



Role of the Planning Advisory Committee

- ▶ The **purpose** of the Planning Advisory Committee (PAC) is to provide East Texas Regional Airport and the planning consultant (Coffman Associates) with input into the Airport Master Plan.
- ▶ The **members** of the PAC are intended to represent a variety of organizations and individuals with interest in the use and development of the Airport. These include governmental interests (Gregg County, Federal Aviation Administration, TxDOT, local governments), aviation interests (airport tenants, airport users, pilot groups), non-aviation airport tenants, and area economic development interests.
- ▶ The **role** of the PAC is to provide input to the Airport and the Consultant regarding the current and future use of East Texas Regional Airport. The PAC will review elements of the Airport Master Plan while they are in draft form and comment on the accuracy of the assumptions and relevance of the information used to develop the report. The PAC is non-voting advisory body. While all comments made by the PAC members will be considered by the consultant in developing the draft and final version of the report, the PAC will not vote to approve or disapprove elements of the study.
- ▶ Individual PAC members are considered to **represent** their designated organizations. It is the responsibility of PAC members to communicate with their respective organizations and report any comments/concerns regarding the development of the Airport Master Plan from their organization back to the PAC, the Airport, and the Consultant throughout the process.
- ▶ **PAC meetings** will be held periodically throughout the preparation of the Airport Master Plan. There are four (4) meetings planned at this time. Because of the advisory nature of the committee, a quorum will not be required.
- ▶ **Attendance** at the meetings is strongly encouraged. Each member of the PAC represents a unique or significant group. If you are unable to attend any given meeting, please send a representative who is able to speak for you or your organization.
- ▶ For your convenience, **comment forms** will be provided for PAC members to submit written comments for consideration in preparing the final report. It would be greatly appreciated if comments are submitted by the due date indicated on the form (approximately two weeks following the meeting). If this is not possible, contact Coffman Associates and let them know when you plan to submit your comments. Comments can also be submitted electronically through the project webpage: www.easttexas.airportstudy.com
- ▶ **Comments or Questions** regarding the PAC, PAC meetings, or Draft Reports should be directed to Steve Wagner or Patrick Taylor with Coffman Associates at 1-800-892-7772 or to Virginia Hunt, Project Coordinator, at 903-643-3031.
- ▶ Three (3) **Public Information Workshop** will be held during the course of the study. The primary purpose of the workshop is to allow the public to obtain information regarding the Master Plan, ask questions, and provide input. Each PAC member is invited to attend these meetings and to encourage members of their organization to attend.

PROJECT WORK ELEMENTS

