



MEETING NOTES

DATE: September 18, 2007 – 6:00 – 8:00 PM

LOCATION: Port of Shelton Commission Chambers

ATTENDEES: See Attached List

MATERIALS PROVIDED:

Meeting Agenda

SF Advisory Committee Role

Planning Advisory Committee PowerPoint Presentation (*Provided to PAC members only*)

Planning Advisory Committee Contact List (*Provided to PAC members only*) *Corrections noted.*

Project Schedule (*Provided to PAC members only*)

Airport Master Plan Draft Chapter 1 (*Provided to PAC members only*)

Existing Conditions ALP

Glossary of Aviation Terms (*Provided to PAC members only*)

1. INTRODUCTIONS

Patti Miller-Crowley led off the discussion with a description of the project. The Port of Shelton (Port) is undertaking an update to the Sanderson Field Master Plan. The Port solicited qualified firms and selected Century West Engineering to complete the Master Plan update. David Miller and Matt Rogers from Century West were introduced. Patti read the SF Citizen Advisory Committee Roles handout that describes the roles of the committee members, the consultant, Port staff, and the public at large.

Matt Rogers with Century West described the Agenda for the meeting and provided a brief company background on Century West. David Miller, Century West's Senior Aviation Planner, then went through a PowerPoint presentation that provided an overview of the process.

2. PROJECT OVERVIEW

CONSULTANT TEAM

Century West Engineering - Lead Consultant, Project Management, Airport Master Planning, Engineering Analyses, Public Involvement

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David Evans & Associates - Environmental, Land Use

Archaeological Investigations Northwest (AINW) - Historic and Cultural Resources

Bergman Photographic - Aerial Photography

Century West Engineering is a Northwest firm founded in Bend Oregon in 1967 with more than 400 Airport Projects completed throughout the Pacific Northwest. We specialize in the planning, design and construction of airport facilities and have offices in Portland & Bend Oregon and Spokane & Ellensburg Washington.

PROJECT LEADERS

Port of Shelton

Bob Robinson-Managing Director

Patti Miller-Crowley-Planning and Development Manager

Century West Engineering

W. Matt Rogers, P.E.-Project Manager, Senior Engineer; 12 years experience in design and project management

David Miller, AICP-Senior Aviation Planner; 23 years experience in airport master planning; licensed pilot

Agency Representatives

Mary Vargas -Federal Aviation Administration, Civil Engineer/Washington State Planner

Eric Johnson-WSDOT Aviation Division, Airport Construction Manager

KEY WORK ELEMENTS

- *Update Inventory of Existing Conditions and Activity*
- *Update Airport Activity Forecasts*
- *Define Planning Assumptions (design aircraft, etc.)*
- *Evaluate Airport Facility Requirements*
- *Evaluate Environmental Constraints (noise, cultural resources)*
- *Identify and Evaluate Development Alternatives*

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- *Define Preferred Alternative*
- *Prepare Airport Layout Plan Drawing Set*
- *Prepare 20-Year Airport Capital Improvement Program*

GENERAL OVERVIEW OF THE PROCESS

The Airport Master Planning process is tightly defined by the FAA. It is essentially a facilities improvement plan for the airport over a 20 year planning period. The previous plan for Sanderson Field was conducted for a 10 year planning horizon which is not typical. The FAA defined standard is a 20 year planning period with updates occurring typically every 7 to 10 years. Updates can occur more frequently if there is significant development on the airport, or stretch to the 10 year period if there is less development. The 20 year planning period is broken into 5 year increments for the development of the Capital Improvement Program (CIP).

The first step in the process is an inventory of existing conditions and activities at the airport. This serves to assess the current condition of existing facilities and level of activity. Future demand is forecast based on the current number of based aircraft and take off's and landings. The WSDOT Aviation LATS study, economic forecasts, and other factors such as population/income/job growth statistics and other indicators of growth will all be factored into the forecasts for the airport. When the forecast are completed they are submitted to the FAA for review and approval.

An environmental review focused on cultural resources will be conducted in areas of known concern. Archaeological Investigations Northwest (AINW) will perform a baseline cultural resources survey. This is a new way to approach cultural resources studies for a Master Plan, but the FAA has seen an increase in delays based on cultural resource issues on many projects and is looking for a way to identify potential issues early on so that they can be addressed well in advance of design projects. The baseline review will not replace project specific studies, but will help to provide the groundwork so that each study does not have to start from scratch which will hopefully streamline the process when a design project comes up.

