

# AIRPORT MASTER PLAN PLANNING ADVISORY COMMITTEE

---

November 8, 2017

Century West Consultant David Miller opened the meeting at 4:00 pm. Introductions were made.

Present were Airport Advisory Board Members Ron Osgood, Dan Burns, Ron Linn & Kim Puzey, City Representatives Mark Morgan, Clint Spencer & City Council Member Doug Smith, Century West Consultants Samantha Peterson and David Miller, Precision Approach Engineering Project Manager Tracy May, and Holly Lambert from City Hall.

David also shared Valerie Thorsen, FAA Oregon State Planner and Jeff Caines, ODA Aviation Planner will be Ex-officio representatives on this committee.

## **Project Schedule Overview**

David shared an overview of the project schedule and future meetings, stating the draft chapters will remain drafts until the full report is prepared. Upcoming chapters will be emailed out a minimum of one week in advance with hard copies provided at the meetings. Next week, Century West will email a link to be shared on the City's website or with any who are interested of the full project schedule.

## **Master Plan Process**

David shared the FAA defines the master planning process and approves the project scope and fee. All planning work must conform to FAA standards. There is up to \$150,000 per year in FAA funding for general aviation "non-primary entitlement" (NPE) grants with a 10% local match requirement. FAA funding is only available for projects that are consistent with FAA design standards and all projects must be included on the FAA approved Airport Layout Plan (ALP). Applicable design standards for an airport are determined by the Design Aircraft, or family grouping of similar aircraft, defined as the most demanding aircraft that uses an airport and has at least 500 take offs and landings annually.

In addition, ODA (Oregon Department of Aviation) grants are available to offset local match and to fund other projects not eligible for FAA funding.

## **Chapter 1 & 2- Introduction & Inventory of Existing Conditions (PowerPoint Presentation)**

David communicated that Project Team members and planning advisory committee members are responsible to attend PAC meetings, review and comment on draft work products, provide input during the planning process and provide local expertise to reflect community interests or concerns. He expressed appreciation for the strategic cross-section of public participation assembled to assist the City & Consultant in developing the Master Plan.

The master plan will take about 12-18 months to complete, including FAA review & approval, with four PAC meetings scheduled at key points during the study, in addition to two public information meetings. Draft work products will be available for public review on a project website linked to the City's webpage.

Hermiston Municipal Airport is one of **57** in Oregon & **3,331** in the U.S. National Plan of Integrated Airport Systems (NPIAS) airports eligible to receive FAA funding.

# AIRPORT MASTER PLAN PLANNING ADVISORY COMMITTEE

---

November 8, 2017

Kim asked a series of questions intended to gain an understanding of how the FAA goes about funding and creating requirements.

David answered FAA funding is available for projects that are consistent with FAA design standards and are included in the FAA-approved Airport Layout Plan.

Tracy further clarified that FAA funds prioritize funding projects dealing with safety concerns and those meeting FAA standards.

David stated master plans are like facility plans and needs, basically a strategic planning exercise. FAA airport master plans have a twenty-year planning horizon divided into three periods: short-term (0-5 years, intermediate-term (6-10 years), long-term (11-20 years) and are normally updated after 10 years, or when changing conditions require.

The first part of the master plan update is data collection & analysis including an inventory of existing conditions, aviation activity forecasts (ties into city & county planning), airport facility requirements and the AGIS survey. The second part, planning evaluations, looks at airport development alternatives, cost evaluation and environmental review. The third part, supporting evaluations and documentation, looks at the Airport Capital Improvement Plan (CIP) and financial plan, the airport layout plan, land use planning, FAA compliance and solid waste recycling.

Samantha shared the FAA design standards for an airport are determined by the current and future Critical Aircraft. The critical aircraft is defined as the most demanding aircraft or grouping of aircraft that make regular use of the airport. Regular use is 500 annual operations (takeoffs and landings), including both itinerant and local operations, but excluding touch-and-go operations.

David noted “current and future” critical aircraft can be different. He then shared the different classifications of aircraft based on weight and wingspan and gave an updated airport activity count compared to the activity count in the 2001 master plan.

Since the last airport layout plan, multiple projects have been completed including the rehabilitated runway in 2009, the perimeter fence project in 2013, the parallel taxiway relocation/construction, the fuel tank/ dispensing equipment replacement, the runway edge lighting replacement (LEC MIRL), the REIL replacement (LED) and the PAPI replacement (both ends) in 2016 and the EOTEC site development in 2016-2017.

The master plan will look at airfield planning, defining existing and future airfield needs including runway length, pavement strength, taxiway access, lighting and signage, visual navigation aids and instrument approach capabilities.

The master plan will look at terminal area planning, defining existing and future terminal area needs including aircraft parking (fixed wing, helicopter), aircraft fueling, FBO facilities, hanger development, aerial applicator facilities, tenant-specific needs, vehicle parking and access and security.

# AIRPORT MASTER PLAN PLANNING ADVISORY COMMITTEE

---

November 8, 2017

The financial planning involved in the master plan process will develop a detailed Capital Improvement Plan (CIP) that reflects and prioritizes airport development and major facility maintenance needs, defines market opportunities and development potential, supports airport business planning and strategic development process, evaluates airport rates and fees (market assessment) and develops a financial plan that reflects an understanding of revenue opportunities and anticipated costs.

(Kim exited 5:20pm)

The master plan will review on-and-off-airport land use planning, reviewing existing land uses (aviation, non-aviation, aeronautical, agricultural, industrial, etc.), comprehensive plan designations, zoning, airport overlay zoning (multiple jurisdictions), the Oregon Airport Planning Rule (OAR 660-013) and will go into much more detail in the land use chapter.

## **Next Steps**

Samantha requested the planning advisory committee to review the first and second draft chapter & let Century West or the City know if anything is incorrect or wrong, so it can be corrected. Please read through to catch any errors or any important information that may be missing as it is much easier to make corrections early in the process.

After questions were answered and conversations held, the meeting concluded.

The next PAC meeting is scheduled for 2/7/18, which will cover Chapter 3- Aviation Activity Forecasts.

There was no other business and the meeting was adjourned at 5:39 pm.