

**Minutes of the Airport Advisory Board Meeting Held 15 November 2016 - Amended**

Board Members in attendance: R. Kloeppel (Chair / Airport Manager)  
H. Marsden (Airport Manager)  
J. Merriman  
S. Mc Coy  
W. Wilmot (BoS representative)  
H. Yanofsky

Board Members absent: J. Branch (Alternate)  
R. Kelsea (Alternate)  
T. Thomas (Alternate)

Also in attendance: T. Callum (Associate)  
L. Edmonds (Associate)  
C. Henderson (Associate)  
F. Malczynski (Associate)

Chairman R. Kloeppel called the meeting to order at 1830 local.

**Old Business**

Chairman Kloeppel called for members to review the minutes for the meeting held 18 October 2016. Minutes were amended as directed.

W. Wilmot moved to accept as amended, second by J. Merriman. ***The motion passed unanimously.***

**1. Runway 18/36 Crack Sealing**

- a) R. Kloeppel has identified significant cracks needing attention. T. Callum and H. Marsden sealed cracks this past Sunday and the week before on the Southern end of the runway to the taxiway. More sealing planned this Saturday if weather supports, temperature is critical.
- b) J. Merriman asks the question: are the cracks occurring at an increasing rate? Consensus is yes, due to aging of runway surface. 7 years service was expected before repaving issue becomes acute, 2 years left to go. Situation tenable now. How long can sealing be done? Need planning for the inevitability of repaving. Preparation for funds needed part of Master Plan.
- c) H. Marsden reports that the sealing done by North American Infrared is holding up well.

**2. Airport Planning Issues including Callum Community Hangar**

- a) Quote forthcoming on roof repair. Plan is to re-sheathe over existing roof. Question raised: what provisions will be made to prevent corrosion?
- b) QTPod hardware and software installed. Awaiting purchase of a modem to complete.
- c) R. Kelsea has provided a detailed profile view for a straight in approach to Runway 36. Attached as Appendix A.

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3. Approach (PAPI) Lighting Update

- a) R. Kelsea has provided a document regarding the installation of a Visual Glide Slope Indicator on Runway 36. Attached as Appendix B. Consensus is that a 2 box PAPI system would be appropriate for Parlin.
- b) Although high on the list of airport functional improvements installation of a PAPI is still just in a discussion phase. J. Merriman still to get some prices.
- c) What formal ground calibration and checks would be needed? H. Marsden to investigate.

4. Tree Growth Impingement

- a) Grounds & Building department consulted on doing clearing. Their opinion was negative, unable to do. Highway department was also consulted. Their opinion was positive and that clearing was doable. Why this difference of opinion? BoS may help to resolve.
- b) Query by S. Mc Coy has resulted in information about using contractors and their equipment. He is to supply names.

5. Appointment of Russ Kelsey to the AAB

- a) R. Kelsea will become full member and sworn in.

New Business

1. Manager's Notes

- a) H. Marsden reports:
  - 1) According to registration there were 160 operations for October. Guard system reports 194 operations. Up by 20 compared to previous October.
  - 2) Fuel sales were 2,000 gal. for October. Better previous October. Total for year so far is 21,000 gal., this is equal to all fuel sold last year. 4,000 gal. was delivered on 10 October and 5,000 gal. was delivered on 19 October.

2. Former Lil Red Baron Property

- a) S. Mc Coy announced that at the Zoning Board of Adjustment (ZBA) meeting on Thursday 17 November a case requesting a zoning Variance to allow the establishment of a fly fishing tackle shop on the property will be heard.
- b) S. Mc Coy will inquire at the meeting if a lease has been signed and the nature of it.
- c) W. Wilmot will make inquiries about a lease to J. Kessler, the BoS representative on the ZBA.

With no further business to conduct, Chairman Kloeppel called for a motion to adjourn.

