

PUBLIC INVOLVEMENT PLAN

Dillingham Airport Master Plan Update

Project No. CFAPT00353/ AIP 3-02-0078-017-2018

Prepared for:



Alaska Department of Transportation & Public Facilities
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1.0 Introduction

1.1 Overview

The purpose of this Public Involvement Plan (PIP) is to support the Alaska Department of Transportation & Public Facilities (DOT&PF) in successfully updating the Dillingham Airport Master Plan (DLG AMP). The DLG AMP will include a new Runway Safety Area (RSA) practicability study, updated forecasting, and an Airport Layout Plan brought up to current design standards. The project team will support the AMP Update by executing this Public Involvement Plan, which provides a clear, step-by-step strategy to ensure airport users and operators, the public, agencies, and other stakeholders:

- Are adequately informed about the project throughout its development;
- Have ample opportunity to actively participate in the planning process;
- Receive timely, meaningful responses to their questions, comments, and concerns;
- Provide data and input needed for the project team to assess current and projected facility needs.

This plan outlines the range of communication tools and techniques to inform potentially interested parties, opportunities to gather input early and often, and strategies to apply participant input in the development of alternatives for the Airport Master Plan (AMP) Update. These efforts ensure the AMP is implementable, meets stakeholder needs—including FAA requirements, and conforms to the community context.

This PIP ensures the project team adheres to guidance from FAA Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* and AC 150/5050-4A¹, *Citizen Participation in Airport Planning*.

1.2 Background

Dillingham Airport (DLG) is owned and operated by DOT&PF. Located at the north end of Nushagak Bay in northern Bristol Bay, DLG provides passenger and cargo transportation and supports general aviation for the Dillingham community and the greater western Bristol Bay area.

In 2019, there were more than 30,000 passenger enplanements served by a variety of aircraft, from small, single-prop to heavy jet aircraft, including military aircraft. The airport consists of one runway (1/19), three taxiways (A, B, and C), two aircraft parking aprons, maintenance and firefighting support facilities, and lease lots. According to the State of Alaska Division of Community and Regional Affairs (DCRA), Dillingham's population is approximately 2,400 and triples during the summer months due to fishing industry activity. DLG supports an essential mode of transportation, providing the only reliable year-round access to the community and seasonal access to the world's largest salmon run and commercial fishing industry. DLG is also the local hub for approximately 12 airports serving communities including Aleknagik, Cape Newenham, Clarks Point, Ekuk, Ekwok, Koliganek, Levelock, Manokotak, New Stuyahok, Portage Creek, Togiak, and Twin Hills.

