

## B. Public Involvement Program

This appendix describes the public involvement program created for the Joslin Field, Magic Valley Regional Airport (TWF or the Airport) Master Plan Update. The public involvement program was designed to encourage information sharing and collaboration among Airport staff, the consultant team, Airport users and tenants, resource agencies, public officials, residents, and the general public. The public involvement program included a Technical Review Committee (TRC), public workshops, and a project website.

---

### B.1 Technical Review Committee

---

A TRC was established to further encourage stakeholder participation in the planning process, incorporate the institutional knowledge of Airport tenants and users, and review the technical elements of the Master Plan Update. **Table B-1** lists the individuals that participated on the TRC.

The TRC convened three times during the Master Plan Update process. In addition to the TRC members, each meeting was attended by the Airport Manager and members of the consultant team. TRC meetings were not open to the public. Each meeting consisted of a presentation by members of the consultant team, during which various items/topics were discussed. The topics discussed at each TRC meeting are summarized below.

#### B.1.1 TRC MEETING #1

Date: October 26, 2010

Location: Twin Falls Bureau of Land Management (BLM) office (on-Airport)

Time: 10:00 a.m. – 12:00 p.m.

#### *Presentation/Discussion Topics:*

- **Purpose of the TRC** – The purpose and concept of the TRC were presented, as well as an outline of the topics that the TRC would discuss over the course of the master planning process.
- **Master Plan overview** – The purpose and general objective of airport master plans were discussed, as well as the specific approach developed for the TWF Master Plan Update, key technical elements of airport master plans, and the status of/schedule for the TWF Master Plan Update.

**Table B-1 Technical Review Committee Members**

**Airport Tenants**

Assistant Manager, Twin Falls BLM

Owner, Critchfield Flying Service

Pilot/Flight Instructor, MagicValley Aero Club

President, Twin Falls Fliers

Pilot, Corporate Air

Station Manager, SkyWest Airlines

Maintenance Manager, Reeder Flying Service (Fixed Base Operator)

Chief Helicopter Pilot, Reeder Flying Service (Fixed Base Operator)

**Elected/Appointed Officials**

Idaho State Senator

Twin Falls City Councilman/Airport Liaison

Twin Falls County Commissioner

Chair, Airport Advisory Board

Vice Chair, Airport Advisory Board

Airport Advisory Board Member

**Other TRC Members**

Twin Falls City Engineer

Former Airport Advisory Board Member

Airport Operations Supervisor

Airport Traffic Control Tower Manager

SOURCE: Ricondo & Associates, Inc., October 2010.  
 PREPARED BY: Ricondo & Associates, Inc., August 2011.

- **Strategic objectives** – A summary of the Strategic Planning Initiative (SPI) (see Appendix A) was presented to the TRC, including the purpose of the SPI, the key elements, and the strategic objectives developed as part of the SPI. Specific goals related to each of the strategic objectives were also presented and discussed.
- **Draft aviation activity forecasts** – The primary technical topic presented and discussed was the draft aviation activity forecasts. Historical enplaned passengers and aircraft operations statistics were presented. The purpose, use, and elements of the aviation activity forecasts were discussed. Several factors affecting aviation activity were then presented, followed by a discussion of the various methodologies typically used to develop aviation activity forecasts. The following forecasts were presented and discussed:

- **Enplaned passenger forecasts** – Presentation of the draft enplaned passenger forecasts began with a discussion of the assumptions used to forecast passenger traffic on air carrier and regional/commuter airline aircraft at TWF. Types of assumptions discussed included future flight schedules/frequencies, projected aircraft types, and load factors. A summary table showing historical and forecast enplaned passengers at TWF was presented, including a comparison of the forecasts with the Federal Aviation Administration's (FAA's) *Terminal Area Forecast* (TAF) for the Airport. In addition to the baseline enplaned passenger forecasts, high-growth and low-growth enplaned passenger forecasts were presented.
- **Aircraft operations forecasts** – Presentation/discussion of the draft aircraft operations forecasts included passenger airline aircraft operations, all-cargo aircraft operations, air taxi and military aircraft operations, and general aviation aircraft operations. The TRC members were made aware that some of the assumptions underlying the forecasts would likely change based on subsequent internal review of the forecast methodologies, as well as additional data expected to be made available to the consultant team.
- **Based aircraft forecast** – Draft forecasts of based aircraft were presented.
- **Fleet mix projections** – The draft fleet mix projections were presented and the TRC members were made aware that some of the aircraft allocation assumptions would likely change based on subsequent discussions with TWF Airport Traffic Control Tower (ATCT) staff.
- **Next steps** – No significant comments/issues were raised by the TRC members with regard to the draft aviation activity forecasts beyond those of which the consultant team was already aware. The next steps discussed by the TRC included revising the forecasts to reflect issues identified during the meeting, submitting the forecasts to the FAA for approval, and beginning work on the facility requirements component of the Master Plan Update.

### B.1.2 TRC MEETING #2

Date: March 29, 2011

Location: Twin Falls BLM office (on-Airport)

Time: 2:00 p.m. – 5:00 p.m.

