



TO: Planning Advisory Committee (PAC) Members
RE: Pangborn Airport Master Plan – PAC Kickoff Meeting #1
DATE: August 22, 2016

On behalf of the Pangborn Memorial Airport, I would like to invite you to serve as a member of the Planning Advisory Committee (PAC) for the Airport Master Plan Update (Plan).

The Plan is a 20-year analysis of future Airport facility needs. It will address how our community's growth and aviation trends influence Airport usage and recommended improvements. The result is a capital development plan and set of drawings that will be used to strategically guide future Airport development and funding. The FAA requires that airports like ours do a Plan about every ten years, having funded 90 percent of our Plan's cost.

As Airport Director, I will assist with coordinating between the PAC and the consultant team, led by Mitchell Hooper with Mead & Hunt, and also including EnviroIssues for public outreach and RH2 for local civil engineering support. As a PAC member, you will be asked to attend project meetings and provide review and input on working paper materials. Your involvement is important to ensuring that the Plan reflects our region's growth.

The first PAC meeting is **Wednesday, August 31, 2016**, from 11:00 am to 1:00 p.m. at the Confluence Technology Center (285 Technology Center Way, Wenatchee). Lunch will be provided. This meeting will serve to familiarize PAC members with the Plan process and timeline, define PAC roles and responsibilities, and most importantly, seek initial PAC input regarding Plan study objectives. A PAC meeting agenda and materials are enclosed.

I hope that you will join us in this important effort. At your earliest convenience, please confirm your availability to serve on the PAC, and feel free to contact me at 509-884-2494 Ext. 6 or trent.moyers@pangbornairport.com if you have any questions.

Sincerely,

Trent Moyers
Airport Director
Pangborn Memorial Airport

Pangborn Memorial Airport | One Pangborn Drive | East Wenatchee, WA
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AGENDA PAC KICKOFF MEETING #1

Meeting Tasks and Timeline [2 Hours]:

- I. Introductions (Points-of-Contact, PAC Contact Information) [10 Minutes]
 - II. Plan Overview, Focus Items, Deliverables, and Schedule [30 Minutes]
 - III. Planning Advisory Committee (PAC) Role & Responsibilities [20 Minutes]
 - IV. Review Draft Inventory Narrative Chapter / User Survey [30 Minutes]
 - V. Airport SWOT Analysis [25 Minutes]
 - VI. Next Steps [5 Minutes]
- Open Discussion

Meeting Handouts:

- Meeting Agenda
- Draft EAT Airport User Survey Questionnaire
- SWOT Analysis Materials

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

Thank You for Attending

PLAN KEY FOCUS AREAS

Items to be addressed as part of this Plan, those highlighted pertain to PAC action items:

General:

- Prepare Airport Master Plan Update Report
- Update Airport Layout Plan (ALP) drawings per FAA checklist standards (SOP 2.00)
- Update Exhibit 'A' Property Map per FAA checklist standards (SOP 3.00)
- Reflect current facility and infrastructure conditions, and recommended facilities
- Collect and submit aeronautical survey data to Airport's GIS (AGIS)
- Obtain updated wind data observations
- Airport stakeholder and public involvement program insights

Airfield and Airspace:

- Depict Runway End 12 extension features
 - Airfield: runway, taxiway, lighting, and navigational aids
 - Roadway: New roadway re-alignment system
 - Property: Airport ownership boundary and interests
- Crosswind runway feasibility
- Determine taxiway system compliance with FAA geometry standards
- Determine disposition of existing closed taxiway segments
- Identify future taxiway system requirements and layouts
- Depict location of navigational aid equipment
- Update airspace obstruction data and penetrations/mitigation for future conditions
- Reflect current and future instrument approach procedure/minimum standards
- Depict existing and future storm drainage features

Terminal/Landside:

- Depict planned building improvements (expansion, modification, removal, and relocation)
- Determine future facility requirements and improvements:
 - Passenger terminal building
 - Apron and de-icing
 - Auto parking and circulation
 - General aviation hangars
- Airport business/industrial space allocation, infrastructure, and ground access

Other:

- Update depiction of current on-Airport and off-Airport land uses
- Depict future Airport Operating Area (AOA)
- Update Airport noise contour
- Identify future non-obligated Airport property
- Update existing Airport property ownership interests and future planned land acquisition

PROJECT SCHEDULE (PAC MILESTONE EVENTS)

