



AIRPORT ADVISORY COMMISSION URBAN DEVELOPMENT DEPARTMENT

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178

Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available on request. To request such an accommodation or interpretation, contact the ADA Liaison at 503.588.6178 Urbandev@cityofsalem.net at least **2 business days** before meeting; or TTD/TTY telephone (503) 588-6439, is also available 24/7.

AIRPORT ADVISORY COMMISSION

Board Members

Kat Pence, Chair
John Foley, Vice-Chair
Douglas Brenizer
LTC Nathan Edgcomb
Neal White
Mike Morrow

City Staff

John Paskell, Airport Manager
Anita Sandoval, Supervisor

AAC@cityofsalem.net

Next Meeting: July 20, 2022

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, and source of income, as provided by Salem Revised Code 97. The City also fully complies with Title VI of the Civil Rights Act of 1964, and Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

MEETING AGENDA

Wednesday, April 20, 2022, 6:00 PM

****Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](https://www.youtube.com/watch?v=...). Please submit written comments on agenda items by 5:00 p.m., or earlier, one day prior to the day of the meeting at AAC@cityofsalem.net.**

1. Call to Order/Roll Call
2. Approval of Agenda
 - a. April 20, 2022
3. Approval of Minutes
 - a. January 19, 2022
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 Report – Rob Broyhill
 - b. Airport Manager Report – John Paskell
6. Action Items
 - a. None
7. Items for Commission Discussion
8. Chair's Report
9. Adjournment

NOTE: Remember to declare potential or actual conflicts of interest prior to each item on the agenda.



**DRAFT ACTION AGENDA AND MINUTES
AIRPORT ADVISORY COMMISSION**
Wednesday, January 19, 2022 - 6:00 p.m.
Virtual Meeting
[YouTube](#)



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

1. CALL TO ORDER, ROLL CALL, AND APPROVAL OF AGENDA

Call to order: 6:00 p.m.

Roll Call: John Foley – Chair, Doug Brenizer -Vice-Chair, Kat Pence, Neal White, Mike Morrow
LTC Nathan Edgecomb,

Absent: None

Guests: None

Staff: John Paskell, Anita Sandoval, Caleb Saina

2. APPROVAL OF AGENDA

Motion: Move to approve the January 19, 2022, Meeting Agenda as presented.

Motion by: Member: White **Seconded by:** Pence

Action: Approved the Meeting Agenda for January 19, 2022, as presented.

Vote: Unanimous

Motion approved

3. APPROVAL OF MINUTES

Motion: Move to approve the October 27, 2021, Minutes as presented.

Motion by: Member: Brenizer **Seconded by:** Member: Pence

Action: Approved the Minutes of October 27, 2021, Minutes as presented.

Vote: Unanimous; Abstain: Mike Morrow-new member

Motion approved

4. Public Comment – N/A

5. REPORTS:

a. **Tower Report:** John Paskell

Comments/Questions: Foley, White

b. **Airport Manager Report:** John Paskell

Comments/Questions:

6. ACTION ITEMS –

a. **Election of Officers**

Nomination for Chair: Kat Pence **Acceptance:** yes

Nominated by: John Foley

Motion: Move to appoint Kat Pence AAC Chair for one year.

Action: Appointed Kat Pence as AAC Chair for one year.

Vote: Aye: Unanimous

Nomination for Vice-Chair: Member Brenizer **Acceptance:** No

Nomination for Vice-Chair: John Foley **Acceptance:** yes

Nominated by: Neal White

Motion: Move to appoint John Foley as AAC Vice-Chair for one year.

Action: Appointed John Foley as AAC Vice-Chair for one year.

