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**ROSEBURG AIRPORT COMMISSION AGENDA  
THURSDAY, DECEMBER 19, 2019**

**3:30 p.m. Regular Meeting      City Hall Third Floor Conference Room  
900 SE Douglas Avenue, Roseburg, Oregon 97470**

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***NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF  
KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.***

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair: Linda Fisher-Fowler  
Commissioners: Dave Morrison      Frank Inman      Clint Newell  
Dan Sprague      Chris Berquist      Robb Paul  
Rob Levin (ex-officio)

**III. APPROVAL OF MINUTES**

A. August 15, 2019

**IV. DISCUSSION ITEMS**

- A. **Airport Master Plan & Airport Layout Plan Adoption Recommendation**
- B. **VOR-A Approach**

**AUDIENCE PARTICIPATION** – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name and address for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

**V. INFORMATIONAL**

- A. **Obstruction Removal Update - Verbal**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: February 20, 2020**

**VIII. ADJOURNMENT**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
AUGUST 15, 2019**

**CALL TO ORDER:** Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, August 15, 2019, in the Third Floor Conference Room at City Hall.

**ROLL CALL:** Present: Chair Linda Fisher-Fowler, Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul, Dan Sprague, and Ex-officio Rob Levin

Absent: Commissioner Chris Berquist

Attending Staff: City Manager Pro-Tem/Public Works Director Nikki Messenger and Staff Assistant Kandi Leroue

Others Present: Art Redcay

**APPROVAL OF MINUTES:** Commissioner Sprague moved to approve the May 16, 2019 minutes. Motion was seconded by Commissioner Morrison and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, Paul, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Mt. Nebo Easement Acquisition:** Messenger reported the property owner has not signed the agreement to purchase. The property owner requested additional service from DFN at the cost of \$700.00. The request was approved and the City will pay DFN directly. Commissioner Morrison questioned what additional service was requested. Messenger replied static IP addresses.

Commissioner Newell moved to proceed with the acquisition process with the Peterson's for \$75,000.00 and or the proceeding of condemnation if acquisition is not accepted by them on or before close of business August 30<sup>th</sup>. Commissioner Morrison seconded the motion. Discussion ensued regarding the options to accomplish the easement acquisition promptly. Commissioner Newell withdrew his motion and made the following motion.

**MOTION:** Commissioner Newell moved to send the Petersons the Cities final offer of \$75,000 as proposed. Motion was seconded by Commissioner Morrison and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, Paul, and Sprague voted yes. No one voted no.

**Airport Master Plan Update:** Messenger informed the FAA approved all of the Master Plan Chapters. The FAA reviewed the Airport Layout Plan (ALP) and requested some changes. Once updated, it will be presented to the commission for a final recommendation to City Council. The Master Plan can be adopted now or when the ALP is finalized. The Master Plan will become part of the City's Comprehensive Plan and be presented to the

Planning Commission prior to City Council. The commission requested hard copies of the Master Plan. The general consensus is to wait until the ALP is complete before recommending City Council adopt the Master Plan Chapters.

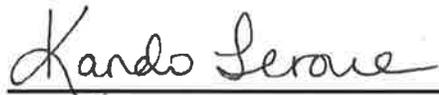
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Messenger informed striping was completed on the North end apron. Commissioner Newell commented it looks nice and is helpful at night.

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE:** October 17, 2019

**ADJOURNMENT:** Meeting adjourned at 3:46 p.m.



Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** December 19, 2019

**TO:** Airport Commission

**FROM:** Nikki Messenger, P.E., City Manager

**SUBJECT:** **Airport Master Plan & Airport Layout Plan Adoption Recommendation**

**ISSUE STATEMENT AND SUMMARY**

The consultant has submitted the final draft of the Airport Master Plan and Airport Layout Plan (ALP). The issue for the Commission is whether to recommend the Council adopt the plan.

