

**APPENDIX H  
PUBLIC INVOLVEMENT AND ADVISORY  
COMMITTEE MEETINGS**

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## **APPENDIX H PUBLIC INVOLVEMENT PROGRAM**

### **H.1 INTRODUCTION**

Public participation played a key role in the Newport News/Williamsburg International Airport Master Plan Update. This appendix details the public involvement process and provides an overview of the meetings held during the Master Plan. Three committees were formed and met throughout the project to provide input to the Airport and consultants. There were also two public workshops that were held during the planning process to allow the community an opportunity to ask questions and provide input into the plan.

### **H.2 COMMITTEES**

A Public Advisory Committee (PAC) and a Technical Advisory Committee (TAC) were established to ensure that input was given to the Master Plan Team throughout the study process. These committees represented the stakeholders of the Airport, those involved in regional planning, and the community.

The two advisory committees met periodically throughout the planning process. Each committee provided a different focus based on the individuals, groups, and stakeholders represented. In general, the PAC represented the interests of the community planners and the TAC represented the interests of Airport tenants and users. The different focuses of each committee provided additional perspectives which were taken into consideration by the Master Plan Team.

#### **H.2.1 Public Advisory Committee**

The PAC was comprised of representatives of various policy setting and governmental entities in the greater Newport News and Williamsburg area. The PAC provided the Master Plan Team with guidance on visioning and reported to their various constituencies regarding the activities of the committee and the key issues addressed in the Master Plan update project. Table H-1 provides a list of each Public Advisory Committee member.

*Table H-1*  
**PUBLIC ADVISORY COMMITTEE MEMBERS**

Ken Spirito Executive Director Newport News/Williamsburg International Airport	Jeff Mishler Master Plan Project Manager Reynolds, Smith and Hills (RS&H)
Ted Kitchens Assistant Airport Director, Planning/Development Newport News/Williamsburg International Airport	Florence Kingston Director City of Newport News Development
Jim Noel Director York County EDA	James Eason Director City of Hampton EDA
Mike Yaskowsky Business Development Manager City of Hampton EDA	Steve Cook Vice President Hampton Roads EDA
Dianna O'Connell ATCT Manager Federal Aviation Administration	Rusty Harrington Manager of Planning and Environmental Section Virginia Department of Aviation
Bill Harris Resident Kiln Creek HOA	David Radcliffe Resident Kiln Creek HOA
Steve Mallon Chairman Peninsula Airport Commission	Joey Ritchie General Aviation
Dottie Jordan President & CEO Peninsula Chamber of Commerce	

## H.2.2 Technical Advisory Committee

The TAC was comprised of three types of members: those who had specific relevant aviation technical knowledge, those with specific experience regarding the Airport, and those with experience in the public planning process. This committee included members of the City of Newport News, the Hampton Roads Transportation Planning Organization, and the Federal Aviation Administration, as well as Airport tenants, users, and other stakeholders. The TAC provided the Airport and Master Plan Team valuable guidance on technical matters and provided access to useful data, including critical information regarding how the Airport’s plans interrelated with other long-range national, state, and local planning initiatives. Table H-2 provides a list of Technical Advisory Committee members.

*Table H-2*  
**TECHNICAL ADVISORY COMMITTEE MEMBERS**

Ken Spirito Executive Director Newport News/Williamsburg International Airport	Sheila McCallister Director of Planning City of Newport News Planning
Carl Jackson Sr. District Planner City of Newport News Planning	Chris Morello Administrator of Development Projects City of Newport News Development
Camellia Ravanhakht Deputy Executive Director Hampton Roads TPO	Dianna O’Connell ATCT Manager Federal Aviation Administration
Keith Cannaday Manager of Planning Division City of Hampton Planning	Tim Cross Principal Planner York County Planning
Missy Mulholland Assistant Airport Director Operations/Maintenance Newport News/Williamsburg International Airport	Ted Kitchens Assistant Airport Director, Planning/Development Newport News/Williamsburg International Airport
Jeffrey Breeden Airport Planner Federal Aviation Administration Planning	Rusty Harrington Manager of Planning and Environmental Section Virginia Department of Aviation
Karl Morrisette AFSD Transportation Security Administration	Eric Stringfield  Virginia Department of Transportation
Tom McDermott Owner Blue Sky Cafe	Matt Mueller Station Manager Air Tran