Plan Milestones	Plan Timeline (Estimated)
1 Develop Working Paper #1: Airport Inventory and Environmental Chapter	July 2016
2 PAC Meeting #1: Kickoff & Review Draft Inventory/Environmental Chapter/SWOT	August 30, 2016
3 Develop Working Paper #2: Airport Activity Forecast Chapter	August – October, 2016
4 PAC Meeting #2: Review Final Inventory / Forecast	October – November, 2016
5 Develop Working Paper #3: Facility Requirements & Initial Airport Alternatives	September – November 2016
6 PAC Meeting #3 / Public Outreach #1	January 2017
7 Finalize Working Paper #3: Refine Airport Alternatives	November 2016 – February 2017
8 PAC Meeting #4: Final Airport Alternatives	March 2017
9 Develop Working Paper #4: Capital Improvement Plan and Financial Feasibility	February – May 2017
10 PAC Meeting #5 / Public Outreach #2	May 2017
11 Sponsor Adoption of Final Master Plan / Drawings	June - August 2017
Note: Port presentations and briefings expected to coincide with PAC meetings dates.	

PLANNING ADVISORY COMMITTEE (PAC) ROLE

MASTER PLAN OVERVIEW

The Pangborn Airport Master Plan is being conducted to assess and document the 20-year improvements essential to meeting existing and future Airport demands. It serves as a roadmap for guiding the orderly development of Airport facility, equipment, and service needs. The Plan results in a year-by-year Capital Improvement Plan (CIP) and record drawing set of Airport Layout Plan (ALP) sheets documenting future improvements. The Plan centers on the following:

- Identify Airport facilities needed to meet aviation demand and services
- Compliance with FAA standards and assurances
- Landside and business park development needs
- Future Airport land uses and property interests
- Airport capital project priorities, costs, and potential funding sources

PAC MISSION & PURPOSE

PAC Mission Statement: Provide internal and external perspectives and advise on the Airport's recommended planning course-of- action.

The Airport Director has assembled a Planning Advisory Committee (PAC) to serve specifically for the Pangborn Memorial Airport Master Plan project. The PAC is one component of the Plan's public involvement and outreach effort, which is structured to actively encourage public participation. The PAC serves as a standing technical advisory group comprised of stakeholders having various aviation and community perspectives. As a strategic planning process responsive to community factors, PAC input is used to guide Airport Master Plan recommendations throughout the approximate 12 to 16-month Plan process.

PAC COMPOSITION

The PAC is comprised of individuals with diverse professional backgrounds and interest in airport and community development. PAC members bring various aviation and non-aviation perspectives to the Plan process for the purpose of forming a well-rounded consensus on key Plan focus items. PAC participation allows for focused and diverse input by key Airport stakeholders, interested constituents, and representatives of the general public.

PAC TASKS

The PAC serves in an advisory capacity and is collectively responsible for evaluating and providing feedback on Plan documents. The PAC will review study materials, comment on project findings, and encourage community awareness and understanding of Plan recommendations. PAC feedback will be incorporated into the final Airport Master Plan as appropriate, following review and discussion.

PAC members have the following responsibilities:

- Identify SWOT factors per airport and community interests
- Review interim reports and study documents
- Provide feedback and insight on Plan recommendations
- Recommend a 'preferred' master plan course-of-action
- Give feedback on the strategy to inform and engage the general public
- Attend scheduled PAC scheduled meetings (5)
- Attend and promote awareness of public open-house meetings (2)
- Adhere to PAC meeting ground rules (provided at Meeting #1)

PAC PARTICIPATION & MEETINGS

The PAC offers participation at key decision-points, to coincide with PAC meetings held at key Plan milestones. PAC meetings will be held to present study findings, discuss recommendations, and solicit feedback. Meeting and presentation deliverables will be provided for review no later than one calendar week (seven days) prior to scheduled PAC meetings, and will be distributed to PAC members in electronic format via email or file transfer site, as a means to minimize paper iterations. The Consultant will prepare a presentation covering the highlights of the deliverables, and opportunities for PAC input. The proposed PAC meetings and content are indicated below; meeting content may be modified as the Master Plan process progresses.

The following are anticipated PAC meetings, expected timeframe, and proposed discussion topics:

PAC Meeting #1: Project Kickoff August 31, 2016

- *What is this project about, and what are the expected outcomes?*
- *What and where are project resources?*
- *What are the Airport's virtues?*

PAC Meeting #2: Airport Inventory and Aviation Activity Forecasts (Anticipated: October - November 2016)

- *What exists at the Airport today?*
- *What are existing Airport conditions, and deficiencies?*
- *What might future Airport users and activity look like?*

PAC Meeting #3: Facility Requirements and Initial Airport Alternatives (Anticipated: January 2017)

- *How large should future facilities be?*
- *What do future users need that we do not have, or need to replace?*
- *What might future users look like?*

PAC Meeting #4: Final Alternatives, Improvement Plan, and Financial Feasibility (Anticipated: March 2017)

