



City of Salem Airport Advisory Commission

March 15, 2023
6:00 PM- 7:00 PM Virtual

Si necesita ayuda para comprender esta información, por favor llame 503-588-6314

PARTICIPANTS

Board Members

John Foley; Chair, Douglas Brenizer; Vice-Chair, Kat Pence, LTC Nathan Edgecomb, Christopher Burkholder, Mike Morrow, Arnaud Verstuyf

City Council Liaison

Linda Nishioka

Staff

John Paskell, Irma Rivera

AGENDA

1. Welcome, call to order, and roll call
2. Approval of Agenda for March 15, 2023
3. Approval of Minutes from November 9, 2022, and January 18, 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. Items for Commission Discussion
7. Adjournment - Next Meeting: May 17, 2023

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](#). Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 5 p.m. or earlier one day prior to the day of the meeting at AAC@cityofsalem.net.

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 (TTD/TTY 503-588-6439) 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, and source of income, 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.



MINUTES
AIRPORT ADVISORY COMMISSION
Wednesday, November 9, 2022 - 10:00 a.m.
Virtual Meeting
[YouTube](#)



1. CALL TO ORDER, ROLL CALL

Call to order: 10:01 a.m.

Roll Call: John Foley – Vice Chair, Doug Brenizer, Neal White, Mike Morrow, Arnaud Verstuyf, LTC Nathan Edgecomb

Excused: Kat Pence, Chair

City Council Liaison: Vanessa Nordyke, Councilor 7th Ward

Staff: John Paskell, Irma Rivera

2. APPROVAL OF AGENDA

Motion: Move to approve the November 9, 2022, Agenda as presented.

Motion by: Member: Brenizer Seconded by: White

Action: Approved the Meeting Agenda for November 9, 2022, as presented.

Vote: Unanimous

Motion approved

3. PUBLIC COMMENT - N/A

4. ACTION ITEMS -Rules of Procedure

Motion: Amend section 3, Item B of the Salem Airport Advisory Commission Rules of Procedure as follows: to increase the frequency of AAC meetings from 4 to 6 per year beginning in the month of January and every other month thereafter, on the third Wednesday of the month at 6:00 p.m.

Motion by: Foley **Seconded by:** White

Vote: 5-1. Aye: Foley, Brenizer, White, Morrow, Arnaud. **Nay:** Edgecomb

Motion: Approved

5. ADJOURNMENT:

Meeting adjourned at 10:16 a.m.

Next meeting January 18, 2023

Sec. 2.530. - Definitions.

The following words, terms and phrases, when used in SRC 2.530 through 2.655, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Board or *commission* means a group of persons to whom the Council has given official authorization to perform certain functions or to undertake certain duties.

Budget Committee means the body established pursuant to ORS 294.414 to review and recommend the City's budget.

Committee means a group of persons to whom consideration of a matter has been committed by the Council.

(Prior Code, § 2.530; Ord. No. 42-09)

Sec. 2.535. - Creation.

All boards and commissions shall be created by ordinance or resolution of the Council. The resolution or ordinance creating a board or commission shall specify whether the Mayor or the Council appoints the members. For purposes of SRC 2.530 through 2.655, the Budget Committee shall be deemed a board or commission. Committees may be created by ordinance, resolution, or motion of the Council, and shall be either standing committees or ad hoc committees.

(Prior Code, § 2.535; Ord. No. 42-09)

Sec. 2.540. - Appointments.

- (a) The Mayor shall appoint the members of all committees.
- (b) The Mayor shall appoint the members of boards and commissions if so provided in the ordinance or resolution creating the board or commission.
- (c) The Council shall appoint the members of boards and commissions if so provided in the ordinance or resolution creating the board or commission, or if the ordinance or resolution is silent as to appointment authority.

(Prior Code, § 2.540; Ord. No. 10-93; Ord. No. 51-96; Ord. No. 67-96; Ord. No. 26-2002; Ord. No. 42-09)

Charter reference— Mayor appoints members of committees, § 22.

Sec. 2.545. - Authority of boards and commissions.