**BACKGROUND/ANALYSIS**

Since late 2017, the advisory committee has been working with the consultant on updating the Airport Master Plan. At this point, the FAA has approved all of the written chapters included in the Master Plan. The FAA has reviewed and requested some minor edits to the Airport Layout Plan, which have been made. The Master Plan will become part of the City's Comprehensive Plan. As such, the plan will be presented to the Planning Commission prior to taking the document to the Council for final adoption.

A paper copy of the final draft of the Airport Master Plan was provided to each commissioner after the August 2019 meeting. A digital copy can be found at the following link:

<http://www.cityofroseburg.org/departments/airport/documents-reports>

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The City received both FAA and ODA grants to fund this project. The FAA grant covers ninety percent of the cost of the plan. The ODA grant covers approximately nine percent, with the Airport Fund contributing about one percent. Total cost for the Master Plan is \$401,558.

**TIMING ISSUES**

If the Commission recommends adoption, it will be presented to the Planning Commission at their February 3<sup>rd</sup> meeting.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the Council adopt the Airport Master Plan and ALP; or
2. Request additional information.

**STAFF RECOMMENDATION**

Staff recommends that the Commission forward a recommendation to the City Council to adopt the Airport Master Plan and Airport Layout Plan.

**RECOMMENDED MOTION**

*I move to recommend the City Council adopt the Airport Master Plan and Airport Layout Plan.*

**ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** December 19, 2019  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** VOR-A Approach

**ISSUE STATEMENT AND SUMMARY**

Staff received an email from FAA regarding the VOR-A instrument flight procedure. Staff is seeking input from the Commission related to this procedure.

**BACKGROUND/ANALYSIS**

On December 5<sup>th</sup>, staff received the following email from a member of the FAA's Western Flight Procedures Team.

*This email is to advise you of the potential for Instrument Flight Procedure(s) cancellation in your airspace and to request that Facility Management and NATCA collaborate to provide concurrence/objection to the proposal for cancellation. In addition to providing comment as instructed below, we also ask that you directly respond to this email notification acknowledging that you have awareness of the proposed cancellation and understand how to provide comment.*

*Since the year 2000, as the National Airspace System (NAS) transitioned to a NextGen NAS, the number of flight procedures in the NAS has quadrupled. The complexity and cost to the FAA of maintaining these procedures is not sustainable. As a result, the National Procedure Assessment (NPA) Program was initiated. Under the NPA, MITRE completed an exercise to identify underutilized procedures that the FAA may consider as candidates for cancellation.*

*The following procedures in your area of jurisdiction are candidates for cancellation:*

1) VOR-A

*Please provide your concurrence or objection to the proposal for cancellation to the following email.*

Staff reached out to our program manager at the Airport Districts Office (ADO). He contacted flight procedures, who indicated the procedure was being examined as the VOR-A has been identified as underutilized.

Attached to this memo is a PowerPoint presentation that was included with the original email.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

None

**TIMING ISSUES**

The FAA has requested comments back within 30 days, which would be January 4, 2020.

**COMMISSION OPTIONS**

Staff is seeking input from the Commission on the importance the VOR-A procedure to the airport.

