

# ***Appendix B***

## ***Master Plan Advisory Committee***

### ***Meeting Summaries***

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UNIVERSITY PARK AIRPORT  
SUSTAINABLE MASTER PLAN  
ADVISORY COMMITTEE MEETING SUMMARY

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April 16, 2013 - 7:30 AM

Project: University Park Airport Sustainable Master Plan

Location: General Aviation Terminal Building, University Park Airport, State College, Pennsylvania

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*The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarifications.*

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**Attendees:**

Chip Aikens, Helen Alters, Sam Bertolino, Cecelia Bradford, Adam Brumbaugh, Nate Campbell, Doug Erickson, Bob Finley, Chris Groshel, Gail Hurley, Bob Jacobs, Trish Meek, Jim Meyer, Kate Ombalski, Ralph Stewart, Tom Tomczyk, Gordon Turow, Bryan Rodgers, Ed Foster, Brad Eichler, Ben Siwinski, Marianne Iarossi, Mark Breukink, Zachary Puchacz

**Items:**

- Bryan Rodgers welcomed all in attendance, gave a brief background about the project, and began the self-introductions of the master plan advisory committee and project team.
- Mark Breukink welcomed all in attendance and provided a brief background of the firms that will be participating in the sustainable master plan project.
- Mark discussed the purpose of the project is to update the existing 2003 Airport master plan and Airport Layout Plan (ALP) drawing set which is ten years old. Mark discussed that this master plan effort is part of an FAA program that focuses on incorporating sustainability principles as a part of the planning process to guide future design, project implementation, and financial decisions so that the Airport can reduce energy consumption, environmental impacts, and carbon footprint.
- The responsibilities of the stakeholder advisory committee was reviewed by Mark that included:
  - Providing technical input to the project team
  - Acting as a sounding board on proposed development alternatives
  - Representing the interests of Airport stakeholders and the community
  - Assists and collaborates with the project team on sharing information
  - Reviewing and providing comments on project progress
- Mark reviewed the existing layout of the Airport and identified the locations of infrastructure elements such as Runway 6/24, taxiways, aprons, hangars, passenger terminal building, general aviation terminal building, maintenance building, Aircraft Rescue and Fire Fighting (ARFF)

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building, Fed Ex cargo facility, passenger parking lot, and landside roadways.

- Mark reviewed the elements that comprise the master planning process which includes:
  - Data collection / inventory
  - Projections of aviation demand
  - Determination of facility needs
  - Development, analysis, and selection of preferred alternatives
  - Overview of potential environmental issues
  - Sustainability planning
  - Financial analysis and development of capital improvement plan
  - Update to the Airport Layout Plan drawing set

In addition, Mark explained the public involvement, education, and outreach process which will include two public informational workshops, a project website, and meetings with local business groups. The first public informational meeting will be scheduled for the fall.

- Ben Siwinski explained that sustainability is comprised of economic viability, operational efficiency, natural resource conservation, and social responsibility. Ben also identified the airports that are a part of the FAA's program and explained the sustainability planning process which includes:
  - Sustainability baseline assessment
  - Goals & objectives and performance targets
  - Identify and evaluate candidate initiatives
  - Developing an implementation and monitoring program
- Ben compared the similarities and differences between traditional and sustainable master plans and discussed the specialized evaluations that will be conducted as a part of this project which will include a greenhouse gas inventory, energy efficiency assessment, renewable energy feasibility analysis, waste management evaluation, and recycling evaluation.
- Ben explained how committee members can participate in the planning process and encouraged them to attend the master plan advisory committee meetings so that ideas can be shared about items such as sustainability goals, innovative sustainability initiatives, local funding sources, and collaboration efforts to capitalize on project goals.
- Mark engaged the master plan advisory committee about their vision for the future of Airport facilities and asked them what items they would like to see included as a part of the sustainable master plan process. Master plan advisory committee members provided the following comments:

