

COMMUNITY OUTREACH PLAN

The Truckee Tahoe Airport District (KTRK) is considering changes to the surrounding airspace, the placement of a seasonal control tower, and additional projects ultimately designed to reduce community annoyance from airport activity and enhance overall safety.

The Airport Community Advisory Team (ACAT) and District staff has proposed holding a series of neighborhood specific meetings in early June to actively receive community specific input and to present information related to a seasonal control tower and conceptual departure and arrival procedures. ACAT has allocated funding within the current fiscal year budget to pay for consultation fees associated with this activity. This project supports Strategy Area 1.3 (Safety) and 3.3 (Community Annoyance) of the adopted Strategic Plan dated January 26, 2014. A contractor/consultant team will be present to assist and enhance participation from the attending community. The role of the contractor/consultant is outlined below:

Task 1: Contractor/Consultant Discovery Phase

- A. Contractor will review documents related to previous outreach efforts, recently completed and on-going plans, and other information relevant to the communities surrounding the airport.
- B. Contractor will review the information received to develop a comprehensive understanding of the airport, the surrounding communities, and the issues that are most important to each specific community.
- C. Contractor and KTRK will hold up to three (3) teleconferences to discuss the information and to develop a set of goals for the next phase of the project.

Task 2: Public Outreach Plan

- A. Contractor will develop a Public Outreach Plan to guide the implementation of the community meetings. The Public Outreach Plan will include:
 - a. An overview of the project and process; and will provide goals for the overall public outreach program.
 - b. An exhaustive list of all community groups, elected officials, and other stakeholders to include in this process.
 - c. Detailed roles, meeting schedules, and goals for the each public meeting.
 - d. Discussion of the potential for using/updating various publications and the role of the current District website, in both disseminating information and in providing a venue for the public to submit comments.
 - e. The plan will serve as a “blueprint” for KTRK and Contractor to work together to carry out the community outreach plan.
 - f. This task will include up to six meetings.

Task 3: Public Meetings

- A. Contractor will design and participate in six (5) Public Meetings over the course of one (1) calendar month
- B. Meetings will be grouped together to reduce cost:
 - a. Meetings 1, 2 in the same week
 - b. Meetings 3, 4, and 5 in the same week
- C. The format and details of the Public Meetings will be determined through the Public Outreach

Plan process. However, it is anticipated that the meetings will include presentation materials, information gathering, information sessions, and Q&A. A draft outreach schedule specific to each neighborhood along with relative topics of concerns for the subject neighborhood is attached.

A typical meeting that is designed to gather information may be formatted as follows:

- a. Introductions
- b. Presentation of meeting format and basic information
- c. Conceptual questions to lead discussion
- D. Roundtable discussion of issues facilitated by contractor
- a. Open Q&A
- b. Adjourn

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- a. Introductions
- b. Presentation of meeting format and basic information
- c. Presentation of information
- d. Roundtable discussion of issues facilitated by contractor
- e. Open Q&A
- f. Adjourn

E. Contractor will provide all meeting materials, handouts, etc.

F. Contractor will provide up to two (2) staff for each meeting.

G. The District will be responsible for securing meeting facility arrangements and advertising the Public Meetings.

H. Contractor will capture public comments through note-taking and the availability of comment cards. If video capability is available at venues then it may be used as a way to broadcast meetings.

Task 4: Public Meeting Summaries/Strategy

A. Contractor will prepare public meeting summaries for each meeting. The meeting summaries will include:

- a. List of participants
- b. Presentation materials, including information graphics
- c. Invitations/advertisement
- d. Documentation of facilitated group discussions (if used)
- e. Copies of comment cards received
- f. Q&A transcript
- g. Summary of comment contents to identify key issues

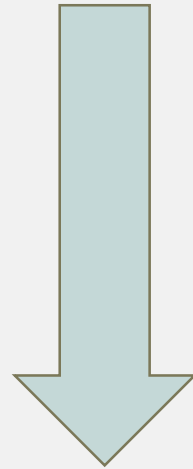
B. Contractor will prepare a strategy document/plan after all meetings have been held. This will include:

- a. Identification of critical issues
- b. Alternative approaches to addressing these issues
- c. Recommended approach and implementation strategies
- d. Recommended timeline and dependencies of implementing strategies
- e. Cost estimates

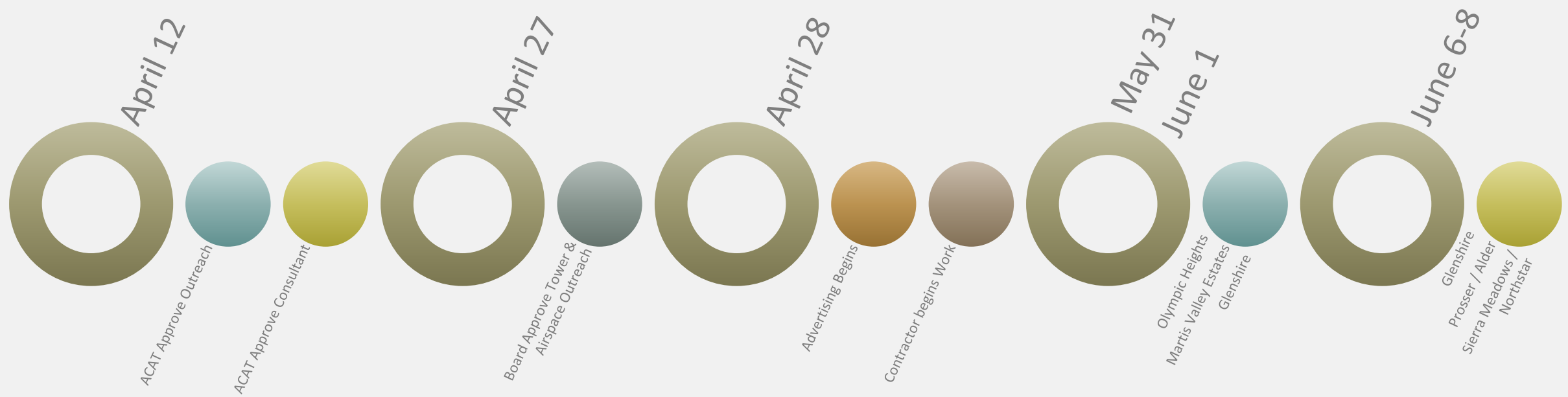
ACAT Neighborhood Outreach Timeline

SUBJECT

- A. Seasonal Tower
- B. Conceptual Procedures
- C. Airport / Airfield Info
- C. Rules & Regulations
- D. Minimum Standards
- E. Development Standards
- F. Rates Fees & Charges



Each informational subject is listed in descending order of emphasis based on District timelines, vendor deliverables, Board and Staff workload



Olympic Heights/Martis Valley Estates

Tuesday May 31, 6:30 PM Community Rec Center

- New Departures and potential overflight
- + & - From an Airport Control Tower
- Peak Period Operations
- Early turns, off route, corner of Olympic Heights, Safety, DA
- Q&A – Communications – Airport Information

Glenshire

Wednesday June 1, 6:30 PM Glenshire Clubhouse

- New Departures and potential overflight
- + & - From an Airport Control Tower
- Runway 20 arrivals
- Gliders
- IFR Arrivals to runway 20
- Q&A – Communications – Airport Information

Prosser / Alder Hill

Monday June 6, 6:30 PM Community Rec Center

- New Departures
- + & - From an Airport Control Tower
- Peak Period Operations
- IFR Departure corridors (TRUCK4)
- Q&A – Communications – Airport Information

Sierra Meadows/ Northstar

Tuesday June 7, 6:30 PM Hampton Inn

- Arrivals on left downwind for runway 29, alternatives, restrictions
- Height / Altitude of operations
- Appropriate location of left downwind and base traffic
- New Departures
- + & - From an Airport Control Tower
- Q&A – Communications – Airport Information

Tahoe Donner / Other

Wednesday June 8, 6:30 PM Tahoe Donner Lodge

- Arrivals runway 11
- Height / Altitude of operations
- New Departures
- + & - From an Airport Control Tower
- Q&A – Communications – Airport Information