**STAFF RECOMMENDATION**

None

**RECOMMENDED MOTION**

None

**ATTACHMENTS**

PowerPoint included with email

# National Procedures Assessment (NPA) Program

## Instrument Flight Procedures Retirement

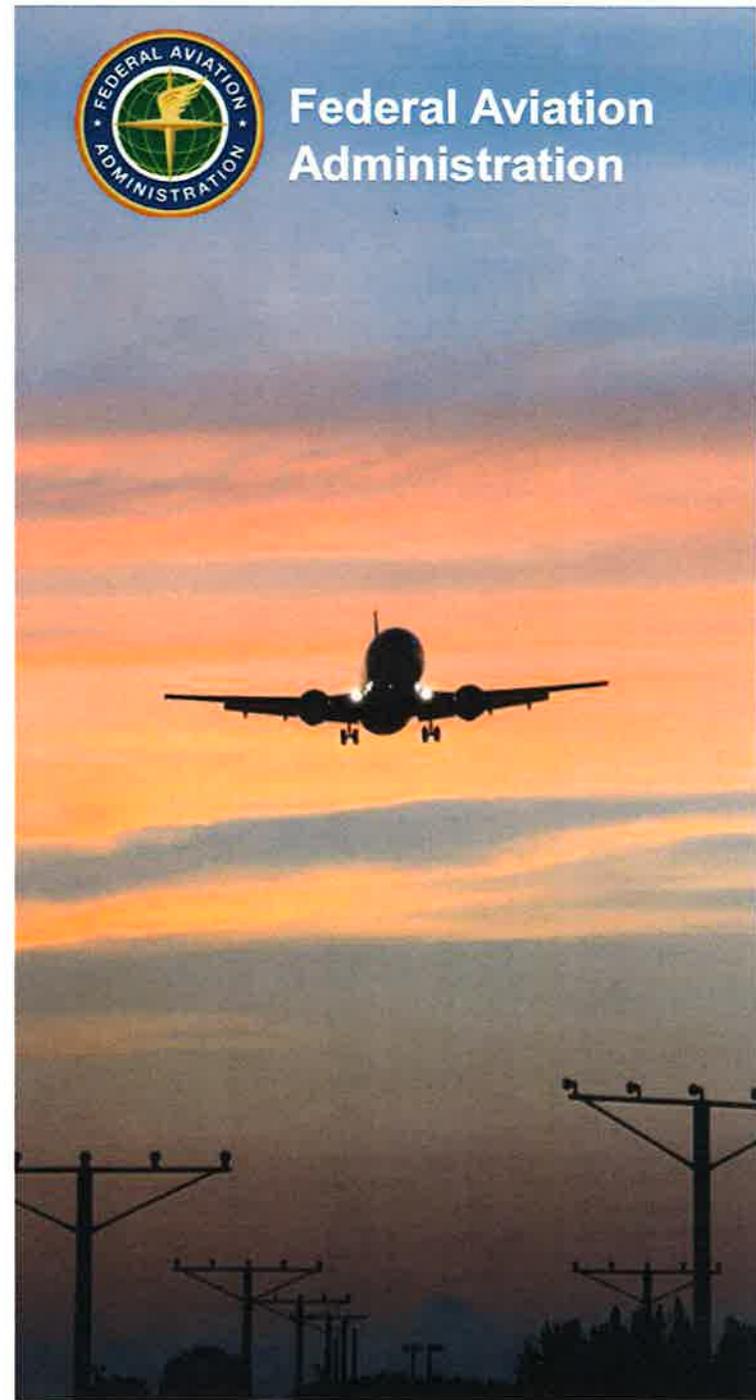
Presented to: ATO

By: Ryan Almasy, Manager, Eastern Operations Support  
Group, AJV-E2

Shawn Kozica, Manager, Western Operations Support  
Group, AJV-W2

Steve Szukala, Manager, Central Operations Support  
Group, AJV-C2

Date: October 2019



# Overview

- Update of the IFP retirement process
- Need
- Benefit
- Plan
- Implementation
- What this looks like to the Field Facilities
- How to signup for IFP Information Gateway Notifications



# Need

- IFP inventory has increased from 5,000 in 2000 to 20,610 today causing:
  - Significant increase in FAA maintenance cost (resources, periodic reviews, amendments, flight inspection services, overtime, etc.)
  - Implementation delays of new procedures
  - Industry concern over Flight Management Systems (FMS) memory limitations
    - Procedural availability is limited due to memory capacity
    - Significant cost to industry upgrade or retrofit hardware
    - Impacts FMS performance
  - Increase backlog of new IFP requests
  - Safety concerns for the 115% increase (since FY08) in Notice to Airmen (NOTAMs)
  - Increased ATC concerns over training requirements