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- A discussion and explanation of the relationship between the Centre County Airport Authority and Penn State University, the sponsor, owner, and operator of University Park Airport, should be included as a part of the sustainable master plan.
- Incorporation of the findings from the terminal master plan should also be included into the sustainable master plan. Ed Foster explained the project team has already visited the passenger terminal building and began collection of sustainable inventory items in addition to the inventory items that were identified as a part of the terminal master plan.
- A question was asked if an analysis of the community's transportation infrastructure and its correlation with local, regional, national, and global economies would be conducted as a part of this project similar to the effort that was completed by Michael Gallis & Associates for the previous master plan update. Bryan explained the FAA was not willing to include this task as a part of the project's funding; however, a minor analysis will be included as a part of the sustainable master planning process. Mark explained socioeconomic elements will be included as a part of the project's passenger demand analysis. The master plan advisory committee commented on how the community economic and transportation infrastructure analysis as a part of the previous master plan was very beneficial for the Airport and the community. Bryan encouraged the advisory committee members to inform the FAA about the benefits of including this task as a part of the master planning process.
- A request was made for a detailed inventory of Airport facilities and review of industry trends to be presented at the next master plan advisory committee meeting.
- It was mentioned that the sustainability institute at Penn State could be a beneficial team member as a part of the planning process. Mark explained that Erik Foley, Director of Penn State's Campus Sustainability Office, would be contacted as a part of the project to collect information on Penn State's sustainability efforts and how they could be incorporated as a part of the airport sustainable master planning process.
- It was noted that the local community views the Airport differently. Descriptions, explanations, and clarification of importance of Airport facilities and their contribution to the air transportation needs of the local community should be explained in layman's terms in the master plan document.
- A request was made for an explanation of possible federal, state, and local funding sources that would be available to finance projects identified through the planning process.
- Interest was expressed on how local communities can work together for the Airport's best interest. Mark explained that zoning ordinances enacted by surrounding municipalities have helped preserve airspace around the Airport and have help prevented incompatible land uses.
- A suggestion was made for the Airport to equip its fleet with compressed and liquefied natural gas vehicles. It was noted that the Central Pennsylvania Institute of Science and Technology offers fire training for natural gas vehicles.

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- It was mentioned that consideration should be given for the protection of natural resources, the Big Hollow biological diversity area, groundwater recharge, and source water protection.
  - It was suggested that the sustainable master planning process look at how the Airport could attract low-cost commercial airline carriers for non-stop origin and destination flights from State College.
  - Fox Hill Road was identified as a controlling factor that could impact landside development to the northwest such as hangar development and expansion of parking.
  - Mark asked how the local community would support a possible runway extension, if it was found to be needed as a part of the planning process. The overall consensus from advisory committee members is that the community would support a runway extension.
  - Weaknesses that were identified about existing facilities were a lack of landside access to I-99 and signage throughout the local community directing traffic to and from the Airport. Mark explained landside access would be reviewed as a part of the master planning process.
  - An evaluation was requested of the findings from the existing master plan and how the recommended development actions were implemented.
  - It was encourage that the Airport work with the College of Agriculture to make sure agricultural activity and airport operations remain compatible with each other. It was recommended that the Airport encourage the College of Agriculture to purchase a digester to control manure and other waste products that result from agricultural activity.
- Mark thanked all for their attendance. The next master plan advisory committee meeting will be held in the summer. Details on the date, time, and location will be provided to committee members when details have been finalized. It is anticipated that the next meeting will be scheduled for late morning/early afternoon so that representatives from the FAA can participate.
  - Bryan, as a parting remark, notified all in attendance that the FAA wants to close a number of control towers. With the President's new budget, the control tower at the Airport could be closed due to funding cuts. Bryan requested all in attendance to reach out to legislators to inform them of how important the control tower is to the Airport and the local community.

Respectfully submitted,  
MEAD & HUNT, Inc.

Zachary Puchacz  
Aviation Planner



UNIVERSITY PARK AIRPORT  
SUSTAINABLE MASTER PLAN  
ADVISORY COMMITTEE MEETING SUMMARY

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August 7, 2013 - 12:00 PM

Project: University Park Airport Sustainable Master Plan

Location: General Aviation Terminal Building, University Park Airport, State College, Pennsylvania

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*The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarifications.*

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**Attendees:**

Sam Bertolino, Adam Brumbaugh, Nate Campbell, Doug Erickson, Chris Groshel, Rick Harner, Gail Hurley, Bob Jacobs, Trish Meek, Katie Ombalski, Ralph Stewart, Tom Tomczyk, Gordon Turow, Bryan Rodgers, Ed Foster, Mark Breukink, Zachary Puchacz