Mike Salanik Manager Avis Budget Rental Car	Jeff Parker CEO ATAC USA
George Mayer General Manager L3 Communications	Scott Terry CEO Orion Air Group
Jon Bombaro Owner Rick Aviation	Mike Agee General Manager Atlantic Aviation

### **H.3 PAC/TAC MEETING OVERVIEW**

Throughout the process of completing the Master Plan Update, multiple PAC and TAC meetings were held. The following is an overview of those meetings.

#### **H.3.1 PAC/TAC Meeting -- October 2010**

The first Technical Advisory Committee meeting on Tuesday, October 19, 2010 was focused on introducing the members of the TAC and outlining the overview of the project. Ken Spirito (representing the Airport) and Dave Nafie (representing RS&H) provided an overview of the master planning process and discussed how the Master Plan Update would have three distinct elements: a Master Plan, a Sustainability Management Plan, and an Electronic Airport Layout Plan. They described how the latter two plans were FAA pilot programs and would be integrated into the Master Plan throughout the planning process. The aviation activity forecasts were identified as the next step and it was decided that the next meeting would be conducted after the forecast was approved by the FAA. At the end of the meeting, a few questions were raised that aided in clarifying the scope of the Master Plan and the role of the TAC and PAC meetings.

The first Policy Advisory Committee meeting on Tuesday, October 19, 2010 was focused on introducing the members of the TAC and describing the purpose of the Master Plan, as well as the Sustainability and Electronic Airport Layout Plan pilot programs. Dave Nafie discussed how sustainability would be integrated into the planning process and touched on the 11 key ecological balance issues that were identified prior to the project beginning. Mr. Nafie then explained that the next step of the process would be the development of the aviation activity forecasts and, upon the forecasts being approved by the FAA, the next PAC meeting would take place.

#### **H.3.2 PAC/TAC Meeting – January 2011**

The meeting on January 20, 2011 incorporated both the PAC and TAC groups and was designed as a brainstorming session to formulate a mission statement to set the basic direction of the Master Plan. Sustainability was identified as the key feature of the mission statement and a handout was provided to the group with a list of potential Airport development issues for further consideration. A free-thought discussion (called in the meeting a Brain Writing Session) was facilitated by Ted Kitchens, which culminated in the selection of key terms to be used to develop the Master Plan Mission Statement. Then the participants were divided into six groups that worked separately to create a Mission Statement. The groups shared their statements and each statement was ranked. No clear consensus was achieved and the group concluded that Airport staff and the consulting team would prepare a draft Mission Statement recommendation for PAC consideration.

#### **H.3.3 PAC/TAC Meeting – April 2011**

The TAC meeting on April 20, 2011 was scheduled into the planning process during the conclusion of the investigation phase and prior to the solutions (alternatives) phase. Jeff Mishler (representing RS&H) presented the findings of the draft forecast section of the Master Plan. Mr. Mishler then presented the findings of the draft facility requirements section of the Master Plan, which included requirements of the Airport's components including Airfield, Terminal, Roadway, Cargo, and General Aviation. It was decided that a separate committee would be formed that would advise staff on the issues of a potential third runway and that committee would meet once in May or June

2011. The next TAC meeting was scheduled to take place in July 2011 to discuss the draft Master Plan alternatives section. A public workshop was scheduled for July to present the Master Plan objectives and results to date.

The PAC meeting on April 19, 2011 was scheduled into the planning process after the investigation phase was reaching completion. Jeff Mishler presented the key findings of the investigation phase, which included the forecast and the facility requirements. The presentation included individual discussions about issues of the Airfield, Terminal Building, Ground Access, Air Cargo, and General Aviation. Staff addressed the fact that a separate committee would be formed to evaluate and make recommendations about the need for a third runway. There were comments and suggestions related to the roadway system including an extended discussion on commuting traffic, the Jefferson interchange, potential Bland interchange, and others. No actual conclusion was drawn; however, the staff and consultants gained further insight into the issues. The next PAC meeting was scheduled to take place in July 2011 to discuss Alternatives and a public workshop was also scheduled for July 2011.

