



APPENDIX A PUBLIC INVOLVEMENT PROGRAM

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Appendix A Public Involvement Program

A.1. INTRODUCTION

The primary objective of the Felts Field Airport Master Plan Update (MPU) is to assess Felts Field issues, needs, and priorities, and prepare a 20-year development plan. Figure A-1 depicts the challenges and opportunities that will be evaluated as part of the MPU.

The primary members of the project team include the Spokane Airports Board (the Sponsor, and owner and operator of Felts Field), WSP USA, and its subcontractors T-O Engineers, PRR, CTBXaviation and Miller Creek Associates.

The project team understands that a successful master plan hinges on proactive public involvement efforts, so measures will be taken to ensure that the SFF MPU is customized to match stakeholders' needs. These measures are outlined in the following sections that document these efforts.

A.2. PUBLIC OUTREACH

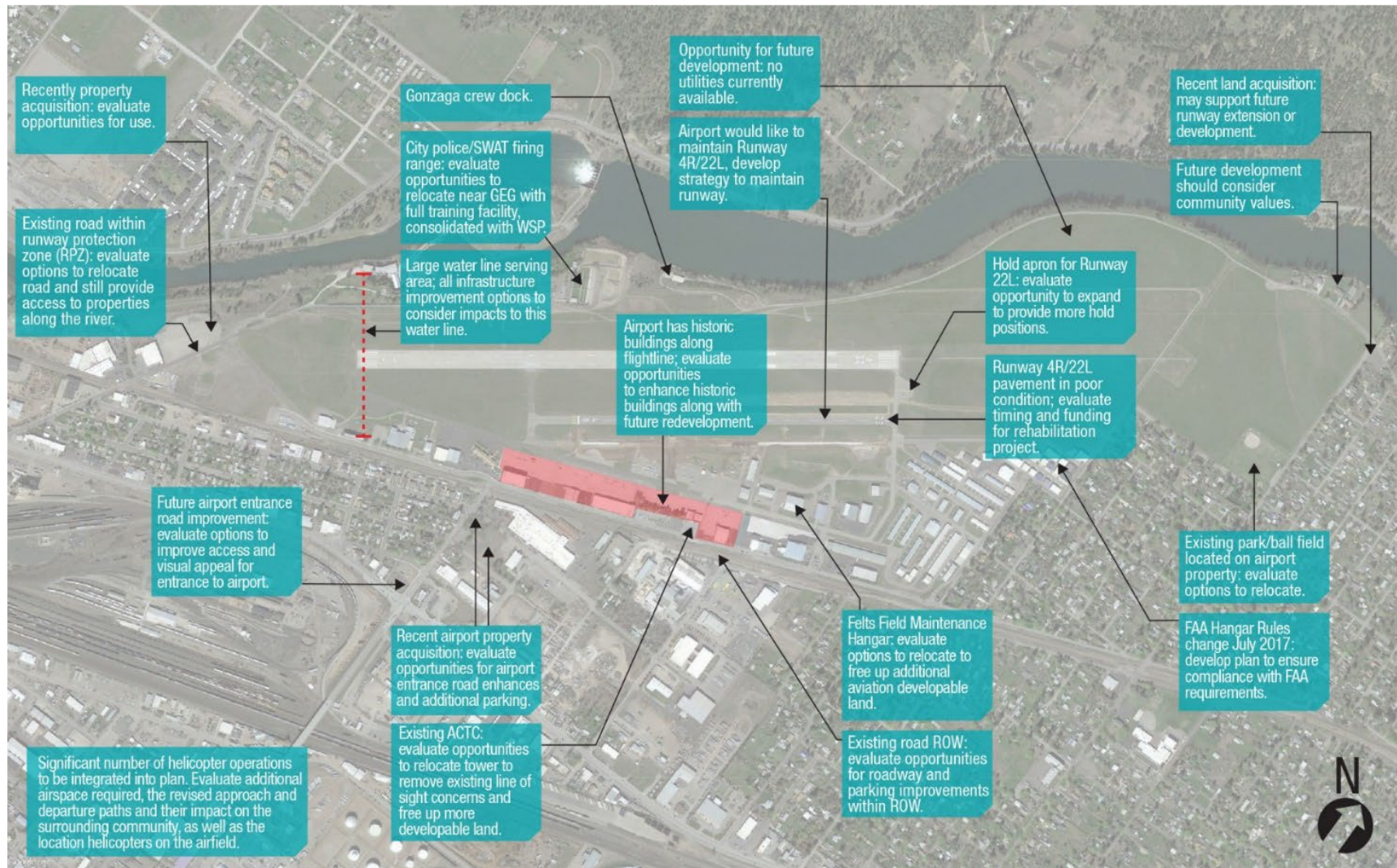
Public involvement began early and continues throughout the project using multiple avenues of participation. The project team draws upon a variety of resources for this public outreach effort. Tools were designed to ensure that public concerns and key issues are identified and considered, and to demonstrate the airport's commitment to considering public feedback. Public involvement tools vary in approach, and provide a variety of methods for stakeholders to participate in the process.