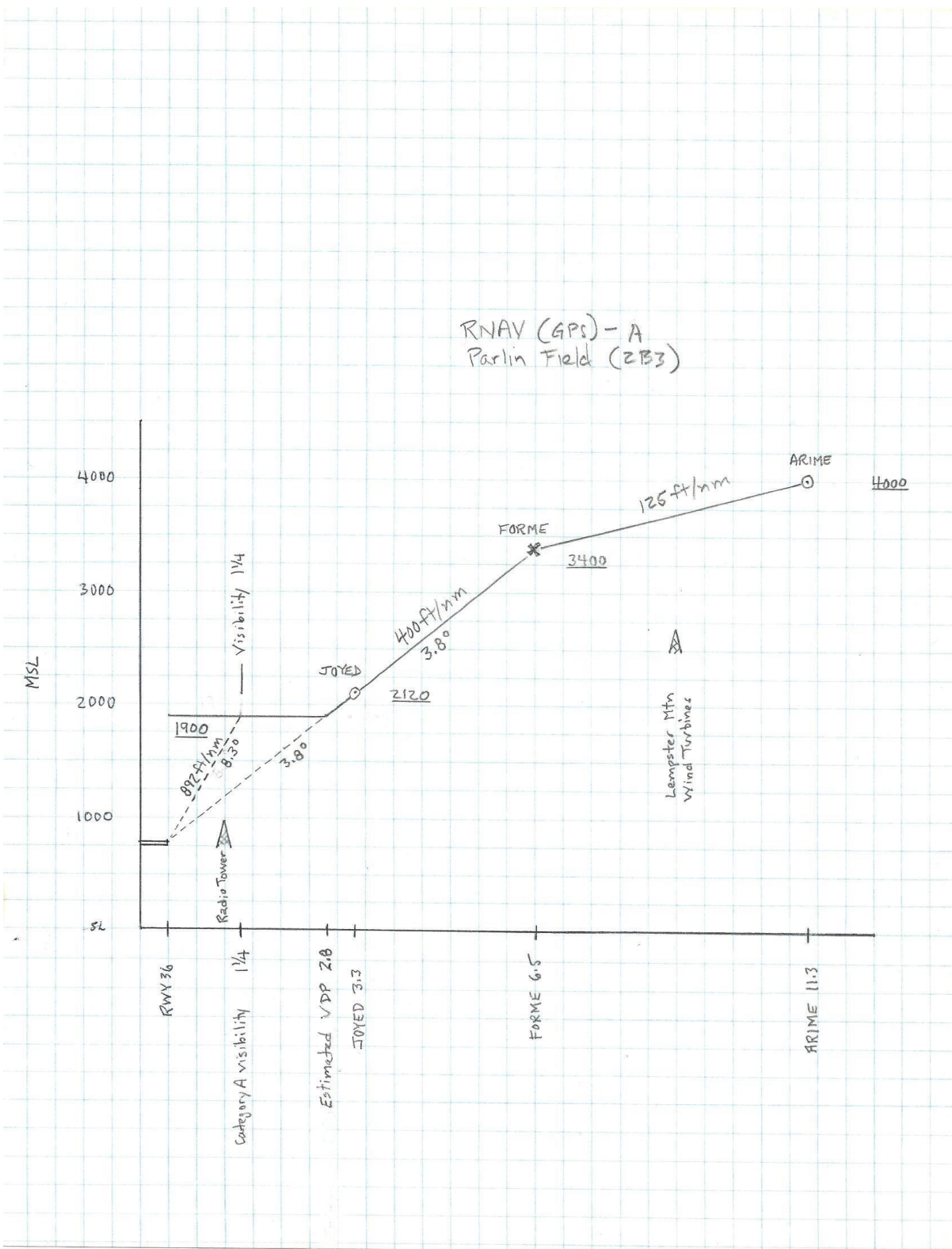
So moved by H. Yanofsky, seconded by W. Wilmot. ***The motion passed unanimously.***

Meeting adjourned at 1926 local.

Minutes respectfully submitted by S. Mc Coy

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Appendix A



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## Appendix B

Town of Newport

Airport Advisory Board

**Installation of Visual Glide Slope Indicator  
Parlin Field Runway 36****Overview**

The Airport Master Plan recommends installation of a Visual Glide Slope Indicator (VGSI) system on runway 36. The VGSI includes a variety of specific devices, such as VASI, PVASI, or PAPI. Typically, the Precision Approach Path Indicator (PAPI) is the preferred device. The PAPI device consists of either a 2-box system or 4-box system. A 2-box system is commonly installed on utility runways such as runway 36 at Parlin Field.

Visual Glide Slope Indicator devices provide vertical guidance to pilots on final approach to landing. If pilots follow the vertical guidance, the device assures obstacle clearance and provides effective cues in helping pilots establish a stabilized approach and conduct a safe landing. These devices are useful to pilots operating at unfamiliar airports or at night, and are especially useful to instrument pilots conducting the final visual segment of an instrument approach in reduced visibility. At Parlin Field, a PAPI would mitigate the illusion that pilots sometimes experience due to the narrow and confined runway. This illusion causes pilots to fly an excessively close-in approach resulting in too-high final approach and possible long landing or overrun, or fly a too-low straight-in final approach thus exposing the pilot to obstacles.

**Two-box PAPI System**

The FAA classifies a two-box PAPI system suitable for use at Parlin Field as a 2-light L-881, Class 1, Style A (constant voltage) device. It must have remote activation using either radio control or hard wire switch, and may be photocell controlled for nighttime operation. Regardless of method, the system must have night mode intensities at 5% and 20% of daytime intensity. By convention and preference, the device is located on the left side of the runway, but may be located on either side. For utility runways such as Parlin Field, the inboard unit must be no closer than 30 feet to the runway edge and the centerline of outboard unit must be 20 feet from the centerline of the inboard unit. The devices are aimed to assure obstacle clearance (not to exceed a 4 degree maximum slope), and span 10 degrees on either side of the runway centerline to a distance of 4 miles from the threshold. There are complex provisions for positioning the units and installing lateral baffles that narrow the span to accommodate certain obstacles. The manufacturer is expected to provide an aiming device for setting lateral and vertical angles.

**Installation Issues**

All new PAPI devices installed on runways with instrument approach procedures, including circling only procedures, require an FAA flight check prior to commissioning.

**References**

FAA Order 8200.1D (with Change 1), *United States Standard Flight Inspection Manual*, April 2015.

FAA Advisory Circular 150/5345-28G, *Precision Approach Path Indicator (PAPI) Systems*, September 2011.

FAA Advisory Circular 150/5340-30H, *Design and Installation Details for Airport Visual Aids*, July 2014.