

## **Planning Advisory Committee (PAC) Roles and Responsibilities**

### **What the Advisory Committee does:**

The Bend Airport Master Plan Update - Planning Advisory Committee (PAC) provides input on draft Master Plan chapters, in written form and through PAC meetings/work sessions regarding specific topics such as the inventory of existing conditions, forecast demand, required facilities to meet demand, the analysis of alternative layouts, airport noise, and airport operational issues. Comments will be submitted to the City for review. The City, as the Airport owner, will provide direction to the consultant and a final copy will be assembled in accordance with FAA requirements for an Airport Master Plan. The final document will be submitted for review by City staff members and presented to the City Council for adoption, as required.

The Advisory Committee members will actively seek the input from their peer groups and will be expected to manage the expectations of the groups they represent.

### **What the Advisory Committee does not do:**

The Advisory committee does not vote on issues. It is a collaborative effort conducted within the confines of a Federally funded Master Plan using an FAA accepted scope with the understanding that the final product will be a document recognizing and planning for the current and expected changes to the airport during the planning period. The Advisory Committee is not authorized to incur costs that will not be supported by the funding provided by the FAA for this project.

The Advisory Committee is not an advocate group, either individually or corporately.

Mutual respect and expertise on a given subject will determine the validity of each members input with the understanding that the Master Plan must serve multiple users with efficiency, safety and environmental consideration as they pertain to aviation.

The Committee will not, based on individual desire, determine if the airport will grow, diminish or remain static. Relevant data must be used to support considerations as to the current conditions of the airport and it's most likely course of development into the future.

### **Committee Members**

Committee members will review materials prior to committee meetings to provide timely feedback; will actively participate in committee meetings; and will fulfill committee work group assignments. Each committee member will respect the right of other to express their opinions and beliefs.

### **Consultant**

The consultant will provide materials requiring committee member review with sufficient advance notice; will keep a record of committee member input and recommendations; and will integrate committee feedback, as directed by the City, into the update to the Airport Master Plan documents.

### **City Staff**

City staff will treat all advisory committee members fairly and impartially; will encourage full committee member participation; and will work with the consultant and committee to ensure work follows the FAA-approved scope of work and schedule.