Vote: Aye: Unanimous

7. ITEMS FOR COMMISSION DISCUSSION:

Brenizer :NW Aviation: Conference and Trades Show

White: Clean Air Act

8. CHAIR'S REPORT:

9. ADJOURNMENT:

Meeting adjourned at 6:30 p.m. Next meeting April 20, 2022

Airport Manager's Report – April 20, 2022

PROJECTS:

Taxiway Improvement Project: This project is expected to begin in late May and be completed by end of summer. A pre-construction conference with the contractor, consultants and airport staff is scheduled for April 14th. Taxiway and runway closure notifications will go out to airport users in advance of the start of the project, as well as during the various work phases of the project.

FAA MALSR Replacement Project: The FAA Nav aids Technical Operations group will undertake a project this summer to replace the RWY 31 MALSR, and possibly replace the VASIs with PAPIs on the RWY 13 end. Construction is slated to begin on July 5th and will be completed by October 5th. During Phase 2 of the project, which is expected to be from July 26-August 16 (21 days) RWY 13/31 will be closed to all air traffic. During Phase 3, from August 16-25, RWY 13/31 will be closed to air traffic between the hours of 2200-0600 only.

Airport Master Plan Update: The airport expects to kick off its master plan update at a yet-to-be-determined date later in 2022. The initiation of the master planning process will be dependent on the federal grant award cycle, which is typically anywhere between May and August. Once the project has been initiated, the grant has been awarded, and a project scope has been approved, a Planning Advisory Committee (PAC) will be formed and will include at least one member of the Airport Advisory Commission. Please let me know if you have an interest in participating, and I will add your name to the list of potential committee members.

AIR SERVICE DEVELOPMENT:

Since the January AAC meeting, the airport has received a letter of interest from a regional commercial air carrier, and is expecting letters of interest from at least one, and possibly two additional air carriers in 2022. (Airline names, proposed routes, and other information remains confidential until such time that the airline announces its intentions publicly.) An airline letter of interest triggers a series of local and federal readiness and implementation efforts. These efforts will require new airport staffing, local and federal inspections, equipment purchases, and other budgetary impacts that have not previously been presented to City Council, and which will come before the AAC for review and recommendation in advance of future City Council meetings. It is likely this will require special AAC meetings to be held before the next regularly scheduled AAC meeting on July 15.

The airport has not had commercial airline service since Delta Airlines ceased service in 2008; as such, it currently lacks some of the fundamental infrastructure required to service commercial airlines. This includes federal (TSA) passenger and baggage security screening equipment, aircraft ground handling service equipment (passenger loading bridge, baggage carts, tugs, etc.), and possibly some modifications to the airport terminal to accommodate TSA equipment and increased aircraft passenger loads. The airport will also be required to develop and seek approval for an updated Airport Security Program (ASP), hire and train at least two new full time positions, including an Airport Security Coordinator (ASC), conduct fingerprint and federal background checks for all airport users accessing the airfield, including issuance of identification badges, provide local law enforcement presence during flight operations, and ensure Salem Fire Department has the requisite number of trained airport firefighters and response equipment to meet the FAA's minimum standards for certified air carrier operations. If commercial air services return, the FAA will upgrade Salem Airport's operating category from Category IV (no scheduled air service) to Category I (scheduled air service), placing additional requirements on airport operations and maintenance staff.

Some of the implementation efforts are already underway:

- A formal request for Federal Screening Resources and Other Requirements (FSROR) was sent to TSA in early March and the process to seek federal approval to install equipment and provide staffing to service the airport is in process. An onsite visit is scheduled for April 27th.
- The airport has engaged its Aviation Planning and Architectural Services consultants in Portland to conduct a terminal assessment for the installation and operation of TSA

equipment, offices, and other required spaces. The assessment will also help determine the suitability for the terminal to serve aircraft with greater than 50 passenger seats. This assessment will be shared with the TSA to seek their confirmation that equipment and staff spaces meet minimum federal requirements, or what level of terminal modifications (including cost estimates) may be required if minimum standards cannot be met.

