



**DRAFT ACTION AGENDA AND MINUTES  
AIRPORT ADVISORY COMMISSION**  
Wednesday, November 16, 2011 - 6:00 P.M.  
Terminal - Hold Room  
[www.cityofsalem.net/AAC](http://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](http://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, Mary Ann Lebold, James Nafziger, Major Brian Houston, Darr Goss

**Absent:** Jim Harr

**Staff:** John Paskell, Tom Franklin, Connie Timm

**Guests:** Doug Rux, Steve Ellison, Jim Wall – SEMCA, Ron Peters – Salem Aviation Fueling

**Motion:** Motion to accept the November 16, 2011, Agenda as amended.

**Motion by:** James Nafziger **Seconded by:** Darr Goss

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

**Vote:** Aye: Unanimous

**2. APPROVAL OF MINUTES -**

**Motion:** Motion to approve the October 19, 2011 minutes as presented.

**Motion by:** James Nafziger **Seconded by:** Darr Goss

**Action:** Approve the Minutes

**Vote:** Aye: Unanimous

**Questions or Comments by:**

**3. APPEARANCE OF INTERESTED CITIZENS**

**Appearance by:** None

**Action Item/Topic:**

**Questions or Comments by:**

**4. REPORTS**

**A. Tower Chief Report – Cindy Ford**

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

**Comments:** 2806 operations in October, 675 less than last year; busy day had 177 operations; November has been very slow, fog is a factor

**Questions or Comments by:** Hay

**B. Noise Complaints - Tom Franklin**

**Comments:** 6 total, 2 separate households called re: evening guard flights

**Discussion:** Down time moved from 11 to 10 due to time change; training schedule with weekend schedule sent out today; will be posted on website tomorrow; suggestion – put a recorded message on airport phone when noise will be an issue.

**Questions or comments by:** Houston, Nafziger, Ford

**C. Marketing Task Force – Guy Culbertson**

**Comments:** John Paskell gave out NBAA materials, Lebanon Passport interested in including Salem, suggested donations to their organization to include Salem.

**Discussion:** Do we need to contact businesses on the airport re: donations; City or AAC – John Paskell will discuss with Guy Culbertson.

**Questions or comments by:** Paskell, Hay, Nafziger

**D. Master Plan Update – John Paskell**

**Comments:** Master Plan is on schedule; an open house will be held Dec. 7, 2011 in the airport hold room – this is the last master plan update before being submitted first to the FAA for approval, then to airport and AAC, then to City Council

**Discussion:**

**Questions or comments by:** Hay

**E. Environmental Assessment Update – John Paskell**

**Comments:** The environment assessment kicked off in September; the archeological and survey work have begun

**Discussion:**

**Questions or comments by:**

**F. Runway Extension Schedule – John Paskell**

**Comments:** Approximately 3 years away subject to environmental assessment; Dec. 7 meeting is very important regarding this project; doing mass media notifications, etc.

**Discussion:** Concerns were expressed about the time frame of 2-4 pm – could it be moved to 3-5? The break between the 2-4 meeting and the open house is to give volunteers a chance to take a break and have dinner.

**Questions or comments by:** Hay, Lebold

**G. Ground Lease Update – John Paskell**

**Comments:** Mary Ann Lebold notified the AAC of a possible conflict of interest due to her being a hangar owner

**Discussion:** A tenant meeting was held on 10/25/2011; there was lots of feedback; a packet of information from the meeting was compiled and sent out to all tenants; packet included an invitation to the Nov. 29 follow-up meeting. That meeting will be held at 6 pm in the airport hold room. After that meeting, recommendations on Chapter 9 and new lease template will be submitted to City Council.

**Questions or comments by:** Lebold, Hay, Culbertson, Ellison, Darr

**H. Other Reports**

**Item:** John Paskell introduced Doug Rux, the new Urban Development Assistant Director

**Item:** Alaska 737 800 coming in Friday, Nov. 18, with University of Washington football team; TSA will use hold room for clearing the passengers

**Comments:** Ron Peters - Salem Aviation taking care of this event.

**Discussion:**

**Questions or comments by:** Peters, Lebold, Hay

**5. ACTION ITEMS**

**Motion:** None

**6. APPEARANCE OF INTERESTED CITIZENS**

**Appearance by:** Jim Wall - SEMCA

**Action Item/Topic:** Dead animals on airport property

**Discussion:** Where are animals/birds taken? Public Works has a holding area on the grounds where they are kept until they are picked up by a rendering company from Portland

**Questions or Comments by:** Franklin, Paskell, Hay

**7. NEW BUSINESS**

**Appearance by:** None

**Action Item/Topic:**

**8. CHAIR’S REPORT**

None

**9. ADJOURNMENT:**

6:36 PM

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