



AIRPORT ADVISORY COMMISSION URBAN DEVELOPMENT DEPARTMENT

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178

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AIRPORT ADVISORY COMMISSION

Board Members

John Foley, Chair
Douglas Brenizer, Vice-Chair
LTC Nathan Edgcomb
Brendan O'Mara
Ken Gettys
Kat Pence
Neal White

City Staff

John Paskell, Airport Manager
Caleb Saina, Staff Assistant

AAC@cityofsalem.net

Next Meeting: Jan 19, 2022

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, October 27, 2021, 6:00 PM

****Due to the COVID-19 Pandemic, 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](https://www.youtube.com/watch?v=...). Please submit written comments on agenda items by 5:00 p.m., or earlier, one day prior to the day of the meeting at AAC@cityofsalem.net.**

1. Call to Order/Roll Call
2. Approval of Agenda
 - a. October 27, 2021
3. Approval of Minutes
 - a. July 21, 2021
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. Letter of Support – Commercial Air Service
 - b. Lease Waiver – Electric Aircraft Charging Station
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, July 21, 2021 - 6:00 p.m.
 Virtual Meeting
[YouTube](#)



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: 6:03 p.m.

Roll Call: John Foley – Chair, Doug Brenizer -Vice-Chair, Ken Gettys, Kat Pence, Neal White

Absent: LTC Nathan Edgecomb, Brendan O’Mara

Guests: Brent DeHart

Staff: John Paskell, Anita Sandoval

2. APPROVAL OF AGENDA

Motion: Move to approve the July 21, 2021, Meeting Agenda adding discussion item 6a. Electric Generation.

Motion by: Gettys **Seconded by:** White

Action: Approved the Meeting Agenda for July 21, 2021, as amended.

Vote: Unanimous

Motion approved

3. APPROVAL OF MINUTES

Motion: Move to approve the April 21, 2021, Minutes as presented.

Motion by: Brenizer **Seconded by:** Gettys

Action: Approved the Minutes of April 21, 2021, Minutes as presented.

Vote: Unanimous

Motion approved

4. REPORTS:

a. Tower Report – John Paskell

Comments/Questions: n/a

b. Airport Manager Report – John Paskell

See attached presentation

Comments/Questions: Foley, Getty, Brenizer

c. Air Service Development Presentation – Brent DeHart

Comments/Questions: Foley, Paskell

5. ACTION ITEMS – n/a

6. ITEMS FOR COMMISSION DISCUSSION:

a. Electric Generation presentation – Ken Gettys

See attached presentation

Comments/Questions: Foley, Brenizer, Paskell

b. Emissions Study – Neal White

See attachment study

Comments/Questions: Foley

7. CHAIR'S REPORT – none

8. ADJOURNMENT:

Meeting adjourned at 7:23 p.m. Next meeting October 20, 2021

Airport Manager's Report – October 27, 2021

1. **2021 (now 2022) Taxiway Improvement Project:** The City received two successful rebids on this project. The successful low bidder was Riverbend Construction with a bid of approximately \$2.3M. The recommendation of award was sent to and accepted by FAA, and the two funding grants were issued to Salem in September. The project is expected to begin in Spring 2022 and be completed by end of summer 2022.
2. **Electric Aircraft (and automobile) Charging Station:** This project continues to progress. On October 11th the Airport's planning consultants met with PGE for a site visit to discuss and map out the power requirements and underground feeds for both the electric aircraft and electric automobile charging stations on the airport, north of the Flight Deck Restaurant. The consultants will continue working with FAA on required approvals, submit a service request with PGE, coordinate with BETA and PGE on design of chargers, switch gear, etc. The Airport will coordinate with BETA and the FBO on the ground lease and service agreement to manage the system and the equipment once installed. It is possible that this installation could occur in the next few months, hence the ground lease action item on the agenda for the AAC's consideration.
3. **Air Service Development:** The community's air service development committee, which includes their air service development consultant and airport staff, continue to have conversations with several airlines interested in serving the Salem market. We cannot yet share names, potential cities, proposed start dates, or related information, but contact has been made with TSA to help us understand their space needs for both baggage and passenger screening equipment, as well as any office space needs that they may have. Depending on the timeframe for TSA to spool up their operation at Salem, it is possible that a letter of intent from at least one air carrier could come late in 2021 or early 2022. If we receive a letter of intent, that will likely include a request from the airline for the City to waive fees for up to 24 months, which is the maximum allowed by FAA. This request would require Council action and an AAC vote to provide a recommendation to Council.

The next round of Small Community Air Service Development (SCASD) grant applications are expected to be announced within the next few months (likely January), and we will once again seek City Council approval to apply for a grant. As part of my staff report to

Council, I would like to include an updated letter of support from the AAC, assuming there is continued support of commercial air service. The last letter of support was sent to Council in 2018. A draft letter is included in the packet for consideration under Action Items for this meeting. As a reminder, should the City be awarded a SCASD grant I will have to return to Council to *accept* the grant, which would require AAC review and a recommendation to Council, likely sometime next summer.

