



City of Salem
Airport Advisory Commission
March 20, 2024
6-7 p.m. Hybrid
Board Members In-Person

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, Keith Bondaug-Winn, Jodi Vanderwall

AGENDA

1. Welcome, call to order, and roll call
2. Approval of Agenda for March 20, 2024
3. Approval of Minutes from January 24, 2024
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
7. Items for Commission Discussion

This meeting is being conducted with a virtual component, with in-person attendance by the governing body. 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 (711 for Relay) 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, source of income and housing status, 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.

a. Letter to City Council – Independent Review of Runway 16/34 Cost Estimates

8. Adjournment

Next Meeting: May 15, 2024

This meeting is being conducted with a virtual component, with in-person attendance by the governing body. 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.

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MINUTES
AIRPORT ADVISORY COMMISSION
 Wednesday, January 24, 2024 - 6 p.m.
 Hybrid Meeting
 Board Members In-Person/Virtual
[YouTube](#)



1. CALL TO ORDER, ROLL CALL

Call to order: 6:02 p.m.

Roll Call: John Foley; Chair, LTC Nathan Edgecomb, Douglas Brenizer, Kat Pence, Christopher Burkholder, Mike Morrow, Arnaud Verstuyf, Councilor Linda Nishioka

Absent:

Staff: John Paskell, Mark Becketl, Aaron Ison, Trevor Smith

Guest: Ron Peters, Salem Aviation Fueling

2. APPROVAL OF AGENDA

Motion: Move to approve the January 24, 2024, agenda as presented.

Motion by: Member: Brenizer Seconded by: Verstuyf

Action: Approved the meeting agenda for January 24, 2024, as presented.

Vote: Aye: Unanimous

Motion approved

3. APPROVAL OF MINUTES

Motion: Move to approve the November 15, 2023, minutes as presented.

Motion by: Member: Burkholder Seconded by: Verstuyf

Action: Approved the meeting minutes for November 15, 2023, as presented.

Vote: Aye: Unanimous

Motion approved

4. PUBLIC COMMENT – Ron Peters, Salem Aviation

5. REPORTS

Tower Report: Rob Broyhill, ATC Manager
 Comments/Questions: Nishioka, Edgecomb

Airport Manager Report: John Paskell, Airport Manager; Aaron Ison, Airport Security Manager
 Comments/Questions: Brenizer, Verstuyf, Foley

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

c. Letter to City Council – Independent Review of Runway 16/34 Technical Memorandum

Motion: Move to send a letter to City Council seeking an independent review of runway 16/34 cost estimates and alternative funding sources.

Motion by: Member: Brenizer Seconded by: Pence

Action: Approved the drafting of a letter to City Council.

Vote: Aye: Unanimous

Motion approved

Comments/Questions: Ron Peters, Brenizer, Foley, Nishioka

7. ITEMS FOR COMMISSION DISCUSSION

Public Information and Outreach: Trevor Smith Introduction and updates on public outreach

Comments/Questions: Verstuyf, Pence

8. ADJOURNMENT

Meeting adjourned at **6:45 p.m.**

Next meeting: March 20, 2024



Airport Manager's Report – March 20, 2024

COMMERCIAL AIR SERVICE UPDATE:

- January and February 2024 airline operations statistics are included as part of this report.
- Avelo Airlines has announced twice weekly service from Salem to Santa Rosa/Sonoma County Airport beginning May 3rd. The flights will operate on Fridays and Mondays.
- Avelo Airlines also announced the addition of a Tuesday Burbank flight beginning June 18th. This will increase commercial air service to seven flights/week to three destinations.

CURRENT PROJECTS:

- **TSA Baggage Screening:**
 - The week of March 25th the TSA is installing a CT-80 baggage screening explosive detection machine.
- **Ongoing Terminal Improvements:**
 - The terminal carpeting and flooring will be replaced in April in time for the increase in commercial traffic in May/June. This \$75,000 project is being funded as part of the previous terminal improvements completed in 2023.
 - Airport directional signage along 25th ST, Madrona Ave., interior airport circulation roads and parking lots are being upgraded to be of better visibility and assistance to passengers and vehicles. The project should be completed this spring.
- **North Terminal Campus Improvements:**
 - Local architectural firm **CBTwo Architects** are continuing their partnership with the City to plan and design future improvements to the north terminal campus (former Hertz facility). Details are still being developed, but the facility will likely house future airport administrative offices, car rental and other ground transportation agencies, and serve as a long-term/economy parking lot as air service continues to grow. Unused portions of the buildings in the short term may be well-suited to temporary use by other City departments as the Civic Center is seismically upgraded. The eventual relocation of airport administrative offices will open approximately 3,000 sf of terminal space for expansion inside the existing terminal footprint.



