



# SALEM-WILLAMETTE VALLEY AIRPORT

## AIRPORT ADVISORY COMMISSION

### AGENDA

January 21, 2026 ♦ 6:00pm ♦ Hybrid Meeting: Virtual via Zoom

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#### **PARTICIPANTS**

Commission Members: (Chair) Mike Morrow, (Vice Chair) Christopher Burkholder, James Hutches, LTC Nathan Edgecomb, Richard Field, Judith Kiss, and Benjamin Wigton

City Staff: Aaron Ison, Vanessa Strode-Johnson, and Mark Becketl

Guests: None

#### **AGENDA**

1. OPENING call to order, roll call and announcements.
2. APPROVAL OF AGENDA for January 21, 2026.
3. APPROVAL OF MINUTES from November 19, 2025.
4. PUBLIC COMMENT (Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda).
5. REPORTS
  - a. Tower Chief's report – Rob Broyhill
  - b. Airport Manager's report – Aaron Ison
  - c. Chair's report – Mike Morrow
6. ACTION ITEMS
  - a. Recommendation for changes, if any, to the AAC membership requirements.
7. ITEMS FOR COMMISSION DISCUSSION
8. ADJOURNMENT

NEXT MEETING: March 18, 2026

This meeting is being conducted with a virtual component, with in-person attendance by the governing body. Interested persons may view the meeting online on YouTube or attend the meeting in person. To provide Public Comment on items on the agenda please arrive by 6:00pm or email [SalemAirport@cityofsalem.net](mailto:SalemAirport@cityofsalem.net) by 5:00pm the day of the meeting, so your comments may be included. To provide Public Comment for items not on the agenda, please email comments or questions to [SalemAirport@cityofsalem.net](mailto:SalemAirport@cityofsalem.net) at least one day in advance of the meeting.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-540-2371 (711 for Relay) at least two business days in advance.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income and housing status, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

1. CALL TO ORDER, ROLL CALL

Call to order: 6:02 p.m.

Commission Member Roll Call: Christopher Burkholder (Vice-Chair), LTC Nathan Edgecomb, Richard Field, Judith Kiss, and Benjamin Wigton

Absent: Mike Morrow (Chair)—joined meeting later; Kat Pence

Staff Present: Aaron Ison, Vanessa Strode, Kevin Thibeault, Mark Becktel

Guest(s): Mayor Julie Hoy, Councilor Linda Nishioka

2. APPROVAL OF AGENDA

Motion: Move to approve the November 19, 2025, agenda as distributed.

Motion by: Member: LTC Edgecomb    Seconded by: Wigton

Action: Approve the November 19, 2025, agenda as distributed

Vote: Aye: Unanimous

Motion: **Approved**

3. APPROVAL OF MINUTES

Motion: Move to approve the September 17, 2025, meeting minutes as presented.

Motion by: Member: LTC Edgecomb    Seconded by: Kiss

Action: Approved the September 17, 2025, meeting minutes as presented.

Vote: Aye: Unanimous

Motion: **Approved**

4. PUBLIC COMMENT –

a. Leah Archer and Kent Emery

Comments/Questions/Discussion: Presented a proposal for a fly-in fundraiser in May 2026 to fundraise for their nonprofit, Aphasia Relearned, to assist stroke survivors who may not have the financial resources available the ability receive intensive comprehensive aphasia treatments that are not currently available in Oregon. The fundraiser would include a pancake breakfast and silent auction. Burkholder informed them that approval of this matter is not within the purview of the AAC, but that the AAC does support the idea of the endeavor and will provide contact information to Leah.

5. REPORTS

a. Tower Report: Presented by Aaron Ison

Comments/Questions/Discussion: Totals are down slightly for the year. Operating as normal.

b. Airport Manager Report: Presented by Aaron Ison, Acting Airport Manager

Comments/Questions/Discussion: TSA lost badges audit went well with a result of .003 percent. Upcoming FFA Federal inspection will be first week of December. Numbers on landing and parking fees initiated in September are higher than anticipated. City Council approved contribution of \$300,000 over three years for minimum revenue guarantee (MRG) for air service. Along with

contributions from the public, local businesses, Travel Salem, and Marion County the total MRG is now \$500,000 per year for three years. Mark Bechtel mentioned that our air service development contractor reports that our MRG has drawn interest from air service providers and has said we might be more successful if we can increase the first-year amount.

- c. Chair's Report: None Presented  
Comments/Questions/Discussion: None

6. ACTION ITEMS – None

7. ITEMS FOR COMMISSION DISCUSSION:

- a. Rules and Regulations Update: Ison  
Comments/Questions/Discussion: Has not been updated for quite some time. Looking for review and comments on proposed updates from AAC members and will then go out for public comment.
- b. Term Expirations: Burkholder  
Comments/Questions/Discussion: Burkholder and Pence's terms both ending. Burkholder is interested in applying for another term. Pence is not eligible to serve another term, so applications are needed to fill her upcoming vacant position. Application process was discussed.
- c. TSA Equipment: Mayor Hoy  
Comments/Questions/Discussion: Mayor Hoy brought up the issue of TSA equipment reassignment. Aaron Ison reported that we have reached the 90-day deadline. We have not yet heard from TSA regarding de-federalization. TSA does not seem particularly worried about removing our current equipment.

