

Project	Norfolk International Airport (ORF) Master Plan Update
Meeting	Project Kick-Off Meeting: Technical Advisory and Community Advisory Committees (TAC and CAC)
Location	Norfolk International Airport
Date	Wednesday, January 24, 2018

Meeting Attendees – See Attached Sign-In Sheet

The first Norfolk International Airport (ORF) Master Plan Update Technical Advisory Committee (TAC) meeting and Community Advisory Committee (CAC) were held on Wednesday, January 24th, 2018. The TAC meeting was held at 10:00 a.m. and the CAC at 2:00 p.m. Both meetings kicked off with welcoming and opening remarks by Anthony Rondeau, Deputy Executive Director - Engineering and Facilities, and Paul Puckli, CHA Consultant’s Project Manager. Paul Puckli introduced the CHA study team and then attendees were asked to introduce themselves and to identify the agency or organization they were representing.

We were pleased with the diverse and dynamic conversation and the insight it provided. As a result, we feel it will be a wise use of everyone’s time and contribute to even better dialog once we blend the groups. The TAC and CAC will be combined into the Planning Advisory Committee (PAC).

Point of Contact for the study: For any questions or comments, the team encourages you to reach out to Anthony Rondeau, or to use the study website comment form once it is live.

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The technical presentation was given by both Paul Puckli, and Paul McDonnell, Deputy Project Manager also with CHA. Attendees were invited to ask any questions throughout the presentation. The presentation focus was to offer an initiation to the study, including: purpose, process, schedule, and initial Airport Inventory, as summarized below.

- The role and purpose of the advisory committees was discussed. Moving forward the purpose and role of the combined Planning Advisory Committee is to provide input, review, and comments from a technical perspective as well as representing a broad range of airport stakeholders, host communities, and airport tenants.

Master Plan Stakeholders include:

- Norfolk Airport Authority (NAA)
- Federal Aviation Administration (FAA), Washington Airports District Office
- FAA Air Traffic Control Tower (ATCT)
- Virginia Department of Aviation
- Airlines & Cargo operators
- General & Corporate Aviation Fixed-Base Operator (FBO) (Signature)
- Rental Cars & Concessionaires
- TSA, Dept. of Homeland Security & U.S. Customs and Border Protection

- U.S. Navy
 - Local Communities

- Definition and role of an Airport Master Plan was provided. The study is a comprehensive 20-year plan, with the last one being completed in 2008.
 - A master plan provides the overall vision and facility needs for an airport, including a general schedule and budgeted costs. However, project details, funding, and any required approval/permits are separate, and follow the study process as needed. The master plan is the first step in identifying, planning, and evaluating future airport improvement. Master plans are generally updated every 10 years.
 - A PDF of the 2008 update executive summary is provided through this link: www.norfolkairport.com/sites/default/files/ORFMasterPlanUpdate2008.pdf

- The project schedule was outlined with the goal to complete the study process within a 20-month period. The team is currently completing inventories and forecasting. It is anticipated that up to five TAC meetings may be scheduled throughout the study process, as well as two public information meetings.

- The study focus areas were identified, including: future airfield improvements, new mapping and obstruction surveys required by FAA, evaluation of airfield geometry and the ongoing rental car facility expansion already under way.
 - ORF is currently served by five airlines, with daily, non-stop service to 22 domestic destinations
 - The airport is served by two active runways: Runway 5-23 and Runway 14-32

- A brief history of the airport was discussed along with key features and service area of the airport, industry and airline trends, regional changes and local considerations for the airfield and terminal area. Paul Puckli explained several changes since the last MPU:
 - How the airline industry has consolidated.
 - As of October 2017, ORF has a new carrier, Allegiant. This type of carrier is different from other commercial carriers and a different approach may be required to accommodate and plan for their style of business.
 - General aviation has not grown, while corporate aviation has.
 - With increases in mail order shopping via Amazon type businesses, cargo has changed and will continue to grow. Cargo operations include the airlines, plus UPS and FedEx.
 - Things have changed economically and politically.
 - Changes in military operations influences ORF.
 - FAA's NextGen program impacts include transitioning from radio-based navigation to satellite nav.