- TSA regulatory staff conducted a site visit on April 14th to assess the current airport staffing levels, review access controls, and to discuss new regulatory requirements to implement a full Airport Security Program. These requirements will include increased staffing, background checks and badging of all airport tenants and other airport users that require unescorted access to any portion of the airport, random personnel and vehicle inspections, ongoing training programs, and other such regulatory requirements that are not currently necessary. Given that neither the Airport Fund nor the City General Fund can support additional staffing and other costs to implement a security program, an external source of funding will need to be identified to supplement any additional revenue realized from the presence of commercial service.
- FAA Safety and Compliance staff in Seattle have been notified of the interest from airlines and a review of the Airport Certification Manual and Airport Emergency Plan are underway. Updates to both will be required.
- In conjunction with the Salem Aviation Fueling, which is planning and preparing to provide passenger and ground handling services on behalf of the airline, a ground handling equipment list has been developed, which includes cost estimates. Minimum required equipment is estimated to cost approximately \$200,000 and a full slate of equipment will cost more than \$500,000. Grant funds of \$540,388 from the State of Oregon have been awarded to Salem Airport (pending City Council approval) to assist with these needs. If allowed by the State, these funds could be used to procure the needed equipment. An agreement for use of City-owned equipment by a private entity would have to be developed and approved, and the cost to store and maintain the equipment has not yet been determined.

Other required efforts and expenses that are not yet underway include:

- Upgrades to Airport signage, parking lots, terminal seating, and other as-of-yet unknown facility updates.
- Locating a suitable space to store airport files, equipment and other materials that are currently stored in spaces required for TSA equipment will have to be identified.

- Approval of an airport fee waiver program to support new upstart airline service, and which is standard practice at airports. A fee waiver policy has not previously been approved by City Council. FAA allows for up to 24 months of fee waivers of the direct costs to airlines including landing fees, terminal space rental fees (if any), and ramp parking fees (if any). These fee waivers will be of minor significance to the airport budget and are likely to be offset by increased parking and fuel flowage revenue.

The Small Community Air Service Development (SCASD) grant application for \$850,000 was submitted on March 11. Optimistically, grant awards will be announced in June. As a reminder, should the airport be awarded a SCASD grant I will have to return to City Council to accept the grant, which would require AAC review and a recommendation to Council, likely sometime this spring or summer.

In summary, at appropriate times, staff will return to Council for approval of the following action items:

- Approval to accept a \$540,388 of State of Oregon General Fund award.
- Approval to accept a \$850,000 USDOT Small Community Air Service Development (SCASD) grant award, if Salem is selected as a recipient.
- Approval to expend airport contingency funds, as needed, to complete any terminal modifications required to accommodate TSA equipment, and/or any passenger occupancy issues identified in the terminal assessment, and/or for any other as-yet-identified needs.
- Approval of new airport staffing positions to develop, implement and manage the required Airport Security Program.
- Approval of a fee waiver policy to support airline startup operations.
- Approval of a lease to store airport equipment and materials.

2022 Salem Airport Noise Complaints

Month reported:

Month	Complaints					Running Total	Households			Monthly Average
	Fixed Wing	Jet	Helicopter	Military	Total		No. of Households	Repeaters	New	
January	0	0	0	0	0	0	0			0.00
February	0	0	0	0	0	0	0			0.00
March	0	0	0	0	0	0	0			0.00
April	0	0	1	0	1	1	0		1	0.00
May	0	0	0	0	0	1	0			0.00
June	0	0	0	0	0	1	0			0.00
July	0	0	0	0	0	1	0			0.00
August	0	0	0	0	0	1	0			0.00
September	0	0	0	0	0	1	0			0.00
October	0	0	0	0	0	1	0			0.00
November	0	0	0	0	0	1	0			0.00
December	0	0	0	0	0	1	0			0.00
Yearly Total	0	0	1	0	1		0	0	1	
Yearly Average	0.00%	0.00%	100.00%	0.00%			#DIV/0!	#DIV/0!		

Monthly Comments:

January No Complaints Recorded

February No Complaints Recorded

March No Complaints Recorded

April 1 New: Helo: UNK Operation

May

June

July

August

September

October

November

December