



Belfast Municipal Airport Airport Master Plan Update - Phase 2

MEETING NOTES

project: BST AIRPORT MASTER PLAN UPDATE (AMPU) – PHASE II

meeting date: WEDNESDAY, JANUARY 7, 2016 – 9:30 AM (EST)

meeting no: 4

location: CITY OF BELFAST COUNCIL CHAMBERS, BELFAST, ME

subject: PROJECT ADVISORY COMMITTEE (PAC) MEETING

ATTENDEES:

name	affiliation
Joshua Dickson *	BUSINESS REPRESENTATIVE
Robert Dietz *	AIRPORT NEIGHBOR
Donna Loomans *	AIRPORT NEIGHBOR
Michael McCarthy *	AIRPORT NEIGHBOR (ATTENDED VIA CONFERENCE CALL)
Mary Mortier *	CITY OF BELFAST (COUNCILOR)
Duke D. Tomlin *	AIRPORT TENANT
James Truxes *	AIRPORT ADVISORY COMMITTEE
Joseph Slocum *	CITY OF BELFAST (CITY MANAGER)
Thomas Kittredge *	CITY OF BELFAST (BST MANAGER)
Sadie Lloyd *	CITY OF BELFAST (ASST. CITY PLANNER)
Tim LeSiege	MAINE DOT AVIATION
Luke Garrison	FEDERAL AVIATION ADMINISTRATION (FAA) (ATTENDED VIA CONFERENCE CALL)
Robert Mallard	AIRPORT SOLUTIONS GROUP (ASG)
Rich Lasdin	AIRPORT SOLUTIONS GROUP (ASG)
James Miklas	JVIATION

* Voting PAC Member

ATTACHMENTS:

The following are attached to this document:

1. A copy of the presentation;
2. Meeting sign-in sheet; and
3. A copy of voting summary.

MEETING PURPOSE / AGENDA:

This was the fourth meeting of the Project Advisory Committee (PAC) for the Belfast Municipal Airport (BST) Airport Master Plan Update (AMPU) – Phase II. The primary purpose of this meeting was for the PAC membership to individually “vote” for preferred alternatives for the various projects introduced and discussed in PAC Meeting 3. It should be noted that this “vote” was non-binding, and was simply utilized as a mechanism by which to establish PAC opinions regarding the proposed projects and, if possible, come to consensus on recommendations. The PAC’s final recommendations will ultimately be presented for consideration to the Belfast City Council, which will make the final determination on what projects will be advanced in the future. As detailed in the agenda (see attached presentation for meeting agenda), the meeting focused on the following questions and elements:

1. Introductions / Overview



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2. Where are we in the Master Plan Process?
3. Review of Airport Master Plan Goals
4. Project Options (Development Alternatives) & Issues
5. Next Steps / Questions & Comments

PROJECT INTRODUCTIONS:

Thomas Kittredge (BST Manager) welcomed the PAC membership in attendance, and then turned the meeting over to Jim Miklas (Project Manager) who initiated introductions and started the presentation. Mr. Miklas reminded the PAC of the following points discussed in all previous PAC Meetings:

- The role of the PAC and its members is to serve as project advisors to ensure the BST Master Plan Update addresses the key issues facing the Airport today and into the future.
- An airport master plan is a comprehensive study that describes the short-, medium-, and long-term development plans at an airport to meet future aviation demand. It provides the framework to guide *(and protect for potential)* future airport development that will cost-effectively satisfy current & future aviation demand, while considering environmental and community factors.
- BST is an important transportation and economic asset for the City of Belfast that must be maintained (and developed, as appropriate) for the long-term benefit of the City and the surrounding area.

Mr. Miklas then reviewed the individual master plan goals established by the PAC at the early phase of the master planning effort. He noted that based on a suggestion during the previous PAC meeting that the following goal was added: “The AMPU must include an opportunity for general public review and input prior to presentation to the City Council.”

He then reminded the attendees that PAC Meeting 3 encompassed a detailed review of all potential projects that could ultimately be included in the final airport development plan of the Airport Master Plan, but that no decisions were made at that meeting. Since that time, the City published a listing of all the projects in anticipation of PAC Meeting 4 to serve as a basis for determining recommendations.