#### **H.3.4 PAC/TAC Meeting – June 2011**

The PAC and TAC meeting on June 30, 2011 presented a recap of the facility requirements and then delved into the various alternatives that were created to satisfy the facility needs generated from the requirements. The meeting also presented multiple sustainability initiatives targeted at air quality, noise, energy, solid waste / recycling, natural resources, land use, transportation, socioeconomic, and the public involvement elements. Each one of these initiatives included goals and objectives that would be required for the success of the sustainability management plan. During the discussion of the alternatives, critical elements were identified involving the Airport's Terminal, Airfield, and Vehicle Access. The secondary elements identified were Air Cargo, General Aviation, and Support Facilities. The next PAC/TAC meeting was scheduled for November 28, 2012.

#### **H.3.5 PAC/TAC Meeting – November 2012**

The PAC and TAC meeting on November 28, 2012 began by reviewing the progress made throughout the project and providing a recap of where the project stood in a flow chart that illustrated every step from beginning to end. The purpose of the meeting was to present the Implementation Plan and discuss how it could be accomplished. This included the discussion of the overall recommended Airfield improvement plan, the Terminal Building Plan, a review of program costs and funding sources, passenger terminal baggage screening improvements, and a preferred vehicle access alternative. The main categories considered for the implementation plan were sustainability, safety, capacity, and meeting the strategic vision. Sustainability was factored into every category and was included in the discussion of expected program costs. The final part of the presentation included a discussion about the overall sustainability initiatives and included the introduction of an iterative life cycle that was created with a closed feedback loop for Project Green Skies. The conclusion of the meeting involved discussion about the upcoming open house and the final tasks that would lead to a project wrap-up.

### **H.3.6 PAC/TAC Meetings Summary**

Throughout the Master Plan Update process, the PAC and TAC meetings served as a portal through which information was passed between the consultant team, Airport staff, Airport stakeholders, and the community surrounding Newport News/Williamsburg International Airport. Throughout these meetings, specific issues were addressed and resolved including the following:

- **Parallel Runway** – The PAC and TAC were generally supportive of maintaining the parallel runway on the ALP; however, the TAC expressed concern in keeping the runway, while also preserving off-airport land to the north for residential development. As a result, the runway depicted on the approved ALP was shortened and moved to the southeast to accommodate future development.
- **I-64 Interchange** – The TAC indicated that the planned I-64 interchange at Bland Road was unworkable due to current land development. The consultant team evaluated multiple options, and a new interchange approximately one mile north was recommended. The TAC agreed this option was feasible and supported its implementation.
- **General Aviation Expansion** – The PAC recommended that the Master Plan consider additional general aviation (GA) expansion in the event one or two of the private GA airports in the region were to close. The midfield area was identified by Airport staff as a desirable location for future GA development, and a preliminary site plan was prepared depicting the GA build-out possibilities that would accommodate any such increase in demand.
- **Intersecting Runways** – The TAC, including the FAA Air Traffic Control representatives, questioned the conclusion that the intersecting runways presented a safety issue. Additional meetings were held with the FAA, and it was decided that a shift of Runway 2-20 to the north would be recommended to eliminate the intersection.
- **Cargo Development** – The PAC, and in particular a representative from the Brick Kiln neighborhood, had concerns about traffic and noise levels that might be generated from future air cargo operations in the initially proposed south development area. The consultant team evaluated various options, and came to the conclusion that future cargo development would fit best on the east side of the Airport adjacent to the passenger terminal.

The overall outcome of these meetings was a comprehensive facility development plan with an integrated Sustainability Management Plan. The results were based upon the ideas and needs of the end users and the community. The meetings also helped specify which elements required analysis in the alternatives phase of the project. The input given to those elements aided in the development of practical, widely accepted solutions that will benefit the Airport and the community for future years.