A.3. PUBLIC INVOLVEMENT TOOLS

The following public involvement tools were use (listed in alphabetical order):

- **Advertisements** - Meetings, surveys, and other outreach opportunities were advertised on the airport's website.
- **Comments (Collection and Reporting)** - Comments received electronically (email), verbally during the Q&A portion of meetings, or in writing were considered formal public comments and are saved in the project records.
- **Committees** - Two committees were formed—the Technical Advisory Committee (TAC) and the Stakeholder Advisory Committee (SAC) to conduct visioning, introduce the public to SFF and its current challenges and to receive input on the master plan. Two meetings were held: one at the start of the project and one to review the draft master plan. The purpose of these committees was to also inform their various constituents and groups of the project's progress.

Figure A-1. Challenges and Opportunities



- **Informal Interviews** - WSP and T-O Engineers conducted informal interviews of airport users and the surrounding community at two SFF Neighbor Day events, in June of 2017 and June of 2018. The responses have been consolidated and are part of the project record.
- **Public Meetings / Open Houses** - The project team hosted public meetings opened to interested community members. The purpose of these meetings were to inform the public of project progress, to solicit input, and gather information regarding the draft master plan before it is submitted to the Spokane Airports Board and FAA for approval.

Each meeting began with a formal presentation and question and comment period. Graphics boards were available for the public to review during the meetings and Airport Staff and members of the project team answered questions and provided information.

- **Surveys** - The project team surveyed airport tenants and the public in 2017 and 2018 to gather information about Felts Field's needs and issues.

Copies of committee rosters, meeting notes, advertisements, and other elements of the public involvement process are included in this appendix as the official record of the public involvement program.

A.4. PROJECT CONTACTS

SPOKANE AIRPORTS

- Lisa Corcoran, C.M., Director of Planning and Engineering
- Lawrence J. Krauter, A.A.E., AICP, Chief Executive Officer

WSP USA

- Mark Kuttrus, AICP, Project Manager

A.5. PUBLIC/COMMITTEE MEETINGS

The project team scheduled meetings with the various committees on different occasions during the SFF master plan update process to discuss key issues and review the final draft Master Plan. The presentation materials for the meetings are documented in Section A.6. Listed below are the major meetings held with each stakeholder group with its corresponding dates.

- May 16, 2018 - Technical and Stakeholder Advisory Committees
 - Project kick-off for Advisory Committees. TAC and SAC provided valuable insight to the current issues at the airport and their desires for future improvements to improve operations at SFF.
- January 23, 2020 - Spokane ATCT Meeting
 - The contract tower staff provided important insight into the current issues with the tower and what would help improve the line-of-sight for a future tower. Such as, if the tower

were located “inside the fence” it would improve security, etc. The existing 50-year old tower does not comply with current ADA standards and has line-of-sight issues to Taxiway B.