**Items:**

- Bryan Rodgers welcomed all in attendance and led the self-introductions of meeting attendees.
- Mark Breukink reviewed the agenda for the meeting and provided an update on the current status of the project. Mark discussed that the inventory effort of existing facility conditions was complete and work was nearing completion on the inventory items needed for the greenhouse gas assessment and energy audit.
- Mark presented the preliminary projections of aviation demand for enplanements, future air carrier aircraft fleet mix, air carrier operations, general aviation operations, based aircraft, and air cargo. Mark mentioned the draft projections have been submitted to the FAA and are awaiting approval.
- Mark discussed that a survey effort was ongoing to collection information from business tenants, hangar tenants, itinerant users, and commercial airline passengers as well as provide an opportunity for each group to submit feedback about the project. The surveys are being distributed to each user group by and can be accessed on the through the Airport's webpage. The Airport also plans to notify the public about the survey effort through a posting on its Facebook page.
- Mark encouraged the committee to inform interested parties about the surveys so feedback and information can be collected for subsequent project tasks.

An analysis of the Airport's wind coverage was presented by Mark which found the orientation of Runway 6/24 provides adequate wind coverage 94.38% of the time is slightly less than the FAA's recommended coverage of 95% for 10.5 knot crosswinds. A discussion ensued with the group on the necessity of a crosswind runway to improve wind coverage at the Airport. Since there would be many challenges to construct a crosswind runway or reopen the former crosswind runway to

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improve the marginal difference in wind coverage, it was decided by the committee that this facility improvement is not anticipated to be needed over the 20-year planning period.

- Mark lead a discussion on the runway length needs of commercial airline aircraft that are currently operating at the Airport and are anticipated to increase in operations over the planning period. In summary, sufficient runway length is available for current aircraft types to reach existing markets served by the airlines. There are a number of commercial aircraft types that would require additional runway length for service to some markets, depending upon the distance of the market from UNV. Additional runway length of 7,500 to 8,000 feet should be planned for to protect the ability to service these potential aircraft and markets in the future.
- In addition, Mark reviewed other infrastructure components that will be reviewed as a part of the facility requirements analysis which will include the airfield, commercial airline terminal building, general aviation facilities, and support facilities such as air cargo, aircraft rescue and firefighting (ARFF) and Airport maintenance facilities.
- An overview of the draft sustainability goals and objectives was presented by Mark. These include:
  - Leveraging the latest technologies to reduce the Airport's rate of energy consumption
  - Enhance the Airport's role as an economic engine to the community by ensuring long-term financial stability and independence
  - Serve as an environmental steward of the Airport's natural resources
  - Strengthen and broaden partnerships with The Pennsylvania State University and other local organizations.
- Mark discussed the next project steps which include:
  - FAA approval of the aviation activity forecasts
  - Reviewing the results from the ongoing survey effort
  - Complete the assessment of facility needs
  - Identify and develop alternatives for future infrastructure improvements
  - Development of sustainability initiatives
- Mark thanked all for attendance and mentioned the next advisory committee meeting will be held towards the end of October. More information about the date and time of the meeting will be made available to committee members once details are finalized.

Respectfully submitted,  
MEAD & HUNT, Inc.

Zachary Puchacz  
Aviation Planner



UNIVERSITY PARK AIRPORT  
SUSTAINABLE MASTER PLAN  
ADVISORY COMMITTEE MEETING SUMMARY

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April 2, 2014 - 11:00 AM

Project: University Park Airport Sustainable Master Plan

Location: General Aviation Terminal Building, University Park Airport, State College, Pennsylvania

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*The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarifications.*

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**Attendees:**

Helen Alters, Joseph Beigle, Sam Bertolino, Adam Brumbaugh, Doug Erickson, Ron Filippelli, Robert Finley, Rick Harner, Gail Hurley, Bob Jacobs, Trish Meek, Jim Meyer, Katie Ombalski, Lori Pagnanelli, Ralph Stewart, Gordon Turow, Bryan Rodgers, Emmanuelle Humblet, Autumn Ward, Mark Breukink, Zachary Puchacz

**Items:**

- Bryan Rodgers welcomed all in attendance to the meeting.
- Mark Breukink reviewed the meeting agenda and provided an update on the current status of the project.
- Autumn Ward provided an overview of the sustainability planning process and discussed the sustainability goals that have been established for the Airport. Sustainability strategies to identify, screen, and recommend initiatives for the Airport were also discussed. Autumn concluded with a review of the next sustainability planning steps which includes the development of a measurement performance system as well as the development of an implementation and monitoring plan.
- Mark explained that the original projections of aviation demand prepared for the sustainable master plan were developed prior to the announcement of service to Chicago O'Hare by United Airlines. To account for the increase in passenger traffic from this new service, the enplanement projections for the Airport were revised. Mark presented the revised enplanement projections to the committee, noting that they had been approved by the FAA.
- Mark reviewed the infrastructure demands at the Airport and presented alternatives to address needed improvements. The following provides a summary of each facility need, the alternatives that were developed to improve each infrastructure item, and any comments that were received from the committee:
  - **Wind Coverage** – Mark discussed that the orientation of Runway 6/24 provides 94.38 percent wind coverage in a 10.5 knot crosswind, which is slightly less than the FAA's

