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1.0 QUICK REFERENCE GUIDE

1.1 Location & Access

Location: The Portland Downtown Heliport is located atop the city’s Naito and Davis SmartPark Garage located at NW Naito Parkway and NW Davis Street in downtown Portland.

Hours: The Heliport is open 24 hours a day, 7 days a week.

Access: Access to the Heliport is limited to those who use the Heliport for transportation by helicopter. Users can obtain a numeric code to be entered on the elevator keypad for access to the Heliport at the roof-top level.

Owner/Operator: The City of Portland owns and operates the public-use Heliport for the benefit of all helicopter pilots and users.

1.2 Heliport Amenities

Heliport: The Heliport consists of a 200 ft. by 220 ft. rooftop area, providing a landing pad, taxiways, and four helicopter parking positions. There are no fueling or maintenance facilities, and the Heliport is unattended. However, fueling and maintenance services are available at Portland International Airport (6 miles to the northeast) and at Hillsboro Aviation (13 miles to the west).

Conference Room: The Heliport offers a conference room, which is available to Heliport users on an advance reservation basis. The room has free WiFi access available through the City Guest network. The
room is closed for cleaning on Mondays, Wednesdays, and Fridays from 6-7 PM. Restroom facilities and a weather station are also available.

**Automobile Parking:** Automobile parking is available at normal city rates in the SmartPark garage below the Heliport.

### 1.3 Pilot Information

**Frequency:** Pilots should self-announce flight intentions in the blind on **123.075 MHz** Common Traffic Advisory Frequency.

**FAA Identifier:** 61J

**Safety & Maintenance:** All pilots using the Heliport are to immediately report any perceived facility safety, maintenance, or operations problems to the Portland Bureau of Transportation.

### 1.4 Authorized Users

Only certified helicopter pilots, PBOT staff, Security Personnel, and those with specific written authorization from PBOT are allowed to use the Portland Downtown Heliport. Passengers of arriving and departing aircraft must be escorted by an authorized party.

‘Certified Helicopter Pilot’ means a person with an appropriate and valid airman certificate, rating, endorsement, and/or authorization issued by the Federal Aviation Administration (FAA) and Medical Certification required by the FAA.

Certified helicopter pilots may use the Heliport without advance authorization.

### 1.5 Landing Fees

PBOT does not currently charge fees for landing at the Portland Downtown Heliport.

### 1.6 Parking

PBOT does not currently charge parking fees for daytime or for overnight parking.
# 1.7 Contact Information

*Table 1-1: Contact Information*

<table>
<thead>
<tr>
<th>Agency</th>
<th>Title</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBOT</td>
<td>General Manager – Heliport Operations</td>
<td>1120 SW Fifth Ave #800&lt;br&gt;Portland, OR 97204</td>
<td>503.823.5049&lt;br&gt;<a href="mailto:Portland.Heliport@portlandoregon.gov">Portland.Heliport@portlandoregon.gov</a></td>
</tr>
<tr>
<td>OMF</td>
<td>Facilities Project Manager</td>
<td>1120 SW Fifth Ave #1250&lt;br&gt;Portland, OR 97204</td>
<td>503.823.6935</td>
</tr>
<tr>
<td></td>
<td>Facilities Services Dispatch</td>
<td>1120 SW Fifth Ave #1250&lt;br&gt;Portland, OR 97204</td>
<td>503.823.5252&lt;br&gt;(To report accidents or injuries)</td>
</tr>
<tr>
<td>Fire Bureau</td>
<td>Fire Marshall Station 01 – Old Town</td>
<td>55 SW Ash St&lt;br&gt;Portland, OR 97204</td>
<td>503.823.3700</td>
</tr>
<tr>
<td>FAA /ADO</td>
<td>Seattle Airports District Office</td>
<td>Manager&lt;br&gt;2200 S 216th St&lt;br&gt;Des Moines, WA 98198</td>
<td>206.231.4145</td>
</tr>
<tr>
<td>FAA/FSDO</td>
<td>Portland Flight Standards District Office</td>
<td>Office Manager&lt;br&gt;3180 NE Century Blvd&lt;br&gt;Hillsboro, OR 97124</td>
<td>503.615.3200</td>
</tr>
<tr>
<td>FAA</td>
<td>Portland Airport Traffic Control Tower</td>
<td>Tower Manager&lt;br&gt;7108 NE Airport Way&lt;br&gt;Portland, OR 97218</td>
<td>503.493.7500</td>
</tr>
<tr>
<td>National Transportation Safety Board (NTSB)</td>
<td>Western Pacific Regional Office</td>
<td>505 South 336th St #540&lt;br&gt;Federal Way, WA 98003</td>
<td>253.874.2880&lt;br&gt;844.373.9922 (to report incident only)</td>
</tr>
<tr>
<td>ODA</td>
<td>Director</td>
<td>3040 25th Street SE&lt;br&gt;Salem, OR 97302</td>
<td>503.378.4880&lt;br&gt;<a href="mailto:aviation.mail@aviation.state.or.us">aviation.mail@aviation.state.or.us</a></td>
</tr>
<tr>
<td>Port of Portland</td>
<td>Airfield 1</td>
<td>P.O. Box 3529&lt;br&gt;Portland, OR 97208</td>
<td>503.460.4134</td>
</tr>
<tr>
<td>Portland Bureau of Emergency Management</td>
<td>Program Coordinator</td>
<td>9911 SE Bush St&lt;br&gt;Portland, OR 97266</td>
<td>503.823.4375&lt;br&gt;503.823.2686 (24/7 emergency line)</td>
</tr>
<tr>
<td>Portland Police</td>
<td>Operations Branch - Central Precinct</td>
<td>1111 SW 2nd Ave&lt;br&gt;Portland, OR 97204</td>
<td>503.823.0097</td>
</tr>
</tbody>
</table>
2.0 OVERVIEW AND PURPOSE

2.1 Introduction

The Portland Downtown Heliport was constructed in 1989 through a combination of City funds, private donations, and federal FAA grant funds. The original intent of the Heliport was to provide a place for helicopter direct service to downtown Portland for both public and private interests. Key public benefits identified included: emergency medical and public safety, disaster response, economic development, and an alternative transportation mode. A more general intent was to limit the need for future other private heliports to be developed around the city, thus minimizing helicopter noise and safety concerns by providing a public place that was well suited in this regard.

Very few cities in the country have a public access heliport in downtown, and the Portland Downtown Heliport is in fact one of only 10 public heliports included in the National Plan of Integrated Airport Systems (NPIAS). This rare distinction allows the Portland Downtown Heliport to pursue Federal Aviation Administration (FAA) funds to maintain and enhance the Heliport. The Heliport has been visited by officials and transportation planners from around the U.S. and other countries as an example of a successful, functional, and cost-effective downtown heliport.