# Benefit

- **Cost savings** for retiring redundant/underutilized procedures
  - Up to \$3,300 per procedure (Est \$20 Million, includes Flight Inspection cost)
  - Estimated 20%-30% of current IFP inventory provides no additional NAS benefit
- **Faster implementation** of new procedures
  - Aligns resources to focus on critical initiatives
- **Reduce ATC concerns** over training requirements
- **Reduce safety concerns** for the increase in NOTAMs
- **Reduction** of IFP backlog
- **Reduce industry concerns** over FMS memory limitations
  - Increases FMS performance
  - Saves money on equipment/hardware upgrades



# Plan

- Four part process to reduce IFP inventory
  1. Reengage an existing process to identify redundant IFPs for retirement
    - Not a new process, used to cancel 500 procedures in FY14-16, and in FY19
    - Uses existing approved criteria by TOC, RTCA, industry and FAA Orders
    - Identified over 7,091 IFPs and circling lines of minima eligible retirement (using: ERAM, track data, criteria, etc.)
  2. Utilize AJV-A Periodic Review (PR) Process (8260.19)
    - Incorporate IFP retirement criteria into the 2 year PR process
    - Ensures the airport/community has the right procedure(s)
    - Process and criteria already exists in FAA Orders and Policies
  3. Utilize new IFP Request process (8260.43)
    - Each procedure will be evaluated for retention with all new IFP requests
    - No timeline, never ends
  4. Request ATC facilities to review and identify procedures for retirement
    - Update Facility Operation and Administration Order (7210.3) to add PR criteria
    - ATC review procedure inventory every 2 years



# Implementation

- FAA Goals:
  - FY19: Completed the reduction of **500** Instrument Flight Procedures (IFPs)
  - FY20: Reduction of **1000** IFPs and/or circling lines of minima.
- Retirement/Cancellation Process
  - Complete Facility notification
    - Additional outreach for Air Traffic comments prior to processing with existing criteria
    - After 30 days adjudicate comments
  - Complete Checklist and/or Cancellation memo on identified IFP eligible for retirement.
    - 4,220 Circling procedures and circling lines of minima
    - 2,192 legacy ground based approaches
  - Coordinate Checklist and/or Cancellation memo via IFP Information Gateway
    - Additional outreach for public comments prior to processing with existing criteria
    - After 30 days adjudicate comments
  - Process cancellation/retirement per FAA Order 8260 Series Orders
    - Additional coordination and outreach with stakeholders
  - Publish cancellation in Federal Register.
    - Additional stakeholder comment period



# What this looks like to Field Facilities

- The Facility Manager and NATCA Facility Representative will receive an email from the Operations Support Group with candidate procedures for cancelation in their Airspace.
- The objective is to ensure awareness and provide direction on how to comment.
- The notification email will include an automated “Read Receipt” request to the ATM and the NATCA Facility Representative.
- We are requesting the Manager and NATCA Facility Representative collaborate on their response.
- Enter your response in accordance with the directions in the email.
- The facility will receive also receive notification via the IFP Gateway. You only need to provide comments once.
- Aeronautical Information Services (AJV-A) will review your comments. It is possible additional coordination may be necessary.
- Have questions – Contact your Operations Support Group Manager or Flight Procedures Team Manager.



