DRAFT ACTION AGENDA AND MINUTES
AIRPORT ADVISORY COMMISSION
Wednesday, October 19, 2011 - 6:00 P.M.
Terminal - Hold 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, ROLL CALL, AND APPROVAL OF AGENDA

Call to order: 6:00 PM
Roll Call: Tim Hay – Chair; Guy Culbertson; Jim Harr – Vice; Mary Ann Lebold; James Nafziger; Mark Ulvin
Absent: Darr Goss
Staff: John Paskell; Tom Franklin; Connie Timm
Guests: Kevin Mulcaster ; Mitch Hooper; Paul Becker; Steve Ellison; Jim Wall; Trevor Courtney; John Holliday; Ron Peters

2. APPROVAL OF AGENDA

Motion: Motion to accept the October 19, 2011, Agenda as amended.
Motion by: Guy Culbertson **Seconded by:** James Nafziger
Action: Approve the Agenda as amended.
Vote: *Aye:* Unanimous *Nay:* *Abstentions:*

3. APPROVAL OF MINUTES -

Motion: Motion to accept the September 21, 2011, minutes as presented.
Motion by: James Nafziger **Seconded by:** Mark Ulvin
Action: Approve the Minutes
Vote: *Aye:* Unanimous *Nay:* *Abstentions:*
Questions or Comments by:

4. APPEARANCE OF INTERESTED CITIZENS

Appearance by: None **Action Item/Topic**:
Questions or Comments by:

5. REPORTS

A. Tower Chief Report – Cindy Ford

Report: Previously sent via e-mail and included in packet.
Comments: Traffic counts way down, 3111 operations in September, down 1051 operations from September 2010; through first nine months of 2011, haven't reached 28,000 operations. Tours are still being given, policy has not changed re: staffing requirements for tours, call in advance to schedule.
Questions or Comments by: Lebold; Nafziger; Franklin; Hay

B. Master Plan Review – Kevin Mulcaster and Mitch Hooper, Mead & Hunt

Comments: Asking AAC to give approval to move forward with the plan as presented with changes addressed at Oct 7 meeting; further changes can be made as the plan goes along; some concerns addressed include pavement removal at north end for safety over 25th Street , line of sight from tower, blast pad; handout "**Airfield Draft Layout**" – Kevin requested copy of letter tower sends out regarding line of sight; Mead & Hunt working with Oregon Air Guard on their vision for future expansion; next Mead &Hunt meeting Dec .7 with open house – also addressing environmental assessment
Discussions: Drainage ditches at north end – suggestion about putting pipe in
Questions or comments by: Hay, Ford, Ulvin, Nafziger, Lebold, Culbertson, Sterba, Becker

C. Noise Complaints - Tom Franklin

Comments: One complaint – guard helicopters flying late.
Discussion: Need current guard schedule – should have it tomorrow.
Questions or comments by: Ford, Lebold, Paskell

D. Marketing Task Force – Jim Harr & Guy Culbertson
Comments: Guy talking with Lebanon Passport; Jim met with Nicole Miller – need to forward brochure that went to the NBAA to AAC
Discussion:
Questions or comments by:

E. Runway Extension Schedule – John Paskell
Comments: EA started last week – shooting for 2014 for moving ground for construction
Discussion:
Questions or comments by:

F. Other Reports
Ground leases – John Paskell
Comments: A meeting will be held with tenants on 25th in terminal hold room; the mayor will attend; an invitation letter went out last week; endeavoring to have lease issues resolved by January
Questions or comments by: Sterba, Ellison, Hay

NBAA – John Paskell
Comments: John attended NBAA Conference held October 10-12 in Las Vegas – 30,000 attendees; he felt it was a successful event, giving him opportunities to make contacts and find avenues for marketing. Salem Airport was the only northwest airport represented.
Questions or comments by: Nafziger

6. ACTION ITEMS
Motion: Recommendation from commission to go forward with the master plan as proposed by Mead & Hunt with changes addressed by Cindy Ford regarding taxiways
Motion by: James Nafziger
Seconded by: Guy Culbertson
Vote: *Aye: Unanimous* *Nay:* *Abstentions:*

7. ITEMS FOR COMMISSION DISCUSSION
Appearance by: Mark Ulvin **Action Item/Topic**: Update on Air Guard building project
Discussion: Replacing asphalt on some of their areas on their ramp; building helicopter storage buildings on their south ramp area; Turner Road area fence being replaced next week
Questions or Comments by: Franklin

8. APPEARANCE OF INTERESTED CITIZENS
Appearance by: Ron Sterba **Action Item/Topic**: Mailboxes for tenants
Discussion: Aurora airport has mailboxes at gate entrances for tenants as well as signs indicating which gate it is. He has pictures; John Paskell asked him to email pictures to him.
Questions or Comments by: Paskell

Appearance by: Jim Wall, SEMCA **Action Item/Topic**: Items of interest
Discussion: Article in paper on Oct. 6 about air control tower may get advertising in Medford; would like people to identify themselves when speaking; would also like to see written minutes rather just summary. Minutes are recorded and posted on the Airport website as well as written.
Questions or Comments by: Paskell, Franklin, Becker

9. NEW BUSINESS
Appearance by: None **Action Item/Topic**:
Discussion:
Questions or Comments by:

10. CHAIR'S REPORT
None

11. ADJOURNMENT: 7:04 PM

Transcribed by: Connie Timm **| Reviewed by**: Anita Sandoval**| Edited by:**