This Portland Downtown Heliport Management Plan is intended to serve as a useful reference guide for users of the Heliport, ensuring its efficient operation, raising awareness of the rules of use, and connecting users with key contacts at the Portland Bureau of Transportation (PBOT). In its current format, the Portland Downtown Heliport is an unattended facility, which necessitates that clear procedures for use of the facility are adhered to by users and that high levels of cooperation, partnership, and communication routinely take place between users and PBOT. This Plan serves as the foundation piece supporting that collaborative framework for use.

2.2 Mission Statement

The Portland Downtown Heliport is part of a multimodal transportation hub that supports the resiliency and economic vitality of the Portland Metropolitan area.

2.3 Vision Statement

The Portland Downtown Heliport strives to lead the nation in providing top-tier public use helicopter access to Downtown.

2.4 Goals and Objectives

- **Resiliency:** Monitor, inspect, maintain, and enhance the Heliport to ensure the facility is able to serve as an asset during times of emergency.
- **Public Asset:** Manage, improve, and expand the facility as needed to maintain safe and efficient operations for all aviation users and minimize the need for additional heliports within Portland.
- **Partnerships and Public Awareness**: Uphold ongoing partnerships that have contributed to the historic success of the Heliport and spread awareness in the community of the benefits of the Portland Downtown Heliport.

- **Operational and Financial Effectiveness**: Prioritize capital, operating, and maintenance investments to cost effectively achieve the above goals while responsibly managing and protecting past investments.
3.0 ORGANIZATIONAL FRAMEWORK

The following agencies are the principal participants in the facilities operation of the Portland Downtown Heliport. The City of Portland Bureau of Transportation (PBOT) provides management for most aspects of the Heliport operation. Several other agencies are involved to a lesser degree.

3.1 Owner/Operator

3.1.1 City of Portland Bureau of Transportation (PBOT)

Role: The City of Portland Bureau of Transportation is the owner/operator of the Heliport. PBOT is responsible for ensuring that the Portland Downtown Heliport is continually maintained in a safe and professional operational condition. Additionally, because the Portland Downtown Heliport is included within the National Plan of Integrated Airport Systems (NPIAS), PBOT is responsible for ensuring that the Heliport is managed in accordance with FAA requirements for public heliports in order to remain eligible for federal funding.
PBOT staff will therefore have the prime responsibility to ensure that inspections are being performed, and that deficiencies are remedied. The primary PBOT contact person concerning the Heliport is listed in Section 1.7. PBOT does not provide on-site staffing or utilize a Fixed Based Operator (FBO) at the Heliport for either operations or Heliport management. However, PBOT staff are located a short walk from the Heliport and make regular visits.

3.2 Heliport Users

3.2.1 Pilots

Refer to Section 4.0 for a listing of Heliport Authorized Users.

Helicopter pilots are licensed by the FAA. PBOT may send out notices to helicopter pilots periodically, and pilots who wish to be included on PBOT’s distribution list should either sign up through the Portland Downtown Heliport’s website or through the on-site log book. The FAA and ODA have separate mechanisms for sending notices to pilots.

3.3 Facility Operations

3.3.1 Facilities Services / Office of Management and Finance (OMF)

PBOT has an agreement with the Office of Management and Finance Facility Services for Heliport maintenance responsibilities. These include regular inspections of the facility and its environs, maintaining supplies in good condition, and arranging for repairs and improvements.

3.3.2 Security

PBOT has a contract with a third party to provide staff for daily security purposes. Security staff patrol the facility and access points and report on any problems encountered.

3.4 Emergency Response

3.4.1 City of Portland Fire Bureau

The City of Portland Fire Bureau is responsible for conducting periodic code enforcement inspections for the entire facility. During these inspections, Portland Fire and Rescue will confirm the fire-fighting systems have been properly inspected and maintained. PBOT is responsible for the operational readiness of the fire-fighting protection systems, including inspections, testing, and maintenance of the equipment in accordance with the Portland Fire Code and adopted national standards.

The staff at Station 01 (who would respond to an emergency) maintain a fire-fighting plan for the facility. PBOT will inform the Fire Bureau whenever it is aware that the fire-fighting systems have been tampered with, vandalized, or otherwise potentially disabled. The primary Fire Bureau contact for the Heliport is listed in Section 1.7.

3.4.2 City of Portland Police Bureau

The City of Portland Police Bureau serve as first responders for incidents at the Portland Downtown Heliport and provide support when needed to on-site security personnel.
3.4.3 Portland Bureau of Emergency Management (PBEM)

The Portland Bureau of Emergency Management (PBEM) promotes readiness, coordinates response, and builds resilience for the City of Portland. This includes developing and implementing strategic planning, programs, and policies to continually advance Portland’s mitigation, preparedness, response, and recovery capabilities. Efforts to improve the Portland Downtown Heliport to better allow the Heliport to function in times of emergency should be coordinated with PBEM.

3.5 Safety

3.5.1 Federal Aviation Administration Flight Standards District Office (FSDO)

Flight and pilot standards, and local flight safety issues are under the jurisdiction of the FAA Flight Standards District Office (FSDO).

Air traffic control in the Portland area is generally under the jurisdiction of the Portland Control Tower.

The FAA has jurisdiction over the filing and canceling of the Notices to Airmen (NOTAM), which are provided to pilots to identify any hazardous conditions that may exist (or will exist at a known time). NOTAMS are filed with eNOTAM II (ENII) by authorized Heliport personnel.

3.5.2 National Transportation Safety Board (NTSB)

The National Transportation Safety Board (NTSB) is charged with determining the probable cause of transportation accidents, promoting transportation safety, and assisting victims of transportation accidents and their families. Pilots involved in an incident/accident should contact the NTSB. Contact information is listed in Section 1.7.

3.6 Airport Design

3.6.1 Federal Aviation Administration Airport Districts Office (ADO)

The Federal Aviation Administration (FAA) has the authority to regulate most aspects of aviation activity, including federal preemption of local and state laws. The design and construction standards for airports are under the jurisdiction of the FAA Airport Districts Office (ADO).

3.7 State Aviation System

3.7.1 Oregon Department of Aviation (ODA)

The Oregon Department of Aviation licenses airports, and generally is involved with maintaining a safe, usable network of airports in the state. It also maintains and operates a large number of state unmanned low-use airports (similar in use and management to the Heliport). As such, the Oregon Department of Aviation is an excellent source of intergovernmental advice concerning Heliport operations. The primary ODA contact is listed in Section 1.7.
3.8 Regional Airport Management

3.8.1 Port of Portland
The Port of Portland owns and operates Portland International Airport, Hillsboro Airport, and Troutdale Airport. Although these are all larger airports with control towers and fairly complex operations, the Port staff is a good source of intergovernmental airport management advice. The Port of Portland will refer any helicopter noise complaint generated from the Portland Downtown Heliport to PBOT.

3.8.2 City of Vancouver
The City of Vancouver, Washington, owns and operates Pearson Field, which is located approximately 6.6 miles north of the Portland Downtown Heliport. Due to its proximity to Portland, the City might also be affected by air traffic to and from the Portland Downtown Heliport.
4.0 AUTHORIZED USERS

Only certified helicopter pilots, student pilots, PBOT staff, Security Personnel, and those with specific written authorization from PBOT are permitted to use the Portland Downtown Heliport. Passengers of arriving and departing aircraft must be escorted by an authorized party.