#### *Presentation/Discussion Topics:*

- **Master Plan Update status** – TRC members were briefed about the first public workshop (held in August 2010), as well as about minor changes that were made to the aviation activity forecasts subsequent to the first TRC meeting. Members were told that the forecasts had been submitted to and approved by the FAA, and that initial facility requirements and development concepts had been developed for key Airport functions.
- **Presentation of approved aviation activity forecasts** – A summary of the approved aviation activity forecasts was presented and briefly discussed.

- **Overview of facility requirements** – The presentation of initial facility requirements included significant discussion of airfield and terminal requirements, along with a discussion of general aviation, ground access, and landside/support requirements.
- **Overview/discussion of development concepts** – The discussion of development concepts began with general aviation, ground access, and landside/support concepts, and concluded with a more lengthy discussion of potential terminal modification and airfield concepts.
  - **General aviation development concepts** – The discussion of potential general aviation development concepts centered on reserving/identifying areas for future development, such as for continued hangar development in the northwest quadrant of the Airport, an expanded aircraft parking apron east of the terminal apron area, and potential large/commercial aircraft hangar development.
  - **Ground access development concepts** – Potential ground access development concepts discussed included a new access road connecting to Blue Lakes Boulevard, improvements to the overflow parking area, and development of a “premium” parking area to generate additional revenue.
  - **Landside/support facility development concepts** – Potential BLM facility expansion, landside and commercial/support facility development, and development of a snow removal equipment facility were discussed. Prompted by a question from a member of the TRC, the state of cargo handling operations and facilities at the Airport was discussed, as well as the potential need (or lack thereof) for a dedicated cargo handling facility at the Airport, including compliance with potential future cargo safety/security requirements. Reference was made to the 2003 Master Plan Update, during the preparation of which various sites/alternatives for cargo facility development were examined.
  - **Terminal modification concepts** – Two general terminal modification concepts were discussed, centered around the need to provide additional sterile holdroom area and to accommodate future baggage screening as well as improving the flow of passengers throughout the terminal (particularly in the ticketing area). As part of the first overall concept, several potential terminal layouts were presented that maintain the existing terminal footprint. Potential terminal layouts assuming expansion of the terminal building were also presented. TRC members agreed that modification/expansion of the existing terminal would be beneficial, but disagreed about some of the layout options. The TRC was reminded that the layouts were presented as general concepts and did not represent a specific recommended layout. Specific ideas not included in the conceptual layouts, such as moving the restaurant to the south end of the terminal building (for a view of the airfield) or to a second level of the terminal building, were discussed. The consultant team clarified that future planning and design focused specifically on the terminal building would need to be undertaken to determine the most favorable/feasible terminal layout.
  - **Airfield development concepts** – Discussion centered on the need for a relocated crosswind runway to increase safety by increasing wind coverage at the Airport. Four crosswind runway options were presented, followed by a discussion of the pros and cons of each option. The two

options that would locate the runway on the west side of the Airport were viewed most favorably by Airport users.

- **Next steps** – The next steps discussed by the TRC included evaluation of the presented development concepts, selection of a preferred Airport development plan, development of an implementation and financial plan, and development of the draft Airport Layout Plan (ALP) set.

### B.1.3 TRC MEETING #3

Date: September 9, 2011

Location: Twin Falls BLM office (on-Airport)

Time: 2:00 p.m. – 4:00 p.m.

#### *Presentation/Discussion Topics:*

- **Master Plan Update status** – TRC members were briefed about the second public workshop (held on March 30, 2011), as well as the status of various outstanding elements of the Master Plan Update (i.e., preliminary draft ALP, implementation/financial plan, recommended development plan).
- **Overview of recommended Airport development concepts** – Major functional areas of the recommended Airport development concepts were reviewed: airfield, general aviation, landside/support/other, and terminal.
  - **Recommended airfield development** – TRC members were briefed on the details of the initial and final evaluations of the recommended relocated crosswind runway concept. The initial evaluation was based on the four initial runway development concepts discussed during the second TRC meeting on March 29, 2011. The two highest-ranking concepts were carried forward to the final evaluation, but required modification to address environmental considerations (e.g., landfill site). The two modified/refined concepts and associated final evaluation were presented to the TRC members. The final refined concept was then presented and discussed. Overall, the TRC members were supportive of the final refined concept. A brief overview of other recommended airfield development was presented.
  - **Recommended general aviation development** – An overview of general aviation development recommendations focused on continued development and preservation of existing general aviation areas on the west and east portions of the Airport.
  - **Recommended landside/support/other development** – Recommended development, such as a new access road, new support facilities, potential commercial development, and land acquisition, was discussed.
  - **Recommended terminal development** – In discussing the recommended development of the passenger terminal building, TRC members were reminded of the overall goals/issues that the various concepts were developed to address. A review of the two primary development concepts (maintain/modify the existing terminal footprint and expand the terminal footprint) was presented. The recommended concept of an expanded terminal footprint was discussed, along

with the recommendation to conduct a terminal modification study to determine more precise facility requirements, feasible development options, cost estimates, and funding opportunities. There was general agreement among TRC members of the merits of expanding the existing terminal building footprint, as well as the need to further study development options.

