

**MINUTES**  
**AIRPORT ADVISORY COMMISSION**  
**Wednesday, December 16, 2009**  
**Fire Station 6, EMS Division, 2742 25<sup>th</sup> Street SE**  
**6:00 PM**

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests</b>
Tim Hay	Kindra Jordan	Jim Wallace
James Nafziger	Mark Renaud	Ron Peters
Mary Ann Lebold		Jim Wall
Major Mark Ulvin		John Holliday
Jim Harr	<b>Staff Present</b>	
	Alan Alexander	
	Kathy Sime	
	<b>Air Traffic Control Staff</b>	
	Cindy Ford	

**1. CALL TO ORDER**

Chair Tim Hay called the meeting to order at 6:03 P.M.

**2. Roll Call**

Tim Hay – Here  
 Mark Renaud – Absent  
 Major Mark Ulvin - Here  
 Kindra Jordan - Absent  
 Mary Ann Lebold - Here  
 Jim Harr – Here  
 James Nafziger – Here

**3. APPROVAL OF MINUTES**

Mary Ann Lebold made a Motion to approve the November 18, 2009 Minutes. Jim Harr seconded the Motion and the Motion passed with a unanimous vote.

**4. APPEARANCE OF INTERESTED CITIZENS**

James Wallace stated that the drain near his hangar is 4 inches lower than the taxilane. He stated that one of the drains in another area of the airport is level with the taxilane and he feels the one near his hangar should also be level. Alan stated that Mr.

Wallace's ramp should have been constructed differently than it was. Alan stated that the engineer checked and it is at the right elevation. Alan stated that the drains are designed according to the FEMA maps. Alan suggested that Mr. Wallace meet with Tom for possible solutions.

## **5. REPORTS**

### **a. Tower Chief Report**

Cindy Ford gave the following report: Traffic count for November 2009 was 2794, a decrease of 757 operations under November 2008. Total 12 running month total through November 2009 was 56,415. The busy day was 184 operations. Cindy stated that the weather was not good throughout the month. There were no bird strikes or pilot deviations.

### **b. Airport Noise Work Group**

Alan reported that the Noise Work Group held their monthly meeting. Alan stated that the meeting is well attended by operators on the airport. Information is shared with the neighborhood representative concerning night flying and training operations. There were nine noise complaints for the month of November; 7 rotor and 2 fixed wing from 3 households.

### **c. Airport Terminal Expansion**

Alan reported that the architectural firm of Mead & Hunt is working on the expansion project. Alan stated that Mead and Hunt is working on the construction specifications to get the project ready to go to bid after the first of the year. The goal is to get the project to bid early in the year for best pricing.

### **d. Master Plan Update**

Alan reported that the project is underway. The first phase focused on airport capacity and airport needs. Aircraft are being tracked for the justification phase to document the need for the runway extension. Alan stated that he hopes to go to the FAA in January with the justification. The Master Plan Update project could take up to a year once Phase One is complete. The last Master Plan was done about 14 years ago.

Alan stated that the airport is using 2008 as the base year for operations for justification of the runway.

### **e. Other Reports**

Alan reported that there is a young man that is trying to earn his Eagle Scout award and stated that he is going to repaint all ADA markings in the parking lots at the airport to include the restaurant, the insurance building and the general parking lot.

Alan stated that the Connect Oregon III grant was submitted. Alan stated that the list was published and it is very competitive. He stated that ODOT staff will go through all the applications to make sure they are complete. They will then hold meetings after the first of the year and rank the projects. Jim Nafziger asked about the Small Community Air Service Grant. Alan explained that there were some issues that needed to be resolved and all three airports have already received Small Community Air Service Grants and so the priority could have been low.

## **6. ITEMS FOR COMMISSION DISCUSSION**

Jim Harr asked about the trees off the approach of Runway 16. Alan stated that that project was scheduled for the spring. Alan stated that the issue has already been identified.

## **7. CHAIRS REPORT**

## **8. ADJOURNMENT**

Chair Tim Hay **adjourned the meeting** at 6:30 pm

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Tim Hay, Chair  
Airport Advisory Commission

Transcribed by Kathy Sime / Audio Recorded  
**DRAFT**