- A general inventory of airport facilities and evaluation requirements was presented. This included discussion about the operations of ORF with one commercial use runway 5-23. Issues were presented about how to manage rehabilitation and maintenance of the runway without another commercial use alternative. Additionally, airline trends away from turboprop and toward larger aircraft and fewer operations has implications to the runway and terminal area discussion. Potential airfield options to be evaluated include:
 - Need for secondary and/or crosswind runways
 - Evaluation of Runway 14-32 to serve as an Airport Reference Code (ARC) C-III or a B-II runway. The letter code signifies the aircraft's approach speed category, in this case, "C" relates to

121-140 knots and “B” to 91-120 knots. The roman numeral indicates the wingspan, in this case, “III” is 79-118 feet and “II” is 49-79 feet. (*Learn more about ARC categories here: www.faa.gov/air_traffic/flight_info/aeronav/acf/media/rds/14-02-288_airport_ref_codes_in_afd.pdf*)

- Reconstruction vs. Closing Runway 14-32
- Long-term reconstruction of Runway 5-23
- Improvements to airfield geometry to meet FAA guidelines and all FAA design standards
- Impact of FAA NextGen on aircraft operations and procedures. (*Learn more about NextGen here: www.faa.gov/nextgen*).
- Evaluation of taxiway and apron demands proposed relocation of VORTAC. (*A VORTAC is a navigational aid for aircraft pilots consisting of a co-located VHF omnidirectional range (VOR) beacon and a tactical air navigation system (TACAN) beacon.*)

- Evaluations of passenger terminal space usage based on forecasted passenger volumes was discussed considering airline trends to larger aircraft and fewer operations leading to heavier volumes of passengers at departure and arrival times. Plans will incorporate future technological improvements with sustainability in mind. Overall, the team feels ORF is in a better situation than a lot of airports. Norfolk has kept up their passenger terminal. We will be looking alternative terminal space programs to maximize use of the space.
- Parking and access alternatives include planning for a potential consolidated rental car facility, future Light Rail access and a curbside management plan taking into consideration increased passenger use of Transportation Network Companies (TNCs), such as Uber and Lyft.
- Land Use Planning is a large part of the study and will identify any existing and proposed land use regulations and any deficiencies or surpluses in the amount of developable land, general feasibility and potential benefits of alternative ground access, curbside parking and rental car options.
- The study website was introduced as a way of keeping informed. Members will be advised when the site is live. Information about the study, white papers and meeting agendas and minutes will be included on the site.

The presentation concluded with an overview of next steps including finalizing Working Paper #1 (Inventory) and submitting it for review and comment to the TAC. The next TAC meeting along with a Public Information Meeting will be scheduled for spring 2018.

The following questions/comments were raised during the TAC and CAC meetings.

1. Question: My question is about the study process. What is it you want from our respective fields?

A: As stakeholders of the airport, we are looking for you to review plans and documents with an eye toward your expertise and knowledge you may have for new and emerging techniques we are unaware of; for example: as a representative of wildlife, you may have a plan for placement of bird cannons to avoid bird strikes or animal incursions – you may have ideas to add to and improve upon our ideas. Additionally, don’t feel you have to confine your comments to your specific field. We want your input from a technical standpoint as a tenant, customer, etc. on any subject that may improve the MPU in a positive way. We want you to ask questions, provide comments. Our job is to listen and

make professional judgements in compliance with FAA standards. We can't promise we will answer or resolve every issue, but we will try.

2. Question: Has the MPO been invited to participate?

A. Yes, we have invited them to participate as an advisory committee member.

3. Question: Have you decided what you will use for aerial surveys and mapping?

A. Yes, in fact our aerial survey has been completed to FAA standards using a program FAA is using for all airports to upgrade their GIS programs. In particular we will be looking at obstructions. We are hoping that airport tenants will use this mapping system when planning new facilities, so all information will be developed using the same system vs. several.

4. Question: Did you just do a one-day aerial capture? Norfolk Naval Station has ship operations that may be obstructions.

