

MINUTES
AIRPORT ADVISORY COMMISSION
Wednesday, August 20, 2008
Fire Station 6, EMS Division, 2742 25th Street SE
6:00 PM

Members Present	Members Absent	Guests
Tim Hay	James Nafziger	Dennis Thompson
Jim Harr		Ron Sterba
Kindra Jordan		Ron Peters
Mary Ann Lebold		Don Reid
Major Mark Ulvin	Staff Present	Cynthia Brown
Mark Renaud	Alan Alexander	Janice Munsey
	Kathy Sime	Jim Wall
		Jim Hall

1. CALL TO ORDER

Chair Tim Hay called the meeting to order at 6:00 P.M.

2. Roll Call

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

3. APPROVAL OF MINUTES

Kindra Jordan made a Motion to approve the July 16, 2008 Minutes. Jim Harr seconded the Motion and the Motion passed with a unanimous vote.

4. APPEARANCE OF INTERESTED CITIZENS

Ron Sterba inquired about the piece of property on Mission / Turner Road. Alan Alexander reported that the State still owns the property. Alan stated that the Airport has requested ownership of property, but has not received a response. Alan further stated that the property would be maintained by the Airport and would be a good location for an airport sign.

5. REPORTS

a. Tower Chief Report

Cindy Ford gave the following report: Traffic count for July 2008 was 5,675 a decrease of 3190 operations under July 2007. Total 12 month total through July 2008 was 77530. The busy day was 311 operations. Cindy said air traffic is increasing.

b. Airline Update

Alan Alexander gave the following report: The total number of passenger departures for the month of July 2008 was 2003. The total number of passenger arrivals for the month of July 2008 was 1973 for a total passenger count of 3976. 47 departing flights and 47 arriving flights. Total passenger count through July, 2008 is 53,475. The load factor for the month of July, 2008 was 85%. Kindra Jordan asked what percentage of the total load factor is considered non-revenue passengers. Alan stated that about 7% of the total passengers are considered non-revenue as passengers traveling as frequent flyer, buddy passes or company employees.

Casino flights would like to continue with the flights to Wendover, Nevada, but there would be a need for security screening. Tim also stated that heard from Delta that they will be re-evaluate Salem this fall to possibly begin service by next June.

c. Connect Oregon II Update

Alan stated that State approved both of the applications submitted by the City of Salem and City Council voted to accept both grants. The State provided the Grant and the City's legal department made a few minor suggestions to the Grants.

Alan stated that the work on the terminal could be done this year. There is quite a bit of planning and research to do before beginning the work on the runway/safety area. It will be about one year before that project begins.

d. Lease Rate Adjustment Update

Alan Alexander reported that at the City Council meeting on August 11, 2008, the council took action to delay the increases until January 2009 and then phase the increases in over three years.

e. Leading Edge Application Update

Alan reported that the City did receive a response from the FAA on August 1, 2008 regarding the ongoing issue with Leading Edge and the City of Salem. The letter stated that there was cause for the City to reevaluate their decision. There is a meeting scheduled with the city attorney, city manager and the FAA. The next step will be decided from that meeting.

f. Other Reports

Alan stated that LTC Farmer previously presented information regarding their new facility. Alan stated that the Army National Guard and the City is talking about a new shared entrance on Turner Road for their new facility and any new development at the airport.

Major Ulvin stated that construction could begin this fall. They have begun the permit process. It will be 28,000 to 34,000 square foot building depending on funding. It will be a flight operations facility for the National Guard. There will be a parking plan for dignitaries and VIP's. The facility will be the hub for the National Guard for Aviation Support Facility for flight operations as well as briefing areas.

Major Ulvin stated that the joint entrance is being proposed in the event of a new airport terminal. The National Guard is looking for a recommendation from the AAC to City Council for the approval of the joint entrance. Alan stated that the standard of the driveways from the main road and the design for the entrance is still to be decided. This will depend on a workable agreement between the Army National Guard and the City of Salem. Alan stated that it will serve future development of the 15 acres on the East side of the Airport.

Major Ulvin stated that there would be 24 / 7 security at the gatehouse and would provide commercial trucks to enter and exit the facility. The current entrance would remain for fire access.

Alan stated that because of staging and funding, they would like to begin with the site work and asked if the commission had a recommendation so that the matter could be decided at the Council level. Tim asked if they would lease more space and Alan stated that that is still being negotiated.

Mark Renaud made a Motion to recommend with the caveat that they approach the city planning to get it as close to 300 feet as possible for any future development. Kindra Jordan seconded the Motion and the Motion passed with a unanimous vote.

