

MONTEREY REGIONAL AIRPORT MASTER PLAN



ROLE OF THE PLANNING ADVISORY COMMITTEE

- ▶ The **purpose** of the Planning Advisory Committee (PAC) is to provide Monterey Regional Airport and the planning consultant (Coffman Associates) with input into the Airport Master Plan.
- ▶ The **members** of the PAC are intended to represent a variety of organizations and individuals with interest in the use and development of the Airport. These include governmental interests (Federal Aviation Administration, Caltrans, local governments), aviation interests (airport tenants, airport users, pilot groups), non-aviation airport tenants and area economic development interests.
- ▶ The **role** of the PAC is to provide input to the Airport and the Consultant regarding the current and future use of Monterey Regional Airport. The PAC will review elements of the Airport Master Plan while they are in draft form and comment on the accuracy of the assumptions and relevance of the information used to develop the report. The PAC is a non-voting advisory body. While all comments made by the PAC members will be considered by the Consultant in developing the draft and final version of the report, the PAC will not vote to approve or disapprove elements of the study.
- ▶ Individual PAC members are considered to **represent** their designated organizations. It is the responsibility of PAC members to communicate with their respective organizations and report any comments/concerns regarding the development of the Airport Master Plan from their organization back to the PAC, the Airport, and the Consultant throughout the process.
- ▶ **PAC meetings** will be held periodically throughout the preparation of the Airport Master Plan. There are six (6) meetings planned at this time. Because of the advisory nature of the committee, a quorum is preferred, but will not be required.
- ▶ **Attendance** at the meetings is strongly encouraged. Each member of the PAC represents a unique or significant group. If you are unable to attend any given meeting, please send a representative who is able to speak for you or your organization.
- ▶ For your convenience, **comment forms** will be provided for PAC members to submit written comments for consideration in preparing the final report. It would be greatly appreciated if comments are submitted by the due date indicated on the form (approximately two weeks following the meeting). If this is not possible, contact Coffman Associates and let them know when you plan to submit your comments. Comments can also be submitted electronically through the project website (www.montereyairport.com).
- ▶ **Comments or Questions** regarding the PAC, PAC meetings, or Draft Reports should be directed to Jim Harris with Coffman Associates at 1-800-574-6334 or to Desmond Johnston with the Airport at 831-648-7000, Ext. 209.
- ▶ Five (5) **Public Information Workshops** will be held during the course of the study. The primary purpose of the workshop is to allow the public to obtain information regarding the Master Plan, ask questions, and provide input. Each PAC member is invited to attend this meeting and to encourage members of their organization to attend.

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Meeting Guidelines and Ground Rules

- ▶ One conversation at a time – One person speaks at a time
- ▶ Respect each other's ideas and perspectives
- ▶ Be punctual to respect everyone's time
- ▶ Be supportive of the other PAC members and their contributions
- ▶ Keep discussions relevant
- ▶ 5-minute Rule: Anyone can invoke the 5-minute rule to close out a discussion that is not relevant or productive
- ▶ Please limit side conversations
- ▶ Confine your discussion to the current topic
- ▶ Be an ambassador: share your knowledge with the PAC and also take what you learn at PAC meetings and share with your constituents
- ▶ Participate enthusiastically