- August 30, 2021 - Airport Board Committee Briefing/Public Meeting
 - The board reviewed draft master plan and Airport Layout Plan (ALP)
- February 24 and 25, 2022 - TAC, SAC, Commerce, tenants and members of the community
 - Provided input into the draft master plan recommendations and suggested expanding and improving the seaplane docks, which was incorporated into the ALP set.
- April 15, 2022 - City of Spokane Valley Briefing with Mayor Haley, Council Member Higgins, and Staff
 - Spokane Valley supports the recommendations in the master plan and ALP
- April 18, 2022 - Spokane County Staff Briefing
 - Spokane County supports the recommendations in the master plan and ALP.
- May 11, 2022 - Spokane Airport Board/Public Meeting
 - The board reviewed and approved the draft master plan and ALP set
- June 15, 2022 - Spokane County Briefing with Commissioner Kerns
 - Spokane County would support the recommendations in the master plan and ALP
- June 15, 2022 - City of Spokane Briefing with Council Members Kinnear, Wilkerson, and Bingle
 - City of Spokane would support the recommendations in the master plan and ALP.
- June 20, 2022 - Spokane County Briefing with Commissioner Kuney –
 - Spokane County would support the recommendations in the master plan and ALP.

The project team also met with the FAA to review the Spokane Felts Field Airport Master Plan Update and addressed comments, etc.

- January 26, 2021 - Draft ALP and Master Plan Discussion Meeting
- August 12, 2022 – Final Draft ALP and Master Plan Presentation

A.6. MEETING PRESENTATION SAMPLE

Included, are some of the materials presented during the public/committee meetings listed in the section above.



AIRPORT MASTER PLAN UPDATE



TECHNICAL ADVISORY COMMITTEE, TENANTS AND PUBLIC

Date: Thursday, February 24, 2022

Time: 5:00pm

Virtual Link:

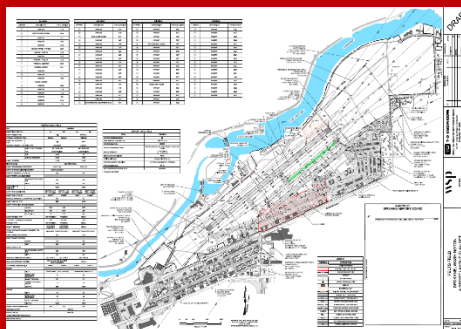
<https://us06web.zoom.us/j/86949964177?pwd=VDZ4L0Vka09YdzZvSEI1cXU0QU5nZz09>

Meeting ID: 869 4996 4177

Passcode: 027863

Call In #: 253-215-8782

Please join us for a virtual meeting to present the findings of the Felts Field Airport Master Plan efforts.



Questions? Please feel free to contact
Lisa Corcoran, Planning & Engineering Manager
lcorcoran@spokaneairports.net
509-455-6406

<https://feltsfield.spokaneairports.net>





AIRPORT MASTER PLAN UPDATE



STAKEHOLDER ADVISORY COMMITTEE

Date: Friday, February 25, 2022

Time: 1:30pm-3:00pm

Virtual Link:

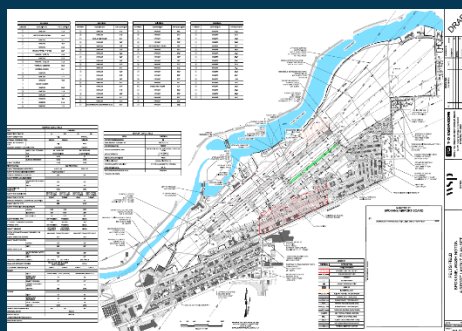
<https://us06web.zoom.us/j/83478899984?pwd=L0wxbVI2QSswUTFOaIVJOGRKbjRMUT09>

Meeting ID: 834 7889 9984

Passcode: 060228

Call In #: 253-215-8782

Please join us for a virtual meeting to present the findings of the Felts Field Airport Master Plan efforts.



