

PORT OF EPHRATA

PORT DISTRICT NO. 9 OF GRANT COUNTY, WASHINGTON



September 29, 2016

Port of Ephrata
PO Box 1089
Ephrata, WA 98823

The Port of Ephrata is in the beginning stages of its Ephrata Airport Master Plan process. The end result of this process will impact the future of the airport and port industrial areas for decades into the future. Since these impacts are so significant, we desire to assemble a "Technical Advisory Committee" (TAC) with diverse interests and backgrounds to assist us in this process.

I am sending you this letter as I believe it would be beneficial that either you or someone from your functional area partner with us in this process as a member of the TAC. The time investment will be relatively minimal over the next year with 4 afternoon meetings tentatively scheduled as follows:

Kick Off/Inventory - November 10, 2016
Forecast/Facility Requirements Meeting – March 9, 2017
Development Alternatives Meeting – July 27, 2017
Preferred Alternative/CIP Meeting – November 1, 2017

Please contact me ASAP (but not later than October 29) to let me know if you intend to participate either via email mwren@portofephrata.com or via phone 509-754-3508. If you do plan on participating, please fill out the attached information forms and return them to me so that we may know a little bit more about you.

I look forward to hearing from you and hope you choose to join us in this important process.

Michael Wren, Manager
Port of Ephrata

EPHRATA AIRPORT MASTER PLAN UPDATE - TECHNICAL ADVISORY COMMITTEE (TAC) ROLES & RESPONSIBILITIES

What the Advisory Committee does:

The Ephrata Airport Master Plan Update - Technical Advisory Committee (TAC) **provides input** on draft Master Plan Update chapters, in written form and through TAC meetings/work sessions regarding specific topics such as the inventory of existing conditions, forecast demand, required facilities to meet demand, the analysis of alternative layouts, airport noise, and airport operational issues. Comments will be submitted to the Port for review. The Port, as the Airport owner, will provide direction to the consultant and a final copy will be assembled in accordance with requirements for an Airport Master Plan. The final document will be submitted for review by Port staff and presented to the Port Commission for adoption.

The Advisory Committee members will actively seek the input from their peer groups and will be expected to manage the expectations of the groups they represent.

What the Advisory Committee does not do:

The Advisory committee does not vote on issues. It is a collaborative effort conducted within the confines of a federally funded Master Plan using an FAA accepted scope with the understanding that the final product will be a document recognizing and planning for the current and expected changes to the airport during the planning period. The Advisory Committee is not authorized to incur costs that will not be supported by the funding provided by the FAA for this project.

The Advisory Committee is not an advocate group, either individually or corporately.

Mutual respect and expertise on a given subject will determine the validity of each members input with the understanding that the Master Plan must serve multiple users with efficiency, economy, safety and environmental consideration as they pertain to aviation.

The Committee will not, based on individual desire, determine if the airport will grow, diminish or remain static. Relevant data must be used to support considerations as to the current conditions of the airport and it's most likely course of development into the future.

Committee Members

Committee members will review materials prior to committee meetings to provide timely feedback; will actively participate in committee meetings; and will fulfill committee work group assignments. Each committee member will respect the right of other to express their opinions and beliefs.

Consultant

The consultant will provide materials requiring committee member review with sufficient advance notice; will keep a record of committee member input and recommendations; and will integrate committee feedback, as directed by the Port, into the update to the Airport Master Plan documents.

Port Staff

Port staff will treat all advisory committee members fairly and impartially; will encourage full committee member participation; and will work with the consultant and committee to ensure work follows the FAA-approved scope of work and schedule.



AIRPORT MASTER PLAN TECHNICAL ADVISORY COMMITTEE MEMBER INFORMATION

1. Name:

(Last) (First) (Middle) (I go by ..)
Address: _____
Street, P.O. Box City State Zip Code

2. Telephone No. _____ Cell: _____ E-mail address: _____

3. Do you reside within the Port Boundary? _____

4. Why would you like to serve on this Committee?

6. Special skills, interest, hobbies that you believe would bring special value to your ability to serve on this committee:

7. Current occupation:

8. Other volunteer, committee, board, commission experience.

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

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If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

Names/Contact Information of any people you may have served with on previous boards:

My signature affirms that the information in this application is true to the best of my knowledge. I understand that I must disclose any actual or potential conflicts of interest and that all information/documentation related to service on this committee is subject to public records disclosure.

Date: _____ Signature: _____