- **Presentation of Draft ALP** – A full-size preliminary draft ALP set was provided for review by TRC members. An overview was provided on the purpose/importance of the ALP, as well as the individual sheets that are included in a full ALP set.
- **Overview of implementation/financial plan** – Discussion of the recommended implementation plan focused on a breakdown of short-term, mid-term, and long-term development. The purpose for and process of developing a financial plan for funding the recommended development concepts were presented. Initial cost estimates of the recommended development plan were also presented in the context of incorporating recommended projects into the overall Airport Capital Improvement Program (CIP). Various funding sources available for Airport development were described.
- **Next steps** – The next steps discussed by the TRC included revising the preliminary draft ALP, completing a land use compatibility technical memorandum, presenting the Master Plan Update process and recommended Airport development plan to the City Council, completing and submitting the draft ALP set to the FAA for approval, and publishing the final ALP set and Master Plan Update report.

---

## B.2 Public Workshops

---

During the master planning process, three public workshops were hosted by Airport management and were open to the general public. At each workshop, representatives from the Airport and the consultant team were available to discuss and present applicable planning information and results. These workshops provided an opportunity for the general public to learn about the master planning process, discuss topics of concern or interest, and provide feedback and comments relative to the technical elements of the Master Plan Update.

Prior to the beginning of each public workshop, the Airport Advisory Board was briefed and given a private showing of the presentation boards. A summary of each public workshop is provided below.

### B.2.1 PUBLIC WORKSHOP #1

Date: August 30, 2010

Location: Joslin Field, Magic Valley Regional Airport Terminal Lobby

Time: 5:30 p.m. – 8:00 p.m.

#### *Summary:*

The presentation boards exhibited at the public workshop included the following:

- Airport Layout Plan
- TWF aerial map
- Off-Airport land use map
- Master Plan Update process
- Key Airport development projects
- Airport economic impact
- Master Plan Update consultant team
- Wildlife assessment program

The purpose of the first public workshop was generally to provide background on the Airport, an overview of the master planning process, and an introduction to the consultant team. A copy of the sign-in sheet and written comments left during the public workshop are provided in **Attachment 1**.

### B.2.2 PUBLIC WORKSHOP #2

Date: March 30, 2011

Location: Joslin Field, Magic Valley Regional Airport Terminal Lobby

Time: 5:30 p.m. – 8:00 p.m.

#### *Summary:*

The presentation boards exhibited at the public workshop included the following:

- Master Plan Update process
- Master Plan Update consultant team
- Aviation activity forecasts
- Airport development needs
- Terminal and landside areas development concepts
- Crosswind runway development concepts
- Airport economic impact
- Airport wildlife hazard assessment

The purpose of the second public workshop was to summarize the FAA-approved aviation activity forecasts, present the general facility requirements identified for the Airport, and present the terminal, landside, and airfield development options. The public exhibited primary interest in the crosswind runway development concepts. In general, the two options located on the west side of the Airport received the most favorable verbal comments. Concern was raised by several attendees regarding the options on the east side of the

Airport that would require property acquisition. A copy of the sign-in sheet and written comments left during the public workshop are provided in **Attachment 2**.

### B.2.3 PUBLIC WORKSHOP #3

Date: September 9, 2011

Location: Joslin Field, Magic Valley Regional Airport Terminal Lobby

Time: 5:30 p.m. – 7:30 p.m.

#### *Summary:*

The presentation boards exhibited at the public workshop included the following:

- Master Plan Update process
- Master Plan Update consultant team
- Replacement crosswind runway evaluation and selection of the recommended concept
- Conceptual implementation plan
- Airport development funding sources
- Financial/funding plan
- Recommended Airport development plan
- Airport economic impact
- Airport wildlife hazard assessment

The purpose of the third and final public workshop was to provide an overview of the evaluation and selection of a recommended replacement crosswind runway concept, summarize the overall recommended Airport development plan and conceptual implementation plan, and present potential options for funding the recommended development. Most discussions with the public in attendance were related to the replacement crosswind runway. Airport users generally expressed satisfaction with the recommended runway concept. Residents who own property adjacent to the Airport were reassured that the recommended runway development concept did not include property acquisition. A copy of the sign-in sheet and written comments left during the public workshop are provided in **Attachment 3**.

---

## B.3 Project Website

---

A project website was developed as a resource for stakeholders and the general public to ask and receive answers to questions and keep up-to-date on the most recent activities and information regarding the TWF Master Plan Update. In addition to providing general information about the Airport and the Master Plan Update process, the website provided information on previous and upcoming public workshops, an online

form for submitting questions/comments, and contact information for the Airport and the consultant team. A link to the project website was provided on the City of Twin Falls' Airport Department website (<http://www.tfid.org>). A link to all information and documents related to the Final Master Plan Update is available on the City's Airport Department website.