- *Where should we develop?*
- *What are the benefits and drawbacks to development?*
- *How much do the improvements cost?*
- *How do we pay for them?*

PAC Meeting #5: Final Draft Deliverable (Anticipated: May 2017)

- *What is the final plan deliverable?*
- *How do we support Airport recommendations?*

PROJECT TEAM CONTACTS:

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1. Airport

Mr. Trent Moyers, Airport Director
Pangborn Memorial Airport
Phone: 509.884.2494, Ext. 6 | Fax: 509.884.0113
Email: trent.moyers@pangbornairport.com

2. Consultant Team (Technical Planning):

Mr. Jeff Smith, Technical Project Manager
Consultant Firm: Mead & Hunt
Phone: 971.247.9001
Email: jeff.smith@meadhunt.com

3. Consultant Team (PAC Participation)

Justin McCaffree, Associate
Consultant Firm: EnviroIssues
Phone: 206.922.6249
Email: jmccaffree@enviroissues.com

PAC MEMBERS, AFFILIATIONS, AND CONTACT INFORMATION:

Name	Affiliation	Email	Phone
Ms. Lisa Parks	Executive Director, Port of Douglas County	lisa@portofdouglas.org	(509) 884-4700
Mr. Mark Kulaas	Land Services Director, Douglas County	mkulaas@co.douglas.wa.us / sneuschwander@co.douglas.wa.us	(509) 884-7173
Mr. Steve King	Community and Economic and Development Director, City of Wenatchee	sking@wenatchee.wa.gov	(509) 888-3203
Ms. Shiloh Schauer	Executive Director, Wenatchee Valley Chamber of Commerce	shiloh@wenatchee.org	(509) 662-2116
Ms. Lori Barnett	Community Development Director, City of East Wenatchee	lbarnett@east-wenatchee.com	(509) 884-5396 Ext. 112
Mr. Rafael Aguilar	President, Hispanic Chamber of Commerce	laperaradiotv@gmail.com	(509) 393-6868
Mr. Todd Fryhover	President, Washington Apple Commission	todd.fryhover@waapple.org	(509) 663-9600
Mr. Jon deVaney	President, Washington State Tree Fruit Association	jon@wstfa.org	(509) 452-8555
Mr. Mike Montgomery	Alpine Aviation	alpineaviation@gmail.com	(509) 886-5554
Mr. Tyson McInnis	Stemlit Growers	tyson.mcinnis@stemlit.com	(509) 663-1451
Mr. Dale Deveraux	Selland Construction	daled@sellandconstruction.com	(509) 670-2358
Mr. Jack Snyder	C & O Nursery Co.	jack@c-onursery.com	(509) 669-5600

PAC MEMBER CONTACT INFORMATION & AVAILABILITY

PAC MEMBERS TO COMPLETE AND SUBMIT AT MEETING

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Preferred Meeting Days / Times:

Monday: Morning Afternoon

Tuesday: Morning Afternoon

Wednesday: Morning Afternoon

Thursday: Morning Afternoon

Friday: Morning Afternoon

Special Contact Instructions: _____

SWOT ANALYSIS MATERIALS

PAC MEMBERS TO REVIEW PRIOR TO MEETING

SWOT stands for Strengths (S), Weaknesses (W), Opportunities (O), and Threats (T), a process for identifying factors important to the Plan, and for synchronizing the Airport's merits relative to internal and external influences. The SWOT input is compiled from PAC input. The SWOT outcomes are used to legitimize study objectives, pragmatically assess study recommendations, and guide the Plan's overall developmental policy. The following shows the SWOT table, in which PAC input will be solicited during PAC Meeting #1.

SWOT TABLE

		Helpful	Harmful
		<u>Positive</u> To Achieving the Objective	<u>Negative</u> To Achieving the Objective
Internal Origin	<u>Attributes Within</u> Airport Influence	<u>S</u>trengths	<u>W</u>eaknesses
		<u>O</u>pportunities	<u>T</u>hreats

<u>S</u>trengths:	Advantageous quality.
<u>W</u>eaknesses:	Disadvantage or deteriorating influence.
<u>O</u>pportunities:	Controlled potential benefit to exploit or capitalize.
<u>T</u>hreats:	Uncontrollable potential vulnerability, risk, or detriment.

SWOT RESPONSES

PAC MEMBERS TO COMPLETE AND SUBMIT DURING MEETING

Strengths:

- 1. _____
- 2. _____
- 3. _____

Weakness:

- 1. _____
- 2. _____
- 3. _____

Opportunities:

- 1. _____
- 2. _____
- 3. _____

Threats:

- 1. _____
- 2. _____
- 3. _____