- (a) Unless the ordinance or resolution creating the board or commission specifically provides, boards and commissions are only advisory to the Council.
- (b) Except as to recommendations to the Council as provided herein, no board or commission shall take, advocate, promote or oppose positions on issues or advocate, promote, endorse or oppose candidates for public office or matters to be voted on by the electors pursuant to the initiative and referendum

power. Boards and commissions may make recommendations to the Council regarding positions on issues affecting the City.

- (c) No board or commission shall hold a public hearing upon its own motion on a matter if the Council or another board or commission is required to conduct a public hearing on the same matter.

(Prior Code, § 2.545; Ord. No. 10-93; Ord. No. 42-09)

• **Sec. 2.550. - Attendance.**

If a member of a board, commission or committee fails to attend at least 75 percent of the meetings within a consecutive six-month period, the following procedure shall be followed:

- (a) The City Manager shall inquire to determine the cause of nonattendance. If the cause of nonattendance is not of an excusable and temporary nature, including, but not limited to, illness, vacation or work, the City Manager shall remind the member that commitment to attendance is a key responsibility of membership.
- (b) If the member fails to attend at least 75 percent of the meetings within the next following six-month period, the Mayor shall ask the member to resign.
- (c) If the member refuses to resign upon request under subsection (b) of this section, the Mayor shall forward a report to the Council recommending that the member be removed pursuant to SRC 2.555. Nothing in this section shall limit, or shall be deemed to limit, the Council's authority to remove a member under SRC 2.555.

(Prior Code, § 2.550; Ord. No. 10-94; Ord. No. 42-09)

Sec. 2.555. - Removing board, commission, or committee members.

- (a) Except as may otherwise be required by law, members of boards, commissions and committees serve at the pleasure of the Council, and a member of any board, commission, or committee may be removed therefrom upon majority vote of the Council.
- (b) The Council may, before acting on removing a member of any board, commission, or committee, afford to such member a hearing upon request.

(Prior Code, § 2.555; Ord. No. 10-84; Ord. No. 110-85; Ord. No. 10-94; Ord. No. 51-96; Ord. No. 42-09)

Secs. 2.560—2.640. - Reserved.

Sec. 2.650. - Completing unexpired term.

Notwithstanding any other ordinance or resolution of the City, an individual who is appointed to complete an unexpired term of a member of a board, commission or committee shall be considered to have served one full term when at least two-thirds of the unexpired term remains on the date of appointment and the individual completes the unexpired term.

(Prior Code, § 2.650; Ord. No. 10-94; Ord. No. 42-09)



MINUTES
AIRPORT ADVISORY COMMISSION
Wednesday, January 18, 2023 - 6:00 p.m.
Virtual Meeting
[YouTube](#)



1. CALL TO ORDER, ROLL CALL

Call to order: 6:02 p.m.

Roll Call: Kat Pence – Chair, John Foley – Vice Chair, Doug Brenizer, Mike Morrow, Arnaud Verstuyf, LTC Nathan Edgecomb, Christopher Burkholder

Staff: John Paskell, Mark Becktel, Irma Rivera

Guest: Neal White

2. APPROVAL OF AGENDA

Motion: Move to approve the January 18, 2023, Agenda as presented.

Motion by: Member: Foley **Seconded by:** Brenizer

Action: Approved the Meeting Agenda for January 18, 2023, as presented.

Vote: Unanimous

Motion approved

3. APPROVAL OF MINUTES

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

Motion by: Member: Foley **Seconded by:** Brenizer

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

Vote: Unanimous

Motion approved

4. PUBLIC COMMENT - NA

5. REPORTS

a. **Tower Chief Report:** Robert Broyhill
Comments/Questions: NA

b. **Airport Manager Report:** John Paskell
Comments/Questions: Morrow, Verstuyf, Becktel, Burkholder, Brenizer, Pence

6. ACTION ITEMS

Election of Officers

a. **Nomination of Chair: John Foley** Accepted: Yes

Nominated by: Doug Brenizer

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

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

Vote: Aye: Unanimous

b. Nomination of Vice-Chair: Doug Brenizer Accepted: Yes

Nominated by: John Foley

Motion: Move to appoint **Doug Brenizer** as AAC Vice-Chair for one year.