# IFP Notifications

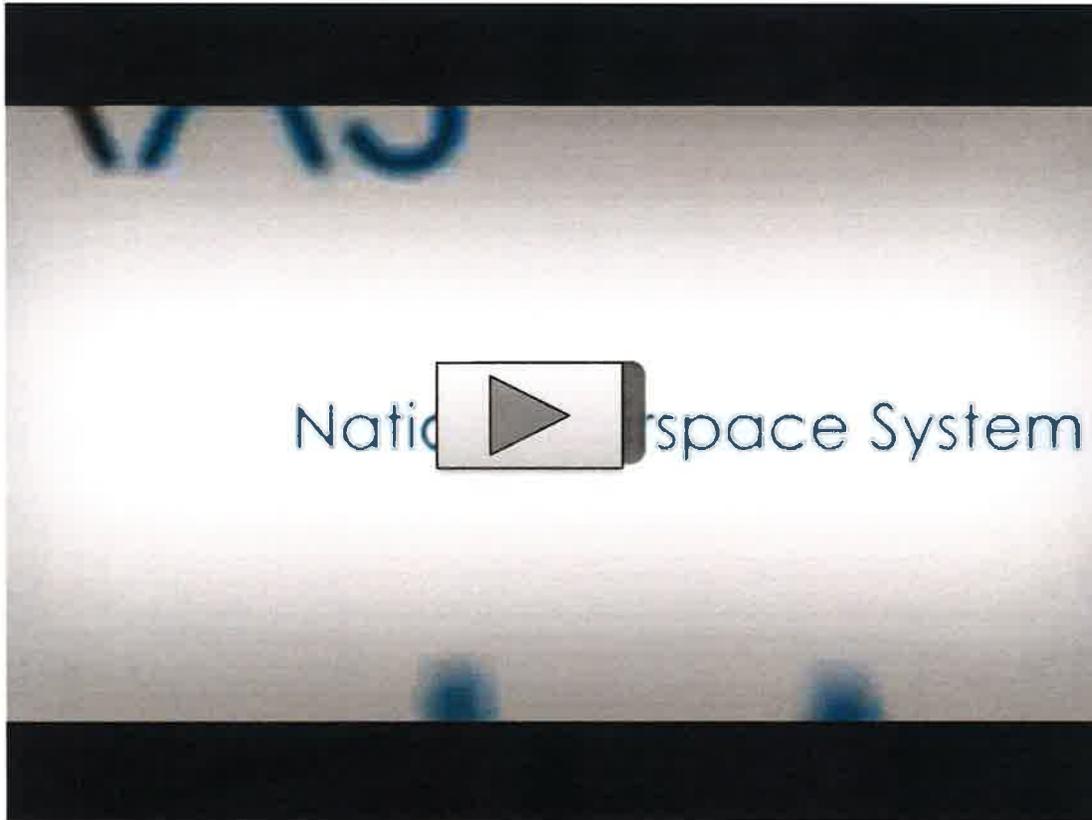
**IFP Information Gateway is a communication tool the FAA uses to disseminate information about proposed changes to flight procedures to solicit comments from civil aviation organizations, affected military and civil air traffic control facilities, and airport owners and sponsors. The website is intended only for an aeronautical audience who can provide technical aeronautical comments. The website is not intended to fulfill obligations under the National Environmental Policy Act and/or other applicable environmental regulations, or to solicit comments about environmental impacts of proposed changes to flight procedures.**





# IFP Information Gateway Instructional Video

## FAA TV: Aeronautical Information Services Instrument Flight Procedures (IFP) Information Gateway



### Now Playing

Published on: June 4, 2014

Training video for the use of the Aeronautical Information Services Instrument Flight Procedures (IFP) Information Gateway website.

**Category:** [Training](#)

**Tags:** [aeronautical information services](#), [ifp gateway](#), [instrument flight procedures](#), [terps](#)

**Download Video** (MP4, 60.9 MB)



# Summary

- We have a method
- Need assistance with additional awareness
- Need everyone motivated
- Need everyone engaged



# QUESTIONS?



# Circling Cancellation Checklist

Airport Name	Apt Id	Procedure Name	Orig/Amend	State
FREDERICK MUNI	KFDK	VOR-A	2D	MD