## **H.4 PENINSULA AIRPORT COMMISSION COORDINATION**

The management staff of Newport News/Williamsburg International Airport was responsible for coordinating the Master Plan with the Peninsula Airport Commission. The RS&H consultant team aided by providing briefings to the Commission at key study junctures in concert with the PAC, TAC, and Public Workshop meetings. The consultant team prepared monthly reports for the

Peninsula Airport Commission outlining the key activities and decisions made during the preceding month.

## **H.5 INTERNET SUPPORT**

RS&H set up an internet website that allowed information to be available to the public throughout the project. At the Airport's discretion, presentations and meeting schedules, as well as Master Plan documents were posted to the website for easy accessibility.

## **H.6 ENVIRONMENTAL RESOURCE AGENCY COORDINATION**

To assure effective participation in the Master Plan process by environmental coordinating agencies, letters were submitted to them two times throughout the project. The first letter was submitted during the inventory phase to notify each agency that the Master Plan study was underway, to inform each agency of the opportunities for public participation, and to request identification of any known issues in the study vicinity. The second letter was submitted at the end of the alternatives phase and indicated the likely preferred development plan. The second letter also asked each agency to further identify any known issues associated with the preferred development plan. Examples of the agencies that were included in the coordination were the Virginia Department of Environmental Quality, U.S. Fish and Wildlife Service, the State Historic Preservation Officer, the U.S. Park Service, and the United States Department of Agriculture.

## **H.7 SUSTAINABILITY**

Sustainability was integrated into every component of the Master Plan process including every meeting of the PAC and TAC, as well as both public workshops. Within the PAC and TAC meetings, categories for sustainable targets and a list of initiatives were established and discussed. This process created multiple sustainability elements that could be tracked and evaluated for effectiveness. During one meeting, a brainstorming session was utilized to create a mission statement that encompassed the Airport's sustainability goals. Though no mission statement was born from that meeting, the process helped Airport staff and the consultant team understand what the Airport's key stakeholders expected from a sustainability plan. Additionally, overall goals and objectives were established at these meetings which were used to evaluate each favored alternative.

The public was also introduced to the sustainability initiative through public workshops. In these workshops, sustainable elements were featured for review and feedback. This process helped further establish goals and objectives to create a final sustainability plan. During these meetings, the alternatives proposed in the implementation plan were shown. Each of these alternatives contained specific opportunities and elements which would help support the Airport's sustainability goals. The community, Airport stakeholders, and Airport staff evaluated the alternatives and their specific sustainable elements and provided comments and suggestions.

The result of this process was a sustainable development plan that has buy in from the Airport's stakeholders and the community.

## **H.8 PUBLIC INFORMATION WORKSHOPS – OPEN HOUSE**

Two public information workshops were held during the Master Plan process. They informed the general public and the media of the study process and major findings. Public notice was given of the workshops through local newspapers and select websites. The workshops were designed to inform the public about Master Plan issues and to seek involvement in determining the final solutions. Both meetings were lightly attended and no major issues or concerns were identified.

The first of the two public open house workshops addressed three issues: 1) the Airport's environmental sustainability mission statement and efforts, 2) the Airport's long-term development considerations, and 3) the progress of data collection for the electronic Airport Layout Plan. The presentation began with an overview of the study, a familiarization of the Airport, and a discussion of the FAA approved forecasts. The presentation then addressed the facilities required to satisfy future aviation demand. Terminal and Airfield alternatives were presented for review and comment. Finally, an overview of the sustainability initiatives was presented that asked for public input to support the sustainability goals.

The second public open house workshop covered the final results of the Master Plan Update. The presentation began with an overview of the Master Plan and the challenges that were addressed. The Overall Development Plan was presented, as well as the final plans for the Terminal, Airfield, and roadway access. The presentation included an examination of how each final plan supported the Airport's sustainability initiatives. Finally, the overall development plan costs were presented; as well as, a breakdown of funding sources. The meeting served as an opportunity for the public to view the final development plan, make comments, and ask any additional questions.