

## **Monterey Regional Airport Master Plan Study Meeting Summary**

**Meeting with:** Planning Advisory Committee (PAC)

**Meeting Date:** January 23, 2014; 2 p.m.

**Location:** Airport District Board Room

**Notes By:** Chris Eberhard, CommuniQuest

### **Summary**

Airport staff and the consultants, Coffman Associates, met with the Planning Advisory Committee (PAC) on Thursday, January 23, 2014 as part of the Master Plan study kick-off. Tom Greer, Airport General Manager, started the meeting by welcoming everyone and introduced Jim Harris, President of Coffman Associates and Christine Eberhard, CommuniQuest.

Ms. Eberhard began the meeting by going around the room for introductions and so that PAC members and the consulting team could learn a little about each PAC member and the organization they represent. Ms. Eberhard discussed several handouts (available on the project website), which included the Agenda, the Role of the PAC as well as the Meeting Guidelines and Ground Rules. She also reminded PAC members that the meeting was being recorded to help her in preparing the meeting summary.

Airport staff members were also introduced, noting that Des Johnston, Master Plan Project Manager, is the contact person for PAC members, along with Jim Harris from Coffman Associates. Mr. Johnson can be reached at 831-648-7000, ext. 209 and Mr. Harris can be reached at (602) 993-6999.

### **Review of the Master Plan Process**

Mr. Harris began his presentation (available on the project website) by discussing the purpose of the Airport Master Plan Study. He noted that it is a visioning document to guide airport management and other decision makers regarding future development of the airport over the next 20 years. He also mentioned that the master plan is more of a feasibility study in that it identifies and plans for potential capital projects in advance so that coordination, approvals, financing, design and construction can take place in a timely manner.

He discussed the study process indicating that the Airport works in partnership with the FAA noting that the Federal Aviation Administration (FAA) is funding a majority of the project. He also indicated that while the FAA does not approve the overall study, they do review and approve the forecast portion of the study as well as the Airport Layout Plan (ALP). He reviewed the current Airport facilities, the project workflow, and noted that there will also be a Sustainability element to the Master Plan. Mr. Harris discussed the Airport Land Use Compatibility Planning analysis and that it is important for the Airport to know if there is

potential off-airport development that could negatively affect the Airport. He said that the Airport Land Use Commission has no authority over airport operations and it cannot remove incompatible land uses. Existing incompatible land uses would have to be evaluated in a FAA Part 150 Noise Compatibility Study process.

As Mr. Harris outlined the tentative project schedule, he told the group that this is the first of six Planning Advisory Committee meetings, which will be held throughout the study, about every three to four months. The study is expected to take about 18 months.

Mr. Harris said that there will also be five public information workshops to provide information and obtain feedback from the general public and interested parties. Each workshop will be held the same evening after the Planning Advisory Committee (PAC) meeting. Ms. Eberhard encouraged PAC members to attend these public meetings and also to notify their organization's constituents or other interested individuals or organizations.

Mr. Harris said that the next meeting will address the existing conditions (Inventory) and Aviation Forecasts.

The group discussed the next meeting date for the Advisory Committee and tentatively set the date for April, possibly April 8, 2014 at 2 p.m. {changed to April 15, 2014} followed by the public workshop that evening in the Airport District Board room.

The study workbooks were handed out to each member and Mr. Harris said that the Committee will receive material to go into the binders about 7 to 10 days before each meeting. He said that they will send an email to PAC members alerting members to expect the material in the mail and also to let them know that the study material is available online so those that want extra time can look at the material online or download it.

He suggested that PAC members who are not familiar with aviation terms might find the Glossary of Aviation Terms in the back of the binder to be of interest. He also mentioned that a copy of the material will be available in a binder at the Airport as well as all material will be available on the project website for interested stakeholders. He said that members will have about two weeks after each meeting to get any comments on the draft material presented at that meeting back to Coffman Associates.

Following the presentation, Mr. Harris turned the meeting over to Ms. Eberhard who led a group roundtable discussion of additional questions and comments. To conclude the meeting, Mr. Harris reminded members that his staff might be contacting some of the members of the PAC who have data that will assist Coffman in preparing draft chapters.

**Advisory Committee Member Comments/Issues Raised:**

- \* How old is the current ALP? (The current ALP is several years old; an ALP is updated anytime there are changes made to the current facilities on an airport. An ALP is really the document that the FAA uses to issue grants so an ALP changes more frequently to reflect changes in conditions or changes in FAA requirements, compared to a master plan which is a visioning tool.)
- \* Does the Master Plan come first and then later the ALP? (Basically yes, an ALP is developed as a result of the master plan concept)
- \* Can we get a copy of the current ALP? (Yes it will be part of the future packet that will be sent out and will also be available on the project website.)
- \* Is this part of a Part 150 Study? (No, this is not a Part 150 Study, which governs how a noise study and compatibility study are done at an airport. The goal of a Part 150 Study is to really look at noise abatement options and noise compatibility. We will be looking at compatibility and potential land use policies for consideration by the local Airport Land Use Commission.)
- \* When was the last Part 150 Study done? (The Noise Exposure Map, which is part of the Part 150, was done not too long ago so that the Airport would have current noise contours and assessment of noise, especially since the aircraft fleet mix has changed. It was submitted to the FAA and they approved it.)
- \* Will the Master Plan lead to an updated Land Use Plan? (That is the intent, since we will be gathering a lot of basic data that can be used for an updated Airport Land Use Compatibility Plan that can be adopted by the Airport Land Use Commission.)
- \* Is there a copy of the existing Master Plan? (Jim will check to see if it is available.)
- \* Can you include the Airport District jurisdictional boundaries? (Yes they will be included in future material.)

**Action Items:**

The Committee will receive draft working papers prior to the next meeting, tentatively scheduled for Tuesday, April 8, 2014 at 2 p.m. {changed to April 15, 2014 at 2 p.m.}

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