4.1 Permitted Users

Certified helicopter pilots (see definition in Section 1.4 - Authorized Users) may use the Heliport without advance authorization. However, PBOT requires that certified helicopter pilots and their support staff be familiar with the Rules of Use included within Section 5 of this Plan. PBOT also encourages all pilots and their support staff to familiarize themselves with all elements of this plan to ensure efficient operation of the facility and effective communications.

The City of Portland reserves the right to, in the future, establish conditions for all users or classes of Heliport users (in compliance with State and Federal regulations) as may be necessary to maintain safe and efficient operations for all aviation users.

4.2 City Staff and State or Federal Regulators

PBOT or the Heliport Manager may need to allow access by contractors or federal or state officials to the Heliport for maintenance functions or for periodic inspections. On-site security personnel should be notified when these functions are being performed.

4.3 Special Use

Authorization to use the Portland Downtown Heliport may be granted on a case by case basis. Such conditions may include, but are not limited to:

- **Filming Permits**: A filming permit is required for filming and photography. Filming and photography will only be approved if PBOT staff or the Heliport Manager are available to escort filming crews.
- **Other**: As determined by PBOT or the Heliport Manager.
5.0 RULES FOR USE

5.1 Approach and Departure Procedures

The Portland Downtown Heliport is located outside of the Class C airspace for PDX, so all aircraft flying in the downtown area should use the Heliport Common Traffic Advisory Frequency (CTAF), shown below. Thus, helicopter operations to and from the Heliport will then involve a radio self-announce of approach, landing, take-off, or taxi operations on the Downtown Heliport CTAF as per the guidelines in the Aeronautical Information Manual (AIM), Section 4.1.9. (Traffic Advisory Practices at Airports Without Operating Control Towers). The recommended approach and departure from the Heliport is along the east bank of the Willamette River which runs north and south through the downtown area—the east bank of the Willamette River is the outside boundary for PDX Class C airspace. There are four approach/departure arrows on the Portland Downtown Heliport. These are the only directions that may be used. While flying through the downtown area, the standard altitude is 1,000’ to 1,500’; this is to help keep aircraft below air traffic for PDX.

---

Heliport Common Traffic Advisory Frequency (CTAF)
123.075 MHz

The Heliport frequency is utilized by many of the downtown area private heliports (including hospitals and other private operators). Thus, use of this frequency should promote pilot knowledge of other Heliport traffic departing or arriving in the downtown area.

5.1.1 Safety

Like many small airports, the Heliport does not have a control tower or other regulatory person monitoring flight activities. Rather the individual pilot is held responsible to confirm the standard flight procedures contained in the FAA regulations. So that all pilots in the area are aware of each other’s intentions, one aspect of the FAA procedures is for each pilot to self-announce flight intentions in the blind on the Heliport CTAF.

Since the Heliport is located just outside of and below Class C airspace, other nearby aircraft may be on a different radio frequency. PDX Class C airspace extends from the surface to 4,000' MSL along the east bank of the Willamette River as well as 2,300' to 4,000' MSL above the Heliport.

All flight activities at the Heliport will occur totally under the individual control of the pilot in command of each helicopter. The safety of each individual flight, including landing, taxiing, parking, and take-off, thus falls on the pilot’s shoulders.
5.1.2 Pilot Inspections

The first line of defense in maintaining a safe facility is to provide a method for pilots to report any perceived deficiencies when they are observed. Pilots should immediately report any facility safety, maintenance, or operational problem observed to PBOT. Contact information for PBOT Heliport Operations is listed in Section 1.7 and is also posted in the Heliport Lobby.

Pilots are trained to routinely perform safety checks of their aircraft and maintain visual surveillance of terrain and facilities for hazards. Their first-hand observations while using the Heliport will provide the most immediate and important input to the safety and inspection program.

PBOT receives and documents all calls and follows up with an evaluation of any reported problem. PBOT will perform corrections such as the changing of a burned-out light bulb. More complex problems will be evaluated by PBOT with mitigation strategies forwarded into the general capital maintenance program for the garage and Heliport. Long-term capital improvements will also be incorporated into the Annual Review process summarized in Section 8.0. All pilot reports will be documented and passed on to PBOT so it is aware of any report and the resulting analysis and/or correction. Contact information is listed in Section 1.7.

5.2 Landing and Parking

5.2.1 Logging

All users are requested to record each landing within the log book provided on site, including the following information:

- Tail Number
- Date and Time of Landing
- Date and Time of Departure
- Name
- Contact Information

PBOT will maintain log book records.

5.2.2 Landing Fees

PBOT does not currently charge fees for landing at the Portland Downtown Heliport. Should PBOT implement fees, they will be added to this section.

5.2.3 Parking Fees

PBOT does not currently charge parking fees during the day or for overnight parking. PBOT will monitor daytime and overnight parking demand and reserves the right to adjust overnight parking rates as may be necessary to maintain parking availability for all aviation users.

A Note on Fees:

Fees can an effective way to manage demand to ensure the facility is able to continue to effectively serve helicopter demands (Goal #2: Public Asset). Additionally, fees provide a method to offset maintenance and capital costs, promoting cost effective management practices (Goal #4: Operational and Financial Effectives). For these reasons and more, PBOT may consider working with Portland Downtown Heliport stakeholders in the future to implement parking fees and/or reintroduce landing fees.
5.3 Noise Abatement

5.3.1 Procedures

Pilots are requested to use the following noise abatement procedures whenever possible, guided by the FAA’s advisory “Noise Abatement for Helicopters” (FAA AC 91-66). Of course, it is the pilot’s responsibility on each flight to determine the actual piloting techniques necessary to maintain safe flight operations.

1. **Flight Paths**: Maintain approach and departure paths over river and freeways as shown on the attached map.
2. **Steep Departure**: Depart at Vy (best rate of climb) when possible.
3. **Steep Approach**: Use steep approach angle when possible (PLASI I set for a 10° approach).
4. **Night Operations**: Avoid night approach from north as it passes near the McCormick Pier Apartments.
5. **Minimize Ground Operations**: Minimize duration of warm-up or cool-down periods (typically 2 to 3 minutes). Do not idle at the Heliport for prolonged periods.
6. **Avoid Creating Unnecessary Noise**: Helicopters can be particularly noisy when landing. Pilots might consider limiting the amount of excessive noise by using a higher than normal descent rate when safe to do so. Most helicopters have a high noise regime near a descent profile of 70 knots @ 300 FPM. The graph from AC 91-66 indicates the extent of this high noise regime. Pilots can avoid descent through this area by initiating the descent at a higher speed than normal.
7. **Gradual/Smooth Control Inputs**: Gradual and smooth control inputs result in reduced noise impact.
8. **Avoid Steep Turns**: Avoidance of steep turns results in reduced noise impact.
9. **Enroute Altitude**: Whenever possible maintain 2,000 feet AGL above residential neighborhoods and other noise sensitive properties, as per FAA AC 91-36D “VFR Flight Near Noise-Sensitive Areas.”
10. **Fly Neighborly**: Refer to the Helicopter Association International "Fly Neighborly" program on how to minimize helicopter noise impact.
PORTLAND HELIPORT FLIGHT PATHS

