

4S2 Airport Advisory Committee
16 September 2021
4:00 PM-5:30 PM
WAAAM Picnic Area

MINUTES

PRESENT: See circulated attendance sheet.

REGRETS: None

ABSENT: None

CALL TO ORDER/OPENING REMARKS

- The meeting was called to order at 4:00 PM.
- Roll call was conducted and the following introductions were made;
 - Tracy is an engineer with Precision Approach Engineering (PAE). PAE has won the engineering contract for the 4S2 airport. Tracy has a civil engineering background.
 - Matt Maass is a project manager for PAE. Matt has a background in airport management.

APPROVAL OF THE MINUTES FROM LAST MONTH

- Motion was made by Dave to approve the meeting minutes from last month. Multiple second motions were made and the minutes were approved without edits or additions.

ADDITIONS TO THE AGENDA

- None

APPROVAL OF THE AGENDA

- Agenda was approved with no additions.

BUSINESS ARISING OUT OF THE PREVIOUS MEETING

- No previous business was discussed.

ITEMS DISCUSSED

- Precision Approach Engineering: PAE was introduced as our new airport engineering firm. PAE is an employee owned, aviation only, engineering consulting firm with offices in Corvallis, Bellingham, and Medford. PAE is capable of providing project assistance including planning, funding requests, design, and implementation. PAE has 18 core employees and accepts primarily Oregon and Washington work. Tracy briefed the background of how the FAA interacts with our airport starting with the airport Master Plan (AMP) which is a long term (10-20 year) planning document. The AMP includes an Airport Layout Plan (ALP). Projects have to be located within the ALP in order to be considered as Capital Improvement Projects (CIP's). Projects that are outside of the ALP cannot be considered for CIPs unless an airport master plan update is conducted. Every year, airports submit a CIP. (5 year rolling plan) The CIP outlines projects that are eligible for AIP funding (airport improvements). Airports can expect to receive a certain amount of guaranteed funding for AIP's every year but are free to request discretionary funding if more is needed for a project. Within the CIP, the FAA looks at the first 2 years of projects as being locked in. Year 3 projects can be looked at and discussed if changes need to be made. Year 4 and 5 projects can be considered flexible projects if changes need to be made.
 - John B. brought up a discussion to see where the boundary is for FAA involvement in projects. This boundary is defined in the ALP. FAA will only do projects within the ALP boundary unless there are safety issues. Dave K. brought up such a safety concern with the trees East of the runway 25 end. With the extension of the runway, these trees have become more of a potential navigation hazard and could use trimming or topping.
 - Discussion was given regarding the initial work tasks for PAE. Their initial task will be to focus on the first couple of years of the CIP. 4S2 CIP does not have too many projects on it.
 - AWOS and anemometer update. This location of our AWOS anemometer has been a topic of discussion as it does not provide accurate wind information to pilots. The movement of our anemometer is one of the first tasks for PAE. PAE has been in contact with the AWOS

representative regarding this task. There is concern that the current AWOS may not be remotely capable. (Meaning that the whole system would have to be moved, not just the anemometer). If the anemometer can be remote from the AWOS system, the anemometer will be moved to a location near the current fuel farm. If an update is needed we will have to see if the FAA would consider this as an eligible upgrade.

- Aviation Tracking Technology. Continued discussion from last month's meeting. Dave K. discussed his current idea of using a game camera in conjunction with FlightAware data to give an idea of aircraft activity at 4S2. A game camera has been set up with a reflector shroud which catches most traffic that taxis by. At this point, the camera does not have the fidelity to recognize N numbers. Chris R. has been active in analyzing the FlightAware data. This system of combining game camera data and FlightAware data is proposed to be adopted by the AAC to be used in lieu of higher cost options. John B. questioned why we are wasting our time collecting such data. Various members brought up the point that the data provided to the Port of Hood River so they can make better data driven decisions to further the economic growth of the airport. The issue letter sent by Greg H. to the AAC has the following recommendations brought forth by Dave K. and Chris R. to the AAC.
 - Utilize FlightAware to continue to track daily ADS-B captured operations.
 - Purchase one or more game camera and install
 - Utilize visual and digital data to determine total activity at 4S2
 - Assess the need for additional tracking technology in one year and discuss next steps.

Tor B. made the motion to accept the recommendations of the subcommittee and forward to the Port Of Hood River. Brook B. seconded the motion. John B. disagreed and did not see the point in collecting this data.

- Ground Leases. A second issue letter was supplied to the AAC by Greg H. regarding airport ground leases for T and box hangars. Tor B. requested that the Port of Hood River come up with a template for ground leases and they explore the use of them. PAE concurred that ground leases are very common and successfully executed throughout other airports. PAE recommended finding out from the Port Commissioner what their specific concern was with ground leases and wording the lease to address this concern and mitigate it. Michael M. requested that Matt M. (PAE) provides a ground lease template from Oregon Department of Aviation as an example and have all AAC members review it. Dave K. made a motion to recommend the following to be sent to the Port Boar:
 - Port Commission should develop a ground lease template that anticipates partnering with private investors while still providing the ability to maintain control as much as feasible. Consider incorporation of key terms:
 - Lease Term
 - Port ROFO at appraised value
 - Building maintenance/upkeep
 - Reversionary clauses

Tor B. seconded this recommendation.

- Ordinance 23. This discussion was related to the grass strip at 4S2. Dave K. brought up a concern that he did not think that we were operating in compliance with our AGLA rules and Ordinance 23. Specifically, the AGLA rule states that when an aircraft is intending to operate on the grass strip (either to land or takeoff) and an aircraft is on the taxiway, the taxiing aircraft must hold short at a specific spot until the grass strip operation is complete. Dave K. is concerned that we do not have a painted hold short line on the taxiway. Tracy M. from PAE cautioned us that there is no reason to highlight the fact that we are utilizing a grass strip, even though this is an FAA approved AGLA. Recommendation was made to put up a sign that reinforces the procedures for AGLA operations.
- FBO Update. Darren Lacock has taken over as the FBO manager. Darren manages both the KDLS FBO as well as the 4S2 FBO and will be the POC. Last month's fuel sales were above average though still lower than estimated due to smoke and less traffic. Discussed fuel flowage fees. The Port of Hood River and TacAero stil do not have an agreed on fuel flowage fee though the plan is to have a % in place by the time the new fuel tank is installed. Darren L. recommended the flowage fee be based on a graduated scale, similar to what is done in the Dalles. No staffing changes are anticipated for the winter months and hours of operation will remain the same.

- WAAAM. Judy showed up and informed the AAC that she has retired from the position of WAAAM director. Stephanie Hatch is the new director. WAAAM had a great fly in event this month. Approximately 300 aircraft showed up. All dinner tickets sold each night. As a fundraiser, the event was a huge success. Museum traffic is up but still below normal numbers for this time of year.
- Glider Club. SAA was planning an inspection to ensure that the glider club was operating in accordance with established standards and procedures. They were planning to come during the fly-in but decided to reschedule.

ACTION ITEMS

- Brook B. to send MotionInfo information to Chris R. and Matt M. This system is similar to FlightAware and is used by TacAero as they host a reporting system for MotionInfo.
- Dave K. was going to look into a night capable game cam for operation monitoring.
- Matt M. from PAE to provide a ground lease template for the AAC to review.
- AAC to get with PAE in determining a proper sign for AGLA operations.

ADJOURNMENT

- Meeting adjourned at 5:34PM.

NEXT MEETING DATE

- Next meeting is set for October 21st, location TBD. Agenda will be sent out prior to the next meeting and will detail the date, time, and location.