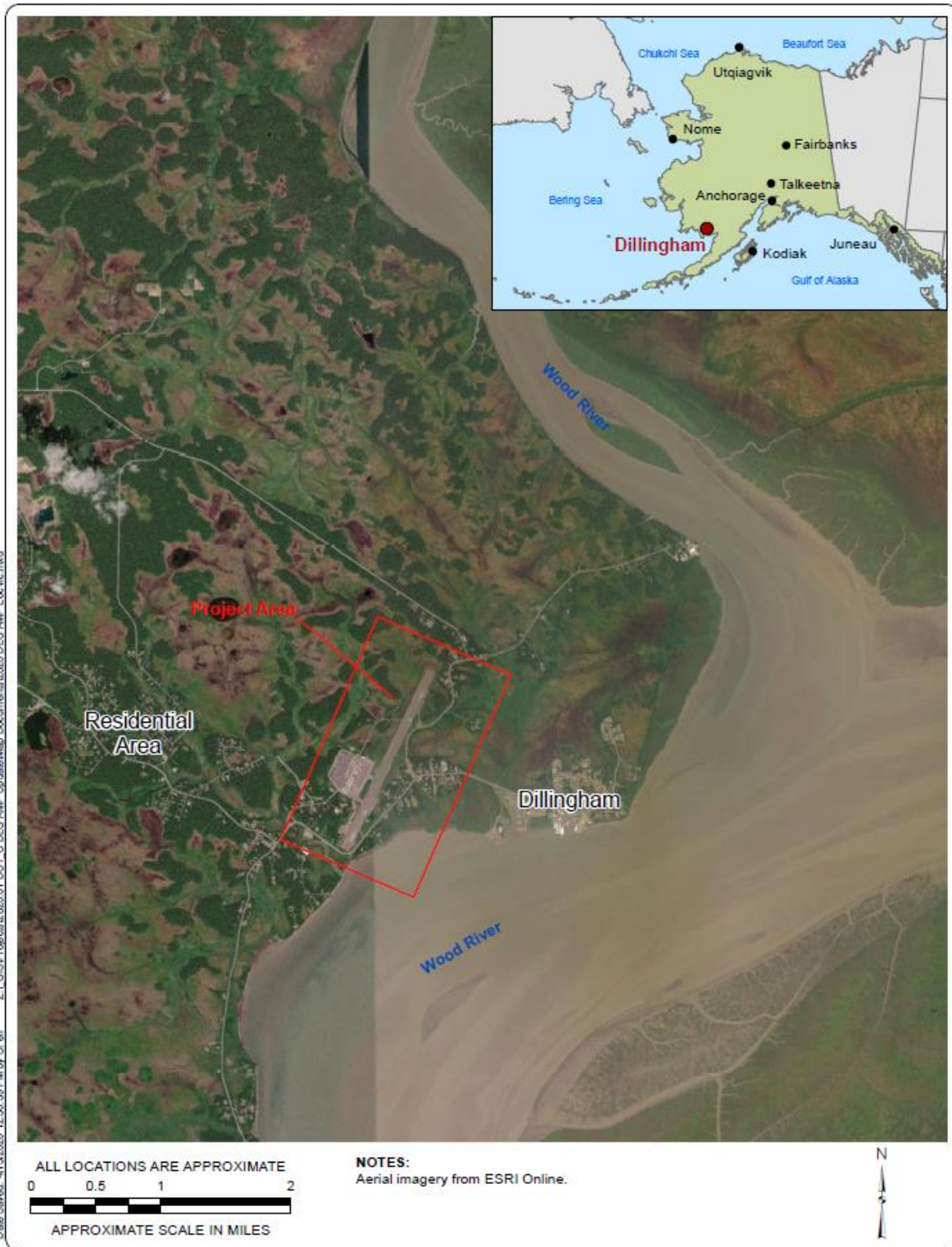
¹ AC 150/5050-4A was issued on October 28, 2019 and updates AC 150/5050-4 referenced in RFP 25192052.

The previous Dillingham AMP was adopted in 2005. In 2012, an Airport Improvement Program (AIP) Grant was awarded to DLG to construct a Runway Safety Area (RSA), which also included a practicability study; however, the existing RSA does not meet current Federal Aviation Administration (FAA) standards. If possible, the RSA must be widened from 350' to 500' and extended to 1,000' beyond the end of Runway 1; however, the runway is constrained to the east by the City Cemetery and to the south by Kananak Road. Further, DOT&PF's Dillingham Airport Runway Shift Design Services project (CFAPT00143) is currently underway but is on hold until the current AMP project is completed. The Dillingham AMP Update will include a new Runway Safety Area (RSA) practicability study to determine the practicability of alternatives seeking to bring the RSA into compliance with FAA standards.

This project will update the Airport Master Plan (AMP) to reflect DLG's current and projected operations, facility alterations, and economic conditions since the 2005 AMP. The updated AMP will evaluate airport infrastructure, identify growth potential, and develop a plan to responsibly accommodate operations while considering potential revenue sources. The AMP will provide the framework needed to guide airport development over the next 20 years in a way that will cost-effectively satisfy aviation demand and meet FAA standards.

The AMP Update will also investigate land use conflicts and provide solutions. This planning effort will result in short-, mid- and long-term development plans, including a comprehensive Capital Improvement Program. The AMP will be accompanied by an updated Airport Layout Plan (ALP) and ALP Narrative Report that reflects actual and planned modifications determined under the AMP.