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recommended 95 percent coverage. While a closed crosswind runway is available to improve wind coverage, a number of environmental and financial challenges as well as challenges to meet FAA design standards such as compliant runway safety areas (RSAs) would need to be overcome to open the runway or to construct a new crosswind runway.

- **Runway Length** – Mark explained that the length of Runway 6/24 appears adequate to meet the runway takeoff and landing distance requirements of commercial airline aircraft types anticipated to operate at the Airport during the planning period if serving existing markets. Mark noted, however, that additional runway length should be considered if non-stop flights to destinations in Florida or west of the Mississippi are initiated. Mark presented the following alternatives to the committee that offer options to increase the length of Runway 6/24:
  - An 800 foot extension at approach end of Runway 6
  - An 800 foot extension at approach end of Runway 24
  - 800 foot extensions at both ends of Runway 6/24 for a combined 1,600 foot increase in runway length

It was suggested by the committee that two additional alternatives, each illustrating a single 1,600 foot runway extension at either end of the runway, be considered. The committee also inquired about potential aircraft noise impacts as a result of a runway extension. Mark explained that any potential noise impacts are anticipated to be minimal since the alignment of the runway would not change and that any significant changes in aircraft noise impacts would remain on Airport property.

- **Taxiway System** – Mark presented a taxiway system alternative that illustrated the following improvements that are needed at the Airport:
  - An increase in the width of Taxiway A from 50 feet to 75 feet to accommodate the landing gear widths of Taxiway Design Group (TDG) 5 aircraft, which are expected to increase operations at the Airport during the planning period.
  - Removal of connector taxiways that provide direct access between aprons and Runway 6/24 to reduce the potential for unintentional runway incursions.
  - Removing closed pavements to reduce pilot confusion when taxiing.
- **Commercial Airline Terminal Apron** – Alternatives illustrating changes that would be necessary to the commercial airline terminal apron so that it can accommodate six parking positions of larger commercial aircraft types that are anticipated to operate at the Airport during the planning period were presented to the committee. Mark explained that additional commercial airline terminal apron space would be necessary if six aircraft power out parking positions are desired; no additional apron space would be necessary if four

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power-out parking positions are converted to push-back style aircraft parking.

- **Commercial Airline Terminal Building** – Mark explained that the capacity of the commercial airline terminal building appears adequate to meet projected peak hour demand during the planning period. However, Mark stated that the introduction of new airline service during peak periods of demand, such as by a narrow-body aircraft, may necessitate the need for an expanded passenger holding area. Mark presented an alternative to increase the size of the passenger holding area by expanding into the space currently occupied by the viewing lounge. Mark noted that the need for a new commercial airline terminal building in the future will be dependent upon increases in peak hour demand.
- **Commercial Airline Terminal Parking** – Mark explained that additional public, rental car, and employee vehicle parking will be needed at the commercial airline terminal during the planning period. Mark presented two (2) parking alternatives to the committee that propose to expand parking on existing Airport property adjacent to the public lot also utilized for rental car ready/return parking and across Fox Hill Road on land purchased by the Centre County Airport Authority.
- **Landside Access** – Mark presented a landside access alternative to the committee that illustrated options to provide more direct access to the Airport from Interstate 99 (I-99). A relocation of Fox Hill Road to create more aeronautical development area at the Airport was also presented to the committee. It was mentioned from the committee that the proposed routes of the roadways presented in the alternative were in proximity to heritage sites, source water protection areas, game lands, and a fish hatchery. Mark mentioned that the potential impacts to these areas would be evaluated in further detail as part of an environmental review that would be required prior to the design and construction of any landside access roadway project. The committee mentioned that direct access from I-99 to the Airport was not a high priority on the list of potential projects from the Centre County Metropolitan Planning Organization and that several environmental challenges would need to be overcome to implement this alternative.
- **General Aviation Development** – Mark explained that it is projected additional apron space and hangars will be needed at the Airport to meet general aviation demand that is projected for the planning period. Mark presented five (5) alternatives that illustrated varying configurations of apron expansions and hangar development at the Airport and noted that an area adjacent to the Air National Guard facility would be ideal for an aircraft manufacturing facility or aircraft repair center. The committee asked if the location of the building restriction line (BRL) or boundaries of Federal Aviation Regulation (FAR) Part 77 surfaces would impact the areas proposed for future aeronautical related development. Mark explained that while there is a potential for structures to exceed allowable heights

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due to the changes in topography in these areas, it is not anticipated that this will preclude development if properly coordinated with the FAA.

