



NOTICE OF PUBLIC MEETING

CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
City Hall – Santiam Room
Thursday, September 15, 2016
3:30 p.m. – 5:00 p.m.

AGENDA

1. CALL TO ORDER Chair Kasper
2. APPROVAL OF MINUTES
 - August 18, 2016
3. UPDATE ON PROJECTS LIST
4. COMMISSIONER COMMENTS
5. COMMENTS FROM THE PUBLIC
6. NEXT MEETING DATE
 - October 20, 2016 (City Hall)
7. ADJOURNMENT

The location of the meeting/hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling 541-917-7500.

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**CITY OF ALBANY
AIRPORT ADVISORY COMMISSION
FBO Room – Albany Airport
Thursday, August 18, 2016
3:30 p.m. – 5:00 p.m.**

MINUTES

Commission Members Present: Sam Flande, Heath Kasper, Richard Kay, Chuck Kratch, Mike Newman (arrived at 3:40), John Harshberger

Commission Members Absent: John Pascone (unexcused)

Staff Present: Chris Bailey, Public Works Director of Operations; Jon Goldman, Transportation Superintendent; Rachel Kutschera, Administrative Assistant I

Others Present: Dan Miltenberger

CALL TO ORDER

Chair Kasper called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Kratch moved to approve the July 21, 2016 minutes as stated. Kay seconded. A vote was taken and the motion passed 5-0.

UPDATE ON PROJECTS LIST

Taxiway lights – Goldman provided detail on the order. They are \$5,300 with a 5-year life span. He does not know if there is a warranty.

Master Plan – has been approved with no changes from the draft that the Commission hasn't seen. Goldman is waiting for the final document, but the FAA signed off on it. It will go to City Council for approval on October 26, 2016 along with the Property Line Adjustment/Partition application.

Aviation Way at Knox Butte – design is in progress, along with transit projects. Kratch asked if they would have a chance to view the design before it is finalized. Goldman said they would be able to see it when the design comes out; the timeline is for construction next spring.

Hotel sign – Goldman emailed the hotel manager and asked about the lease of the sign; she is out of the office until next week.

Riparian permit – once the Master Plan is approved, staff will go to the Planning Department to obtain. Installation of the fence will likely start next year.

T-hangar roof – material is on-hand and staff is deciding the safest way to install it. Discussion followed.

Property donation plaque – Kasper said the plaque finished except the metal section, which was damaged in shipping and is being re-made.

South mangate – work will be completed this fall.

JetA – Kay said a \$2,000 deposit was made, and this is a time-sensitive issue. Goldman didn't pursue a contract since a trailer was an option. Discussion followed. Three different bids are needed for the truck repairs in order

for the City to pay for it, unless there is a qualifying reason for an exception. Sole-source procurement can be approved by Council. Discussion followed. If Hann buys the truck personally, he can bypass the contract and City process; otherwise, the three bids are needed. Harshberger asked if there is a different in Liability issues between the truck and trailer. Bailey said she would check on insurance requirements. Goldman will check in with Hann tomorrow about his preferences.

A-4 Placement – one plane is currently being painted. There is no set schedule for pad construction.

COMMISSIONER COMMENTS

Kratch asked if the Fire Department considered doing test burns at the Airport. Kasper said the City of Eugene has a plane-shaped structure that they use for practice.

Harshberger said the fields are seeded and complete; Goldman will follow up and ask Parks how they are handling it; there has been no communication from the National Guard.

Harshberger asked how the City contracts out for snow plowing. Goldman said Benton County is the biggest provider and some by Linn County. There is no specific contract for plowing the airport; Benton County typically has one plow in North Albany, and the Airport would probably be last on the priority list (confirm). Harshberger said there are people with graders, or others who could do it. Goldman said a phone call when needed would work. Discussion followed. Bailey said life safety routes are a priority and they can ask Council what their preference is, but it's unlikely the City would pay to plow the Airport if it's not critical. Kasper said as long as they are prepared to plow if needed, and Bailey said they are. Kasper asked if there is a plan to and how to plow in case LifeFlight or government needs to land. Bailey said there is no standing contract to plow but in case of an emergency, there are mutual aid agreements with other entities.

Kasper asked for a NWAA update – Kay said Hann has the layouts and plans complete.

In general, Kay said Hann would like to know about parking signs for overnight parking/towing, but it is unclear what location. Kay will get clarification. Also, signage for the iron gates to get codes for entrance. Goldman will follow up.

Hann needs to have the 337 and A4 skyhawks and other items moved for parking during NWAAF. Kasper said some things are movable. Goldman will make the call to approve.

Goldman has the canopy for the NWAAF that Hann asked to purchase and will deliver it to tomorrow.

TLT update – still in process; no new updates.

Albany Passport – “Journey to the Center of Albany.” Airport is included for the first time and people are coming for stamps.

Beacon Light – fixed now, per Goldman.

