TURNAGAIN COMMUNITY COUNCIL <u>Recommended Amendments</u>

RE: AIRPORT COMMUNICATIONS PLAN — "DRAFT DELIBERATIVE DOCUMENT"
(February 2018) — *<u>Includes TCC responses to ANC proposed draft changes</u>*

- TCC Rationale in Red

Please Note: <u>Since the "Draft Deliberative Document' with the Airport's marked-up amendments does not have numbered pages, our page number references below assume Page 1 starts with "Section 1 Introduction."</u>

#1 TCC Comment/Recommendation — TITLE PAGE:

<u>Change the name of the document to "**ANC Airport and Community Outreach Plan**"</u>

- The title of the document should reflect:
  - Following the establishment of the "Anchorage Airport Communications Committee" (AACC) by Acting Mayor Matt Claman in June 2009, development of a Communications Plan was done in a collaborative manner over a multi-year process by Anchorage elected officials, community council representatives, members of the public — and Airport representatives. Therefore, the Communications Plan should not be solely considered an Airport Plan.
  - Community Council responsibilities to the Airport are included in the Plan (PAGE 8-9), underlying the joint collaboration of the Plan.

#2 TCC Comment/Recommendation — FORMAT — *Applies to entire document:*

<u>Change all references to the document to "**ANC Airport and Community Outreach Plan**"</u>

<u>Number all pages.</u>

<u>Change the font style and size, and left-hand margin,</u> back to what was used in the original version of the Plan, to make the document more reader-friendly.

- The relatively small, italicized font used for the main text in the Draft Plan is difficult to read (font is fine for headings and subheadings, but should be increased in point size).
- Reducing the left-hand margin by an inch would allow for more text to fit on each page and reduce the overall size of the document — but still provide a lot of visual white space.

#3 TCC Comment/Recommendation — PAGE ii:

<u>Amend the Table of Contents accordingly,</u> when document is finalized.

<u>Include Acronyms and Abbreviations at the bottom of the Table of Contents page</u> (see below)

#4 TCC Comment/Recommendation — PAGE iii:

<u>Retain of "Acronyms and Abbreviations."</u>

- Inclusion of these may be helpful to those not familiar with acronyms and abbreviations used in the Plan — TCC sees no reason to delete them. However, they don't need a page of their own and could be inserted at the bottom of the Table of Contents page. Alternative would be to not use them in Plan.

#5 TCC Comment/Recommendation — PAGE 1:

<u>Retain "SECTION 1 INTRODUCTION"</u> — however, <u>the current text should be replaced with text collaboratively written by those involved with this Plan revision and reflect the impetus for doing this Plan — as well the Mission Statement recommended by the Airport at a meeting of the AACC and referenced on page 5 of the Draft Plan: **"Inform, consult, and involve."**</u>

- Just as TCC stated in our recommendations to the September 2013 Draft Plan, the original Introduction language was not relevant to this very specific document and, instead, should include not only the Mission Statement — which accurately captures the spirit and goal of good communication involving the Airport and the community — but also an overview/history of the AACC and reasoning for the Plan development.

#6 TCC Comment/Recommendation — PAGE 2:

Retain the Anchorage Land Use Map — but update it, using the September 26, 2017-adopted 2040 Land Use Plan Map version.

- ◦ Not sure the purpose of deleting the Anchorage Land Use Map, as inclusion of this map provides an informational visual showing the close geographic relationship between the Airport and the surrounding community councils, which in turn, reinforces the need for good communication between the Airport and the community.

#7 TCC Comment/Recommendation — PAGE 6 — SECTION 2.2 — PUBLIC COMMUNICATIONS TO AIRPORT — second graph — second bullet:

If TCC's request to retain Acronyms and Abbreviations in the Plan is rejected, spell out MOA: Municipality of Anchorage.

#8 TCC Comment/Recommendation — PAGE 6 — SECTION 2.3.1 — REQUIRED COMMUNICATION:

Delete 1st sentence: "The Airport will use these guidelines to communicate with the following offices, or for the following required processes:"

- • This beginning statement is awkwardly worded and not needed.

Just start out with the following text of the Draft Plan: "The Airport will respond to requests for meetings and/or information by:"

#9 TCC Comment/Recommendation — PAGE 7 — SECTION 2.3.2 — PUBLIC NOTICE — third bullet under 1st graph:

Clarify reference to "Airport manager's office" — and include addresses and general parking location/directions information in this section, for easy reference.

