



TO: Planning Advisory Committee (PAC) Members  
RE: Pangborn Airport Master Plan – PAC Meeting #3  
DATE: April 20, 2017

PAC Meeting #3 is scheduled for **Tuesday, June 6, 2017**, from **12:00 pm to 2:00 pm** at the **Executive Flight Building** (1 Campbell Parkway, East Wenatchee, WA). Lunch will be provided.

This meeting will be used to finalize Working Paper #2 (Forecasts), and discuss the initial draft of Working Paper #3 (Facility Needs and Alternatives). Please see the attached meeting agenda for additional details. The documents for this meeting will be emailed to PAC members at least seven (7) days prior to the meeting.

I hope that you are able to join us for this third meeting, as we will be covering important information that sets the tone for the remainder of the Airport Master Plan. As always, if you have any questions or concerns, you are welcome to call me at 509-884-2494 Ext. 6, or leave a message at the dedicated airport master plan email at [masterplan@pangbornairport.com](mailto:masterplan@pangbornairport.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Trent Moyers".

Trent Moyers  
Airport Director  
Pangborn Memorial Airport

## AGENDA PLANNING ADVISORY COMMITTEE (PAC) MEETING #3

### Meeting Tasks and Timeline [2 Hours]:

- I. Airport Update / Master Plan Status [10 Minutes]
- II. Finalized Working Paper #2 (Forecast Chapter) [20 Minutes]
- III. Review 'Draft' Working Paper #3 (Facility Needs & Alternatives) [60 Minutes]
  - a. Airfield
  - b. Airline Terminal Area (Building, Apron, Auto)
  - c. Other Terminal and Landside Developments / Airport Property Use
- IV. Next Steps / Upcoming Public Outreach Events [20 Minutes]
- V. PAC Open Discussion [10 Minutes and Available After Meeting]

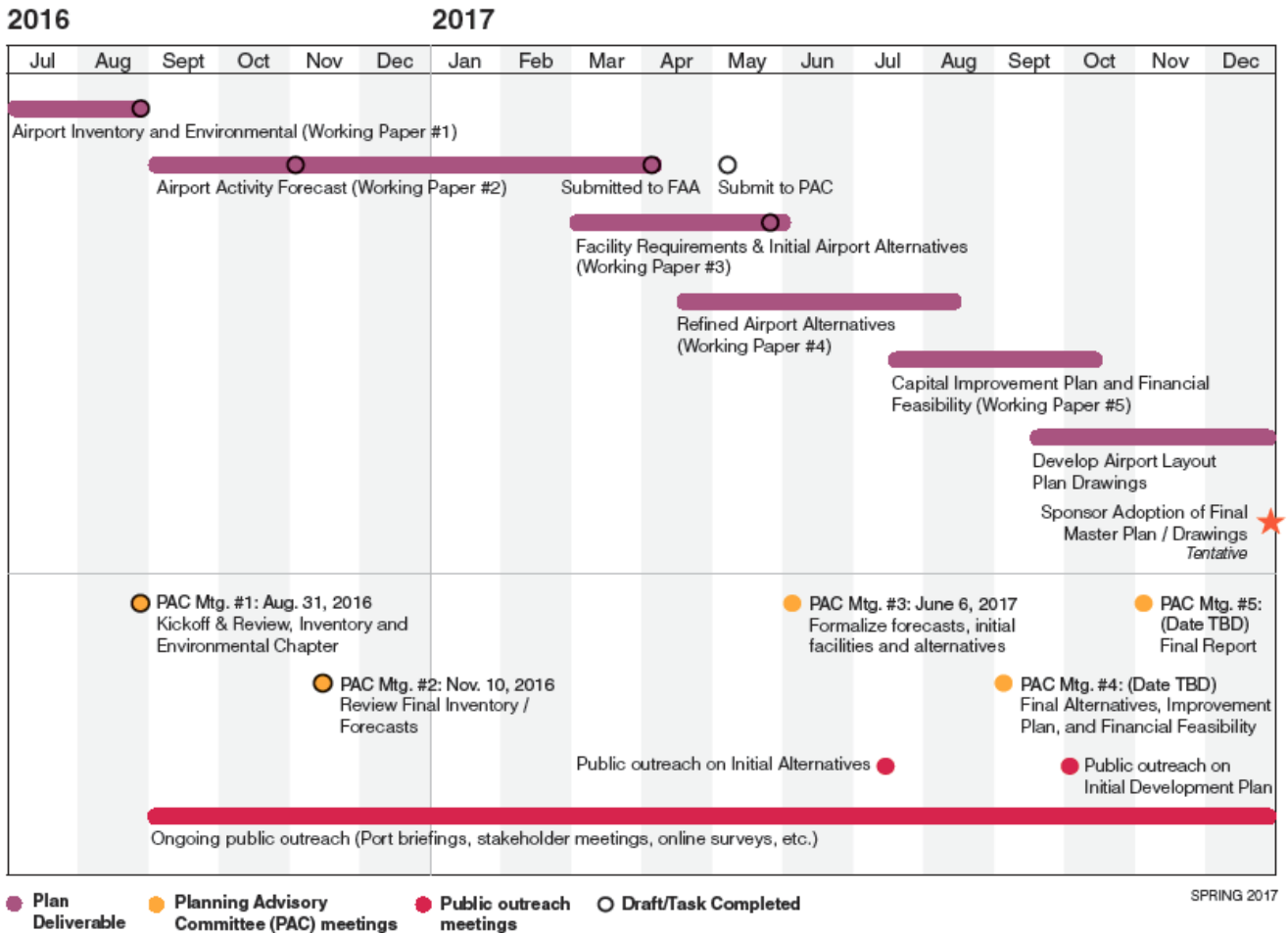
### Meeting Handouts:

- Supporting Forecast Documentation
- Supporting Facility Needs and Alternatives Documentation
- Fact sheet (Revised)

Note: The meeting presentation and handout materials will be posted on Airport website

*Thank You for Attending*

### Pangborn Airport Master Plan Development: Key Milestones





## MASTER PLAN MEETINGS & MAJOR ACTIONS

Chronology Updated: 04-14-2017

Past Event Date:	Purpose/Description:
December 17, 2015	Sponsor Project Scoping Meeting
April 13, 2016	Sponsor Project Kick-Off Introduction
April 24, 2016	Execute Contract, Notice to Proceed
May 24, 2016	Project Data Collection Visit and Stakeholder Interviews
August 12, 2016	Planning Advisory Committee (PAC) Formed for Airport Master Plan
August 25, 2016	'Draft' Working Paper #1 (Introduction, Inventory/Environmental Overview Chapters) Submitted to Planning Advisory Committee (PAC)
August 31, 2016	Planning Advisory Committee (PAC) Meeting #1; Consultant Team Site Visit(s)
September 30, 2016	Finalize Planning Advisory Committee (PAC) Meeting #1 Meeting Summary Notes/SWOT Findings
October 10, 2016	FAA AirportsGIS (AGIS) Statement of Work (SOW) Submitted to FAA for Approval
October 19, 2016	Draft Airport Stormwater Materials Submitted to Airport and Douglas County for Review and Approval
October 22, 2016	FAA AirportsGIS (AGIS) Survey and Aerial Imagery Flight
October 30, 2016	EAT Airport User Survey Opportunity Closed, Responses Reviewed by Consultant Team
November 7, 2016	PAC Meeting #2 Forecast Presentation Deliverable Submitted to PAC for Initial Review and Consideration



November 8, 2016	Finalized Working Paper #1 (Introduction, Inventory/Environmental Overview Chapters) Posted to EAT Website and Submitted to FAA for Review
November 10, 2016	Planning Advisory Committee (PAC) Meeting #2
December 1, 2016	Submit 'Preliminary Draft' Working Paper #2 (Aviation Forecasts) to Airport Staff for Review
January 24, 2016	FAA AGIS Statement of Work (SOW) Uploaded and Approved by FAA
January 26, 2017	Meet with Airport Staff to review 'Preliminary Draft' Working Paper #2 (Aviation Forecasts)
January-March, 2017	Revise 'Preliminary Draft' Working Paper #2 (Aviation Forecasts) to reflect updated FAA Terminal Area Forecasts activity levels and EAT airline service initiatives
March 31, 2017	Submit 'Preliminary' Working Paper #2 (Aviation Forecasts) to FAA for review and approval
April 3, 2017	Submit 'Preliminary' Recycling Plan for Airport review.
<b>Upcoming Events:</b>	<b>Purpose/Description:</b>
Early May, 2017	Submit 'Draft' Recycling Plan for FAA and PAC review.
Late April, 2017	Receive FAA comments-approval on 'Preliminary' Working Paper #2 (Aviation Forecasts).
Early May, 2017	Finalize and Submit 'Draft' Working Paper #2 (Aviation Forecasts) to PAC for review.



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|----------------|--|
| Late May, 2017 | Submit 'Draft' Working Paper #3 Material (Initial Facility Requirements and Alternative Considerations) to PAC for review.   |
| June 6, 2017   | Planning Advisory Committee (PAC) Meeting #3 to discuss Working Paper #2 (Aviation Forecasts) and Initial Working Paper #3 (Facility Requirements and Alternatives). |
| Mid-June, 2017 | Launch Master Plan Public Online Virtual Open House. (notifications to be announced).  |
| June 17, 2017  | Master Plan Public Outreach Event #1— EAT Airport Aviation Day, 9 AM to 3 PM (Master Plan Booth).  |
| July, 2017     | Master Plan Public Outreach Event #2 – Pybus Market (Master Plan Booth).   |

Please See EAT Website for Other Project Information and Input.  
<https://www.flywenatchee.com/master-plan/>