- **Air Cargo Facilities** – Mark explained that a more centralized location for air cargo processing is needed at the Airport and presented an air cargo apron expansion alternative. A proposed air cargo expansion alternative was presented to the committee that would be capable of parking four (4) Cessna 208 Caravan aircraft which are currently utilized to transport FedEx air cargo at the Airport. It was suggested by the committee that aircraft larger than the Cessna 208 Caravan could potentially provide air cargo services at the Airport in the future.
- **ARFF / SRE Alternatives** – Mark explained that the existing Aircraft Rescue and Fire Fighting (ARFF) building and Snow Removal Equipment (SRE) building are undersized to meet equipment storage demands. The following three sites were presented to the committee that should be considered for the construction a new consolidated ARFF / SRE facility:
  - The site of the existing SRE building
  - At the corner of the commercial airline apron near the site of the existing ARFF building
  - At a site adjacent to the existing fuel farm facility north of Taxiway A
- Mark discussed the next steps of the project which include:
  - Identification and development of the sustainability initiatives
  - Evaluation and revision of the development alternatives based on comments received from the committee and the general public
  - Preparation of the recommended development plan
  - Preparation of the financial analysis and capital improvement plan (CIP)
  - Preparation of the airport layout plan (ALP)
  - Public officials meeting and public involvement meeting
- Mark thanked all for attendance and mentioned an electronic version of the committee presentation would be made available on the Airport's website at [www.universityparkairport.com](http://www.universityparkairport.com).

Respectfully submitted,  
MEAD & HUNT, Inc.

Zachary Puchacz  
Planner, Aviation Services



UNIVERSITY PARK AIRPORT  
SUSTAINABLE MASTER PLAN  
ADVISORY COMMITTEE MEETING SUMMARY

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February 25, 2015 - 11:00 AM

Project: University Park Airport Sustainable Master Plan

Location: General Aviation Terminal Building, University Park Airport, State College, Pennsylvania

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*The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarifications.*

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**Attendees:**

Joseph Beigle, Sam Bertolino, Jeffrey Bower, Cecelia Bradford, Nate Campbell, Ron Filippelli, Robert Finley, Chris Groshel, Rick Harner, Gail Hurley, Bob Jacobs, Jim Meyer, Katie Ombalski, Lori Pagnanelli, Charles Sacavage, Tom Tomczyk, Gordon Turow, Walt Wise, Tom Zilla, Bryan Rodgers, Ed Foster, Brad Eichler, Autumn Ward, Bryan Elliott, Mark Breukink, Zachary Puchacz

**Items:**

- Bryan Rodgers welcomed all in attendance to the meeting and led the introductions of those present.
- Mark Breukink provided an update on the current status of the project and reviewed the agenda of the meeting.
- Autumn Ward provided an update on the status of the sustainability planning which included a review of the planning process and an outline of the sustainability chapter. She also reviewed the planning process of The Pennsylvania State University's Sustainability Planning Guidebook and summarized the waste / recycling walk-through that was conducted as a part of the sustainable master plan project. Autumn concluded with an overview of the sustainability initiatives that were established as well as the Airport's implementation and monitoring plan.
- Mark reviewed the projections of aviation demand that included forecasts for future enplanements, operations, air cargo, and based aircraft. This included updated historical enplanement, aircraft operations, air cargo, and based aircraft data that became available for 2013 and 2014 after the original projections were prepared.
- Mark reviewed the Airport's facility needs and presented the recommended alternatives to address these needs. The following lists each infrastructure element, its identified need, and the improvement recommended to address the need that was presented by Mark to the advisory committee.
  - **Runway 6/24** – Mark explained that an extension of Runway 6/24 would be needed if

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demand materialized by an operator such as a low-cost carrier to provide non-stop flights from the Airport with a narrow-body aircraft to destinations in Florida and west of the Mississippi River. In addition to a runway extension, 25 foot paved shoulders and 200 foot by 200 foot blast pads are recommended for Runway 6/24 to meet design standards. Mark then recommended that an extension of the runway should occur at the approach end of Runway 24.

