

April 13, 2017

Subject: Brown Field Municipal Airport Master Plan Advisory Committee Confirmation

Dear Brown Field Municipal Airport Master Plan Advisory Committee Member:

On behalf of the City of San Diego Airports Division, I would like to thank you for your commitment to serve on the Brown Field Municipal Airport Master Plan Advisory Committee (PAC).

The PAC will assist the City of San Diego Airports Division staff and consultants in preparing the Brown Field Municipal Airport Master Plan by providing input and recommendations on a range of alternatives to be evaluated in the Airport Master Plan. Committee members will be expected to attend a total of seven (7) committee meetings over the course of the Master Plan development process.

The first PAC meeting will be held on **Wednesday, April 19** from **3 - 5 p.m.** at the **Landing Strip Café, Brown Field Terminal Building, 1424 Continental Street, San Diego, CA, 92154.** Enclosed you will find a draft of the Committee's mission statement and principles of participation. At the first meeting you will receive a binder with the relevant background information, meeting materials, and a committee-member and staff roster.

Please contact me at (858) 573-1436 or WReiter@sandiego.gov to confirm your participation on the PAC and if you have any questions or need additional information.

Thank you for your interest in Brown Field Municipal Airport. We look forward to working with you as a member of the Advisory Committee.

Sincerely,



Wayne J. Reiter, A.A.E.
Airports Program Manager

Attachment: 1. Airport Master Plan Principles of Participation



**City of San Diego
Brown Field Municipal Airport
Master Plan Advisory Committee**

Principles of Participation

Mission

The Brown Field Municipal Airport Master Plan Advisory Committee (Committee) will provide input and feedback during preparation of the Brown Field Municipal Airport Master Plan, reviewing concepts and alternatives as they are developed and serving as a representative voice of community stakeholders.

Responsibilities of Committee Members

To accomplish the mission described above, Advisory Committee members are being asked to:

- Become familiar with existing planning and policy documents related to the airport
- Become familiar with land uses, facilities, and environmental resources in the project area
- Provide informed feedback to the project team (City of San Diego staff and Consultant team) at the milestones in the planning process (see Meetings and Discussion Process below)
- Read all agenda and background materials distributed prior to the meetings by the project team
- Publicize opportunities for members of their respective organizations, other organizations, and the general public to participate in the planning process, including the public workshops and website engagement activities
- Listen carefully to others; the committee will function best when we understand and value one another's views and experiences
- Help create a respectful and productive working climate

Representation

Committee members will be chosen by identifying organizations and agencies that represent the various elements that will be considered in the Brown Field Municipal Airport Master Plan. Identified organizations will then be asked to choose individuals to represent them on the Committee.

Each Committee member is encouraged to report back to his or her respective constituency to inform them about the committee's discussions and the progress of plan preparation. Meeting summaries will be prepared to facilitate this effort. Project team staff will be available to assist in this communication process, if desired.

If an invited Committee member declines participation in the committee or at any point becomes unable to serve, he or she will inform the project team, and the project team will be responsible for finding a replacement.

Discussion Process

Committee members agree to abide by the following discussion process during the meetings:

- All participants are welcome to speak freely.
- All comments will be brief and constructive so that others can also speak.
- All perspectives are valued.
- One person speaks at a time.
- The preferred deliberation process is collaborative problem solving. In cases of mixed opinions, alternative perspectives will be documented.
- Committee members treat each other with respect.
- A neutral third-party will facilitate the meetings.

Attendance

In order for the process to work effectively, full participation of representatives will be essential. Committee members are asked to commit to consistently attend meetings, as well as attend public outreach events to directly hear and gather input from the community. Meetings will be generally held during the late afternoon on a weekday.

Support

A neutral third-party facilitator from the Consultant team will facilitate all Committee meetings. The role of the facilitator is to ensure all perspectives are heard through a collaborative discussion process. The project team will provide technical and logistical support, including making presentations, answering questions, coordinating meetings, and documenting meeting content.

Meeting Agendas

The project team will be responsible for preparing the agendas, with consideration of input from Committee members. Agendas and assigned reference materials will be distributed by email in advance of each meeting.

Open Meetings

The City of San Diego has determined that Committee meetings will be open to the public to facilitate information sharing, in alignment with, but not necessarily in compliance with the Brown Act – Open Meetings Law. However, meetings are intended for the benefit of the members to promote balanced, constructive interaction. There will be an opportunity for public comment at the end of each meeting. Members of the public providing comment will be asked to limit their statements to three minutes or less.

Information Sharing

Committee members may want to share information and documents with other committee members during the planning process. To ensure that all members have the same information available to them, all documents are to be distributed through the established point of contact:

Wayne J. Reiter, A.A.E.
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