



## City of Salem Airport Advisory Commission

May 17, 2023  
6-7 p.m. 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, Lynda Rose

### **AGENDA**

1. Welcome, call to order, and roll call
2. Approval of Agenda for May 17, 2023
3. Approval of Minutes from March 15, 2023
4. Public Comment - Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda
5. Presentation: Airport Master Plan Update – Marieke Armstrong
6. Reports
  - a. Tower Chief Report – Rob Broyhill
  - b. Airport Manager Report – John Paskell
7. Items for Commission discussion
8. Adjournment

Next Meeting: July 19, 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](mailto: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, March 15, 2023 - 6:00 p.m.  
Virtual Meeting  
[YouTube](#)



**1. CALL TO ORDER, ROLL CALL**

**Call to order:** 6:01 p.m.

**Roll Call:** John Foley; Chair, Doug Brenizer; Vice Chair, Christopher Burkholder, Arnaud Verstuyf

**Absent:** LTC Nathan Edgecomb, Mike Morrow, Kat Pence

**Staff:** John Paskell, Mark Becktel, Irma Rivera

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the March 15, 2023, Agenda as presented.

**Motion by:** Member: Brenizer      **Seconded by:** Burkholder

**Action:** Approved the Meeting Agenda for March 15, 2023, as presented.

**Vote: Unanimous**

**Motion approved**

**3. APPROVAL OF MINUTES**

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

**Motion by:** Member: Verstuyf      **Seconded by:** Burkholder

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

**Vote: Unanimous**

**Motion approved**

**4. APPROVAL OF MINUTES**

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

**Motion by:** Member: Verstuyf      **Seconded by:** Burkholder

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

**Vote: Unanimous**

**Motion approved**

**5. PUBLIC COMMENT - NA**

**6. REPORTS**

**a. Tower Chief Report:** Robert Broyhill

Comments/Questions: Foley, Burkholder, Paskell

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

Comments/Questions: Foley, Becktel, Brenizer

**7. ITEMS FOR COMMISSION DISCUSSION– N/A**

**8. ADJOURNMENT:**

Meeting adjourned at 6:38 p.m.

Next meeting May 17, 2023

## Airport Manager's Report – May 17, 2023

### CURRENT PROJECTS

#### **FAA MALSR Replacement Project:**

- Project is well underway and ahead of schedule. RWY 13/31 will be closed to aircraft operations from May 22 (0700L) until June 19 (1600L). RWY 16/34 will remain open and operational. RWY 13/31 RNAV/GPS approaches will be available during the closure. For practice approaches, pilots will have to go missed approach a mile out, and ATC will provide those advisories. For actual RNAV/GPS approaches, pilots will be given a circle to land clearance to RWY 34.

#### **Airport Master Plan Update:**

- The airport's planning consultant will be making a presentation during the AAC meeting. The same update will be provided to City Council on May 22.
- The first Planning Advisory Committee (PAC) meeting is scheduled for May 23. A link to attend the PAC will be provided to those interested in attending virtually. Any public comments may be sent to a member of the PAC or the airport manager for inclusion into the PAC meeting minutes.

#### **Air Traffic Control Tower:**

- The FAA's air traffic control tower siting process is complete and a final report will be submitted to FAA HQ for approval in August. The construction date is unknown currently. The final location will be on approximately two of the ten acres on the parcel between Garmin and the National Guard. The new tower will be approximately twice as tall as the existing tower with an interior cab space nearly twice the size of the current tower cab.
- The FAA has selected a new sustainable tower design, which is likely what Salem's new tower will look like. The design incorporates key sustainability elements, including:
  - All-electric building systems
  - Materials and products free from chemicals known to pose health risks

- Thermally efficient façade
  - High-recycled steel and metal products
  - Renewable mass timber when usable
  - Ground-source heating and cooling in some environments.
- Information and photos can be viewed at: <https://www.faa.gov/newsroom/faq-selects-sustainable-design-new-control-towers-municipal-smaller-airports>

## **COMMERCIAL AIR SERVICE**

### **Terminal Improvements:**

- Project is well underway, and planned completion is still on schedule for late May. TSA's delivery and installation of their equipment is scheduled for the week of June 12.

### **Staffing:**

- The Airport Security Manager position was accepted and then declined due to a family emergency. The position is currently reposted and closes on May 22.
- The badging and credentialing coordinator position has closed for the second round, interviews were conducted May 11, and one candidate has been selected. Pending his acceptance of the offer, I expect his start date to be June 5.
- One additional Maintenance/Ops/Security position closed on May 8 and interviews are currently being scheduled.
- The Administrative Analyst position is posted and closes on May 15 with interviews following the next week.

### **Ground Service Equipment (GSE):**

- All ground service equipment has been delivered and is onsite at the airport.

### **Airport Security Plan/Program:**

- Development of the TSA-required Airport Security Program/Plan (ASP) is continuing in rapid fashion. Second and third drafts are with the TSA for review and comment, and updates are continuing. The complete draft plan should be ready for final TSA review at the end of May, with final approval anticipated by end of June. TSA will require (up to) an additional 30 days to provision its equipment and software to accept Salem's criminal history background checks, scanned fingerprints, and

security threat assessments. Air service may be ready to begin the first week of August, depending on the airline's route planning schedule. No formal announcement has yet been made.

- 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. Airport users who DO NOT require access to the secured area (the commercial parking ramp and secured terminal areas) will still be issued an AOA badge that will be required to be displayed while at the airport. 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 PIN 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	1	3	4	5	0		4	0.00
May	0	0	0	0	0	5	0			0.00
June	0	0	0	0	0	5	0			0.00
July	0	0	0	0	0	5	0			0.00
August	0	0	0	0	0	5	0			0.00
September	0	0	0	0	0	5	0			0.00
October	0	0	0	0	0	5	0			0.00
November	0	0	0	0	0	5	0			0.00
December	0	0	0	0	0	5	0			0.00
<b>Yearly Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>5</b>		<b>0</b>	<b>0</b>	<b>5</b>	
<b>Yearly Average</b>	0.00%	0.00%	40.00%	60.00%			#DIV/0!	#DIV/0!		

**Monthly Comments:**

January            1 NEW: UNK Helo Multiple Passes

February            No Complaints Recorded

March                No Complaints Recorded

April                 4 NEW: 1 UNK Helo at Night : 3 Military Chinook Flying Low at Night.

May                  No Complaints as of 5-12-23

June

July

August

September

October

November

December