- | Yes                              | No                               |  |
|----------------------------------|----------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/>            | Is this a Circling-Only Procedure?   |
| <input type="radio"/>            | <input checked="" type="radio"/> | Is this the only IAP at this Airport?  |
| <input type="radio"/>            | <input checked="" type="radio"/> | Is this procedure a designated MON procedure?  |
| <input type="radio"/>            | <input checked="" type="radio"/> | Does this circling-only procedure exist because of high terrain or an obstacle that makes a straight-in procedure unfeasible or which would result in the straight-in minimums being higher than the circling minima?                |
| <input type="radio"/>            | <input checked="" type="radio"/> | Is this circling-only procedure (1) at an airport where not all runway ends have a straight-in IAP <i>and</i> (2) does it have a FAC not aligned within 45 degrees of a runway which has a straight-in IAP?                          |
| <input type="radio"/>            | <input checked="" type="radio"/> | Would cancellation result in removal of circling minima from all Conventional NAVAID procedures at an airport? NOTE: If circling minima exist for multiple Conventional NAVAID procedures, preference to retain ILS circling minima. |
| <input type="radio"/>            | <input checked="" type="radio"/> | Will removal result in all circling minima being removed from all airports within 20 NMs?  |
| <input type="radio"/>            | <input checked="" type="radio"/> | Will removal eliminate lowest landing minima to an individual runway?  |

**Circling meets criteria for cancellation.**

## Memorandum

Date: Apr 20, 2018  
 To: [Redacted]  
 From: [Redacted]  
 Subject: Proposed Cancellation of the VOR-A at FREDERICK MUNI (KFDK)

### Policy:

Cancellation of Standard Instrument Approach Procedures as Part of the National Procedures Assessment (NPA) Initiative (Docket No.: FAA-2017-####).

### Background:

On MMMMDD, 2017, the FAA established the criteria for determining candidacy for cancellation of circling-only procedures and circling minima. Each circling-only procedure and Instrument Approach Procedure (IAP) with circling minima are evaluated against the criteria in the attached checklist during the established periodic review process. The procedure is determined to be a candidate for cancellation if it does not meet any of the aforementioned criteria.

### Purpose:

Inform stakeholders that the VOR-A at FREDERICK MUNI (KFDK), has been identified as a candidate for cancellation under the NPA Initiative.

### Comments:

FAA invites interested parties to submit written comments, data, or views. The agency also invites comments relating to the economic, environmental, energy, or federalism impacts that might result from the cancellation of this circling procedure. The most helpful comments explain the reason for retaining the circling procedure and include supporting data. Comments should only be submitted once.

Comments regarding the aforementioned circling procedure must be submitted via email to "AMC-ATO-IFP-Cancellations@faa.gov" on or before the date stated on the Instrument Flight Procedures Information Gateway ([https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/)) for that proposed procedure cancellation. The FAA will consider all comments it receives on or before the closing date for comments before acting on this cancellation. Any substantive adverse user comments during this period permit sufficient time to amend or withdraw the paperwork prior to publication. Evaluation and disposition of user comments are the responsibility of Aeronautical Information Services (AIS); and all comments must be considered before the procedure is forwarded for publication. Valid user comments, which cannot be reasonably accommodated by AIS, should be referred back to the RAPT for resolution.





## Memorandum

Date: Aug 7, 2018  
To: AJV-C24  
From: Steven Szukala, Manager, Instrument Flight Procedures (IFP) Group, AJV-54  
Subject: Proposed Cancellation of HUDZY THREE at GEORGE BUSH INTERCONTINENTAL/HOUSTON, TX (KIAH) on Jun 20, 2019.

**Background:**

The HUDZY THREE at GEORGE BUSH INTERCONTINENTAL/HOUSTON, TX (KIAH) proposed for cancellation. The procedure has been identified as underutilized. The determination was made by reviewing procedure filing, procedure usage and arrival flight counts.

**Purpose:**

Inform stakeholders that the HUDZY THREE has been identified as a candidate for cancella

**Comments:**

FAA invites interested parties to submit written comments, data, or views. The agency also invites comments relating to the economic, environmental, energy, or federalism impacts that might result from the cancellation of this IFP. The most helpful comments explain the reason retaining the IFP and include supporting data. Comments should only be submitted once.

