



Chehalis-Centralia Airport Master Plan Update

Public Involvement Plan

July 14, 2023

1. Introduction

A master plan update (MPU), as defined by the Federal Aviation Administration, is “a comprehensive study of an airport that usually describes the short-, medium-, and long-term development plans to meet future aviation demand.” A MPU guides development of infrastructure built by the airport, the FAA, and airport tenants and users. It does not resolve all of an airport’s *management, maintenance, and operations* issues – instead its purpose, as the definition above explains, is to guide *development* of the airport.

The primary objective of the Chehalis-Centralia Airport Master Plan Update (CLS MPU) will be to reassess CLS issues, needs, and priorities, and prepare a 20-year development plan, while preparing the airport for the evolving aviation industry.

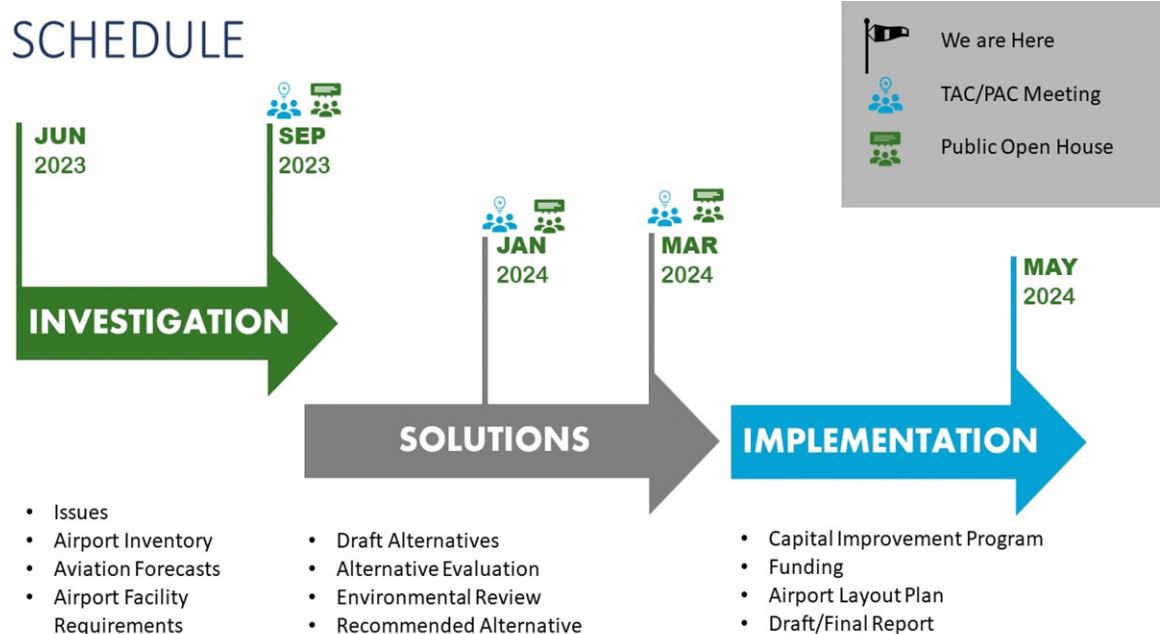
The primary members of the project team include the City of Chehalis, Airport Staff, and the consultant, The Aviation Planning Group (APG) Team.

The project team understands that a successful master plan hinges on proactive public involvement efforts, so measures will be taken to ensure that the CLS MPU is customized to match stakeholders’ needs. These measures are outlined within this Public Involvement Plan (PIP). The project team will modify its public involvement effort as necessary during the MPU process to ensure communication is accurate, timely, and effective.

2. Master Plan Update Schedule

As shown in the schedule below, the Master Plan process is divided into three primary phases, an Investigation Phase, a Solutions Phase, and an Implementation Phase. This Master Plan process will extend over a 12-month period, plus the addition of time for proper FAA and WSDOT review, comments, and acceptance.

**Figure 1:
Schedule**



3. Public Outreach

Public involvement will begin early and continue throughout the project using multiple avenues of participation. The project team will draw upon a variety of resources for this public outreach effort. Tools were designed to ensure that public concerns and key issues are identified and considered, and to demonstrate the Airport's commitment to considering public feedback. Public involvement tools vary in approach, and provide a variety of methods for stakeholders to participate in the process. The timing of key public involvement events is described generally within the schedule shown in Figure 1.

3.1. Advertisements and Press Release

The project team will advertise meetings, and other outreach efforts through avenues such as the airport website (ChehalisCentraliaAirport.com), city website, Experience Chehalis, Business to Business, Chamber of Commerce, Economic Alliance of Lewis County, The Chronicle, and social media platforms.

3.2. Comments (Collection and Reporting)

Comments received electronically (email/website), by phone, verbally during the Q&A portion of a public meeting, or in writing will be considered formal public comments.

Formal written public comments and project team responses will be recorded in a comment database that is sortable by name, date, or keyword. Meeting notes (such as those from the Advisory Committee or drop in interviews) will not be included in the comment database as they are considered part of a working dialogue and will have already been documented. A Comment-Response Summary Report will be updated and posted to the project website quarterly.

The project will use a project email address (MasterPlan@ChehalisCentraliaAirport.com) to solicit comments, advertise meetings, and provide project updates. To join the project email list, please send an email request to the project email address.

3.3. Fact Sheets & Project Flyers

These materials will be available at open houses, Master Plan Advisory Committee meetings, stakeholder visits, presentations, drop ins, informal meetings, and on the project website. They will be used throughout the project to inform the public of key milestones, project progress, and upcoming meetings.

3.4. Frequently Asked Questions (FAQ)

APG will develop a FAQ, it will also consider issues and questions emailed to the project email address and raised at public open house meetings. This FAQ will be updated frequently throughout the project, will be available at events and presentations, and will be posted to the project website.

3.5. MPU Technical Advisory Committee (TAC)

A Master Plan Technical Advisory Committee with City, aviation, and stakeholder advisors will be formed and called upon to comment on the master plan process and findings. This committee will advise the MPU team at key stages of the project. This committee will meet up to three times throughout the project (Figure 1: Schedule). Though not a part of the committee, the FAA Airports Division and WSDOT Aviation will be invited to all Technical Advisory Committee Meetings.

3.6. MPU Public Advisory Committee (PAC)

A Master Plan Public Advisory Committee with aviation and community advisors will be formed and called upon to comment on the master plan process and findings. This committee will advise the MPU team at key stages of the project. This committee will meet up to three times throughout the project (Figure 1: Schedule).

3.7. Public Meetings / Open Houses

The project team will host three meetings open to all interested community members. The purpose of these meetings will be to inform the public of project progress, to solicit input, and gather information for alternatives development and later refinement. All dates are tentative and subject to change based on project progress.

Open House #1 (September 2023) – issues, inventory, forecasts

Open House #2 (January 2024) – facility requirements and alternatives

Open House #3 (March 2024) – recommended alternative

Each meeting will begin with an informal open house followed by a formal presentation and question and comment period. Graphic boards will be available for the public to review during the open house and members of the project team will be on hand to answer questions and provide information. Comment forms and project handouts will be available.

3.8. Website

The website (www.ChehalisCentraliaAirport.com) will serve as a library for the project and will house many of the resources described earlier in this document, such as the Comment-Response Summary Report, Fact Sheets, FAQ, meeting materials, open house material, previous master plan information, and links to the project survey (when active) and other airport planning efforts will be included as well.

4. Project Contacts

The Aviation Planning Group (APG)

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