- ◦ Because there are two "Airport Managers" within the Airport (TSAIA Manager Jim Szczesniak & Lake Hood Seaplane Base Manager Tim Coons), the Plan should clarify by specifically stating which (or both) manager/s office/s the lease and permit application public notices are posted.
- ◦ Including general parking information/directions would be very useful as well, since neither manager's office is easy to find/access, unless you've been there before.

#10 TCC Comment/Recommendation — PAGE 7 — SECTION 2.3.2 — PUBLIC NOTICE — 3rd & 4th graphs:

Amend the 3rd and 4th graphs in this section with the following language:
"With regard to leases and permits for Airport land, terminal space, and concessions, Alaska Administrative Code, Title 17 Chapter 42, regulates public notice.

"In order to ensure broad public notification to the surrounding Community Councils and the public when the Airport receives land lease and permit applications, the Airport will provide notice of these applications (once vetted to ensure viability) using the following communication methods:
- ▪ Publication on the State of Alaska Online Public Notice System
- ▪ Publication in the *Anchorage Daily News*
- ▪ Posting in a public place on or near the Airport (posting location will be included in notice)
- ▪ Posting on or near the physical location of the proposed lease or permit
- ▪ Inclusion in the monthly Airport Update
- ▪ Emailing the three surrounding Community Council Presidents
- ▪ Emailing via GovDelivery

"The content of any public notice for leases is also regulated and, at a minimum, require notice of the applicant name, location of the lease, term length, and lease rate. Depending on the purpose of the lease (new, renewing, or making a material change), the notice either is to invite public competition, provide public comment, or is for informational purposes only. These are regulated requirements that are subject to change when regulations are periodically updated.

"To ensure lease and permit application notifications provide sufficient information to the public, the Airport will also include in the notice an aerial map showing the application location, a link to the application document, public comment deadline and submittal information (if applicable), and an Airport contact for more information.

"Prior to granting a lease or permit, the Airport will also request that land lease or permit applicants meet with the community council in which the proposed lease or permit is located, to inform the community of their development and/or operation plans. Approval of any land lease or permit application by the Airport will be contingent upon the applicant following through with this request. The applicant briefing to the appropriate Community Council should occur within a reasonable amount of time before the application comment deadline, to ensure Community Councils have adequate time to provide input on the proposal.

"In addition, the Airport will provide notice of decision (either approval or denial) of land lease and permit applications using the above listed communication methods — or at minimum, a decision notice sent out via GovDelivery."

- A comprehensive approach to Airport public notices is consistent with the Communications Plan Mission to "inform, consult, and involve." An important step in the public involvement process is the ability to review and provide comments on proposals that may impact the area, before the Airport makes a decision on the application proposal.
- The above language incorporates high priority items community council representatives serving on the AACC recommended for inclusion in the Communication Plan; unfortunately, some were not included at that time. This Plan update provides an opportunity for the Airport to proactively provide appropriate notice and information to Community Councils and the general public when the Airport receives land lease and permit applications, so that community councils and the public are aware of what development/uses are being proposed before applications are approved.
- By making Airport approval of the lease application contingent upon the applicant meeting with Community Councils, it will ensure councils are properly contacted directly by the applicant, as intended by the Airport.
- The applicant meeting-with-council request should not be restricted to a land lease or permit "adjacent to residential areas" — proposed land development and operations located adjacent/near parkland, natural open space and recreational amenities within or adjacent to Airport boundaries are also of high interest to Community Councils.
- It would also be helpful for Community Councils and the public to receive notice when the Airport approves/denies land lease and permits — currently, that information is not readily provided. At minimum, the GovDelivery system already in place can be used for these application decision notices.

#11 TCC Comment/Recommendation — PAGE 8 — SECTION 2.3.3 REGULAR COMMUNICATION WITH ORGANIZATIONS — Sand Lake, Spenard and Turnagain Community Councils — Airport Responsibilities — !st graph & bullets under 1st graph:

Amend 1st graph: "Airport responsibilities to the Sand Lake, Spenard, and Turnagain Community Councils, as these communities are directly adjacent to the Airport, include:"

Amend the bulleted items under the 1st graph as follows:
- "Send the monthly Airport Update reasonably in advance of the Councils' meetings and post the update on the Airport's main webpage.
- Provide notice of Airport land lease and permit applications (once vetted to ensure viability) to surrounding Community Council Presidents via email — as well as provide Airport decisions on these applications via email (as stated under Section 2.3.2)
- Post a list of all lease applications that were publically noticed in the prior month on the Airport's webpage.
- Provide Airport-sponsored project updates as requested by the Community Councils, or as desired by the Airport.

