/Topic:** “SALEM” on Taxiway Charlie **02:01:18 min**
Discussion: Repainting and possible relocation of large “SALEM” on the taxiway or ramp.
Questions or Comments by: Culbertson; Hay; Peters; Harr

Appearance by: Commissioner Culbertson **Action Item/Topic:** Late Gate Code Applications **02:03:37 min**
Discussion: Participation of Airport stakeholders.
Questions or Comments by: Culbertson; Van Vleet; Peters;

Appearance by: Commissioner Culbertson **Action Item/Topic:** Compass Rose **02:04:45 min**
Discussion: Calibration, movement, ADIS notifications, and conditions for renumbering runways.
Questions or Comments by: Culbertson; Lebold; Wales; Hay

Appearance by: Commissioner Culbertson **Action Item/Topic:** Highest landing count **02:06:18 min**
Discussion: Third request for highest count from Tower records.
Questions or Comments by: Culbertson; Harr; Lebold; Hay

Appearance by: Commissioner Ulvin **Action Item/Topic:** National Guard **02:07:49 min**
Announcements: Replacement of the Turner Road fence from Wal-Mart light to the City fence by the National Guard this summer. Also, the C23 Sherpa will return in September to, and be based at, Salem (02:11:48). Nine new helicopters will arrive this year, twelve total.
Questions or Comments by: Ulvin; Peters; Hay

Appearance by: Commissioner Harr **Action Item/Topic:** Commemorative Air Force **02:09:15 min**
Discussion: Coordination of Commemorative Air Force with Hot August Flights
Questions or Comments by: Harr; Wales; Peters; Hay; Sterba

8. CHAIR’S REPORT

9. ADJOURNMENT: 8:11 PM **02:12:30 min**

Transcribed by: Therese Van Vleet | **Reviewed by:** Anita Sandoval and Connie Timm | **Edited by:** Tory Banford
Digital Recordings: www.cityofsalem.net/AAC