COMMENTS FROM THE PUBLIC

Miltenberger commented on the status of the Marine's work and agreement. Kasper said they are doing all the security for NWAAF. They have remodeled their Headquarters and also perform checks for debris on the runways.

Airport Advisory Commission

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August 18, 2016

NEXT MEETING DATE

The next meeting is scheduled for Thursday, September 15, 2016, at 3:30 p.m. in the Santiam Room at City Hall.

ADJOURNMENT

The meeting was adjourned at 4:31 p.m.

Respectfully Submitted:

Rachel Kutschera
Administrative Assistant I

ALBANY MUNICIPAL AIRPORT PROJECT LIST

DATE 09/15/2016

I T E M	PROJECT	STATUS	PROJECTED COMPLETION	COMPLETED
1	Bird remediation		?	
2	Taxiway lights	Ordered	Sep-16	
3	South mangate	Culvert and rock	Fall -16	
4	Property line adjustment/partition	CC memo for authorization. Will take with MPU	Oct. 26	
5	Aviation Way at Knox Butte	Engineering design	Summer-16	
6	Hotel Sign	Heath/Chris	?	
7	Riparian Permit	Can skip permit when MPU is authorized by council	Winter - 16	
8	T-Hangar roof	Snow roof	Summer-16	
9	CIP for 15/16	AGIS and connector design	Fall - 16	
10	Property donation plaque	Sid remaking	?	
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U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado, Idaho, Montana
Oregon, Utah, Washington
Wyoming

Seattle Airports District Office
1601 Lind Ave. SW
Renton, Washington 98057

July 18, 2016

Mr. Jon Goldman
Transportation Superintendent
310 Waverly Drive NE
PO BOX 490
Albany, OR 97321-0144

Dear Mr. Goldman:

We have reviewed your proposal, dated July 1, 2016, for the **Albany Municipal Airport** to conduct a **drag racing event**. From your proposal we understand that the airport intends to conduct the nonaeronautical event while the airport remains open to aircraft operations. We have determined that the following aspects of the event would impose significant restrictions on aircraft operations and a full closure of the airport would be necessary to maintain an appropriate level of safety and maintain the design standards of the airport.

- **Pit area in the approach/departure RPZ**
- **Requirement of back taxi on the runway for take off/landing due to closed taxiway and connector**
- **Up to 1,500 spectators 125' from RW CL (75' from edge of RW)**
- **Non-airport vehicles operating the in the Airport Operations Area (AOA)**

As a recipient of Federal grant funds under the Airport Improvement Program (AIP), the **City of Albany** has provided assurances to the United States to make the airport available for public use on reasonable terms and without unjust discrimination for aeronautical purposes. 49 U.S.C. Section 47107 sets forth the grant obligations to which an airport sponsor agrees as a condition of receiving federal financial assistance. Grant Assurance #19, *Operation and Maintenance* is the most encompassing federal grant assurance related to airport operations and maintenance. Grant Assurance #19 states in part:

“(the airport sponsor) will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.”

According to the Airport and Airway Improvement Act, Section 511 (a)(3), which is codified at 49 U.S.C. Section 47107, subsection a.(8):

“a proposal to close the airport temporarily for a non aeronautical purpose must first be approved by the Secretary (of Transportation).”

For these reasons we are unable to approve a total airport closure for a nonaeronautical event and specifically the event at the **Albany Municipal Airport**.

In some instances, there may be sufficient justification to use part of an airport temporarily for an unusual nonaeronautical event of local significance. The FAA may support temporary use of an airport for a unique special event that does not involve closing the entire airport. Partial airport

closures are to be held in an area of the airport that is not required for the normal operation of the airport, or in a limited operational area of the airport having a relatively small traffic volume and where the special event can be conducted without interfering with the normal aeronautical use of the airport. The partial airport closure should not impact required airport landing and takeoff facilities and aircraft operations can be conducted safely. In addition, the nonaeronautical activity must directly and substantially benefit the airport financially and conducted in a manner consistent with the FAA Revenue Use Policy. The airport must recover FMV payment for the non-aeronautical use of airport property, ensure that the event sponsor bears the costs of the event, and provide assurance for the protection of airport property and resources.

As stated above, we deny your request to conduct the nonaeronautical activity at the **Albany Municipal Airport**, which for reasons stated above, requires the total closure of the airport. We are confident that the **City of Albany** wishes to retain its current good standing of compliance with its grant assurance obligations, and will not take actions which would jeopardize future Federal airport grant funding for the airport. We look forward to a continuing partnership with the **City of Albany** for the betterment of the airport.

Sincerely,



Mathew T. Wilder, PE
Civil Engineer, SEA-641

Attachment: Airport Closure for Non-Aviation Event Proposal

CC(email only): Chris Bailey, Public Works Operations Director, City of Albany
Peter Doyle, Compliance Program Manager, FAA