- 600’ MSL @ Broadway Bridge for 10° Approach
- Avoid McCormick Pier Apartments
- 275’ MSL @ Convention Center Towers Approx 300 MSL
- 550’ MSL @ Grand Ave. Bridge for 10° Approach
- Avoid Residential Neighborhoods
- Avoid River Place Apartments to South

NOTE: 10° Approach = 60 KN @ 1070FPM in Zero Wind Conditions

EAST (I-84) Approach Path Profile
5.3.2 Complaints
Citizen concerns about helicopter noise emanating from the Portland Downtown Heliport should be brought to the attention of PBOT staff (see contact information in Section 1.7). All noise complaints will be logged. Where possible, follow-up calls will be made to the involved helicopter pilot and then back to the concerned citizen, but this is possible only if the caller and PBOT staff can identify the involved helicopter.

When noise issues at the Heliport cannot be easily addressed, PBOT staff will refer the complaint and all supporting information to PBOT Heliport General Manager for further review.

5.3.3 Noise Abatement Review Committee
Noise complaints concerning Heliport operations that PBOT is unable to resolve will be referred to a Noise Abatement Review Committee. The committee will be composed of the PBOT Parking Operations Manager, a member of the City of Portland Noise Review Board, and a representative from the City of Portland Office of Community and Civic Life.

5.4 Helicopter Incident/Accident Notification Process
For all life-threatening emergencies, Heliport users should immediately call 911. In the event of an accident or incident on the Heliport, it is the pilot’s responsibility to notify the National Transportation Safety Board (NTSB). For further information, contact the National Transportation Safety Board’s Response Operations Center (see contact information in Section 1.7). Heliport users are also requested to contact the City of Portland Facilities Services Dispatch to report any accident or injury occurring on the Heliport premises (see contact information in Section 1.7).

5.5 Ground Access
Elevator and stairwell access to Heliport level is limited only to those who are actively using the helicopter transportation mode. A security lock system requires a numeric code to be entered on the elevator keypad for the elevator to access the Heliport level. The numeric code is posted in the Heliport Lobby. The code is required for re-entry, and pilots are responsible for reviewing the code prior to exiting the Heliport Lobby. The code will not be given out over the phone by PBOT staff, and for security reasons, PBOT requests that Heliport users refrain from sharing the code.

PBOT will change the code periodically and will notify Heliport users in advance of all code changes as a reminder to check the updated code in the Heliport Lobby. PBOT staff will also notify the Portland Bureau of Emergency Management (PBEM) of any code changes (see contact information in Section 1.7).

5.6 Meeting Room
5.6.1 Amenities
The meeting room is equipped with a conference table and chairs (with seating for 10), a tack board, power outlets, and a pull-down projector screen (note: users must bring their own projector/computer).
The room has free WiFi access available through the City Guest network. Restroom facilities and a weather station are also available.

The room is closed for cleaning on Mondays, Wednesdays, and Fridays from 6-7 PM.

5.6.2 Authorized Users

The Portland Downtown Heliport conference room is available for shared use by members of the helicopter aviation community and PBOT employees. If the conference room is locked and not reserved for exclusive use, users are requested to contact PBOT during normal business hours for access instructions. However, approval for use of the Heliport conference room does not authorize users or their invitees access to the Heliport deck. Access to the deck is restricted to authorized users as outlined in Section 4.

The meeting room is not to be used as office space or as a pilot lounge. PBOT shall have sole discretion concerning the use and users of this room.

5.6.3 Reservations for Exclusive Use

PBOT requests that reservations for exclusive use of the conference room be made at least three business days in advance of the time requested by completing the online form available at:

- www.portlandoregon.gov/transportation/heliportconferenceroom

Last-minute reservations for exclusive use of the conference room can be made by contacting PBOT directly (see contact information in Section 1.7).

PBOT will post the calendar of conference room reservations weekly in the conference room. The conference room is available for shared use by all users of the Heliport when not reserved for exclusive use.

Fees: PBOT is authorized to establish fees for the use of the Heliport conference room. There are currently no fees in place for use of the conference room.

5.6.4 Policies and Restrictions

Purpose: The conference room is intended to serve as a meeting room, not a pilot lounge or office space.

Frequency of Use: Regular, recurrent use will be granted only on a case-by-case basis.

Food and Drink: Consumption of alcohol in the conference room is prohibited. Food preparation in the conference room is also prohibited, but catering of prepared food is permitted only with the explicit permission of PBOT, and additional janitorial fees may be levied in some cases.

Smoking: Smoking in the conference room, lobby, elevators, or on the Heliport deck is prohibited.
Clean Up: At the end of the reservation time (which should include set up and takedown time), users must return the space in good, clean, and safe condition. Furniture must be returned to the same arrangement in which it was found. All garbage and debris shall be placed in appropriate receptacles. Users must remove all personal property after use.

Accident/Injury: Contact 911 for all life-threatening accidents or injuries. Users should notify the City’s Facilities Services (see contact information in Section 1.7) promptly of any non-life-threatening accidents, injury, or casualty occurring during use.

Damages: Users are liable to the City for any damage resulting from use, action, or neglect by users, their employees, agent, or invitees. Users are liable for any expenses and costs for clean-up, repair, or replacement, including administrative overhead, consultant fees, attorney fees, and litigation costs.

Violations of these policies may result in denial of future requests.

5.7 Use Restrictions
Currently, all permitted users are allowed to use the Heliport with no restrictions and without advance authorization. However, as noted in Section 4, the City of Portland reserves the right to, in the future, establish conditions for all users or classes of Heliport users (in compliance with State and Federal regulations) as may be necessary to maintain safe and efficient operations for all aviation users.

5.8 Training and Student Pilots
Flight instructors are requested to limit the use of the Heliport to only a select number of their student pilots. Instructor approval of student use should carefully consider flight safety issues involved in use of a rooftop facility. Repeated touch-and-goes are especially discouraged, as this will likely lead to noise complaints by local residents.

5.9 Drone Operations
FAA regulates Small Unmanned Aircraft – more commonly referred to as “drones.”

Legislation adopted in October 2018 includes strict penalties for those operating drones unsafely in the airspace of manned aircraft. Additionally, the FAA will be developing a plan to detect and reduce potential risks posed by “errant and hostile” drones to the safe operation of air traffic and airports, including heliports. Due to expected ongoing changes, users of drones or other model aircraft are encouraged to check the latest FAA rules and regulation through its website at: https://www.faa.gov/uas/getting_started/.