Figure 1: Project Location and Vicinity Map



PREPARED BY:
 R&M CONSULTANTS, INC.

DOT&PF DILLINGHAM AIRPORT MASTER PLAN UPDATE
 LOCATION AND VICINITY MAP

PROJ.NO:	2820.01
DATE:	APR 2020
REF:	N/A
FIGURE NO:	1

Figure 2: Project Area Map



2.0 Project Team

2.1 Sponsor Organization

Alaska Department of Transportation & Public Facilities
Program Development, Anchorage Field Office
4111 Aviation Avenue
Anchorage, AK 99502

Table 1: Sponsor Organization Contacts

Organization	Individual	Contact Email	Role
DOT&PF	Jessica Wuttke-Campoamor, C.M.	jessica.wuttke-campoamor@alaska.gov	Project Manager
	Philana Miles	philana.miles@alaska.gov	YK Delta Area Planner

2.2 Consultant Team

R&M Consultants, Inc.
9101 Vanguard Drive
Anchorage, AK 99507
(907) 646-9659

Table 2: Consultant Team Contacts

Organization	Individual	Contact Email	Role
R&M	Van Le, AICP	vle@rmconsult.com	Project Manager/Lead Planner
	Taryn Oleson-Yelle, AICP	toleson@rmconsult.com	Planner/Public Involvement
	Ben Coleman, AICP	bcoleman@rmconsult.com	Planner/Public Involvement
	Carla Baxley, PE	cbaxley@rmconsult.com	Lead Civil Engineer
	Matt Majoros, PE	mmajoros@rmconsult.com	Civil Engineer
	Kristi McLean, LEED AP BD +C, CESCL	kmclean@rmconsult.com	Environmental Lead
	Bob Pintner, PE	bpintner@rmconsult.com	Geotechnical Lead
	Marc Frutiger, PE, PTOE)	mfrutiger@rmconsult.com	QA/QC
E3 Alaska	Patty Murphy	PMurphy@E3Alaska.com	Translation Services/Public Involvement
McDowell Group	Donna Logan	donnal@mcdowellgroup.net	Socioeconomic Analysis/Projections

3.0 Public Involvement Goals & Objectives

The current DLG Master Plan was adopted in 2005 and needs to be updated. This PIP is based on the Systematic Development of Informed Consent (SDIC) model, which will enable the project team to meet the following goals:

- (1) The public, local governments, tribal councils, land owners, agencies, and other stakeholders are continually informed of the AMP update and how to participate;
- (2) The project team receives all the information needed to update the AMP;
- (3) Broad, informed consent for the plan's recommendations is obtained.

Objectives include:

- Clearly define roles, responsibilities, and lines of communication for the AMP update;
- Identify a broad range of communication tools to engage a representative range of stakeholders;
- Identify potentially affected interests (PAIs);
- Consult with PAIs to identify, articulate, and clarify issues and opportunities to achieve the desired outcome;
- Present project information in a concise, easily understood format;
- Clearly state how, when, and where the public can provide input;
- Respond to stakeholder concerns with timely and meaningful feedback;
- Comply with all state and federal public involvement requirements for AMPs.

3.1 Roles and Responsibilities

DOT&PF is the project owner and is responsible for completion of the Dillingham AMP update project and ensuring the airports under its jurisdiction meet FAA standards, to the extent feasible.

The following roles and responsibilities are identified for the consultant team members:

- **R&M Consultants, Inc.** serves as the prime contractor and will be the main point of contact for stakeholders, the public, and subcontractors regarding the AMP update. R&M will lead the planning and facilitation of public and stakeholder involvement activities and ensure project milestones are met.
- **E3 Alaska** is responsible for providing translation services and ensuring equitable participation opportunities for members of the public whose primary language is not English. E3 will support R&M in public involvement activities and coordination with Dillingham residents/stakeholders.
- **McDowell Group** is responsible for engaging stakeholders to collect data for aviation facility and operations demand projections and socioeconomic forecasting, informing alternatives development and selection.