Don Reid stated that there have been many changes on and /or near the airport and he asked about a new master plan. Alan stated that he has asked the FAA for a new master plan for two reasons. One reason being commercial air service as well as the increase in air traffic. Alan stated that we would like to use federal funds for the new

Master Plan because they can cost in the range of \$200,000 to \$300,000. Alan said that our air traffic count is not as high as it was and the loss of commercial air service could decrease our chances of redoing the master plan at this time using federal funds. Alan stated that it is the decision of the FAA and it is at least a 2 year process. The master plan is usually good for 20 years and our current plan is 12 years old.

Alan reported that 7 hangar inspections were done for the month of July bringing the total completed inspections to 27. The office notifies about 10 tenants a month for inspection and the airport receives a 70% response.

Alan stated that the fueling task force met and the next meeting will be September 9th. The task force is looking at many issues including safety and environmental concerns. The task force decision will be reviewed by City Council.

Alan stated that there were 24 complaints for the month of July, 2008; 19 of the complaints were from 2 households.

Alan stated that the airport is seeing a decrease in revenue growth and an increase in costs. Alan stated that City has a pay phone near the restaurant for emergency purposes. The pay phone costs the City \$65 per month and current usage on the pay phone is averaging 6 uses per year. Alan stated that the payphone could be considered a safety item, but the phone does not generate any revenue. Tim asked if it would be more cost effective to install a call box. Alan stated that pilots do have radios in their aircraft for emergency.

Mark Renaud made a motion to discontinue the service. There was discussion about the payphone. Mary Ann Lebold stated that flights plans need to be closed soon after arrival at Salem. Ron Peters stated that usually only local people use the phone, not pilots. Ron Sterba stated that there are charge phones available and he volunteered to check into vendors. Jim Harr seconded the Motion.

Kindra Jordan amended the Motion to remove the phone and look at alternative options. There was no second to the Motion. The vote was yes, with Kindra Jordan and Mary Ann Lebold voting nay.

Alan stated that he would continue to explore alternative options with Ron Sterba. Alan stated that it used to be standard practice to have a pay phone, but with modern technology it is no longer necessary.

6. ITEMS FOR COMMISSION DISCUSSION

Jim Harr asked if there was any progress with the Rushing hangar and its occupancy. Alan stated that the City's legal department was handling the matter.

Jim asked about Sunwest construction. Alan stated that there is no construction at this time.

Jim Harr asked about James Nafziger attendance. Alan stated that attendance reports are provided to the City Manager's Office.

Tim Hay asked about the proposed Sun Quest sign. Alan stated that Sun Quest is working with Public Works and the permit center.

Tim stated that at the last AAC meeting, he was asked to draft two letters. One letter was for the acceptance of the Connect Oregon grants and that letter is attached to the minutes.

The second letter was a letter to the Planning Commission. The letter is attached to the minutes. Tim Hay read the letter he sent to the Planning Commission. Tim stated that the Planning Commission met last night (August 19, 2008) and they will review and consider his recommendation.

Tim stated that he drafted a letter to TSA (Transportation Security Administration). A copy of the letter is attached to the Minutes. Tim read the letter to AAC. Mark Renaud made a Motion to approve the letter. Jim Harr seconded the Motion and the motion passed with a unanimous vote.

Dennis Thompson would like to do a street cleanup for this Sunday, August 24. Dennis would like at least 8 volunteers. Dennis stated it will take about 2 hours and will begin about 10:00. Dennis stated that those interested will need to sign a form and have an orientation on safety.

Jim Harr stated that Graham Aviation wanted to publically thank the City of Salem for their help and support. Ron Peters thanked the airport community for their support for the attendance and the aircraft that were provided for the static display. Cynthia Brown asked how many people attended. Jim Harr stated that about 500 people attended. Cynthia asked if the 500 included the people showing the planes or just visitors. Ron Peters stated the 500 included visitors. Ron Sterba stated he thought the attendance was closer to 800 people.

Mark Ulvin reported that LTC Farmer is now in Kuwait enroute to Iraq. Alan stated that Major Ulvin is both the aviation facility commander and the acting state aviation officer.

Tim asked about the construction in the south hangar area. Alan stated that the Notice to proceed has been issued and construction will begin this month. Alan stated that we need more signs and the FAA increased our grant by 63,000 to include them. Mark Renaud asked how many lots will be made available. Alan stated that there will be 12 lots available at this time. There will be a second gated entrance into the airport upon completion of the project.

7. CHAIRS REPORT

8. ADJOURNMENT

Chair Tim Hay **adjourned the meeting** at 7:07 P.M.

Date Approved: _____

Tim Hay, Chair
Airport Advisory Commission

Transcribed by Kathy Sime / Audio Recorded
DRAFT