

A stylized brown silhouette of a propeller airplane in flight, angled upwards and to the right. The propeller is shown with motion lines, suggesting it is spinning.

Big Lake Airport

MASTER PLAN UPDATE

PUBLIC INVOLVEMENT PLAN

JANUARY 2017

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ACRONYMS AND ABBREVIATIONS

BGQ.....	Big Lake Airport
DOT&PF	State of Alaska Department of Transportation and Public Facilities
FAA.....	Federal Aviation Administration
MPU.....	Master Plan Update
PIP	Public Involvement Plan
RASP	Regional Aviation System Plan

1.0 INTRODUCTION

The primary objective of the Big Lake Airport (BGQ) Master Plan Update (MPU) will be to assess Big Lake Airport issues, needs, and priorities, and prepare a 20-year development plan. The plan will also determine whether BGQ should accept Federal Aviation Administration (FAA) Airport Improvement Program Funding and become obligated to comply with FAA grant assurances.

The primary members of the project team include the State of Alaska Department of Transportation and Public Facilities (DOT&PF) staff from Central Region, prime contractor DOWL, and subcontractor Southeast Strategies.

The project team understands that a successful master plan hinges on proactive public involvement efforts, so measures will be taken to ensure that the BGQ MPU is customized to match stakeholders' needs. These measures are outlined within this Public Involvement Plan (PIP). The project team will modify its public involvement effort as necessary during the master plan process to ensure communication is accurate, timely, and effective.

1.1 Schedule

The Master Plan will be conducted in 2 Phases. Phase 1 is currently authorized and extends over a 12 month period, from December 2016 to early December 2017 (Figure 1).

Big Lake Master Plan Schedule																
TASKS AND SUBTASKS	2017															2018
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Task 1 - Project Administration	NTP															
Milestone Meetings				MM			MM			MM						
Scope/Schedule Refinements, Invoices, Monthly Meetings																
Task 2 - Public Involvement																
Kickoff Meeting		K														
Public Involvement Plan		D F														
Startup - Mailing List and Website																
Issues Survey and Stakeholder Interviews																
Community Council			CC				CC									
Public Workshop/Public Open House		P	N	POH			N	POH					N			
Task 3 - Condition and Needs Assessment																
Office Inventory																
Field Inspection and Interviews																
Socioeconomic Evaluation and Aviation Forecast			D		F											
Regional Transportation Facilities/Big Lake Community Plan																
Facilities Inventory, Environmental Issues, and Solid Waste																
Facility Standards/Demand Capacity and Facility Requirements Analysis																
Base Maps																
Condition and Needs Assessment Paper					D											
Task 4 - Land Use Assessment Report																
Data collection																
Interviews/Field Investigation																
Land Use Compliance Issues Briefing						D										
Land Use Assessment Report							D		F							
Task 5 - Alternatives, Evaluation, Recommendation																
Preliminary Alternatives							D									
Preliminary Alternatives Evaluation, Costs, Matrix							D									
Preliminary Preferred Alternative and Recommendations							D		F							
Task 6 - Airport Master Plan																
DOT&PF and FAA Review Draft										D						
Public Draft												D				
Final Airport Master Plan														F		
Phase 2 (if authorized)															2018	

K = Kickoff Meeting; CC=Community Council; D=Draft; F = Final; MM = Milestone Meeting; N = Notice; NTP = Notice-to-Proceed; P = Postcard; POH = Public Open House/Workshop
DOT&PF, FAA and/or Public Review

Figure 1: Master Plan Schedule
*check website for schedule updates

2.0 PUBLIC OUTREACH

Public involvement will begin early and continue throughout the project using multiple avenues of participation. The project team will draw 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 DOT&PF'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. The timing of key public involvement events is described generally within the schedule shown in Figure 1.

2.1 PUBLIC INVOLVEMENT TOOLS AND TERMS

Listed below in alphabetical order.

