



Technical Advisory Committee Meeting #1 Minutes Tallahassee International Airport Master Plan Update

Michael Baker
INTERNATIONAL

Meeting Date: March 30, 2016 (10:00 a.m. to 11:00 a.m.)
Subject: Technical Advisory Committee (TAC) Meeting #1
Attendees: Attached Sign-In Sheet
Author: Philip Jufko

The meeting minutes provide a summary of the information and comments provided during the Technical Advisory Committee (TAC) meeting. SHOULD YOU DISAGREE WITH THE INFORMATION IN THIS RECORD, PLEASE ADVISE IMMEDIATELY (pjufko@mbakerintl.com). A copy of the presentation will be provided on the master plan project website (<http://www.talgov.com/airport/>).

I. Project Introduction

Mr. Chris Curry, CM, Director of Aviation, welcomed everyone to the meeting and thanked them for participating in the Master Plan process. He started the meeting by inviting all in attendance to introduce themselves. Following introductions, Mr. Curry briefly talked about the exciting changes occurring at Tallahassee International Airport and the importance the airport master plan will have upon the future growth and development of the airport. Following Mr. Curry's introductory remarks, Mr. Philip Jufko, the project manager from Michael Baker International, Inc., presented an overview of the planning process and information from Working Paper #1.

II. Master Plan Process and Objectives of the Study

Mr. Jufko began by discussing the role and responsibilities of the Technical Advisory Committee during the 18-month master planning process. He further explained what a master plan is, identified the components of the master planning process, and addressed the major objectives of the study. Some of the key issues to be addressed during the study will include on/off-airport land development, highest and best use analyses, and landside access alternatives.

III. Overview of Existing Conditions

Mr. Jufko informed the committee the importance of gaining a solid understanding of current conditions and the value this information will provide as the consultant team moves forward through the planning process. He continued by identifying the various areas and facilities of the airport that would be addressed in the study.

IV. Forecasts of Aviation Activity

Mr. Jufko discussed how forecasts of aviation demand were important to the planning process and used to identify facility needs over the 20-year planning period. He further explained that the forecasts developed for the master plan would be used for planning purposes and to identify milestones associated with future facility development.



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Mr. Jufko reviewed historical activity at TLH and how it compared to Florida airports of similar role, size and complexity. He further identified some of the reasons for differences among the airports and that there was ample capacity at TLH for passenger growth.

The forecast includes two scenarios for passenger growth: one scenario based on historical growth and an alternate scenario that addresses the introduction of additional airline service. Operations forecasts for each scenario were also presented. Mr. Jufko also presented other key components of the forecast, including:

- Cargo Forecast
- General Aviation Operations
- General Aviation Based Aircraft
- Combined Operations Forecast

As part of the project, the FAA will review and approve the forecasts for further use during the planning process. This assures that the resulting program is practicable and not overly optimistic.

V. Public Involvement Program

Mr. Jufko discussed the importance of a robust public involvement program to the project. In addition to Technical Advisory Committee Meetings, members of the planning team will make periodic briefings in a public setting to the Airport Advisory Committee and the Tallahassee City Commission. Over the course of the study there will be two rounds of public open house meetings with the first round anticipated in mid-May. Throughout the study members of the public can follow the progress of the TLH Master Plan on the project website. All information relating to the planning process, project documentation, meetings and events, and the opportunity to provide feedback are available on the project website.

VI. Schedule

Mr. Jufko provided an overview of the project schedule, as follows:

- Inventory/Forecast – March 2016
- Public Information Meetings – May/October 2016
- Facility Requirements – July 2016
- Airport Alternatives – October 2016
- Alternatives Refinement, ALP, Financial Analysis/CIP – February 2017
- Final Deliverables – May 2017



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VII. Next Steps

Review comments associated with Working Paper 1 are due in approximately two weeks. Comments will be addressed as required and the revised Working Paper 1 will be forwarded to FAA and FDOT for review and approval. The following schedule is anticipated for the preparation of future working papers:

- Working Paper 2 - Demand/Capacity and Facility Requirements (July 2016)
- Working Paper 3 – Airport Alternatives (October 2016)
- Working Papers 4/5 – Concept, CIP, ALP, Sustainability (February 2017)

VIII. Open Discussion

Following the presentation, the floor was opened up for discussion. Mr. Jufko addressed several questions pertaining to the planning process and when particular components would be addressed over the next 18 months.

He also clarified how the forecast scenarios would be used in the identification of facility requirements and that the details of the forecast methodology could be found in Working Paper 1.

Members of the TAC also inquired if general aviation needs would be addressed in the study. Mr. Jufko responded that general aviation is an important part of the aviation planning process and most certainly will be addressed in accordance with established FAA design guidelines. Mr. Jufko was invited for a visit of the FBO facilities in the near future to gain a better understanding of the operation.

Mr. Curry closed the meeting by thanking the committee members for their dedication to this important project. Mr. Jufko reminded members to forward their comments to his attention over the next two weeks. Members of the TAC were also encouraged to attend the upcoming Public Open House Meeting and to spread the word once the date was set.

**TECHNICAL ADVISORY COMMITTEE MEETING #1
TALLAHASSEE INTERNATIONAL AIRPORT MASTER PLAN
SIGN-IN SHEET
MARCH 30, 2016**

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GENERAL PUBLIC

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