Action: Appointed **Doug Brenizer** as AAC Vice-Chair for one year.

Vote: Aye: Unanimous

7. ITEMS FOR COMMISSION DISCUSSION:

a. Update on Airport Flagpole Ceremony – Doug Brenizer

Questions/Comments: NA

b. FAA System Breakdown – Arnaud Verstuyf

Questions/Comments: Paskell

8. ADJOURNMENT:

Meeting adjourned at 6:25 p.m.

Next meeting March 15, 2023

Airport Manager's Report – March 15, 2023

CURRENT PROJECTS:

FAA MALSR Replacement Project:

- The FAA NavAids Technical Operations group is undertaking this project to replace the RWY 31 MALSR to a MALSF in April 2023. The primary runway will be closed for approximately 30 days during construction. Notice will be sent out when a schedule has been confirmed with FAA and their contractor.

Airport Master Plan Update:

- The airport master planning process is continuing. The first two draft chapters (Existing Facilities and Environmental Considerations) have been submitted for internal city review. The next section, Aviation Forecasting, is slightly delayed due to the challenge of forecasting commercial service operations. Upcoming meetings with FAA will help determine how they would like to see the forecasts delivered given the uncertainty of air service schedules.
- The City is still in the process of developing a project website on the new Airport page so that others can follow along and receive updates and other information as it becomes available. The first Planning Advisory Committee (PAC) meeting may still occur in April or may be moved to May depending on FAA feedback and additional progress.

Air Traffic Control Tower:

- The FAA's air traffic control tower siting process is nearly complete. FAA and their contractors will be onsite all-day March 14th to confirm the final site selection, and final report will be submitted to FAA HQ in summer 2023. The new tower construction is expected sometime in 2025 or 2026. This project is fully funded by the infrastructure law and will not require airport funds.

COMMERCIAL AIR SERVICE:

Terminal Improvements:

- Approximately \$1.8 million of City funding will be for terminal renovations to accommodate TSA baggage and passenger screening equipment, security access controls and similar upgrades to ready the terminal for passengers. Design

efforts are continuing, and demolition/reconstruction has begun in the ticketing lobby and gate seating area. Planned completion is still scheduled for mid-May, depending on TSA's delivery and installation of their equipment.

Staffing:

- The airport is adding several new positions, primarily Airport Security staff and additional airport maintenance/operations/security operators. Final interviews for Security Manager are on March 13th, and other positions are being phased in over the next 2-3 months.

Ground Service Equipment (GSE):

- The several pieces of equipment required to service airliners have been delivered and are being stored at Fleet Services. The passenger loading bridge (photos enclosed) has been delivered and set up on the commercial ramp and is ready to go. Other pieces of equipment already delivered (or in transit) are two baggage tugs, five baggage carts, two belt loaders, an aircraft pushback tractor and aircraft tow bar, and a ground power unit.

Airport Security Plan/Program:

- Development of the TSA-required Airport Security Program/Plan (ASP) is continuing in rapid fashion. A first draft has been sent to TSA for review and comment, and updates are continuing. TSA security inspectors will be onsite in the next 2-3 weeks to review the program in person and recommend any additional changes. More information will be disseminated to airport users, businesses, and others on how the security changes will affect them as they enter, exit, and move about the airport. It is likely that airport users that DO NOT require access to the secured area (the commercial parking ramp and secured terminal areas) will still be issued a GA/AOA badge that will be required to be on their person for inspection but will not be required to be displayed at all times. This badge will differ in color from the badges required to be worn in the commercial aircraft areas.
- Gate access controls will be upgraded as well, and eventually transitioned to a badge reader access rather than a four-digit code. In the meantime, gate access codes will be changed regularly, and more security patrols and challenge procedures will be in effect, both from airport staff and TSA.







2023 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	1	0	1	1	0		1	0.00
February	0	0	0	0	0	1	0			0.00
March	0	0	0	0	0	1	0			0.00
April	0	0	0	0	0	1	0			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 1 NEW: UNK Helo Multiple Passes

February No Complaints Recorded

March No Complaints Recorded as of 3/10/23

April

May

June

July

August

September

October

November

December