Comments regarding the aforementioned IFP must be submitted via email to [AMC-ATO-IFPCancellations@faa.gov](mailto:AMC-ATO-IFPCancellations@faa.gov) on or before the date stated on the Instrument Flight Procedures Information Gateway ([https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/)) for the proposed procedure cancellation. The FAA will consider all comments it receives on or before the closing date for comments before acting on this cancellation. Any substantive adverse user comments during this period permit sufficient time to amend or withdraw the paperwork prior to publication. Evaluation and disposition of user comments are the responsibility of Aeronautics Information Services (AIS) and all comments must be considered before the procedure is forwarded for publication. Valid user comments, which cannot be reasonably accommodated by AIS, will be referred to the RAPT for resolution prior to submission of the procedure for publication IAW FAAO 8260.19.



## Memorandum

Date: April 20, 2018  
To:  
From: Steve Szukala, Manager, Instrument Flight Procedures Group (AJV-54)  
Subject: Proposed Cancellation of the VOR RWY 3 at VENANGO RGNL (KFKL)

**Background:**

The VOR RWY 3 at VENANGO RGNL (KFKL) is dependent upon the FRANKLIN (FKL) VOR for final approach course guidance. As identified in NOTAM 7/6844 (as of Apr 20, 2018) the KFKL VOR RWY 3 is "PROCEDURE NA" due to sub-standard performance of the FKL VOR as needed on this instrument approach procedure (IAP). This IAP has been "PROCEDURE NA" via NOTAM since July 13, 2017 for this same reason. Therefore, cancellation of the KFKL VOR RWY 3 is proposed for January 3, 2019.

**Purpose:**

Inform stakeholders that the VOR RWY 3 at VENANGO RGNL (KFKL) has been identified as a candidate for cancellation.

**Comments:**

FAA invites interested parties to submit written comments, data, or views. The agency also invites comments relating to the economic, environmental, energy, or federalism impacts that might result from the cancellation of this circling procedure. The most helpful comments explain the reason for retaining the circling procedure and include supporting data. Comments should only be submitted once.

Comments regarding the aforementioned procedure must be submitted via email to "AMC-ATO-IFP-Cancellations@faa.gov" on or before the date stated on the Instrument Flight Procedures Information Gateway ([https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/)) for that proposed procedure cancellation. The FAA will consider all comments it receives on or before the closing date for comments before acting on this cancellation. Any substantive adverse user comments during this period permit sufficient time to amend or withdraw the paperwork prior to publication. Evaluation and disposition of user comments are the responsibility of Aeronautics Information Services (AIS); and all comments must be considered before the procedure is forwarded for publication. Valid user comments, which cannot be reasonably accommodated by AIS, should refer back to the RAPT for resolution prior to submission of the procedure for publication IAW 8260.19G.