Area residents, land and business owners, and other stakeholders have a responsibility to participate in the planning process and represent their individual interests as well as their community at large throughout the project.

4.0 Public Involvement Activities

4.1 Stakeholder and Issues Identification

The City of Dillingham's role as the economic, transportation, medical, and public service center for western Bristol Bay implies that the AMP update project may significantly affect a wide range of stakeholders, including communities and organizations outside of Dillingham.

The table below lists PAIs and stakeholders, including tribal entities, native corporations, residents, property owners, business owners, and various operators in or near the project area, as well as stakeholders who may have an interest in the project based on non-geographic affiliation.

Operators, mentioned in the preliminary contact list below, include the aircraft operators for commercial passenger and charter service, cargo, and other aircraft activity. The primary operators using DLG are Pen Air, Alaska Airlines, Grant Aviation, Tanana Air, Northern Air Cargo, Everts Air Cargo, and ACE. There are also several smaller operators that use DLG.

The nearby communities and locations that rely on DLG to meet various transportation, healthcare, supply, and/or business needs include Aleknagik, Cape Newenham, Clarks Point, Ekuk, Ekwok, Koliganek, Levelock, Manokotak, New Stuyahok, Portage Creek, Togiak, and Twin Hills.

This list is intended to be dynamic and may change as the project progresses. Note that a list of stakeholders may not capture every interested individual or group, or capture every interest relevant to the Dillingham AMP, but serves as a starting point in defining PAIs.

Table 3: Potentially Affected Interests and Issues

PAI \ Identified Issue	Environmental Resources	Cultural Resources	ROW & Native Allotments	Construction Impacts	Safety	Access & Trails	Airport/Runway Design & Facilities	Maintenance & Operation	Economic impacts & Opportunities
DOT&PF	◆	◆	◆	◆	◆	◆	◆	◆	◆
City of Dillingham	◆	◆	◆	◆	◆	◆	◆	◆	◆
Bristol Bay Borough	◆	◆		◆			◆	◆	◆
Curyung Tribal Council	◆	◆	◆	◆	◆	◆	◆	◆	◆
Choggiung Limited – Village Corporation	◆	◆	◆	◆	◆	◆	◆	◆	◆
Bristol Bay Economic Development Corporation	◆	◆		◆	◆	◆	◆	◆	◆
Aircraft & Air Cargo Operators				◆	◆	◆	◆	◆	◆
Residents	◆	◆	◆	◆	◆	◆			◆
Businesses				◆	◆	◆	◆	◆	◆
Nearby Communities				◆			◆	◆	◆
Federal Aviation Administration			◆		◆		◆	◆	
US Army Corps of Engineers	◆	◆		◆		◆	◆		
Environmental Protection Agency	◆	◆		◆					
National Marine Fisheries Service	◆			◆					
US Fish and Wildlife Service	◆			◆		◆			
Alaska Dept. of Natural Resources	◆	◆	◆	◆		◆			

4.2 Public Outreach and Notification

A key component of public, agency, and stakeholder involvement is timely communication of important project information and milestones. To ensure PAIs are informed at key project milestones, the project team will provide notifications through a variety of avenues regarding project and schedule updates, opportunities for participation, and ways to provide input.

Communication Coordination, Response, & Documentation

All public releases, notification materials, and project information will be drafted by R&M and reviewed by DOT&PF. Van Le will serve as the main point of contact for the public and stakeholders.

All agency scoping responses will be sent to the DOT&PF project manager and Kristi McLean (R&M). The public and stakeholder groups can provide input and comments in person at public meetings, over the phone, or via email to Van Le throughout the duration of the project. Written comments will be encouraged to promote efficiency; however, verbal comments will be recorded by project staff when practical. A comment matrix will be developed to document comments, identify issues, and track responses.