Mr. Miklas then stated that the primary purpose of PAC Meeting 4 was to establish “official” PAC recommendations for consideration by the City Council with respect to each of the potential master plan projects. Ideally, a PAC consensus would be established and presented to the Council; however, where there are differing opinions on a specific project, dissenting opinions will be entered into the record for future Council consideration.

POINTS OF DISCUSSION:

Mr. Miklas gave a presentation (see attached) to facilitate group discussion. He specifically reviewed each individual project presented in PAC Meeting 3 and reflected in the City of Belfast supplemental document. The following sections list the individual projects reviewed, any relevant discussions that were undertaken, the ultimate “vote” of the ten (10) PAC members in attendance, and any additional comments. (Note that detailed reviews of the individual projects have not been provided here, but have been previously included in PAC Meeting 3 notes and attachments.)



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AIRSIDE: RUNWAY 15-33 (EXISTING)

1.1 Airspace Clearance

- Project related notes/discussion:
 - This project is currently moving forward due to the FAA requirement to act on existing obstructions to federal airspace surfaces.
 - Previous BST master plans have indicated the need to clear airspace surfaces
- Project vote options:
 - No Action (0 votes)
 - **Clear vegetative obstructions based on existing runway (10 votes)**
 - Modify Airport operations to consider other less restrictive surfaces (0 votes)
 - Physically change the runway end locations (0 votes)
 - Other? (0 votes)
- Additional comments:
 - Even after this project is completed, the Airport needs to maintain clear surfaces in the future. Therefore, the Airport should view this as a long-term maintenance issue.
 - Clearing must be conducted in an equitable fashion (i.e., preferences for clearing should not be based on property use (residential vs commercial) and that appropriate justification for the decision making process be well documented).
 - Safety must be viewed as paramount in determining the clearance priorities.

1.2 Easement Acquisition

- Project related notes/discussion:
 - Based on aerial mapping data, there are emerging obstructions on the Runway 33 approach end.
 - The proposed easements are based on the existing runway length.
 - This project is currently moving forward due to the FAA requirement to act on obstructions to federal airspace surfaces.
- Project vote options:
 - No Action (0 votes)
 - **Obtain aviation easements to maintain clear FAA approach surfaces for the existing runway (10 votes)**
 - Other? (0 votes)
- Additional comments:
 - This project is needed to maintain safety on and around the Airport.

1.3 NAVAIDs (VGSI/PAPIs)

- Project related notes/discussion:
 - Safety enhancement for pilots operating at the Airport.
 - Lights are not visible to those on the ground.
- Project vote options:
 - No Action (0 votes)
 - **Install PAPIs on both ends (10 votes)**



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- Other? (0 votes)
- Additional comments:
 - These would benefit neighbors by providing a better flight path for aircraft – avoiding “low and slow” approaches that can create unnecessary noise.
 - These would likely be installed as part of some other project at the Airport.

1.4 NAVAIDs (Windsocks)

- Project related notes/discussion:
 - Safety enhancement for pilots operating at the Airport.
- Project vote options:
 - No Action (0 votes)
 - **Install wind socks on both ends (10 votes)**
 - Other? (0 votes)
- Additional comments:
 - Wind sock should be sited appropriately.

1.5 NAVAIDs (Non-Directional Beacon / NDB)

- Project related notes/discussion:
 - Equipment is out-of-service, antiquated, expensive to maintain, and generally not used by the pilot community.
- Project vote options:
 - No Action (0 votes)
 - **Do not maintain NDB (i.e., decommission the equipment and approach) (10 votes)**
 - Other? (0 votes)
- Additional comments:
 - The new GPS-based approaches are better and adequate replace the need for the NDB.

AIRSIDE: TAXIWAY A

2.1 RW to TW Centerline Separation

- Project related notes/discussion:
 - Current separation of existing taxiway is not in compliance with FAA airport design standards.
 - Relocation would only occur in association with a larger taxiway or apron project – it is not anticipated to be a standalone project.
- Project vote options:
 - No Action / Request Modification of Standards (MOS) (0 votes)
 - **Relocate Taxiway A Centerline 40 feet (10 votes)**
 - Relocate Runway 15-33 Centerline 40 feet (0 votes)
 - Other? (0 votes)
- Additional comments:
 - This should not be a standalone project.