Questions? Please feel free to contact
Lisa Corcoran, Planning & Engineering Manager
lcorcoran@spokaneairports.net
509-455-6406

<https://feltsfield.spokaneairports.net>





SPOKANE

INTERNATIONAL AIRPORT



SAC/TAC Meeting

Felts Field Airport Master Plan

May 16, 2018

Agenda

- Introductions
- Review Meeting Objectives
- Confirm Charter
- Airport Master Plan Project
- Open Discussion

Introductions

- SFF Staff
 - Larry Krauter, CEO
 - Matt Breen, Director, Planning and Engineering
 - Lisa Corcoran, Project Manager
- WSP Team
 - Mark Kuttrus, Project Manager
 - Tracy Beach, Forecaster
 - Priya Singh, PRR – Stakeholder Engagement Lead

Meeting Objectives

- Review the purpose of the group
- Confirm charter
- Introduce the Spokane Felts Field Airport Master Plan
- Receive input on Master Plan

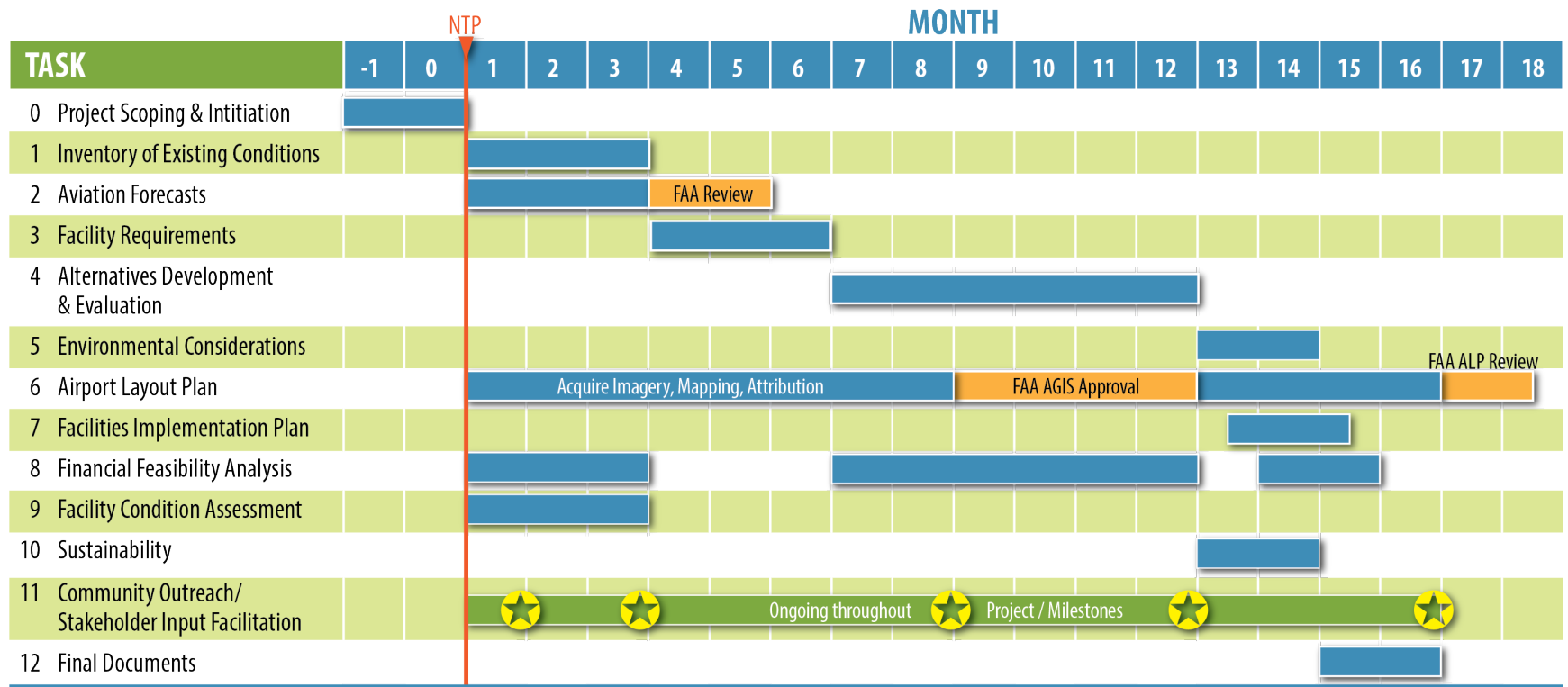
Advisory Committee Purpose

- Discuss the future of SFF
- Provide high-level input to project team at significant milestones
- Handout: charter

