



**DRAFT ACTION AGENDA AND MINUTES
AIRPORT ADVISORY COMMISSION**

Wednesday, April 18, 2018 - 6:00 p.m.

Airport Terminal

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: 6:04 p.m.

Roll Call: Bob Hidley – Chair, Mary Ann Lebold – Vice Chair (phoned in), Neal White, John Foley, Robert Underwood, LTC Brian Houston, Doug Brenizer

Absent: None

Staff: Kristin Retherford, Connie Timm

Guests: Anita Panko, Ron Sterba, Rob Broyhill; Ron Peters

2. APPROVAL OF AGENDA

Motion: Move to address Item 9a after Brian Luse presentation and approve the April 18, 2018 Agenda as amended.

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

Action: Approved the Agenda for April 18, 2018 as amended.

Vote: Unanimous

Motion approved

3. APPROVAL OF MINUTES

Motion: Move to approve the October 18, 2017 Minutes as presented.

Motion by: Lebold **Seconded by:** Foley

Action: Approved the Minutes of October 18, 2017 Minutes as presented.

Vote: Unanimous

Motion approved

4. Introduction of new AAC member Doug Brenizer

5. PUBLIC COMMENT

(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)

Ron Sterba: requesting more notification for AAC meetings.

6. PRESENTATIONS

- a. Ethics Training – Brian Luse, Assistant City Attorney, City of Salem Legal Department
- b. Industrial Stormwater Permit Overview – Anita Panko, Flow Monitoring Analyst, City of Salem Public Works

7. REPORTS

a. Tower Report – Rob Broyhill

Report: January – March, 2018 operations at 9100, a positive of +2400 over last year.

Question/Comments: Hidley, White

b. Airport Manager Report – Kristin Retherford

Report: FAA GIS survey on Runway 34 tree hazard.

Report: Airport business plan.

Report: Connie Timm retirement.

c. Other Reports:

Airport Emergency Preparedness Committee – Neal White

Report: Nine member committee comprised of airport tenants, airport management, state and county agencies, Oregon Army Air Guard, and Civil Air Patrol working on emergency preparedness plan for the Salem Airport in the event of a substantial natural disaster.

Question/Comments: Hidley, Underwood

Marketing Committee – Doug Brenizer

Report: Committee is on hold pending determination of direction the committee should take.

8. ACTION ITEMS

a. Election of Officers

Nomination for Chair: Hidley Acceptance: Yes

Nominated by: Lebold

Motion: Move to appoint Bob Hidley as AAC Chair for one year.

Action: Appointed Bob Hidley as AAC Chair for one year.

Vote: Aye: Unanimous

Nomination for Vice-Chair: Underwood Acceptance: Yes

Nominated by: White

Motion: Move to appoint Robert Underwood as AAC Vice-Chair for one year.

Action: Appointed Robert Underwood as AAC Vice-Chair for one year.

Vote: Aye: Unanimous

9. ITEMS FOR COMMISSION DISCUSSION

a. AAC committees – moved to follow Ethics Training presentation

10. CHAIR'S REPORT

a. Hidley: B17 Alliance Museum hosting an Airport Days on August 3 and 4.

11. ADJOURNMENT:

Meeting adjourned at 7:45 p.m.

Transcribed by: Connie Timm | **Reviewed by:** Anita Sandoval | **Edited by:**