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2.2 Extend TW A to Full-Length Parallel

- Project related notes/discussion:
 - This is a high-priority project for the FAA since it is safety-related.
 - This will help expedite aircraft on and off the runways as quickly and safely as possible.
 - There is currently an environmental assessment being undertaken for this potential project to assess potential site issues. This effort includes limited design and site investigations. That project thus far has discovered wetlands, a vernal pool, and ledge, which has already had an impact on the runway design.
- Project vote options:
 - No Action (0 votes)
 - **Construct Full-Length Parallel Taxiway A in two phases (10 votes)**
 - Other? (0 votes)
- Additional comments:
 - None

LANDSIDE: FACILITIES & ISSUES

3.1 Segregation of Operations

- Project related notes/discussion:
 - At busier airports, mixing unlike operations can occasionally cause conflicts. This would establish particular “zones” for specific operations.
 - Downside to this proposal is that it could inhibit development if the designated “zone” for a given operation has more potential development costs (i.e., pavement, utilities, etc.) than other “zones”.
 - Typically, airports develop “organically” (i.e., based on the needs of developers).
 - The City is currently testing mixing operations through its leasing agreements with maintenance operators to ensure that such “mixing” will not create unreasonable issues on the Airport.
 - It was noted that all ground operations are at the discretion of and the responsibility of the operating pilots.
- Project vote options:
 - Segregate On-Airport Operations (0 votes)
 - Do Not Segregate On-Airport Operations (0 votes)
 - **Other / Continue to Evaluate (10 votes)**
- Additional comments:
 - It was determined by the PAC that this issue be “tabled” pending the results of the City’s recent effort to allow mixing of on-Airport operations through its leasing agreements.

3.2 Identify New Development Ares

- Project related notes/discussion:



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- Areas not identified on an airport for specific uses are assumed to be “reserved for future aviation-related development.”
- There was discussion as to if there should be specific areas identified as being “reserved for future non-aviation-related development” (i.e., the south end of the old runway, abutting the business park). There was further discussion on how to establish “highest and best use” of non-aviation-related lands on the Airport due to its limited availability.
- For Airport property to be “released” for non-aviation-related development, there is a specific process that would have to be undertaken by the Airport with the FAA.
- Project vote options:
 - **No Action / All Airport Properties Remain Reserved for Airport-Related Development (7 votes)**
 - Designate Areas for Future Non-Airport Related Development (3 votes)
 - Other (0 votes)
- Additional comments:
 - The Airport should strive to generate more development and revenue through its properties (aviation-related and non-aviation-related).

3.3 Install Fuel Farm

- Project related notes/discussion:
 - The Airport does not currently have any fuel available for use or sale to tenants and/or operators.
 - Fuel sales (particularly Jet-A) are typically a significant contributor to an airport’s revenue stream.
 - Assumed that this would likely be a phased installation (Avgas installation and then Jet-A). However, there are other options for doing both at the same time.
- Project vote options:
 - No Action (0 votes)
 - **Conduct a phased installation of fuel tanks (10 votes)**
 - Other (0 votes)
- Additional comments:
 - If Jet-A is offered, there should be a truck available. 100LL can be self-serve.
 - Sizing of the tanks and fuel offered should be determined based on market trends, cost and need.

3.4 Adjust the design and/or usage of the new BST apron (i.e., remarking tiedowns, consider hangar development on apron, etc.).

- Project related notes/discussion:
 - This would make the apron potentially more efficient for future use.
- Project vote options:
 - No Action (0 votes)
 - **Action – Adjust design and/or usage (10 votes)**



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- Other (0 votes)
- Additional comments:
 - None

3.5 Maintain/Update existing terminal/administration building (i.e., ADA compliance).

- Project related notes/discussion:
 - Building should be “maintained” to meet current standards – no enhancement is really required.
- Project vote options:
 - No Action (0 votes)
 - **Action – Maintain/update to meet existing standards (10 votes)**
 - Other (0 votes)
- Additional comments:
 - None

3.6 Establish enhanced airport security measures (i.e., updating the airport security plan, expanding security fencing, installing security cameras, etc.).

- Project related notes/discussion:
 - New TSA security recommendations for GA airports are soon to be released.
 - Airport currently limited security (some fencing and cameras), but no official security plan.
- Project vote options:
 - No Action (0 votes)
 - **Action – Define and establish enhanced airport security measures (10 votes)**
 - Other (0 votes)
- Additional comments:
 - Encompasses a variety of potential measures that will be further defined in the future.
 - Consider any cameras being web-accessible.
 - Consider key-pad entry for gates.