Advertisements

The project team will advertise meetings, surveys, and other outreach efforts on GovDelivery (<http://www.govdelivery.com/>), the State of Alaska's Online Public Notices page (<http://aws.state.ak.us/OnlinePublicNotices/>), and via the project email list and e-newsletters. Public Meetings will be advertised in the Frontiersman.

Comments (Collection and Reporting)

Comments received electronically (email/website), by phone, verbally during the Q&A portion of a public meeting, or in writing will be considered formal public comments and will be saved in the project records.

Community Council Meetings

DOWL will present at two Big Lake Community Council meetings before each of the public open house meetings.

Email

DOWL will use a project email address to solicit comments, advertise meetings, and provide project updates. An email distribution list will be created that includes addresses for leaseholders and permit holders provided by DOT&PF as well as email addresses from the Regional Aviation System Plan (RASP). Other potential stakeholders (identified in Table 2) will be included on this list. An initial postcard mailer will also be used at the start of the project to notify a select group of stakeholders about the startup of the project and invite them to join the email list.

E-Newsletters

DOWL will produce up to three electronic newsletters for email distribution before the two public meetings and when the draft report is available.

Fact Sheets & Project Flyers

These materials will be available at open houses, stakeholder visits, informal meetings, and on the project website. They will be used throughout the project to inform the public of key milestones, project progress, and upcoming meetings.

Informal Interviews

DOWL will conduct informal interviews of airport users, FAA, DOT&PF, the Matanuska-Susitna Borough, and local organizations early on in the project.

Public Meetings / Open Houses

The project team will host two public meetings open to all interested community members. The purpose of these meetings will be to inform the public of project progress, to solicit input, and gather information for alternatives development and, later, refinement.

Open House #1 (February 2017) – issues, inventory, forecasts

Open House #2 (May 2017) – facility requirements and alternatives

Each meeting will begin with an informal open house followed by a formal presentation and question and comment period. Graphics boards will be available for the public to review during the open house and members of the project team will be on hand to answer questions and provide information. Comment forms and project handouts will be available.

Surveys

The project team will use an electronic survey to gather information from users on BQG needs and issues in late 2016 and early 2017. A link to the survey will be sent to the project email list and will be posted on the website. The survey will also be publicized through the first e-newsletter. Those who wish to submit paper copies of their survey responses will be allowed to do so.

Website

The website will serve as a library for the project, will provide links to the project survey (when active), will notify of project status and upcoming meetings, and will identify key team contacts. The site will be built using the DOT&PF web template and will include the following pages:

- ◆ Home
- ◆ Schedule
- ◆ Documents
- ◆ Meetings
- ◆ Links
- ◆ Comments
- ◆ Project Team

2.2 POTENTIAL STAKEHOLDERS

Public outreach for the BGQ MPU will include a variety of stakeholders whose level of involvement in the project will depend upon their interest. Some stakeholders will want more communication and some will want less. Some will want to directly affect the process and others will want to observe. The project team will attempt to conduct outreach to the potential stakeholders listed in Table 2. When contact information is available, it will be added to the project email list.

Table 2: Potential Stakeholders by Group

BGQ Users
BGQ leaseholders and any customers who are identified
BGQ tie down permittees and waitlist members
DOT&PF M&O, Planning, Leasing and Aviation Design staff
Floatplane pilots who access BGQ for maintenance
Aviation businesses based at other airports who regularly use BGQ
Local Government
MSB Planning, Public Works Departments, MSB Manager
MSB Planning Commission
Airport Managers from Palmer and Wasilla Airports
State/Federal Agencies
FAA Airports Division Planner
FAA Palmer Flight Service Station
Elected Officials
MSB Mayor
Big Lake Area Assembly Member
Alaska State Legislature Representing Big Lake
Community and Economic Development Organizations
Big Lake Community Council
Big Lake Chamber of Commerce
Aviation Groups
Lake Hood Pilots Association
Aircraft Owners and Pilots Association (AOPA)
Alaska Airmen's Association
Seaplane Pilots Association
Civil Air Patrol
The Ninety-Nines, Inc. Alaska Chapter

3.0 PROJECT CONTACTS

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