Noise modeling is another component of the environmental review. The FAA Integrated Noise Model developed by the FAA, EPA, and HUD will be used to develop noise contours for the airport based on a fleet mix of the aircraft that use the airport and typical flight patterns. The focus will be solely noise generated by aviation related activities.

Once the Inventory and Forecast are completed Preliminary Alternatives are developed to meet the forecasted demand. The preliminary alternatives are varied options to meet demand within the existing constraints at the airport. The goal is to layout development options that efficiently use the available land that can be economically served by the existing infrastructure.

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The goal of developing the Preliminary Alternatives is to arrive at a Preferred Alternative. The Preferred Alternative is often a blend of several components of the Preliminary Alternatives. Once agreed to, the Preferred Alternative will be incorporated into the Airport Layout Plan drawing set.

Through the process a series of draft working papers will be generated and circulated to the working group that describes the findings of each work element. At the completion of the project, the draft chapters will be finalized with all comments incorporated and assembled into the Airport Layout Plan Report which will accompany the Airport Layout Plan set of drawings.

3. DISCUSSION OF KEY ISSUES

Development Needs

Runway Improvements

Aircraft Parking, Hangar Space

Lighting

Navigational Aids, Weather

Signage

Security

Key FAA Design Standards

Runway Length

Clear Approaches

Lateral Clearances

Runway Safety Area (RSA)

Object Free Area (OFA)

Obstacle Free Zone (OFZ)

Following the project overview the floor was opened for comment and discussion of key issues. The following is a summary of issues discussed:

Patti mentioned that a Sanderson Field Analysis & Recruitment Report was recently completed by another consultant. This provided a conceptual plan, analysis, and marketing plan for economic development at the airport, with emphasis on redevelopment of the fairgrounds area for aviation oriented development. Century West will review the on-airport aspects of the plan through the planning process.

Skydiving – Q: Will the safety of skydiving at the airport be reviewed. A: Skydiving at Sanderson Field has been reviewed and the Port modified the traffic pattern and designated a drop zone to accommodate the skydiving operations. The operations have been reviewed and approved by the FAA.

Land Use – Q: Are there special land use regulations around the airport? A: Yes, the City and County have adopted overlay zones that restrict land uses around the airport to ensure that any development within the overlay zones is compatible with the activity at the airport.

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Jack Krause, PAC member and representative of the Association of Sanderson Pilots (ASP) provided the Port with a letter that outlines a list of concerns developed by ASP (see attached). He also described his concern that the Very Light Jets (VLJ) be considered in the planning process given the number of VLJ's that are to be produced in the coming years.

Noise – Concern was expressed regarding noise and annoyance generated by drag racing at the airport.

Steve Goins with the City of Shelton said that the City has made significant efforts with regard to zoning to protect the airport. Economic development is a significant need for the community and care to protect the groundwater recharge area around the airport are his main concerns.

Susie Graham suggested that economic development is not the only consideration. Protecting the quality of life should also be considered.

Joel Meyer said the PUD is concerned with protecting the utility corridors for future development around the airport.

Bob Robinson said he is concerned with the location of future hangar development. There is one site available for a 16 plane hangar, but after that it is not clear where future hangars should be located. Another concern is the frequency of fog at the airport and improving NAV Aids to accommodate low visibility operations. Another concern is stormwater management for the tie down areas.

Curt Cousins is concerned with the taxiway lighting and striping. Suggest that solar operated edge lighting and centerline striping would significantly improve night time taxiing. Would like to see the WAAS approach get down to 200-300 foot minimums. With the number of business jets that use the field he would like to see a runway extension. For example, a Citation X can't take off fully loaded which limits the number of aircraft that will fly in. Grooving the runway pavement may also help to for better landing conditions in wet weather.

Joel Meyer suggested that if you use solar taxiway lights you may be able to get an energy conservation grant for the project.

Matt Matavoshi said that recruitment of aviation related businesses is very difficult. He is interested in looking at future development and how it can attract businesses for economic development of all types.

4. NEXT STEPS, SCHEDULE NEXT MEETING

The next steps in the process are to complete the inventory and forecast for the airport. The draft Inventory and Forecasts Chapter will be distributed for review in advance of the next coordination meeting. **The next coordination meeting is scheduled for December 6th from 4-6 pm in the Commission Chambers. Refreshments will be provided.**

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