Project Website

A project-specific website will be established and maintained by DOT&PF to inform stakeholders and the public about the project. R&M will support DOT&PF with content, figures and other information to engage and inform project stakeholders. The website will provide access to documents and information on the project, how to contact the project team, outreach and involvement opportunities, and a central location to provide comments. The project website will be updated with materials presented at public open houses as they occur and will serve as an easily-accessible database for current and past project information. The website will be linked to DOT&PF's Project Information website (http://dot.alaska.gov/creg/project_info/) to improve public exposure of the project.

Social Media

R&M will provide language, photos, website links, and other pertinent information for DOT&PF to post to their social media sites. The creation of a project-specific Facebook page is encouraged to provide targeted information on the DLG AMP Update. Events, public comment periods, and documents can be shared, promoted, and advertised to target the Dillingham or greater Bristol Bay geographic area to increase opportunities for engagement.

Contact List

A contact list will be developed to notify potentially affected and interested agencies, organizations, aviation interests, residents, property and business owners, and individuals. The contact list will be used for the distribution of public meeting announcements, flyers, project milestone announcements, agency scoping letters and other information, where relevant. Table 4 below shows the preliminary contact list.

Traditional mailing will be supplemented by other communication tools, such as flyers posted throughout the community and digital outreach methods. The project team will collect email addresses as an additional method of communication with stakeholders. The electronic contact list will be regularly updated after each public engagement activity, including agency and public meetings, at a minimum.

Other Notifications

Notices and announcements for community meetings should consider broadcasting on KDLG Public Radio in an effort to reach the majority of area residents.

Table 4: Preliminary Contact List

AGENCY OR ORGANIZATION	NAME	CONTACT
Aircraft Consultants & Services, Inc.		
Alaska Airlines, Inc.		
Alaska Central Express		
Alaska Department of Commerce, Community & Economic Development	Barbara Higgins, Local Government Specialist, Division of Community & Reginal Affairs	barbara.higgins@alaska.gov
Alaska Department of Environmental Conservation	William Ashton, Environmental Engineer, Division of Water	william.ashton@alaska.gov
Alaska Department of Fish and Game	Mike Daigneault, Regional Supervisor, Habitat Division	Michael.daigneault@alaska.gov
Alaska Department of Natural Resources	Rick Thompson, Natural Resource Manager, Division of Mining Land & Water Christine Ballard, Natural Resource Specialist, Division of Coastal and Ocean Management	richard.thompson@alaska.gov christine.ballard@alaska.gov
Alaska Island Air		
Alaska Native Tribal Health Consortium		
Alaska Pride Air, LLC		
Alaska State Troopers		
Aleknagik Natives Limited	Bobby Andrew, President	N/A; P.O. Box 1630, Dillingham, AK 99576
Aleknagik Traditional Council	Daniel Chythlook, President	aleknagiktraditional@yahoo.com
Antler Aviation		
Bristol Bay Air Services, Inc.		
Bristol Bay Area Health Corporation		
Bristol Bay Borough		
Bristol Bay Economic Development Corporation		
Bristol Bay Native Association	Sue Flensburg, Environmental Program Manager	sflensburg@bna.com
Bristol Bay Native Corporation	L. Tiel Smith, Land & Resources manager	N/A; 111 West 16 th Ave, Suite 400, Anchorage, 99501