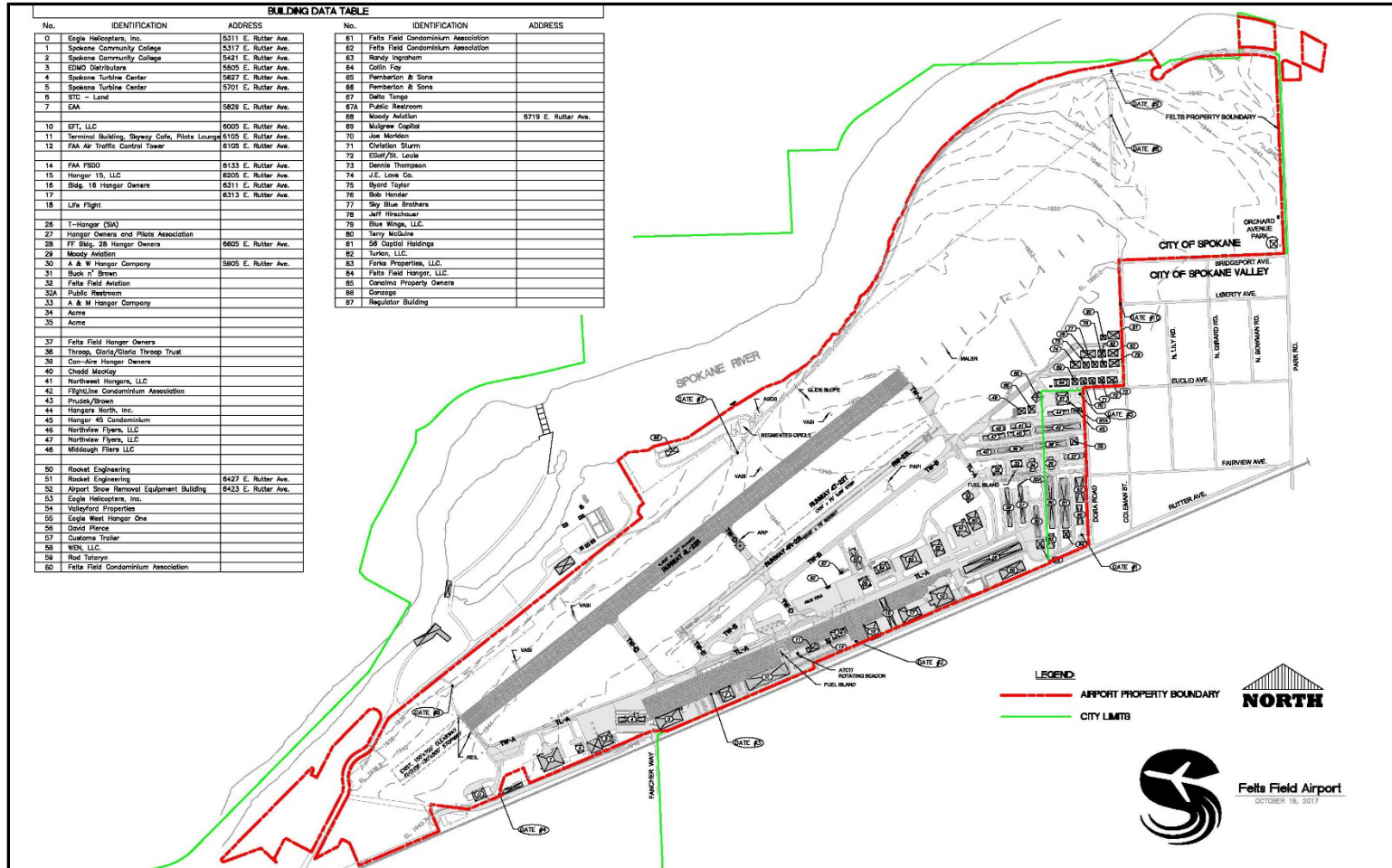
Master Plan Project Overview

- Purpose of Airport Master Plans
 - Cover 5-year, 10-year, 20-year horizons
 - Comply with FAA standards and requirements
 - Identify capital projects for FAA funding
- Last master plan completed in 2005, with limited update in 2010
- What we are doing now:
 - Reviewing existing facilities and assets
 - Airports GIS mapping and aerial photography
 - Forecasting future activity levels
- Next steps in Master Plan:
 - Facility gaps and future needs

Master Plan Timeline



Felts Field Existing Airport Layout Plan



Airport Master Planning 101

- FAA guided plan for a 20-year horizon
- Serve to
 - Obtain future FAA AIP funding,
 - Plan how to resolve non-standard conditions over time,
 - Accommodate expected growth
- Products:
 - Approved forecast,
 - Design aircraft,
 - Airport Layout Plan (ALP),
 - Documents

Airport Master Planning 101

- What does a Master Plan include?
- Who reviews and approves the plan?
- Who implements the plan?
- What standards and procedures does the planning team have to follow?
- How will the planning team use SAC/TAC's input to develop the plan?

Airport Master Planning 101 Main Elements

1. Inventory & Data Collection
2. Forecast Aviation Demand
3. Demand/Capacity & Facility Requirements
4. Alternatives
5. Recommended Concept
6. Environmental Overview
7. Airport Layout Plan
8. Financial Feasibility

