



**MINUTES**  
**AIRPORT ADVISORY COMMISSION**  
 Wednesday, December 15, 2010 - 6:00 P.M.  
 Fire Station 6, Conference Room



**Members Present**

Tim Hay – Chair  
 Jim Harr  
 Mary Ann Lebold  
 James Nafziger  
 Mark Ulvin

**Members Absent**

Darr Goss - E  
 Mark Renaud -E

**Staff Present**

John Wales - UD  
 Tom Franklin - UD  
 Therese Van Vleet – UD  
 Cindy Ford - Tower

**Guests**

Guy Bettendorf  
 Guy Culbertson  
 Jim Wall  
 Ron Sterba  
 Ron Peters

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

Chair Hay called the meeting to order at 6:00 PM, noting a quorum of appointed members was present.

**2. ROLL CALL**

Tim Hay – Present	Jim Harr - Present	James Nafziger - Present	Mark Ulvin - Present
Darr Goss - Absent	Mary Ann Lebold - Present	Mark Renaud - Absent	

**3. APPROVAL OF MINUTES**

Ms Lebold **MADE A MOTION**, to approve the minutes of October 20, 2010, as presented. The seconded **MOTION CARRIED** unanimously.

**4. APPEARANCE OF INTERESTED CITIZENS**

Mr Culbertson was appointed to this Commission at the December 13, 2010 City Council meeting. He pointed out the trees at the end of runway 16 are getting tall and appear close on the glide slope. Mr Sterba agreed some trees were getting to be a safety hazard. Mr Franklin has surveyed the trees on runway 16 approach for height and is working with the Parks Urban Forester, Jan Staszewski, and Planning to remove trees and deal with obtrusive light poles. He has contacted the land owner and the problem should be solved within a couple of months.

Q. What’s taking so long to get those trees removed?

A. The City must identify the trees, negotiate the easement with property owners, and then negotiate who will pay to remove the trees.

**5. ACTION ITEMS**

Projected Meeting Dates for 2011

The 2011 schedule shows the projected meeting dates and the location as the terminal building.

Mr Nafziger **MADE A MOTION** to adopt the new meeting schedule with the change of venue. The seconded **MOTION CARRIED** unanimously.

**6. REPORTS**

**a. Tower Chief Report**

Ms Ford noted the traffic total for November was 2331 ops, with the peak traffic day of November 3 having 266 ops. There was a decrease of 463 ops in Nov 2010 vs. Nov 2009. Traffic total from January - November 2010 is 38, 390 ops, while the traffic total for last 12 months is 40, 718. December weather has precipitated a decline in operations, less than 800 to date. While IFR traffic has been steady, the weather and the economy have been hard on general aviation traffic. Large airports have been impacted to a lesser degree.

**b. Airport Noise Work Group**

The Airport Noise Work Group will meet again February 2, 2011; they reserved the right to meet monthly as needed. Mr Franklin noted two complaints had been received about guard helicopters from two separate households. Chair Hay requested staff tabulate all noise complaints for the year and chart them on a map.

### c. Airport Terminal Expansion

John Wales, Urban Development Assistant Director and Interim Airport Administrator, said the expansion is going well. A load bearing wall was discovered between buildings and its being reinforced. It will not slow the project, but a diversion valve for the car wash area by the Airport Operations offices will. Mid January is projected for completion. Paving will be accomplished in the spring. An open house will be scheduled. The new addition should be appealing to airport customers, it will increase efficiency, and it will be ready for commercial service.

### d. Master Plan Update

Mr Wales said the Plan is in the technical data collection stage and tenants are being interviewed. The FAA approved scope of work may be modified as the results of the environmental assessment (EA) are known. More information will be known in January regarding the public involvement meeting for the project including the Commission's role. The scope of work was presented to City Council during a work session (available on CCTV). Council was pleased with the concept.

Q. Will there still be funding for the runway expansion?

A. The expansion will be done after completion of the EA, probably next fall. Plans can be designed up to 30% during the assessment period but cannot be completed until after the EA has been completed. At this time, Connect Oregon II funds are still available.

### e. Airport Administrator Hiring Update

As a result of the Administrator posting in October, 18 applications were received. Of those, six were selected for a first round telephone interview with Mr Wales, Mr Alexander, and Mr Hay. The original focus was on the technical skill set during the telephone interview. Four applicants were invited to interview in Salem, two per week. Each applicant met with Airport Operations staff and toured the airport and then met with City officials. Mr Hay also met with the applicants to explain the roll of the AAC. The City hopes to fill the position as soon as possible.

Q. Do they have backgrounds with similar size airports?

A. Several applicants are from similar sized airports with comparable responsibilities with Council, the FAA and tenant populations.

## 7. ITEMS FOR DISCUSSION

### Terminal Traffic Flow

Chair Hay noted the planned terminal traffic flow for the drop off in front of the terminal could cause accidents and suggested extending the new sidewalk to the road to keep traffic in front of terminal separate from the new parking lot. He provided a couple of alternative drawings.

Mr Nafziger **MADE A MOTION** to recommend extending the new sidewalk to the road to keep traffic in front of terminal separate from the new parking lot. The seconded **MOTION CARRIED** unanimously.

### Airline Service

Members of the Chamber and SEDCOR met with an airline in November and are putting together a traffic analysis for business travel. The Sky West bid for through traffic to Seattle with Delta and United fell through last spring. If the economy picks up Sky West may try to establish service again.

Q. Can Salem be a connection for the Port of Portland? Troutdale and Hillsboro are.

A. The Port of Portland owns both airports. The consequences to become part of the Port of Portland need to be considered critically as they may not be worth the value. There are no plans to pursue this at this time.

## 8. ADJOURNMENT

Chair Hay adjourned the meeting at 6:36 PM. The next meeting is scheduled for January 19, 2011; location to be announced.

Devision web site: [www.cityofsalem.net/SLE](http://www.cityofsalem.net/SLE)

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