3.7 Improve auto parking (i.e., establishing a remote/secure lot for longer-term parking).

- Project related notes/discussion:
 - Airport currently experiences parking demand peaks associated with Pilatus operations. Those peaks can create parking shortages. This occurs mostly in the summer months.
 - There may be additional need associated with based aircraft as well.
- Project vote options:
 - No Action (0 votes)
 - **Action – Improve auto parking (10 votes)**
 - Other (0 votes)
- Additional comments:
 - Should consider existing based aircraft owners parking procedures.



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3.8 Construct a deicing pad or establishing protocols with local tenants to provide heated hangar access for transient aircraft for the purposes of deicing.

- Project related notes/discussion:
 - Airport currently has no anti-icing or deicing capabilities.
 - Airport may not need to “construct” new facilities, but may simply need to establish protocols/guidance for permitting these activities.
 - Airport is unmanned, so deicing would have to be accomplished through other means in the short term (i.e., existing heated hangar, existing maintenance operator, etc.).
 - There needs to be additional research and/or documented demand related to these potential services.
- Project vote options:
 - No Action (0 votes)
 - Action (0 votes)
 - **Other / Further evaluate the issue (10 votes)**
- Additional comments:
 - The Airport needs greater definition of the operator needs, and options available. This may be more appropriately defined in the Airport Rules & Regulations and/or Minimum Standards documents.

AIRPORT ADMINISTRATION

4.1 Airport Land Use Compatibility Plan.

- Project related notes/discussion:
 - This action was discussed extensively at PAC Meeting 3.
 - It is the intent of the City to move forward on this project.
- Project vote options:
 - No Action (0 votes)
 - **Action – Establish airport land use compatibility plan (10 votes)**
 - Other (0 votes)
- Additional comments:
 - Should consider integrating current protocols for Unmanned Aircraft Systems (UAS) operations.

4.2 through 4.10 Other Airport Best Management Practices

- Project related notes/discussion:
 - Nine (9) airport best management practice (BMP) items were identified as recommended for the Airport to either update or enact in the future.
 - It is the intent of the City to move forward on these items.
- Project vote options:
 - No Action (0 votes)
 - **Action - Enact Best Management Practices (10 votes)**
 - Other (0 votes)



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- Additional comments:
 - None.

RUNWAY 15-33 EXTENSION

- Project related notes/discussion:
 - This action has been discussed extensively at PAC Meetings 1, 2, and 3.
 - There was another review of the “Relevant Comments”, constraints, and alternatives developed (see attached presentation).
 - There is not current justification for federal funding to support a runway extension – any extension would require a private-public partnership at a minimum. This alternative is “protecting for potential” in the future.
 - There were discussions regarding the FAA-recommended runway lengths for various fleet mix aircraft, and how they relate to actual aircraft operational requirements.
 - There were discussions related to endorsing an alternative with a runway length longer than that reflected in Alternative 3A (i.e., show 5,000-foot runway or greater).
 - It was suggested that Alternative 3A would only benefit a very limited number of aircraft. Concern was expressed regarding the benefit of enacting Alternative 3A versus the potential and unquantified impacts.
 - For a runway extension to move forward, there would have to be an extensive federal environmental assessment and state permitting effort undertaken that would require additional design, alternatives, and public coordination. Such an extension project would require other/additional planning and engineering efforts.
 - It was suggested that the City should not endorse the actual proposed “construction” of the extension, but rather to endorse the continued “evaluation of the possibility” of the extension. Additionally, without firm financial commitments from private entities that would be required to have this project move forward, this potential project should also not be advanced and unnecessarily alarm neighbors. Note that even if private money were to be offered, there is no guarantee that the City Council would endorse the construction – like all projects, it would have to be weighed, debated, and voted on in a public forum.
 - It was noted that for a future runway extension even to be considered by the sponsor, the state and the FAA, it must be included on the Airport Layout Plan (ALP). If it is not included on the ALP, it cannot be considered - a new ALP Update or Master Plan effort would have to be undertaken to put the extension on the ALP to allow for that consideration.
 - There was some general discussion related to the validity of the current operational numbers at the Airport.
 - Before any actions are taken regarding this potential extension, the City Council must vote on whether or not to continue to consider the possibility. The following



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potential language was offered, “Should the city council consider a runway extension at Belfast Municipal Airport, the preferred alternative is Alternative 3A.”