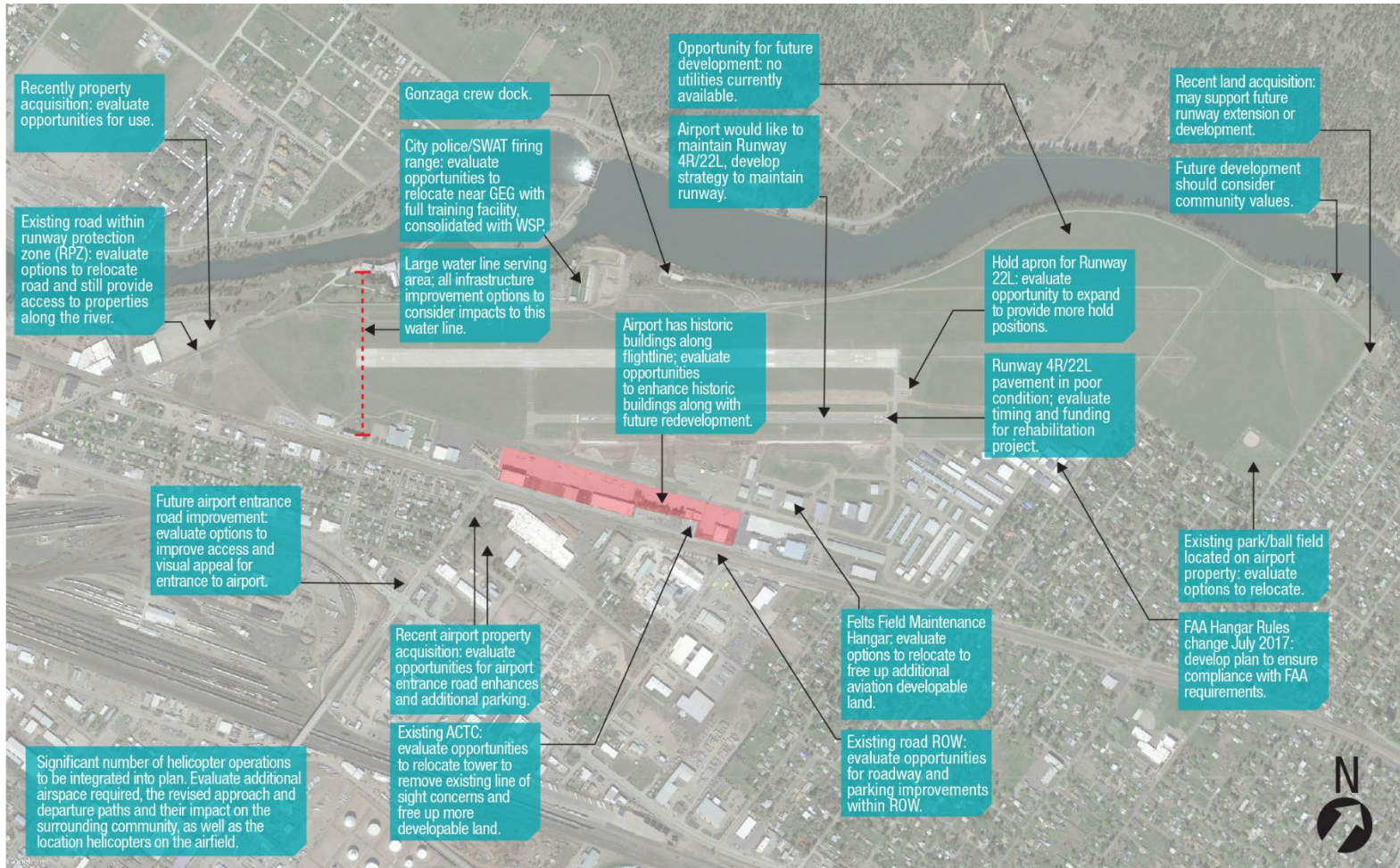
SFF Aerial



0 450 900 Feet

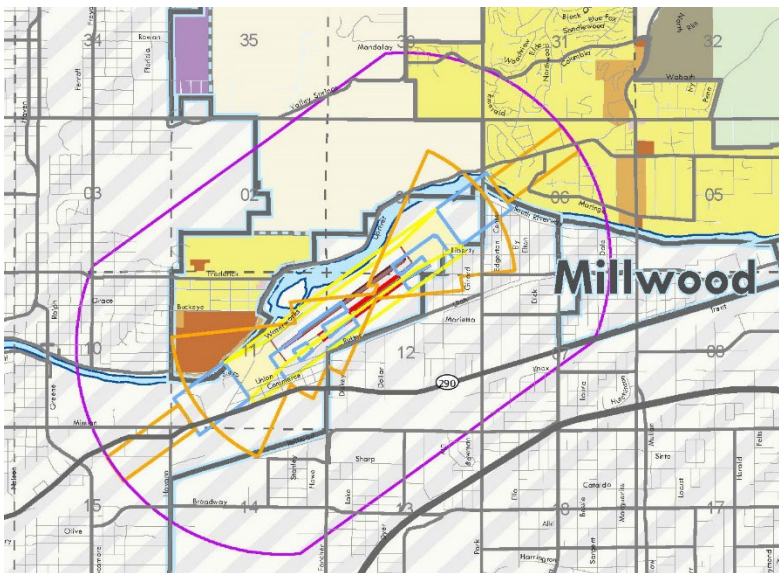
Orthophoto
Sept 28, 2017

Challenges and Opportunities



Tower and Historic Terminal





Open Discussion

- Opportunity to think ahead
- Provide high-level input

Opening Questions

- What's important to you?
- Considerations for expansion, modernization
- What are your concerns?

Next steps

1. Inventory & Data Collection - Completed
2. Forecast Aviation Demand – Under FAA Review
3. Demand/Capacity & Facility Requirements
4. Alternatives
5. Recommended Concept
6. Environmental Overview
7. Airport Layout Plan
8. Financial Feasibility



SPOKANE
INTERNATIONAL AIRPORT

Thank you for your participation