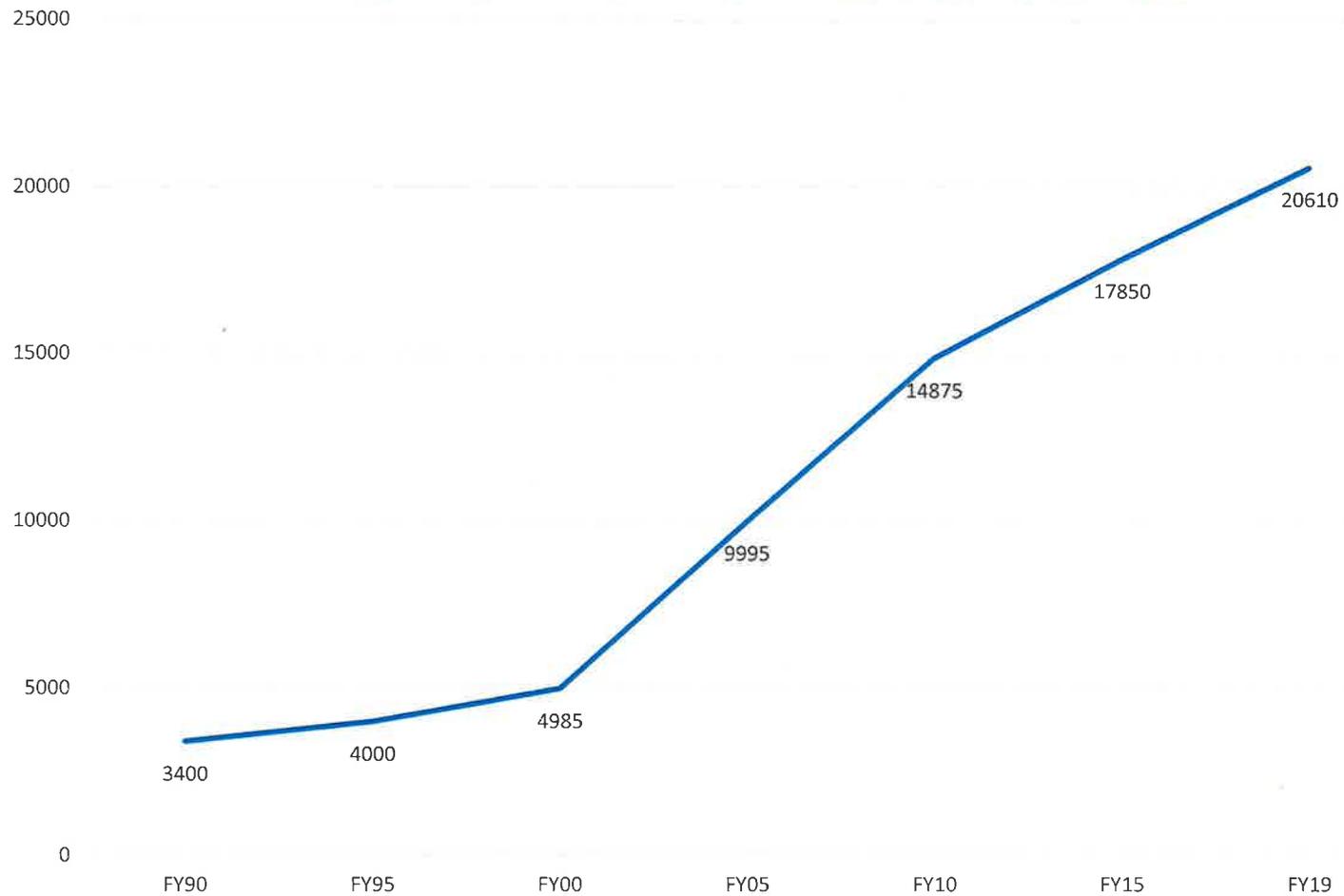


# Current IFP inventory

- PBN NAS
  - 9,384 procedures
  - 277 Airways (Enroute)
- Non PBN NAS
  - 9,991 procedures
  - 958 Airways (Enroute)



# IFP Growth in the NAS



# AJV-A Websites

- Aeronautical Information Services (AJV-A): [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/](https://www.faa.gov/air_traffic/flight_info/aeronav/)
- Digital Products: [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/digital\\_products/](https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/)
- Aeronautical Data: [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/aero\\_data/](https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/)
- FAA UAS Data on a Map:  
<https://faa.maps.arcgis.com/apps/webappviewer/index.html?id=9c2e4406710048e19806ebf6a06754ad>
- IFP Request Form: [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/ifp\\_form/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ifp_form/)
- IFP Announcements & Reports:  
[https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/reports/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/reports/)
- IFP Inventory Summary:  
[https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/ifp\\_inventory\\_summary/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ifp_inventory_summary/)
- IFP Charts/Production Plan/Documents:  
[https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/)
- Aeronautical data search (e.g. Airport, runway, NAVAIDs, etc.): <https://enasr.faa.gov/eNASR/nasr/>
- NOTAM Search: <https://notams.aim.faa.gov/notamSearch/>