Under current regulations, people flying drones for recreational purposes near the Heliport are required to:

- Fly a drone under 55 lbs. unless certified by a community-based organization
- Register the drone with the FAA
- Fly drones within visual line-of-sight
• Follow community-based safety guidelines and fly within the programming of a nationwide community-based organization
• Never fly near other aircraft
• Notify the heliport prior to flying within 5 miles of the heliport
• Never fly near emergency response efforts

People flying drones for commercial purposes are subject to these rules as well as additional requirements, as listed below:
• Obtain a Remote Pilot Certificate from the FAA
• Don’t fly in controlled airspace near the Heliport without FAA permission
• Fly only during daylight or civil twilight, at or below 400 feet

5.10 Advertising

Advertising generally is not allowed at the Portland Downtown Heliport, except:

a. Business Cards and promotional flyers may be placed on the bulletin board in the Heliport Lobby.

b. With SmartPark approval, a properly permitted A-Board sign may be placed on the sidewalk consistent with the City of Portland’s Code Title 32.

No advertising is allowed in or on the elevator cars or towers. No advertising is allowed in the SmartPark lobby or lobby doors without SmartPark written approval.

Posting or placing on cars any handbills, flyers, or posters of any kind within City parking garages is prohibited unless authorized by the City of Portland. (PCC 16.20.910)
6.0 SAFETY AND INSPECTION PROGRAM

Note: This section is intended for internal use by PBOT staff and may not be relevant for most Heliport users.

6.1 Overview

Airport safety is an important part of aviation safety. Heliport safety is everybody's business—the pilot, the operator’s maintenance staff, and the passengers all play key roles in making sure that the Heliport is safe.

The following section provides an overview of the Portland Downtown Heliport’s Safety and Inspection Program, including key responsibilities and roles.

6.1.1 Facility

The Heliport consists of a 200’ x 220’ rooftop landing and parking area on the Naito & Davis Garage at NW Naito Parkway & Davis Street in downtown Portland. It contains a landing pad, taxiways, four helicopter parking positions, a lobby, a restroom, and a meeting area. There are no fueling or maintenance facilities, and the Heliport is unattended. However, fueling and maintenance services are available at Portland International Airport (6 miles to the northeast) and at Hillsboro Aviation (13 miles to the west).

6.1.2 Maintenance and Inspection Program

In addition to Daily Pilot Inspections, the Portland Downtown Heliport Safety & Inspection program has seven (7) primary components:

- **Daily Security Surveillance**: a regular, ongoing surveillance of the Heliport by third party security personnel and PBOT staff, with a reporting mechanism for noting unauthorized access or vandalism problems.
- **Regular Inspections**: a monthly inspection of the physical facilities and approach slopes to note that required standards are either fully met or not met.
- **Special Inspections**: special inspections during unusual weather or special usage situations.
- **Fire Suppression Equipment Inspections**: inspections of the fire-fighting equipment by PBOT, with a reporting mechanism for noting deficiencies.
- **FAA Safety Inspections**: the Seattle Airports District Office will do a safety inspection of the Heliport at least every three years and can assist with inspection as necessary.
- **Notice to Airmen (NOTAM) Process**: Filed to alert pilots of temporary Heliport closures due to maintenance, construction, or problems that make the Heliport unsafe for use.
- **Annual Meeting**: a formal annual meeting arranged by PBOT staff to review Heliport operations.

The Organization Framework outlined in Section 3 outlines the relationships between the various groups and agencies that play a role in maintaining safe operations at the Portland Downtown Heliport.
6.1.3 Summary of Responsibilities

This section provides a listing of the specific responsibilities of the various parties involved with the Heliport safety and inspection program.

6.1.3.1 PBOT

a. Overall ownership and management of the Heliport.
b. Repair of vandalism.
c. Major repair work and improvements relating to the Heliport facility.
d. Elevator maintenance.
e. Access code updates.
f. Administer and enforce landing and parking fees, as applicable.
g. Regular inspections and maintenance.
h. Organize an annual review meeting to review overall Heliport operations status and any noise abatement log citizen reports.
i. Change burned out light bulbs.
j. Change worn out windsocks.
k. Purchase light bulbs, windsocks, and other supplies as stock gets low.
l. Manage access to meeting room.
m. Respond to pilot reports of maintenance/operations items.
n. When necessary, issue Notice to Airmen (NOTAM) concerning aviation safety problems at the Heliport.
o. Facilitate Janitorial contract and confirm duties are being performed satisfactorily.
p. Review and catalog Heliport activity.
q. Ensure the Fire Bureau has been called if fuel separation tank alarm sounds.
r. Ensure third party contractor conducts annual inspections and six (6)-month walk-through inspections of fire-fighting equipment and notifies PBOT of any problems.
s. Recharge the AFFF system, drain hoses, and drain under-floor pipe connecting the north and south hose reels after each use of the system.
t. Respond to fuel-water separator tank alarm and pump tank if necessary.
u. Manage annual budget for Heliport maintenance/operations needs.

6.1.3.2 Fire Bureau

a. Respond to fire alarms and emergency incidents.

6.1.3.3 Garage Security

a. During daily inspections, security personnel will generally ensure that the facility is secure, the access codes for the elevator, main ground level front door, and two top stairwell doors are operative, meeting room door is locked (unless the room is being used).
b. Security personnel may exclude individuals not authorized to be on the Heliport premises. Other breaches of security, security/safety problems, and/or acts of vandalism will be immediately reported to PBOT.
6.2 Daily Security Surveillance

6.2.1 Security Patrols

Third party security staff patrols the garage facility to ensure the building is secured properly. These security rounds include checks on the Heliport deck, lobby, conference room, storage room, elevators, and stairwells. The security personnel are instructed that during their rounds, they are to prevent obvious acts of vandalism and report any gross problems observed.

Specifically, they will be counted on to report any Heliport security deficiencies noted, as follows:

- **Security System**: As part of their garage rounds, the security personnel will monitor that the elevator code access to the Heliport level is working.
- **Elevator Equipment**: As part of their security surveillance of the rooftop elevator equipment, security personnel will remind individuals that only pilots and/or passengers are allowed at the Heliport level, and that only pilots and passengers accompanied by the pilot are to pass beyond the Heliport lobby area.
- **General**: During any security round which passes by the Heliport area, security personnel will monitor for safety and security reasons.

Problems in any of these areas will be immediately reported to PBOT, and PBOT will maintain a log of incidents reported.

6.2.2 Exclusions

Security personnel may exclude from the Heliport any persons who are not authorized to access the facility. Exclusions are issued for a period of 180 days.

6.3 Regular Inspections

To ensure that all Heliport elements are operational and functioning safely, PBOT performs a detailed inspection of the Heliport at least monthly. This is to ensure that the lights, windsocks, PLASI, and other systems are functioning as intended.

The inspection is performed only by designated persons. Prior to the inspection, the Inspector will have fully read the *Portland Downtown Heliport Management Plan* (this document) and the FAA’s *Advisory Circular 150/5200-1BC - Airport Safety Self-Inspection* (2004).

During the inspection, the Inspector will document the inspection and note if any minor repairs were completed. If any additional repairs are necessary and noted by the Inspector, a work order is filed and progress tracked through to completion.