4. **Airfield Driving/Rules and Regulations:** An e-mail was distributed recently to all airport tenants (and AAC copied) to remind airport users about courteous and safe vehicle operation on the airport. In particular, the e-mail was a reminder that taxi lanes are for aircraft movement first and foremost and only secondarily as access routes to hangars. The genesis of this e-mail, which included a copy of the approved Airport Rules and Regulations, was from a complaint received recently about aircraft having to stop and wait for vehicles to pass, or from vehicles driving too closely around wingtips, and generally some drivers not being courteous to aircraft, which always have the right of way. It is my hope that this reminder will help solve the issue to avoid formal Notices of Violations being issued.
1. **Cascadia Subduction Zone (CSZ) Preparedness Plan:** The plan is still under development and the scope of the plan is now being expanded to include not only preparedness and response, but also resiliency and business continuity after a CSZ event has occurred. I have had conversations with the airport's consultants about the possibility of turning it over to them for final completion, depending on the remaining scope of the project, estimated cost, and the airport's ability to fund consultant assistance. In my conversations with them they were very impressed at the level of data collection, information gathering, and plan preparation that has already been completed. Getting the final product over the finish line (the last mile) can be a challenge depending on the amount of time and workload needed.

Recent action items and upcoming efforts and events related to the plan's recommendations:

- The airport has added an emergency generator to its FAA Capital Improvement Program for the year 2024 and estimating approximately \$300,000+ dollars to fund the project. (Final FAA CIP approval is expected in early spring 2022);

- The airport will seek a State of Oregon COAR grant in the 2022 grant cycle to fund an airport geotechnical resiliency analysis, such as has been completed in Newport and a small handful of other Oregon airports;
- The airport (through the City) will monitor and possibly apply for grant assistance in the next round of State Preparedness and Incident Response Equipment (SPIRE) grants that are expected to be made available sometime in 2022. Ideally, the airport would be able to procure a portable generator that could be used for the terminal building, or fuel tanks, or other building/equipment an FAA-funded generator will not power (which will likely be tied only to the airfield lighting system).
- The City will be participating in Part 2 of the Cascadia Rising exercise in June 2022. The exercise plan has been received from Marion County Emergency management and the airport will coordinate with the City of Salem Emergency Manager to determine the airport's level of involvement in the exercise.
- I am in conversations with Spencer Karel with the Oregon Dept. of Human Services' new Emergency Management Unit, which is managed by Ed Flick (both Spencer and Ed are original members of the airport emergency preparedness committee). This new unit was formed as a result of the 2020 wild fires, and amongst other tasks this group is responsible for the emergency support functions, mass care, distribution of food, water, and similar activities in the event of mini-disaster such as ice storms, wild fires, heat domes, etc. They are planning to conduct an exercise in January utilizing the commercial ramp at the Salem Airport to demonstrate and exercise some of their new capabilities and equipment. This exercise should pair nicely at the airport given our strategic location in the event of those disasters, as well as a Cascadia-level event.

2021 Salem Airport Noise Complaints

Month reported:

Month	Complaints					Running Total	Households		
	Fixed Wing	Jet	Helicopter	Military	Total		No. of Households	Repeaters	New
January	0	0	0	0	0	0	0		0.00
February	0	0	0	0	0	0	0		0.00
March	0	0	0	2	2	2	0	2	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	1	0	1	3	0	1	0.00
August	0	0	0	0	0	3	0		0.00
September	0	0	0	5	5	8	0	5	0.00
October	0	0	0	0	0	8	0		0.00
November	0	0	0	0	0	8	0		0.00
December	0	0	0	0	0	8	0		0.00
Yearly Total	0	0	1	7	8		0	8	
Yearly Average	0.00%	0.00%	12.50%	87.50%			#DIV/0!	#DIV/0!	

Monthly Comments:

January	No Complaints Recorded
February	No Complaints Recorded
March	2 New: Helo: Military Night Training
April	No Complaints Recorded
May	No Complaints Recorded
June	No Complaints Recorded
July	1 New: Helo: UNK Operation
August	No Complaints Recorded
September	5 New: Military: US Army Night Training
October	No Complaints Recorded as of 10/21/21
November	
December	

Salem Airport Advisory Commission

2990 25th Street SE, Salem OR 97302 (503) 588-6314

(Insert Date), 2021

City of Salem Mayor Council
555 Liberty Street SE, Room 220
Salem, OR 97301-3513

Dear Mayor Bennett and City Councilors:

During its meeting of October 27, 2021, the Salem Airport Advisory Commission passed the following motion:

“The Airport Advisory Commission hereby restates its support for the community-based commercial air service recruitment efforts and recommends that the Salem City Council support efforts to return scheduled air service to Salem’s McNary Field.”

Such support should acknowledge that the effort has been ongoing for nearly four years and has broad community support, both within the City of Salem and throughout the mid-Willamette Valley; that it benefits Salem’s efforts to promote tourism and visitation; that it benefits Salem’s efforts in economic development; that connectivity to air service at McNary Field will reduce traffic on our roadways and have a net positive effect on local carbon emissions; and that as the state Capital, the City of Salem and the surrounding region should be served by regularly scheduled air service for its citizens and visitors alike.

The Airport Advisory Commission recommends to the Salem City Council that it continue to support federal and state grant opportunities seeking funding to support the community in their effort to recruit commercial air service, including the next round of Small Community Air Service Development grants offered by the U.S. Department of Transportation.

Thank you for your time and consideration of this motion and please feel free to contact me if you have any questions or need additional information.

Sincerely,

John Foley
Chair, Salem Airport Advisory Commission

Cc: Kristin Retherford, Director, Urban Development
John Paskell, Salem Airport Manager
Salem Airport Advisory Commission