Airport Manager's Report – March 20, 2024

OTHER BUSINESS:

➤ **New Hangar Development:**

Staff is working with City's real estate team to execute ground leases on up to eight new hangars; six in the south corporate hangar area and at least two behind the B-17 Alliance hangar. Several of those are likely to be constructed in summer 2024.

➤ **Airport Rules and Regulations Update:**

Originally anticipated to be brought to the AAC in the March meeting, multiple projects and competing priorities have pushed the update of the airport's rules and regulations to the spring. The update should be ready for the May 15th AAC meeting.

➤ **Hangar Safety, Security and Compliance Inspections:**

Beginning in summer 2024 the airport will be scheduling and conducting formal hangar safety, security, and compliance inspections. A letter to all hangar owners and businesses will be sent in advance of scheduling inspections to alert tenants to the revamped annual inspection program, and what to expect. The general plan will be to schedule three inspections per week, which should cover all existing ground leases once per year. This will also provide the airport users an opportunity to update their contact information, any sublessee contact information, confirm tail numbers, confirm badge renewal dates, and other airport business.

➤ **Solar Feasibility Study:**

In 2023 Salem's Climate Action Committee funded \$50,000 towards the development of a solar feasibility study and glare analysis at the Salem Airport. The draft report is under review now and the final report should be completed in summer 2024. The study will help define potential locations on-airport for solar arrays that could mitigate airport electric costs, potentially producing enough power to establish a micro-grid, and/or selling surplus power back to the PGE grid, helping with their mandate to produce at least 20% of their power as a renewable resource.

SLE**Landings** **Jan-24**

737-700	15
737-800	-

Landings	15
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Diversion	-
Ferry	-
Charter	-

Total Other Landings	-
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Total Landings	15
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737-700	15
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737-800	-
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Departures	15
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Diversion	-
Ferry	-
Charter	-

Total Other Departures	-
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Total Departures	15
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Revenue Enplanements	1,354
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Non-Revenue Enplanements	0
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Total Enplanements	1,354
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Revenue Deplanements	1,333
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Non-Revenue Deplanements	0
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Total Deplanements	1,333
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Total	2,687
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Aircraft Weight (737-700)	128,000
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Aircraft Weight (737-800)	146,300
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Total MGLW	1,920,000
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SLE

Landings	Jan-24
737-700	18
737-800	-
Landings	18
Diversion	-
Ferry	-
Charter	-
Total Other Landings	-
Total Landings	18

737-700	18
737-800	-
Departures	18
Diversion	-
Ferry	-
Charter	-
Total Other Departures	-
Total Departures	18

Revenue Enplanements	1,718
Non-Revenue Enplanements	1
Total Enplanements	1,719
Revenue Deplanements	1,568
Non-Revenue Deplanements	1
Total Deplanements	1,569
Total	3,288

Aircraft Weight (737-700)	128,000
Aircraft Weight (737-800)	146,300
Total MGLW	2,304,000

2024 Salem Airport Noise Complaints

Month reported:

Month	Complaints					Running Total	Households			
	Fixed Wing	Jet	Helicopter	Military	Total		No. of Households	Repeaters	New	Monthly Average
January	0	0	0	2	2	2	0		2	0.00
February	0	0	0	0	0	2	0			0.00
March	0	0	0	0	0	2	0			0.00
April	0	0	0	0	0	2	0			0.00
May	0	0	0	0	0	2	0			0.00
June	0	0	0	0	0	2	0			0.00
July	0	0	0	0	0	2	0			0.00
August	0	0	0	0	0	2	0			0.00
September	0	0	0	0	0	2	0			0.00
October	0	0	0	0	0	2	0			0.00
November	0	0	0	0	0	2	0			0.00
December	0	0	0	0	0	2	0			0.00
Yearly Total	0	0	0	2	2		0	0	2	
Yearly Average	0.00%	0.00%	0.00%	100.00%			#DIV/0!	#DIV/0!		

Monthly Comments:

- January 2 NEW: AH-64 Training at DPSST
- February No Complaints Recorded
- March No complaints Recorded as of 3/15/24
- April
- May
- June
- July
- August
- September
- October
- November
- December