6.3.1 Inspector Knowledge and Equipment

The Inspector must be familiar with the Heliport and know the location and types of its various facilities. The Inspector should also be familiar with the standards applicable to the Heliport as specified in the *FAA Advisory Circular, series 150.*
The Inspector should have a 2-way handheld VHF radio to be aware of and stay clear of any helicopters landing or departing the Heliport. Further, the Inspector should be supplied with checklists covering the various inspection areas. The Inspector should know and use correct radio communication procedures and techniques when walking on the operational areas of the Heliport. Specifically, the Inspector should carry the radio tuned to the Portland Downtown Heliport CTAF during the inspection, listen for helicopter traffic announcing intentions to land/takeoff/taxi, and, when appropriate, announce the presence of the Inspector in the active areas.

6.3.2 Pavement

A regular inspection of the pavement is performed at least monthly for all paved areas used by aircraft. During the inspection, the Inspector checks for a number of potential issues including:

- Improper lips that are more than one inch high
- Any cracks that could be the start of serious pavement problems
- Breaking up of the pavement or spalling
- Low spots which can allow water to collect
- Edge dams created by vegetation along the side of the pavement
- Foreign objects of destruction (FOD) on the pavement, such as sticks or loose objects
- Ponding or debris in drains that would prevent drains from working properly

6.3.3 Heliport Lighting

At night and during periods of low visibility, lighting is vital for safe Heliport operations. Lights that are not working should be reported; in most cases, replacing the light bulb is the only repair needed.

Light bulb types and wattages for the various Heliport fixtures should meet the manufacturer’s specifications for the fixture. When changing bulbs (especially those in the PLASI unit) it is important to follow the manufacturer’s specific instructions. Generally, it is important to not touch bulbs with bare fingers as body chemicals cause hot spots to develop on the bulb, which greatly reduces their lifetime. Use clean cloth or gloves when handling lamps. If lamp surfaces are touched with fingers, clean with alcohol or similar cleaning agent. When ordering lamps, always obtain type with longest lifetime rating available.

To check lights during the day, turn on the over-ride switch near the Heliport panel. This will allow inspection of the yellow landing pad and direction arrow inset lights, the green taxi-way and parking position inset lights, the two windsock internal lights and obstruction lights, the pedestrian walkway lights, the beacon, and the elevator lobby lights. The four building obstruction lights (two on the east building face, two on top of the elevator equipment room) are on at all times.

The Inspector will note any missing, broken, or dirty lenses should be reported, and note if any vegetation or snow is obscuring any light. The Inspector should be familiar with the color-coding of the Heliport lights, since pilots rely on them for specific information. The white-green-yellow sequenced flashing beacon promotes identification of the Heliport location by a pilot from a distance of several
miles; the yellow lights identify landing pad and direction arrows; the green lights identify the taxiways and parking positions; and the red lights identify obstructions.

6.3.4 Navigational Aids

The Heliport’s key navigational aids are two windsocks, the rotating beacon, the pulsed light approach slope indicator (PLASI), and meteorological instruments located in the lobby.

The regular inspection of navigational aids focuses on examining the aid to see that it is working properly, confirming that it is not obscured by vegetation or snow, that any associated lighting is working, and that there is no obvious misalignment of the navigational aid.

6.3.4.1 Windsocks

The windsocks are inspected at least monthly to make sure that they swing freely, and that all the lights are operating.

6.3.4.2 Rotating Beacon

The rotating beacon shows the Heliport location to an approaching pilot at night and is therefore checked at least monthly to make sure that it is working properly.

6.3.4.3 PLASI

The PLASI is a visual glide slope indicator to help pilots during approach to the Heliport. It is checked by use of a 2-way radio using the following procedure:

- Three (3) clicks on the Portland Downtown Heliport CTAF frequency should turn the light on and align with a magnetic heading of 342°
- Five (5) clicks should align on a 68° heading
- Seven (7) clicks should align on a 115° heading.
- Covering the photocell on top of the unit should cause a lowering of light output intensity as typical for night use.

The PLASI Service and Maintenance Manual, Section II, provides the recommended servicing procedure. It is noted that the PLASI contains an automatic bulb changer and several spare bulbs. If bulbs are burned out, new spare bulbs will have to be inserted and the rotating bulb holding mechanism rest, following the Manufacturer’s Maintenance Manual instructions. Requirements for occasional cleaning, oiling and inspection of various elements of the unit are detailed in the PLASI Maintenance Manual.

As part of the regular PLASI inspections, the correct angle of the glide path indicator should be checked. The angle is to be that stated in the most recent noise abatement guidelines. The recessed area beneath the PLASI should also be checked to ensure that the drain is clear and that the drain scupper on the east side is clear so that the water cannot rise up within the pit.
6.3.4.4 Weather Instruments
A wind speed/direction indicator and an outdoor maximum/minimum thermometer are located in the elevator lobby area. The inspector will verify that the instruments are operating and reset the thermometers.

6.3.5 Helicopter Monitoring System
The helicopter monitoring system records landings and take-offs at the Heliport. During the inspection, the Inspector verifies that the equipment is in place with no signs of vandalism or obvious malfunction. Specifically, the Inspector confirms that the cameras are in place and undamaged, and the recording equipment is in place, undamaged, and secured.

6.3.6 Obstructions
Obstructions on or near the Heliport can be serious safety hazards and could require a Notice to Airmen (NOTAM) if they are a hazard. Trees and other vegetation near the Heliport that could affect glide path angles should be surveyed as part of the regular inspections.

While permanent obstructions are of concern, the regular inspection should concentrate on a visual check for new construction underway near the Heliport that could affect helicopter operations. Particular attention should be paid to cranes being used at nearby construction sites. Any person proposing construction near a public use airport must notify FAA.

A crane can be as much of a hazard as a building. Upon notification, the FAA performs an analysis to determine what effect the proposed construction would have on an aircraft operations and what measures to be taken to mitigate any negative effects. Many builders, however, are not aware of these notification requirements, so it is important for the Inspector to make note of any construction activity near the Heliport that might require FAA analysis.

In summary, the inspection program should ensure that any construction noted by the Inspector has been reported to the FAA Flight Standards District Office.

6.3.7 Wildlife Hazards
During the regular inspection, the Inspector notes and has removed anything that is attracting birds, including nests.

6.3.8 Public Protection Safeguards
During the regular inspection, the Inspector verifies the access code by opening the ground level entry door, the two Heliport stair exit-way doors, and the two elevators. If the codes do not work at any of these access points, a work order is filed immediately to address the issue.

The Inspector also confirms that the two exit stairwell doors are locked from the stairwell side, that the meeting room is locked (unless it is in use at the time by an authorized user), that the pedestrian walkway markings are clear, and that the signs are in place notifying the public to remain clear of the flight operations areas.
The meeting room, lobby, and restroom are also checked for cleanliness, with any issues reported to the Janitorial staff.

6.4 **Special Inspections**

There may be special conditions during which the Heliport should be inspected, including during extreme ice, snow, or rain conditions, or during special use periods.

