

CENTENNIAL AIRPORT/COMMUNITY ROUNDTABLE

Organizational Sessions

(May 12, 2009)

SESSION	CONCEPT	ACTION	PROCESS	PRODUCT
1.1 Introduction to the Roundtable format	The filling of an institutional gap with a non-adversarial forum	Short presentation by the Consultant	Question and answer session	Establishing a common starting point
1.2 Development a statement of purpose	<ul style="list-style-type: none"> • Create an institutional forum • Address aircraft noise issues • Utilize prior and existing noise mitigation efforts 	<p>Key elements developed in a workshop session</p> <p>Consultant prepares a draft statement</p>	Modify the draft and recommend adoption by new Roundtable	<p>Used as a objective statement when inviting organizations to participate</p> <p>Provides a guideline for subsequent Roundtable activities and actions</p>
1.3 Identify an effective, representative Roundtable membership	<ul style="list-style-type: none"> • Include parties that have the authority to take noise mitigation actions • Utilize expertise from communities and aviation organizations 	A preliminary membership list created in a workshop session	Identify how members of the public can effectively participate in the Roundtable deliberations	List is used by the Airport Authority to invite suggested members to participate
1.4 Identify the form of the invitation to participate	<ul style="list-style-type: none"> • Use a letter of interest • Use a letter of intent • Use a more formal Memorandum of Understanding 	Initiated by the Airport Authority	Receipt of letters of participation with the appointment of a representative and alternate	Formal creation of the Roundtable membership with designated members and their alternates

Organizational Sessions (Continued)

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<p>1.5 Establishment of the procedures of the conduct of the business, meetings and records</p>	<ul style="list-style-type: none"> • Selection of a Chair and Vice Chair • Establish meeting schedule, with time and place designations • Formal procedure for the conduct of meetings • Establishment of a quorum • Identify the use of subcommittees • Identify method of recording the Roundtable's proceedings 	<p>Preliminary procedures developed in a workshop session</p> <p>Draft of the procedures created by the consultant</p>	<p>Modify the draft and adoption by the Roundtable</p>	<p>Established and published procedures for the Roundtable that are in compliance with local, Authority and State regulations</p>

Organizational Sessions (Continued)

SESSION	CONCEPT	ACTION	PROCESS	PRODUCT
2.1 Development of a Work Program – Problem definitions	<ul style="list-style-type: none"> Provide a focus for Roundtable activity on specific problem areas Develop well defined noise issues as a basis for Roundtable efforts 	In workshop session(s), members define the aircraft noise issues, including those from the Part 150 work.	Specific details are added by staff/consultant to further dimension the noise issues	An agreed upon list of noise issues that residents believe exist in surrounding communities
2.2 Development of a Work Program – Identify possible alternative mitigation actions	<ul style="list-style-type: none"> List of possible mitigations is made by the members 	In workshop session(s), members identify possible mitigation actions, including those from the Part 150 work.	Match the mitigation actions to specific noise issues Check for possible multiple benefits	An agreed upon list of noise mitigation actions that the members believe would mitigate noise issues that residents believe exist in surrounding communities
2.3 Development of a Work Program – Assign priorities, schedule and work effort	<ul style="list-style-type: none"> Actions and process are determined by the members 	In workshop session(s), members identify priorities, schedule and work effort	Participating aviation, community and consultant organizations commit to work assignments	An agreed upon Work Program that the Roundtable will use to address noise issues described by the communities
2.4 Evaluate reasonableness and effectiveness of mitigation actions	<ul style="list-style-type: none"> Systematically evaluate specific noise issues and possible mitigation actions 	Evaluation includes costs and noise reduction benefits that could be attained	Participating aviation, community and consultant organizations provide essential information relevant to the evaluation	An open forum that considers all perceived noise issues, possible mitigation actions and identifies the most likely effective actions to recommend for implementation
2.5 Implementation	<ul style="list-style-type: none"> Provide specific recommendations for the implementation of noise mitigation actions, where justified 	Organizations with the authority to act in specific areas have participated in an open process	Participating aviation, community organizations have essential information on which to base actions	Organizations with the authority to act have agreed upon, community-based recommendations on which to base implementation actions

