



HEBER VALLEY AIRPORT

FLIGHTPATH

PLANNING A SHARED COURSE FOR OUR FUTURE

Heber Valley Airport Flightpath Technical Advisory Committee/Community Advisory Committee Joint Meeting Meeting Summary

November 14, 2019

4:00 – 6:00 p.m.

Welcome: Mayor Kelleen Potter welcomed both committees and thanked them for their participation.

Introductions: The members of the committees and project team introduced themselves.

Ground Rules:

All involved agreed to abide by the following ground rules:

- **Be accurate.** Information will be relayed truthfully, inside the meeting and out.
- **Be prepared.** If there is material to review, read it prior to the meeting.
- **Be on time.** Meetings will start and end on time, and follow the agenda.
- **Be a team player.** Information will be shared with everyone, always. No one-on-one meetings with the project team or individual committee members; all documents will be shared with the entire committee.
- **Be willing to share.** Actively participate in the meeting; share accurate information with constituents.
- **Be open.** Listen, be nonjudgmental, and keep an open mind on issues until it is time to decide.
- **Be on task.** No side conversations; limit device usage.
- **Be civil.** Conflict will address ideas, not personalities.



- **Be community-driven.** Participants will help determine the best possible outcome for the region, not pursue individual agendas.

Committee Functions:

In an effort to ensure stakeholder feedback throughout process, the City has established two project committees: the Community Advisory Committee and the Technical Advisory Committee. Project Manager Jeremy McAlister of T-O Engineering explained the roles of each committee:

- **Community Advisory Committee:**
 - The CAC is made up of a large group of regional stakeholders and serves as a sounding board and information-exchange group for local representatives.
 - The CAC reviews the planning team's plans and proposals, interacts with the planning team members during the review, makes consensus recommendations to the planning team, and gives its recommendations on the finished plan to the City.
 - The CAC also provides insight and guidance regarding the community's reaction, criticism, and wishes for airport development as it relates to the greater community.
- **Technical Advisory Committee:**
 - The TAC is responsible for providing input and insight on technical issues.



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- Council members have a high level of competency in aviation or airport operations and are major stakeholders in the airport's operations.
- The TAC will help facilitate public meetings, gather feedback, and provide guidance throughout the Airport Master Plan update process. The committee also reviews technical information and assists with its interpretation.
- The TAC consists of local officials and policy and administrative representatives from local governing jurisdictions, including city planners and Airport Board representatives.

Project Overview:

Project Manager Jeremy McAlister led both committees through the Airport Master Plan update process. The update is expected to take between 18 and 24 months.

- The goal is to ensure the creation of an Airport Master Plan that includes ample stakeholder input.
- The Airport Master Plan will be prepared in accordance with current federal regulations, policy, and guidance.
- The Airport Master Plan update will consist of three primary sections: the inventory and forecast, the creation of alternatives and a selection of the Preferred Alternative, and the preparation of final documents.
- The City of Heber as the Sponsor, with input from the community and its advisory committees, will determine the Preferred Alternative.
- In each major step of the process, a public presentation or workshop will be held (5 are currently planned). The specific format of the meetings will be determined by the type of materials/information to be presented.
- The TAC and CAC will review and provide input prior to presentation of project components to the public.



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Project Timeline: (All dates are tentative at this time)

- Public Meeting #1– Airport Master Plan 101 (January 2020)
- CAC/TAC Meeting – Inventory (March 2020)*
- CAC/TAC Meeting – Forecast (May 2020)*
- CAC/TAC Meeting – Facility Requirements Review (July 2020)*
- Public Meeting #2 – Development of Alternatives (Late July 2020)*
- Future meeting dates will be determined by Airport Master Plan progress

* subject to adjustment as necessary

Administration:

- All agreed that a 4:00 pm to 6:00 pm time slot is suitable for future meetings.
- All agreed that any information that will be shared with the committees will be funneled through the meeting facilitator.
- The project website will go live shortly. Over the course of the project, the website will provide documents, project updates, and the opportunity for the public to submit feedback.