6.4.1 **Snow and Ice**

During periods of intense snow and ice, a special inspection may be warranted. PBOT will have the responsibility to inspect in such conditions, and if the problems are so severe that corrective measures are impossible, PBOT will issue a Notice to Airmen (NOTAM) temporarily closing the Heliport.

The Inspector should look for any lights and signs obscured by snow or damaged by snow removal operations. Snow should be swept clear of the lights.

A snow and ice inspection should include making sure that all lights and signs visible, being alert to snow banks on or near the pavement, making sure that snow has not interfered with navigational aids such as the PLASI, and looking for foreign objects in the take-off and taxi-way areas.

When hazards caused by winter conditions cannot be corrected, appropriate NOTAMs should be issued.

6.4.2 **Extreme Rain**

During periods of extremely high rain, PBOT may inspect drains to verify that they are working and that all equipment and markings are functioning.

6.4.3 **Special Issue Periods**

There may be periods when use of the Heliport is very high, or special visitors are expected, and increased monitoring and inspection is needed.

For example, if the President of the United States is expected to land at the Heliport, there is reason to perform a special inspection to ensure that all systems are operating. The annual Rose Festival may cause increased activity at the Heliport necessitating special inspections by PBOT.

6.4.4 **Following Identification of a Problem**

Following the identification of a problem, PBOT may conduct a special inspection to determine the extent of a problem, or to determine that the problem has been resolved.

6.5 **Fire Bureau Inspections and Pre-Fire Planning**

The City of Portland Fire Bureau responds to all fire emergencies. To ensure that the fire-fighting systems are working properly, PBOT contracts with a third party to perform regular inspections. Additionally, the Fire Bureau is responsible for periodically confirming the Pre-Fire Plan.
6.5.1 Regular Fire-Fighting Equipment Inspections

Each month, a Third Party Fire Systems Vendor must examine the foam system and the dry extinguisher carts to determine if there is any evidence of vandalism or prior use of the system. If such evidence is found, it should be noted on the inspection sheet, and the Fire Bureau immediately contacted to report that the systems are being evaluated for operational readiness and note when the system has been placed back in service. Any testing and maintenance conducted on fire protection equipment shall be conducted by individuals who have received a "Certificate of Fitness" by Portland Fire and Rescue.

The following fire-fighting equipment is inspected at regular intervals, in accordance with the relevant standards set forth in by the National Fire Protection Agency (NFPA) as well as the Portland Fire Code, unless specifically directed otherwise by the Portland Fire Bureau:

- **Fire Extinguishers**, including the roll card extinguishers on the heliport deck (NFPA standard 10)
- **Foam System** (NFPA standard 11)
- **Wet Sprinkler System** (NFPA standard 25)
- **Fire Alarm System** (NFPA standard 72)

All testing and inspections will be performed by an approved and licensed fire systems vendor at the request of OMF Facilities Services and PBOT. Any deficiencies noted in these sections will be referred to OMF Facilities Services and PBOT staff for completion or approval of funding for a licensed fire systems vendor to perform the needed repairs.

6.5.2 Pre-Fire Planning

The Fire Bureau will conduct periodic fire code enforcement inspections of the facility. PBOT will be notified of any fire code violations noted during the fire inspection.

Pre-fire planning will be accomplished by Portland Fire and Rescue.

An Aqueous Film-Forming Foam (AFFF) fire suppression system is installed on the Heliport deck with hose reels located outside the SE corner of the Heliport lobby and NW stairwell. Controls and operating instructions are located outside the SE corner of the Heliport lobby. The AFFF foam is to utilize “freeze protected” type concentrate only, to avoid freeze problems during the winter. Following any use of the foam system, all hoses and under-floor piping drain valve (at the north end of the pipe) must be opened carefully, taking extra precaution to prevent the foam mixture from spraying on cars. Prolonged exposure to the foam mixture may discolor automotive paints. Re-filling of the 100-gallon bladder tank (which contains the AFFF foam concentrate) should be undertaken only by a fully qualified fire protection supply company. Otherwise, there is a risk of damage to the internal bladder.

Fire alarm pull stations are located at the two exit stairs along the west side of the Heliport deck. While discharge of the foam system will automatically result in an alarm, the use of dry extinguisher carts will not automatically notify the Fire Bureau. In any case, following any use of either type of fire suppression system, the Fire Bureau is to be notified by the person using the system.
The drainage from the entire deck area is piped to an underground fuel separation tank located at the ground floor near Everett Street. The tank can hold up to approximately 500 gallons of spilled fuel without discharging into sewer system. It contains a fuel detector probe\(^1\) that will activate an alarm in the parking garage attendant’s office to alert the presence of fuel in the separator. In the event of an alarm, the Fire Bureau may be called to evaluate if the fuel level poses a potential hazard. Facilities Services Dispatch (see contact information in Section 1.7) will be called to arrange for pumping and cleaning the tank, as necessary.

### 6.6 FAA Inspections

The Seattle District Office/Oregon Civil Engineer may conduct a safety inspection of the Heliport periodically as part of the FAA’s ongoing monitoring of public airport facilities. Any problems identified will be reported to PBOT. In addition, the Seattle ADO can be called in by PBOT to perform a special inspection of the Heliport.

### 6.7 Notice to Airmen (NOTAM) Process

A notice to airmen (NOTAM) relays information to personnel concerned with flight operations related to the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard. For example, a NOTAM might communicate information about a partial or full closure of the Heliport, maintenance procedures, or other hazards that may impact users.

In the event of work being performed at the Heliport or the existence of other serious hazards, a NOTAM will be issued and the Heliport may be temporarily closed. PBOT will make the determination when the Heliport must be temporarily closed, either fully or partially, due to maintenance operations, construction, or complications that deem the Heliport unsafe for use. In such cases, in addition to issuance of a NOTAM, a yellow “X” marker shall be placed across the closed area. The temporary closure marker is a durable 5’ x 30’ yellow “X” made of vinyl-coated windscreen mesh material. The marker is to be positioned using associated waterproof vinyl sandbags with reinforced D-ring and carabiners clipped at intervals to marker grommets. When in place for full closure, the marker shall be centered over the “H” within the TLOF (Touchdown Lift-Off area). Partial closures may have the marker positioned across the parking positions or taxiway areas. PBOT will be responsible for ensuring the “X” marker remains in place for the duration of the closure period.

Only the OMF Facility Project Manager and the General Manager of Heliport Operations are authorized to issue or discontinue NOTAMs.

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\(^1\) The sensor is an Endredd & Hauser LSC 1120 Series capacitance level switch. The sensor monitors the water level in the fuel separation tank and provides a read-out of that level on the monitor systems box, which is located in the garage attendant’s office. If fuel enters the tank, the water level goes down due to displacement by the fuel, which is lighter. This would result in the monitor’s digital readout showing a lower water level. If the water level lowers by +/- ½” (note: the probe length can be adjusted), the alarm within the monitor will sound.
6.8 Annual Meeting

At least annually, PBOT will arrange a meeting with interested stakeholders to review Heliport operations and discussion changes to operating procedures. Specific items to be reviewed at this meeting are discussed in more detail in Section 8.
7.0 PROMOTION AND MARKETING

The Portland Downtown Heliport is a unique downtown amenity; in fact, only seven other cities within the United State have a public-use downtown heliport included in the National Plan of Integrated Airport Systems (NPIAS). To promote and market this unique amenity, PBOT maintains an ongoing promotional program with several elements.

