

# CENTENNIAL AIRPORT/COMMUNITY ROUNDTABLE

## Organizational Sessions

(May 12, 2009)

| SESSION  | CONCEPT   | ACTION   | PROCESS  | PRODUCT  |
|--|---|--|--|--|
| <b>1.1</b> Introduction to the Roundtable format                       | The filling of an institutional gap with a non-adversarial forum  | Short presentation by the Consultant   | Question and answer session  | Establishing a common starting point   |
| <b>1.2</b> Development a statement of purpose                          | <ul style="list-style-type: none"> <li>• Create an institutional forum</li> <li>• Address aircraft noise issues</li> <li>• Utilize prior and existing noise mitigation efforts</li> </ul>             | <p>Key elements developed in a workshop session</p> <p>Consultant prepares a draft statement</p> | Modify the draft and recommend adoption by new Roundtable                                      | <p>Used as a objective statement when inviting organizations to participate</p> <p>Provides a guideline for subsequent Roundtable activities and actions</p> |
| <b>1.3</b> Identify an effective, representative Roundtable membership | <ul style="list-style-type: none"> <li>• Include parties that have the authority to take noise mitigation actions</li> <li>• Utilize expertise from communities and aviation organizations</li> </ul> | A preliminary membership list created in a workshop session                                      | Identify how members of the public can effectively participate in the Roundtable deliberations | List is used by the Airport Authority to invite suggested members to participate   |
| <b>1.4</b> Identify the form of the invitation to participate          | <ul style="list-style-type: none"> <li>• Use a letter of interest</li> <li>• Use a letter of intent</li> <li>• Use a more formal Memorandum of Understanding</li> </ul>                               | Initiated by the Airport Authority   | Receipt of letters of participation with the appointment of a representative and alternate     | Formal creation of the Roundtable membership with designated members and their alternates  |

## Organizational Sessions (Continued)

| SESSION  | CONCEPT  | ACTION   | PROCESS  | PRODUCT   |
|--|--|--|--|---|
| <p><b>1.5</b> Establishment of the procedures of the conduct of the business, meetings and records</p> | <ul style="list-style-type: none"> <li>• Selection of a Chair and Vice Chair</li> <li>• Establish meeting schedule, with time and place designations</li> <li>• Formal procedure for the conduct of meetings</li> <li>• Establishment of a quorum</li> <li>• Identify the use of subcommittees</li> <li>• Identify method of recording the Roundtable's proceedings</li> </ul> | <p>Preliminary procedures developed in a workshop session</p> <p>Draft of the procedures created by the consultant</p> | <p>Modify the draft and adoption by the Roundtable</p> | <p>Established and published procedures for the Roundtable that are in compliance with local, Authority and State regulations</p> |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |

## Organizational Sessions (Continued)

| SESSION  | CONCEPT  | ACTION  | PROCESS   | PRODUCT   |
|--|--|---|---|---|
| 2.1 Development of a Work Program – Problem definitions                              | <ul style="list-style-type: none"> <li>Provide a focus for Roundtable activity on specific problem areas</li> <li>Develop well defined noise issues as a basis for Roundtable efforts</li> </ul> | In workshop session(s), members define the aircraft noise issues, including those from the Part 150 work.     | Specific details are added by staff/consultant to further dimension the noise issues                                    | An agreed upon list of noise issues that residents believe exist in surrounding communities   |
| 2.2 Development of a Work Program – Identify possible alternative mitigation actions | <ul style="list-style-type: none"> <li>List of possible mitigations is made by the members</li> </ul>  | In workshop session(s), members identify possible mitigation actions, including those from the Part 150 work. | Match the mitigation actions to specific noise issues<br><br>Check for possible multiple benefits                       | An agreed upon list of noise mitigation actions that the members believe would mitigate noise issues that residents believe exist in surrounding communities          |
| 2.3 Development of a Work Program – Assign priorities, schedule and work effort      | <ul style="list-style-type: none"> <li>Actions and process are determined by the members</li> </ul>  | In workshop session(s), members identify priorities, schedule and work effort                                 | Participating aviation, community and consultant organizations commit to work assignments                               | An agreed upon Work Program that the Roundtable will use to address noise issues described by the communities   |
| 2.4 Evaluate reasonableness and effectiveness of mitigation actions                  | <ul style="list-style-type: none"> <li>Systematically evaluate specific noise issues and possible mitigation actions</li> </ul>  | Evaluation includes costs and noise reduction benefits that could be attained                                 | Participating aviation, community and consultant organizations provide essential information relevant to the evaluation | An open forum that considers all perceived noise issues, possible mitigation actions and identifies the most likely effective actions to recommend for implementation |
| 2.5 Implementation   | <ul style="list-style-type: none"> <li>Provide specific recommendations for the implementation of noise mitigation actions, where justified</li> </ul>   | Organizations with the authority to act in specific areas have participated in an open process                | Participating aviation, community organizations have essential information on which to base actions                     | Organizations with the authority to act have agreed upon, community-based recommendations on which to base implementation actions                                     |