Choggiung Limited – Village Corporation	Doug Calaway, Chief Executive Office	contact@choggiung.com
City of Dillingham	Donald Moore, Interim City Manager	manager@dillinghamak.us ; assistant@dillinghamak.us
Coupchiak Air		
Curyung Tribal Council	Thomas Tilden, Chief	dorothy@curyungtribe.com
Denaina Air Taxi, LLC		
Ekuk Village Council	Robert Heyano, President	evc@ekukvc.net
Everts Air Cargo (Tatonduk Flying Service)		
Federal Aviation Administration		
Freshwater Adventures		
Grant Aviation		
Guardian Flight		
Iliamna Air Taxi		
Kanakanak Hospital		
Lester & Jill Bingham		
Lynden Air Cargo		
Medevac		
Mulchatna Air		
Northern Air Cargo, Inc.		
Office of the Governor; Division of Governmental Coordination		
Pen Air		
Peninsula Airways, Inc.		
Ryan Air		
Starflite, Inc.		
Tanana Air Service		
Tucker Aviation		
Twin Dragon Restaurant		
US Army Corps of Engineers	Alyssa Sterrett	alyssa.c.sterrett@usace.army.mil
US Bureau of Indian Affairs	Eugene Virden, Acting Regional Director, Alaska Regional Office	Eugene.Virden@bia.gov
US Bureau of Land Management	James Fincher, Anchorage Field Office Manager	JFincher@blm.gov
US Department of Agriculture	James Obert Loiland, District Conservationist, Dillingham Field Office	im.loiland@ak.usda.gov
US Environmental Protection Agency	Jennifer Curtis Phil North	curtis.jennifer@epa.gov north.phil@epa.gov
US Fish & Wildlife Service	Ann Rappoport, Field Supervisor, Anchorage Field Office	ann_rappoport@fws.gov

NOAA, National Marine Fisheries Service	Jeanne Hanson, Supervisory Fish Biologist, Alaska Regional Office	hcd.anchorage@noaa.gov
Van Air		

Newsletters, Brochures, & Advertisements

Newsletters, electronic newsletters distributed via the email management platform Constant Contact, project flyers, and advertisements of public engagement opportunities will be electronically distributed as well as strategically posted throughout the City of Dillingham. A “Notice of Intent to initiate a Master Plan update for Dillingham Airport” will be published in the Bristol Bay Times, a newspaper of local circulation serving Dillingham, Naknek, King Salmon and Southwest villages. An airport brochure detailing the project will be developed and distributed to stakeholders and the public.

Translated Outreach Materials and Services

Patty Murphy with E3 Alaska will translate all newsletters, meeting notices, and advertisements so they are available in English and the relevant Alaskan Native languages, including Yup’ik. Patty will also provide translation services for all public meetings, meeting summaries, and communications with area residents who want to provide input in their native language.

Local Coordination

All public meetings will be noticed at least 21 calendar days in advance and will be closely coordinated with the FAA, City of Dillingham, DLG airport staff, residents and other stakeholders to avoid conflicts with local calendars.

4.3 Public Meetings

The Dillingham community is the primary user of the airport and has the local knowledge necessary for the successful completion of this project. The AMP update, ALP update, and RSA practicability study will gain more community acceptance from consistent public involvement in Dillingham. Additionally, Dillingham’s role as the economic, transportation, and public service center for western Bristol Bay means that communities beyond Dillingham rely on DLG and should be effectively engaged throughout the project. As such, the project team will plan and facilitate two (2) public open houses within the City of Dillingham.

The first open house will introduce the project, familiarize the public and stakeholders with the project team, and solicit initial ideas regarding issues and opportunities for DLG. The project team will incorporate input received during this information-gathering stage to develop airport development alternatives. Maps, figures, and photographs depicting the airport and surrounding area will provide a visual aid. The fact sheets will provide additional information that attendees can read and share with other potentially interested community members.

Once airport development concept alternatives are completed the second house will invite stakeholders and the public to discuss the alternatives and provide suggestions to help the project team develop a preferred alternative. Alternative concepts will be provided at this meeting in addition to the maps, figures, photographs and fact sheets provided at the first open house.

An additional in-person appearance is proposed at the annual Alaska Federation of Natives (AFN) Convention. The project team will attend and have a vendor booth at the convention, providing a

platform for direct engagement with community representatives and elders of Dillingham and other communities with the greater Bristol Bay area. The AFN Convention will be held at the Dena'ina Convention Center in Anchorage, October 15-17, 2020.

