



## 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](mailto: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

John Foley, Chair  
Douglas Brenizer, Vice-Chair  
Mary Ann Lebold  
Brian Houston  
Brendan O'Mara  
Ken Gettys  
Neal White

#### City Staff

John Paskell, Airport Manager  
Darci Palmer, Airport Office Assistant

Next Meeting: October 16, 2019

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, July 17, 2019, 6:00 PM

Airport Terminal  
2990 25<sup>th</sup> Street SE

1. Call to Order/Roll Call
2. Approval of Agenda
  - a. July 17, 2019
3. Approval of Minutes
  - a. April 17, 2019
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, April 17, 2019 - 6:00 p.m.  
 Airport Terminal  
[www.cityofsalem.net/AAC](http://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](http://www.cityofsalem.net/AAC)

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

**Call to order:** 6:03 p.m.

**Roll Call:** John Foley – Chair, Doug Brenizer – Vice-Chair, Neal White, Mary Ann Lebold, LTC Brian Houston, Ken Gettys, Brendan O’Mara

**Staff:** John Paskell, Darci Palmer

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the April 17, 2019 Meeting Agenda as presented.

**Motion by:** White **Seconded by:** Houston

**Action:** Approved the Meeting Agenda for April 17, 2019 as presented.

**Vote:** Unanimous

**Motion approved**

**3. APPROVAL OF MINUTES**

**Motion:** Move to approve the January 16, 2019 Minutes as presented.

**Motion by:** Brenizer **Seconded by:** O’Mara

**Action:** Approved the Minutes of January 16, 2019 Minutes as presented.

**Vote:** Unanimous

**Motion approved**

**4. PUBLIC COMMENT** (Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.) None

**5. REPORTS:**

- a. Tower Report – John Paskell
- b. Airport Manager Report – John Paskell

**6. ACTION ITEMS**

None

**7. ITEMS FOR COMMISSION DISCUSSION:** None

**8. CHAIR’S REPORT:**

None

**9. ADJOURNMENT:**

**Motion:** Move to adjourn meeting at 7:05 p.m.

**Motion by:** White **Seconded by:** Lebold

**Action:** Adjournment of meeting

**Vote:** Unanimous

**Motion approved**

**Transcribed by:** Darci Palmer | **Reviewed by:** Anita Sandoval | **Edited by:**

| YEAR | IFR OPS | OVRFLTS | VRF/LCL | TOTAL | CHANGE | BUSYDAY |
|------|---------|---------|---------|-------|--------|---------|
|------|---------|---------|---------|-------|--------|---------|

2018

|        |     |     |      |      |      |     |
|--------|-----|-----|------|------|------|-----|
| JAN    | 539 | 107 | 2035 | 2681 | 271  | 161 |
| FEB    | 544 | 120 | 2196 | 2860 | 1024 | 229 |
| MAR    | 635 | 177 | 2785 | 3597 | 1114 | 273 |
| APR    | 622 | 159 | 2422 | 3203 | 403  | 252 |
| MAY    | 751 | 224 | 3367 | 4342 | 219  | 263 |
| JUN    | 765 | 193 | 3488 | 4446 | 714  | 256 |
| JUL    | 308 | 196 | 3080 | 3573 | -891 | 197 |
| AUG    | 635 | 293 | 2650 | 3578 | -920 | 238 |
| SEP    | 382 | 153 | 3203 | 3738 | 165  | 249 |
| OCT    | 638 | 138 | 2728 | 3504 | 165  | 202 |
| NOV    | 676 | 184 | 2459 | 3319 | 1049 | 218 |
| DEC    | 547 | 81  | 2376 | 3004 | 598  | 218 |
| TOTALS |     |     |      |      |      |     |

2019

|        |     |     |      |      |       |     |
|--------|-----|-----|------|------|-------|-----|
| JAN    | 608 | 107 | 2838 | 3553 | 872   | 293 |
| FEB    | 436 | 77  | 1392 | 1828 | -1032 | 229 |
| MAR    | 627 | 128 | 3065 | 3820 | 223   | 255 |
| APR    | 542 | 153 | 2116 | 2811 | -392  | 272 |
| MAY    | 422 | 154 | 2586 | 3162 | -1180 | 192 |
| JUN    |     |     |      |      |       |     |
| JUL    |     |     |      |      |       |     |
| AUG    |     |     |      |      |       |     |
| SEP    |     |     |      |      |       |     |
| OCT    |     |     |      |      |       |     |
| NOV    |     |     |      |      |       |     |
| DEC    |     |     |      |      |       |     |
| TOTALS |     |     |      |      |       |     |

## Airport Manager's Report – July 17, 2019

### Current Project Updates

1. **Commercial Terminal Apron Rehabilitation:** Awaiting grant award for \$1.2M which is expected by the end of July. It now appears likely that this project can occur in late summer/early fall 2019. We have already been granted an ODA COAR grant of \$100,000 to assist with the required local match of \$133,000.
2. **Pavement Maintenance:** Significant amounts of crack-seal work, joint repair and some small asphalt reconstruct will occur late this summer under the Dept. of Aviation's Pavement Maintenance Program, utilizing a combination of State and Airport funds totaling approx. \$110k. Most of the crack seal work will be on RWY 16/34 and Taxiway "A" but also on several other taxiways and taxi lanes around the airport. Closure notifications will be made once the dates have been locked in.
3. **RWY 16/34 PAPI Analysis:** The final PAPI analysis was received and shared internally with the City's Dept. Directors and City Manager. The decision was made to proceed with the next recommended steps, which are to secure a tree survey consultant to provide an actual on-site tree count and then update the cost estimates accordingly. That process is underway, and once that is completed then the City's management team will review and determine the next course of action.

### Airport Business Plan

The first draft version was received on July 5 for internal review. Future drafts will be sent out for review later this summer/fall, which will include AAC review. We hope to have the final version done by the end of the calendar year.

### Hangar Use

Approximately 80% of hangar owners returned their information forms as requested. There are still a few trickling in based on recent hangar sales and such. Later this summer hangar inspections will begin in earnest for those that have not responded.



### Air Service Development

The federal Small Community Air Service Development (SCASD) grant application was submitted the week of July 8<sup>th</sup>, in advance of the July 15<sup>th</sup> deadline. The application was asking for \$750,000 and we expect to hear about award notifications around the end of this calendar year. The federal money, if awarded, will go along with the local pledges of nearly \$650,000 and the State of Oregon grant of \$500,000 in an overall effort to attract air service to Salem. No additional airline meetings have yet been scheduled.

### USDA (and other) FOD Issue

The USDA Wildlife Services contractor that assist us with our Wildlife Hazard Management Program have been doing a much better job of policing up after themselves in terms of stray shotgun shells and bullet casings. However, USDA and airport staff continue to pick up significant amounts of FOD from other areas around the airport, including ramps, taxiways and both runways. Most of what is being found is likely pilot-related FOD. The attached photo is a sample of what was located in the past couple of years, and that does not include trash bags, paper cups and other debris that makes its way onto the airfield. Please remind yourselves, your tenants, and your hangar neighbors that FOD is everyone's problem and safety is everyone's responsibility.

### Warbirds Over the West

The B-17 Alliance Foundation is hosting its annual Warbirds Over the West event for August 10 & 11. Last year's Friday/Saturday event was not as well-attended as in past years so this year they have moved it back to a Saturday/Sunday event.