- There was a suggestion that the runway extension should be thoroughly discussed in the Master Plan, but that it not be included on the ALP.
- Project vote options:
 - No Action (existing condition) – Alternative A (0 votes)
 - ***Action - Alternative 3A (8 votes)***
 - Other Action – Continue to study the potential within a Master Plan context, but do not include it on the ALP (1 votes)
 - Abstain (1 vote)
- Additional comments:
 - Additional comments will continue to be received from the PAC and added to the record until January 18, 2016.
 - NOTE: the following is the only comment received after PAC Meeting 4 –
“. . . clarify the language for Option H . . . It should be: ‘No action; continue to evaluate all impacts of proposed option 3A’”.

Next Steps

- Public Meeting to review Draft Recommendations
- PAC Meeting # 5 to establish Final Recommendations (added to the original schedule)
- Formal Presentation to the City Council
- PAC to provide City Council with recommendations / dissensions
- Public Hearing and City Council vote on Final Recommendations (vote could also take place at a time separate from the public hearing)
- Complete AMPU Technical Report
- Complete / Submit ALP

The meeting adjourned at approximately 12:36 PM EST.

These meeting notes have been respectfully compiled by James Miklas (ASG).

Please forward any comments/corrections to Richard Lasdin at
rlasdin@airportsolutionsgroup.com

Belfast Municipal Airport
 Airport Master Plan Update
PAC Recommendation
 January 7, 2016



Item	Description	Recommendation	Votes For	Other Votes	Comments
1.1	Airspace Clearance	Clear vegetative obstructions	10	0	- Make tree clearing equitable to residential & commercial
1.2	Easement Acquisition	Obtain avigation easements	10	0	-Safety concern
1.3	Navigational Aids - VGSI/PAPI System	Install PAPIs on both runway ends	10	0	-Safety improvements, noise reductions
1.4	Navigational Aids - Windsocks	Install windsocks on both runway ends	10	0	- Place in appropriate location, based upon trees etc.
1.5	Navigational Aids - Non-directional Beacon	Do not maintain NDB	10	0	- GPS replaces need
1.6	Runway Extension	Alt. 3A (Alt. 3 + declared distances = 4,170')	8	1 (Cont. study), 1 (abstain)	- No action; continue to evaluate all impacts of proposed option 3A
2.1	Runway to Taxiway Centerline Separation (From 200 to 240 feet)	Relocate taxiway A centerline 40 feet	10	0	- Will be grandfathered until middle portion on TW is reconstructed
2.2	Extend Taxiway A to full-length taxiway (4,000 feet)	Construct full-length taxiway	10	0	- Safety related project
3.1	Segregation of Operations	Other (Continue to evaluate)	10		- "Tabled" pending future analysis.
3.2	Identify New Development Areas	No action	7	3 (reserve areas for future non-aviation development)	- Airport should strive to generate more development and revenue through its properties (aviation-related and non-aviation-related).
3.3	Install Fuel Farm	Conduct phased installation of tanks	10	0	- Review necessities & trends
3.4	Other Various Improvements - Adjust Design/Usage of New Apron	Adjust design and/or usage	10	0	
3.5	Other Various Improvements - Update Existing Terminal/Administration Building	Maintain/update to meet current codes	10	0	
3.6	Other Various Improvements - Enhanced Security Measures	Establish enhanced security measures	10	0	- Safety issue, web accessible cameras, card access (key pad)
3.7	Other Various Improvements - Improve Automobile Parking	Improve auto parking	10	0	- Consider existing tenant parking.
3.8	Other Various Improvements - Deicing Pad, Heated Hangars	Other (Further evaluation)	10	0	- Should be defined in Airport Rules/Regulations & Min Stds.
4.1	Airport Land Use Compatibility Plan	Establish airport land use compatibility plan	10	0	Investigate drone operations (UAS)
4.2	Other Various Improvements - Airport Best Management Practices	Various BMPs	10	0	

Other Various BMPs: Airport security plan, airport emergency response plan, airport wildlife hazard assessment and action plan, airport vegetation management plan, rates, charges, and assessments, airport ground lease review, airport stormwater pollution and prevention plan (SWPPP), airport spill prevention control and countermeasure plan (SPCC)

SIGN IN SHEET

	NAME	REPRESENTING	PHONE	EMAIL
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