8. ADJOURNMENT – 6:46 p.m.

Next meeting: January 21, 2026



# Airport Manager's Report

January 21, 2026

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## **Airport Operations and Maintenance**

**Noise Complaints:** No new noise complaints were received since the last meeting.

**Security:** In December 2025, the TSA notified the city that defederalization of the airport had been put into motion. This process includes three main components- TSA staff reassignment, elimination of federal oversight of the Airport Security Program (ASP), and removal of the security screening equipment.

- **TSA Staff Reassignment:** Transportation Security Officers that are assigned to SLE will be offered the option to relocated to PDX, EUG, or another airport within the U.S.
- **Oversight of the ASP:** The TSA no longer has inspection authority of the Airport Security Program. Airport staff will continue to implement most of the ASP, however, the airport lost access to initiate FBI background checks and security threat assessments. Airport credentialing will remain in-place with a 2-year renewal cycle for AOA badges.
- **Screening Equipment:** Local TSA leadership stated that the screening equipment has been listed as "available" in their internal system. This allows another airport to request individual pieces of equipment as needed. Currently, there have been no requests, and the equipment remains installed.

### **Ongoing Items:**

- **FAA Annual Certification Inspection-** Airport Certification Safety Inspectors from the FAA will be onsite December 3, 2025, to conduct the annual Part 139 inspection. This 3-day inspection will evaluate Salem's compliance in records, training, ARFF response, airfield maintenance, etc.
- **Airport Operations employee Patrick Tope** accepted a position with the State of Oregon and left at the end of December. This vacancy is anticipated to be filled in the early Spring.

## **Business and Properties**

**Commercial Air Service:** Air service recruitment is on-going with multiple airlines expressing various degrees of interest. The airline industry has seen several changes in a short period of time with the bankruptcy of Spirit Airlines and the recent announcement of Allegiant to purchase Sun Country. In response, some airlines have gone into a "wait-and-see" mode.

**Airport Revenue:** Aircraft landing and parking fee collection began on September 1, 2025. Figure 2 shows a summary of invoicing and collection as of January 20, 2026. Invoice adjustments have been made to account for incomplete based aircraft data and aircraft maintenance exemptions.

Invoice Period	Invoice Count	Invoiced Activities	Invoiced Original \$	Adjustments \$	Adjustments %	Invoiced Adjusted \$	Collected \$	Collected %
Sept. 2025	93	371	15,244.52	-5,452.22	-35.8%	9,792.30	9,516.32	97.2%
Oct. 2025	98	320	12,635.37	-4,659.10	-36.9%	7,976.27	7,061.47	88.5%
Nov. 2025	52	153	6,791.69	-2,391.20	-35.2%	4,400.49	4,094.52	93.0%
Dec. 2025	38	112	5,559.46	0	0%	5,559.46	2,056.92	37.0%
<b>Total 2025</b>	<b>281</b>	<b>956</b>	<b>\$40,231.04</b>	<b>\$12,502.52</b>		<b>\$27,728.52</b>	<b>\$22,729.23</b>	

Figure 2- Aircraft landing and parking fee summary

## **Planning and Development**

**Airport Master Plan:** Mead & Hunt is in the process of compiling the Alternatives chapter and updating the Airport Layout Plan. Public meetings are anticipated to take place early Spring 2026.

**Taxiway A Rehab:** Mead & Hunt is currently working on the design for the rehabilitation of Taxiway A north of A2. Design is expected to be complete in March and bids open mid-April.

## SLE FCT Air Traffic - Monthly Count

YEAR	IFR OPS	OVRFLTS	VRF/LCL	TOTAL	CHANGE	BUSYDAY
<b>2024</b>						
JAN	534	108	1549	2083	-671	204
FEB	530	120	2671	3321	623	337
MAR	650	129	2735	3504	-40	238
APR	639	167	3349	4155	478	285
MAY	754	192	4364	5310	652	283
JUN	655	147	4077	4873	614	368
JUL	719	163	4196	5078	109	224
AUG	665	141	4604	5410	629	289
SEP	652	140	3727	4519	-198	273
OCT	652	94	3143	3889	-65	220
NOV	562	209	1843	2614	-1022	236
DEC	545	285	1360	1980	-502	202
TOTALS						
			2024 Total=	46736		
<b>2025</b>						
JAN	604	106	2758	3468	1385	266
FEB	437	78	1793	2308	-1013	275
MAR	611	97	2192	2803	-703	273
APR	751	139	3235	4125	-30	228
MAY	629	138	3346	4113	-1197	265
JUN	805	100	3993	4798	-75	259
JUL	735	124	4305	5164	-264	288
AUG	801	82	3781	4664	-746	258
SEP	884	111	3657	4541	22	261
OCT	670	126	2892	3688	-201	261
NOV	579	113	1715	2407	427	209
DEC	454	72	1741	2267	287	192
TOTALS						
			2025 Total=	44346		