4.4 Alternative Public Meetings

In response to current travel and in-person gathering restrictions in place due to the COVID-19 outbreak, alternatives to in-person meetings may be needed to share information and collect essential community feedback in a timely matter that progresses the project. Strategies for alternative public meetings are outlined below. All strategies implemented will be vetted for inclusivity and equity requirements that FAA and DOT&PF have in place to meet NEPA requirements. In addition, all alternative public meeting methods will be thoroughly vetted by non-project staff and non-technical people to ensure instructions are clear, information is comprehensible, and the intent of public participation is known.

- Online Public Open House: this will be similar to an in-person open house where participants go online to the project website or a separate, free, web-based platform and can view all the same informative materials and visualizations that would have been presented in person. It may feature the following:
 - Self-guided presentation, similar to a PowerPoint presentation or scrolling PDF with visualizations and descriptions for each informational piece.
 - Pre-recorded video of the project team presenting the project; including visualizations with voice over, footage of the person talking, and translations provided in captions.
 - Live video conference or webinar; project team staff would provide a live presentation of the project and then open the floor to a question and answer session. Questions can be submitted via chat, conference call, or video chat (platform dependent). It is recommended that all live video conferences are recorded and posted to the project website so anyone who is unable to attend the live online open house can still participate.
 - Comment Features will be obvious on every page, presentation, and platform used and will include optional contact information allowing the project team the opportunity to follow up with the commenter. Dependent on the platform used, an auto-populated feature for contact information will be activated for members of the public who wish to leave multiple comments.
- Public Meeting In-A-Box (Extended Kiosk Method): this will be a public meeting just as an in-person meeting hosted by the project team would be, only the project team will not be there to facilitate. Posters, fact sheets, comment forms, and other informational materials would be set up by a willing organization/person in a publicly accessible location for a period of about one week. The self-guided, informational 'extended kiosk' would provide an opportunity for those without access to a computer or the internet to view project materials, learn about the project, and provide feedback.
 - The airport manager and other stakeholders DOT&PF permits to set up and monitor/host the "meeting in a box" would be mailed all materials, set up and take down the meeting, and collect submitted comments.
 - Comment forms could be filled out and submitted into a designated comment box at the meeting site or include information for mailing, emailing, or electronically submitting their comments on a public website.
 - If possible, recorded videos of presentations by the project team could be displayed on computers or TV's on location to supplement the self-guided 'extended kiosk'.

- **Extended Public Open House:** this would be the same approach to a traditional two-hour, in-person public meeting but will be used if social distancing measures are still in place. Using this method, the public open house would be staffed by two or three (no more than three) project team members over multiple hours during a three-day period. This will provide multiple opportunities for the general public to attend while maintaining social distancing, limiting the number of people in the meeting space at a time, and yet still providing face-to-face opportunities for the public to ask questions and provide input.
- **Increased Advertising of Alternative Public Meetings**
 - A second physical mailer is recommended as a reminder of the online participation opportunity
 - Increased online and social media advertising
- **Increased public comment periods;** comment periods should be extended allowing sufficient time for online participation.

Agency Scoping

The project team will conduct a thorough agency scoping effort during preparation of anticipated environmental reviews for the project. Agency scoping letters will be sent to help ensure the project is adequately scoped, accounting for external agency needs and plans. If additional scoping is needed, R&M will plan a similar effort for consistency that addresses changes in project scope and the regulatory environment.

Public Meeting Records

R&M will prepare public meeting records to provide a summary of the meetings as well as a “comments and response” section responding the issues raised. Copies of all formal correspondence used to announce the public meetings will be included in the meeting records. Copies of all meeting materials along with news articles or other published material in print or social media sources will be included. R&M will submit the public meeting records to DOT&PF within three (3) days after the public meeting occurs and revised versions within seven (7) days.

4.4 Stakeholder Meetings

Up to four (4) stakeholder meetings are currently scoped. The small group meetings will provide an opportunity to cultivate relationships in a more approachable forum for stakeholders to express concerns and provide input. The stakeholder groups mentioned below collectively have a close understanding of the operations and facility limitations of DLG; the smaller, more focused stakeholder meetings ensure the project team collects the data needed to complete the AMP, ALP, and RSA practicability study. An interview protocol will be developed to ensure consistency between the scope and messaging of the interviews.