7.1 Website

Website Address: https://www.portlandoregon.gov/transportation/77575

The Portland Downtown Heliport website is accessible to the public and provides key information pertaining to:

- Location & Access
- Hours of Operation
- On-Site Amenities
- Information for Pilots
- Contact Information

The website is updated periodically to ensure all information is relevant and up to date.

7.2 Distribution List

PBOT maintains a distribution list of pilots, commercial operators, and others who have expressed an interest in Heliport operations. This distribution list is used to notify interested parties of major maintenance, policy changes, and in-person stakeholder meetings. Those who wish to be added to the distribution list may do so by contacting Portland.Heliport@portlandoregon.gov or using the subscription form located at: https://www.portlandoregon.gov/transportation/article/701916

7.3 Public Outreach Materials

PBOT periodically generates brochures and other print materials as well as other social media notices that can be used to share information about the Heliport at conferences, special events, and other venues.
8.0 ANNUAL OPERATIONS AND FINANCIAL REVIEW

8.1 Overview
In order to share operational and financial information, solicit feedback from users, discuss potential policy changes, and identify emerging issues, PBOT will arrange a meeting with interested stakeholders at least once per year. Interested parties are encouraged to sign up for the Heliport distribution list in order to be informed of upcoming meetings.

8.2 Performance Measures
In order to provide a consistent set of performance measures to track operations from year to year, PBOT may summarize each of the following measures once per year to share with interested stakeholders at the annual meeting. This list may be expanded or reduced based on feedback from Stakeholders.

Table 8-1: Potential Performance Measures

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<th>Type</th>
<th>Performance Measure</th>
<th>Source</th>
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</thead>
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<td>Operations</td>
<td>Landings and Take-Offs</td>
<td>Video / Logs</td>
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<tr>
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<td>Touch and Go’s</td>
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<td>Video / Logs</td>
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<tr>
<td></td>
<td>Overnight Parking Events</td>
<td>Video / Logs</td>
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<tr>
<td></td>
<td>Hours with 3+ Parked Helicopters</td>
<td>Video / Logs</td>
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<tr>
<td></td>
<td>Hours with 4+ Parked Helicopters</td>
<td>Video / Logs</td>
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<tr>
<td>Commercial Operations</td>
<td>Active Mobile Use Agreements</td>
<td>On File with PBOT</td>
</tr>
<tr>
<td>Fees</td>
<td>Fees Per Year (by Type)</td>
<td>Financial Statements</td>
</tr>
<tr>
<td>Meeting Room Usage</td>
<td>Fees by Month (by Type)</td>
<td>Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Meetings Per Year</td>
<td>Meeting Room Calendar</td>
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<tr>
<td></td>
<td>Meetings by Month</td>
<td>Meeting Room Calendar</td>
</tr>
<tr>
<td>Costs</td>
<td>Annual Expenses</td>
<td>Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Maintenance Expenses by Month</td>
<td>Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Capital Expenditures (One-Time Expenses)</td>
<td>Financial Statements</td>
</tr>
<tr>
<td>Safety</td>
<td>Reported Aviation Incidents</td>
<td>FAA</td>
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<td>NOTAMs Issued</td>
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<td>Security Calls</td>
<td>On File with PBOT</td>
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<td></td>
<td>Emergency Readiness Activities</td>
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<td>Noise</td>
<td>Noise Complaints Filed</td>
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<tr>
<td>Partnerships</td>
<td>Active Members on Distribution List</td>
<td>On File with PBOT</td>
</tr>
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<td></td>
<td>Number and Type of Partnerships</td>
<td>On File with PBOT</td>
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</tbody>
</table>
9.0 APPENDIX

9.1 Equipment

9.1.1 Lighting

Table 9-1: Light Bulb Specifications

<table>
<thead>
<tr>
<th>Type</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow Deck Lights</td>
<td>Sylvania 116 watt, 130V, 8000 hour Traffic signal bulb, #116A21/TS</td>
</tr>
<tr>
<td>Green Deck Lights</td>
<td>Sylvania 67 watt, 130V, 8000 hour Traffic signal bulk, #67A21/40/8M</td>
</tr>
<tr>
<td>Obstruction Lights</td>
<td>Sylvania 116 watt, 130V, 8000 hour Traffic signal bulb, #116A21/TS</td>
</tr>
<tr>
<td>Windsock Lights</td>
<td>GE Cool Bean, 75 watt flood, 130 V</td>
</tr>
<tr>
<td>Beacon Lights</td>
<td>Sealed Beam, 500 watt, PAR 56 4000 hour rated</td>
</tr>
<tr>
<td></td>
<td>Manufacturer: Manairco Model: AB-500H</td>
</tr>
<tr>
<td>PLASI Lights</td>
<td>Sylvania BVA, 900 watt, 130V</td>
</tr>
<tr>
<td>Exterior Walkway</td>
<td>70 watt HPS, 130V</td>
</tr>
<tr>
<td>Lobby Down Lights</td>
<td>100 watt, A21 lamp, 130V</td>
</tr>
<tr>
<td>Lobby Decorative</td>
<td>Q100CL/MC quartz halogen lamp</td>
</tr>
<tr>
<td>Lobby General</td>
<td>F40WW/SS fluorescent, warm white</td>
</tr>
<tr>
<td>Airfield Lighting Controller</td>
<td>Manufacturer: Control Industries Model: RC-1T5A</td>
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</tbody>
</table>

9.1.2 PLASI

- **Manufacturer:** DeVore Aviation Corporation
- **Model:** DA 2001-7
- **Serial Number:** 21018

9.1.3 Weather Equipment

9.1.3.1 Wind Sensor

- **Supplier:** R.M. Young Co.
- **Model:** 05103
- **Serial Number:** WM85543
- **Manual PN:** 05103-90
9.1.3.2 Wind Tracker
- **Supplier**: R.M. Young Co.
- **Model**: 06201
- **Manual PN**: 06201-90

9.1.4 Cameras and Recording Equipment

9.1.4.1 Overview (1) and Parking Positions (4)
- **Description**: Pelco Fixed Exterior Sarix IXE21 camera with wide angle lenses
- **Manufacturer**: Pelco
- **Model**: IXE21

9.1.4.2 Heliport Access Stairwells
- **Description**: Pelco Fixed Exterior Sarix IXE119-1VS camera
- **Manufacturer**: Pelco
- **Model**: IME219-1VS

9.1.4.3 Heliport Elevator Lobby
- **Manufacturer**: Pelco
- **Model**: IME119-1VS
- **Description**: Pelco Fixed Interior Sarix IXE119-1VS camera

9.1.5 Radio Equipment
- **Description**: UNICOM
- **Manufacturer**: ICOM
- **Model**: IC-A110B