A. We will need to work with the Navy on ships and height requirements.

5. Question: Have you talked with airlines about their plans? Are you talking to airlines about changes in airplanes?

A. Yes, we have talked with them. Unfortunately, it is difficult to obtain information about future planning, even a year or two out. We will have to use our professional judgement.

6. Question: How are you capturing "community" hotspots in the area?

A. We will be doing a land use study that will include on and off airport land use.

7. Question: How do you close the runway for 6 months while under construction?

A. Some airports build temporary runways, while others bus customers to nearby alternate airports (though we don't see that working here). The worst-case scenario for ORF is closing the airport for the time it takes for rehabilitation and maintenance. This practice is acceptable to FAA if there is an airport a reasonable distance away. Building an additional runway has always been the ultimate plan, but we need to work with FAA. The team will explore all these options during the master plan.

8. Question: What is the projected timeframe for Runway 5-23 reconstruction (of the commercial runway)?

A. The airport plans to do some rehabilitation of the runway with a mill and overlay in the next year or two. Full reconstruction of the runway may be needed in about 10 - 15 years after that.

9. Question: Will there be any interruption of service for the upcoming rehab project? How do other single runway airports deal with this?

A. Yes, we will close the runway every morning from 0:15 and 05:15 each day during rehab. We are working with airlines now to plan for this during the rehab months. This is not something out of the ordinary. We close the runways for short terms for other routine maintenance issues and we always work with the airlines to minimize impacts to their schedules. The impact at ORF will include

some minor changes in flight schedules. There are other single runway airports that face this issue. Asheville built a parallel taxiway to help them through the rehab process, and then were able to use the taxiway afterwards in addition to the rehabilitated runway. Myrtle Beach recently did a 15-year runway overlay and adjusted airline schedules to make it work.

10. Question: In 10-15 years, how will airport operations be maintained?

- A. That has yet to be determined, but it is intended that the master plan identifies a workable plan to build a second or parallel runway that can be used when the main runway is closed.
- B. A parallel taxiway would potentially be built and used for this purpose, with advanced planning.

11. Question: Does the parallel taxiway affect operations?

- A. Parallel taxiway is not wide enough to operate as temporary fix. The airport may need to fortify shoulders and move lights to make it workable temporarily.

12. Question: Has anybody had to close an airport of this size?

- A. No, we cannot think of any airport that has had to close operations completely for a period of 6 months or more for reconstruction. Some have closed over the weekend, but that won't work here.

13. Question: You said FAA is ok closing it and they are primary funding source, right?

- A. The FAA has stated that a several months closure would be acceptable to FAA if needed for runway reconstruction. FAA is the funding source, but NAA is sponsor, and NAA is not entertaining an extended airport closure as a reasonable alternative.

14. Question: You want the runway open, but if it is too difficult to make reconstruction happen, would they close the airport completely?

- A. No, the airport would not be closed completely for a region of this size. We will look at a lot of options for a secondary runway (temporary or permanent).

15. Question: The emphasis on passenger volume, but you have also talked about UPS and FedEx, do you see this industry growing?

- A. Almost 90% of the freight/package business lies with these two carriers. It is great that they are both here at ORF and they will want to stay here. The big question is what kind of space do they need? Usually, their demands are relatively minor (cargo loading) and even with strong growth, they typically don't need more than another aircraft parking position or two and building space for package processing.

16. Question: On previous slide, the future Light Rail Transit(LRT) access was not addressed. Will you plan for that?

- A. Yes, we will have a plan for a rail corridor, should LRT be built to the airport. We may identify the easement or corridor for it, and reserve other necessary space. Currently, Hampton Roads Transit

is planning to look next at the eastern access route vs. the western route. Both will be compared and then the team should know more about transportation access and land use needs.

17. Question: Will you circulate the committee member names?

A. Yes, they will be on website and they will be provided as part of the meeting minutes package.

18. Question: What is the other committee?

A. The other committee is the Technical Advisory Committee (TAC), charged with reviewing and offering input on technical issues related to the MPU. The TAC consists primarily of airport tenants.

If you have any further questions or comments after reading these minutes, please contact Anthony Rondeau.