Airport Management and Staff

R&M will meet with airport management and staff to discuss operations and facility needs. This information will help inform the AMP’s condition and needs assessment and the land use assessment.

Airport Tenants and Carriers

R&M will contact airport tenants directly to discuss existing operations and facility needs to inform the condition and needs assessment. They will also confirm data collected from FAA sources on air traffic, passenger, and cargo data with carriers.

McDowell Group, Inc. will interview carriers to obtain data for passenger and cargo flight activity and learn more about trends and projections from the carriers' perspectives. The information collected from airport tenants and carriers will help inform the socioeconomic evaluation and aviation forecasting.

4.5 Public and Stakeholder Comments

Public and stakeholder comments will be accepted throughout the project development process; however, the request for comments will be emphasized during the formal comment period following a public meeting or smaller, stakeholder-focused meeting. A 30-day comment period is recommended after a public meeting so comments may be addressed in a timely manner and incorporated as needed into the project design. A comment database will document all comments, identify issues, and track project team responses. An additional 30-day public review and comment period will follow the 90% completion of the AMP.

5.0 Civil Rights Documentation

R&M will develop a report outlining how the public involvement and outreach completed for the Dillingham Airport Master Plan Update project complies with Title VI of the Civil Rights Act. This report will be included as an appendix of the Public Involvement Report.

6.0 Public Involvement Report

R&M will compile outreach information during the public involvement process and through the planning process. All comments and responses from the public and agencies will be compiled and summarized in the Public Involvement Report, including attachments, figures, handouts, and public meeting records.

7.0 Correspondence and Documentation

Written comments via email, fax, comment forms, and letters will be encouraged; project staff will summarize verbal comments, when practical. The project team will coordinate and communicate as necessary to provide timely responses to all questions and requests for information. The comment database will be used to document comments, identify issues, and track project team responses. All information requests will be coordinated with DOT&PF Project Manager Jessica Wuttke-Campoamor, C.M.

8.0 Schedule

The anticipated schedule of public involvement activities is based on currently available information. Unforeseen events, such as COVID-19 and the associated travel and meeting restrictions, may necessitate schedule adjustments. Dates will be specified when possible, following coordination with DOT&PF. See Table 5 for more information.

Table 5: Public Involvement Activities and Meeting Schedule

TASK	OBJECTIVES	DATE / TIMING	LOCATION / NOTES
DOT&PF Kickoff Meeting	<ul style="list-style-type: none"> Project coordination Verify project scope Request additional data 	March 24, 2020	Teleconference
Agency Scoping	<ul style="list-style-type: none"> Identify project scope changes needed 	May, 2020	
Project Informational Flyers	<ul style="list-style-type: none"> Airport & Project Information 	September, 2020	Dependent on public meeting
Stakeholder Meetings	<ul style="list-style-type: none"> Project familiarization & coordination Data collection 	Ongoing	Dillingham Airport
Meeting Logistics	<ul style="list-style-type: none"> Meeting location reservations, transportation, graphics and figures 	As Needed	
Newsletters and Mailers	<ul style="list-style-type: none"> Project updates Changes to scope or schedule 	21+ days before public meetings	
Public Meeting #1	<ul style="list-style-type: none"> Project introduction Relationship building 	TBD pending COVID -19 travel restrictions	
Public Meeting #2	<ul style="list-style-type: none"> Project updates Project alternatives discussion Relationship building 	TBD pending COVID -19 travel restrictions	
Open House Summary	<ul style="list-style-type: none"> Summarize public comments 	Draft: 3 days after each public meeting; Final: Following DOT Review	
Airport Brochure	<ul style="list-style-type: none"> Airport & Project information 	March 26, 2021	Dependent on public meeting 2
Public Involvement Report (Methodology & Documentation)	<ul style="list-style-type: none"> Describe public involvement methodology, compliance with federal & state requirements Record public comments & staff response Record public involvement materials 	November 30, 2021	