- Send a representative of the Airport to Community Council monthly meetings, to provide a brief report and answer council member questions.
- Take comments from Community Councils meeting attendees and follow up as requested.
- Consider Community Council input on specific proposals, developments and projects.
- Allow representation from each of the above Community Councils on project working groups, standing stakeholder/users groups, and at other times when appropriate.
- Collaborate with Community Councils when updating the ANC Airport and Community Outreach Plan."

#12 TCC Comment/Recommendation — PAGE 9 — SECTION 2.3.3 REGULAR COMMUNICATION WITH ORGANIZATIONS — Sand Lake, Spenard and Turnagain Community Councils — Community Council Responsibilities:

Amend 2nd bullet (on page 9): "Include the monthly Airport Update with distribution of the meeting agenda, if received in time."

Amend 5th bullet: "Communicate to the Airport the Community Council's Bylaws Mission Statement as well as Council positions on specific Airport-related items."

- Turnagain CC's bylaws include a mission statement; it does not outline visions, goals, and underlying philosophies.
- Turnagain CC has taken numerous positions on Airport-related projects, developments and other actions over the years and will continue communicating those positions to the Airport.

#13 TCC Comment/Recommendation — PAGE 9 — SECTION 2.3.3 REGULAR COMMUNICATION WITH ORGANIZATIONS — Lake Hood User Group:

Add additional language at end of this section: "An ongoing communication goal is to develop efficient methods of communications/information dissemination between Lake Hood Seaplane Base staff, Lake Hood User Groups and the community councils."

- One of the issues put forth during AACC discussions — but still not resolved — is the lack of a coordinated way for information from the Airport or community councils to be disseminated by the various Lake Hood User Groups to their memberships. (One example: Efficient way to remind pilots on a regular basis to be safe, but courteous, flyers and minimize noise impacts to surrounding neighborhoods as they fly over residential areas.)

#14 TCC Comment/Recommendation — PAGE 9-10 — SECTION 2.3.3 REGULAR COMMUNICATION WITH ORGANIZATIONS — The Anchorage International Airport Stakeholder Group — bullet/s:

Combine language from 1st bullet on page 10 with last bullet on page 9: "Answer questions from Stakeholder Group participants and follow up with pertinent information as necessary."

#15 TCC Comment/Recommendation — PAGE 10 — SECTION 2.3.4 COMMUNICATION REGARDING AIRPORT SPECIAL PROJECTS, MANAGED BY CONTRACTORS — 3rd graph:

Amend 3rd graph: "In the case where such special projects are being managed by contractors, the Airport will work with those contractors to follow these public comment requirements."

- The previous graph in this section refers to public participation "regulations," so this graph should not refer to them as just "guidelines."

#16 TCC Comment/Recommendation — PAGE 11 — SECTION 2.3.5 AIRPORT RESPONSE TO PUBLIC QUESTIONS/COMMENTS — 1st bullet:

Retain and modify as appropriate the 1st bullet:
- "The Airport will maintain a 24-hour line of communication with the public through ??? :

◦ Because the Airport operates — and associated impacts can occur — 24 hours a day/7 days a week, the Airport should provide an immediate means of communication for the public to report/ask questions regarding any issues or problems (especially noise-related). The Airport used to provide a number that could be called (907-266-2411), but this valuable public service is no longer available. Providing a direct and immediate way for the public to contact the Airport was a high priority Community Council representatives expressed at the AACC meetings during development of the Communications Plan — some way of providing this, either through phone, email, website, etc. should be in place at ANC.

#17 TCC Comment/Recommendation — PAGES 11 — SECTION 2.5 REVIEW AND RENEWAL — Title:

Amend section title: "Outreach Plan Review and Renewal"

• The section title should be more specifically identified.

#18 TCC Comment/Recommendation — PAGES 12 — SECTION 2.5 REVIEW AND RENEWAL:

Amend the text:

"In January of even-numbered years, the Airport will contact Sand Lake, Spenard and Turnagain Community Councils, to initiate updating the ANC Airport and Community Outreach Plan. Once a notice date and comment deadline timeline is determined, notice will be sent out via the monthly Airport Update, GovDelivery, and Community Council email lists to request comments and recommendations for modifications to the Plan.

After the comment deadline, the Airport and Community Councils will form a committee to review input and proceed to make any updates to the Plan deemed appropriate. The Outreach Plan Update will then be provided via the above notification methods."

• As discussed on page 1 of the TCC comments, this Communication Plan was a collaboration between various Municipal and State officials and the three Community Councils adjacent to the Airport. Therefore, the process by which the Plan is updated should also be a collaborative effort, and this should be reflected in the Plan language.