- **Taxiway System** – Mark explained that a number of improvements are needed to the taxiway system to meet current FAA standards. These include:
  - Increasing pavement fillets, safety areas, and obstacle free areas to meet current design standards
  - Adding 20 foot paved shoulders to taxiways
  - Closure and relocation of Taxiway C, H, & J between Runway 6/24 and Taxiway A to remove direct airfield access
  - Remove closed pavement surfaces associated with the former crosswind runway
  - Relocate Taxiway D to improve longitudinal grade to meet FAA design standards
- **Commercial Airline Terminal Parking** – Mark reviewed the commercial airline terminal parking projections and recommended that parking be expanded to the west adjacent to the existing rental car ready / return lot next to the commercial airline terminal building.
- **Landside Access** – Mark explained that a need had been identified for improved landside access to the Airport from Interstate 99 / U.S. Route 322. Mark presented a recommended landside access development plan that illustrated a connector from the Innovation Park exit on Interstate 99 to the intersection of Bernel Road and Fox Hill Road. A relocation of Fox Hill Road to accommodate the development of the ultimate commercial airline terminal area and construction of an improved airport perimeter service road were also presented to the committee as recommended landside access developments.
- **General Aviation Development** – Mark discussed that additional apron area for itinerant aircraft parking as well as additional box-style and T-style hangars for based aircraft are needed to meet the demand projected for the planning period. A recommended general aviation development plan was presented to the committee that illustrated an area for new box-style hangar development south of the existing corporate hangars. An expansion of the deicing apron for increase itinerant parking and a relocation of Taxiway D to meet longitudinal grade standards were also presented. Mark concluded with a plan to expand the existing T-style hangar area near the approach of Runway 24 and preserving an area adjacent to the Air National Guard facility at the approach end of Runway 6 for aeronautical development should the Airport be approached by an aircraft manufacturer or maintenance provider.

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- **Air Cargo Development** – Mark explained that increased apron area is needed at the air cargo facility so that four (4) Cessna 208 Caravan aircraft can be accommodated at the same time. Mark presented an alternative that illustrated how the air cargo apron could be expanded to accommodate four (4) Cessna 208 Caravan aircraft.
- **Aircraft Rescue and Firefighting (ARFF) / Snow Removal Equipment (SRE) Facility** – Mark explained that there is need to replace the Airport's existing firefighting vehicles and snow removal equipment with larger, next generation vehicles; however, the vehicle bays of the existing ARFF and SRE facilities are not sized to accommodate these larger vehicles. Taking advantage of efficiencies that are gained in combining the storage of firefighting and snow removal vehicles into a single building, Mark recommended that a consolidated ARFF / SRE facility be constructed near the northeast corner of the commercial airline terminal apron at a site occupied by the existing ARFF facility.
- **Conceptual Development Plan** – Mark presented the conceptual development plan that illustrates all recommended alternatives into a single drawing. Mark explained that an expansion of the commercial airline terminal apron was found to be needed as the recommended alternatives were consolidated into a single drawing since the proposed ARFF / SRE facility would result in a reduction of apron area.
- Mark presented the Airport's Capital Improvement Plan (CIP) that was drafted based on the recommended alternatives from the sustainable master plan and other Airport development, operational, and maintenance needs. Mark explained that the projects listed in the CIP were prioritized based on short-term, mid-term, and long-term needs. It was also explained to the committee that implementation of these projects would be based on the availability of funding. Other factors such as changing market demands, airline schedules, and other unknown circumstances could also affect the timing and implementation of these projects.
- Mark reviewed the next steps of the project which include finalizing the financial analysis, completing the Airport Layout Plan, documenting the sustainable master plan report, and preparing the executive summary. Mark announced that a public official meeting would be held in the evening from 4:00 p.m. to 5:00 p.m. with a public information meeting held afterwards from 5:30 p.m. to 7:30 p.m. All were invited to attend the public information meeting. Mark thanked all for attendance and mentioned an electronic version of the committee presentation and meeting summary would be made available on the Airport's website at [www.universityparkairport.com](http://www.universityparkairport.com).

Respectfully submitted,  
MEAD & HUNT, Inc.

Zachary Puchacz  
Planner, Aviation Services

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