



# Meeting Announcement

## Work Plan Subcommittee

**Tuesday, May 7, 2024**

**4:00 p.m. – 5:30 p.m.**

**\*VIA HYBRID ACCESS\***

**Hillsborough Town Hall Conference Room  
1600 Floribunda Avenue, Hillsborough**

\*see attached map

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/92310827008>

Or Dial-in:

US: +1(669)900-6833 Webinar ID: 923 1082 7008

This meeting of the San Francisco Airport Community Roundtable Work Plan Subcommittee will be in person at the above mentioned address. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at 1600 Floribunda Avenue, Hillsborough.

For information regarding how to participate in the meeting, either in person or remotely, please refer to instructions at the end of the agenda.

### **HYBRID PUBLIC PARTICIPATION:**

List of attendees (using zoom sign-in credentials) will be displayed periodically throughout the meeting.

#### Public Comment

\*Written public comments can be emailed to [destipona1@smcgov.org](mailto:destipona1@smcgov.org) and should include specific agenda item to which you are commenting.

\*Spoken public comments will also be accepted during the meeting in-person or via Zoom on Items NOT on the Agenda and for each Regular Agenda Item and at the end of Presentations, at the option of the speaker.

\*\*Please see instructions for written and spoken comments at the end of this agenda.

### **ADA Requests**

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda packet or other writings that may be distributed at the meeting, should contact Diane Estipona, as early as possible but no later than 10:00 am the day before the meeting at [destipona1@smcgov.org](mailto:destipona1@smcgov.org). Notification in advance of the meeting will enable Staff to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

## AGENDA

### **Call to Order / Roll Call / Declaration of a Quorum Present**

Al Royse, Roundtable Chairperson

### **Public Comment on Items NOT on the Agenda**

Speakers are limited to two minutes. Roundtable members cannot discuss or take action on any matter raised under this item

## CONSENT AGENDA

### **1. Action to Set Agenda and Approve Consent Agenda**

## AGENDA ITEMS

### **2. Work Plan Discussion**

### **3. Adjourn**

### **\*\*Instructions for Public Comment during Videoconference Meeting**

During the Work Plan Subcommittee hybrid meeting, members of the public may address the Membership as follows:

#### **Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [destipona1@smcgov.org](mailto:destipona1@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 pm on the day before the meeting, it will be provided to the Roundtable Subcommittee and made publicly available on the agenda website under the specific item to which comment pertains. The Roundtable will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.

#### **Spoken Comments:**

##### **In-person Participation:**

1. If you wish to speak to the Membership, please fill out a speaker's slip located at the entrance. If you have anything you wish distributed to the Membership and included in the official record, please hand it to the Clerk who will distribute the information to the Membership and Staff.

## Subcommittee Meeting

May 7, 2024

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### Via Teleconference (Zoom):

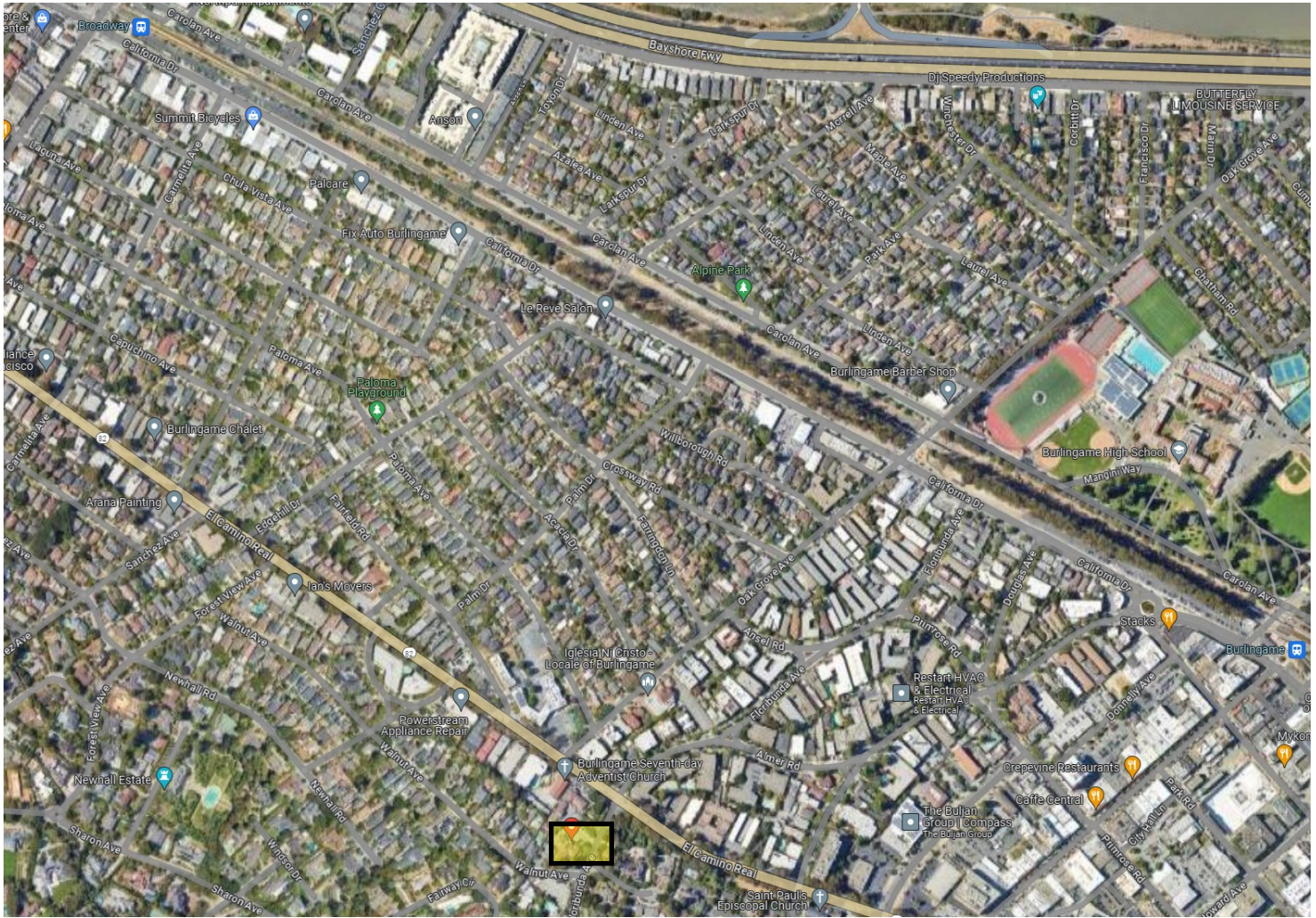
The Work Plan Subcommittee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/92310827008> . The webinar ID: 923 1082 7008. The meeting may also be accessed via telephone by dialing in +1-669-900-6833, entering webinar ID then press #. Members of the **Work Plan**

1. The public can also attend this meeting physically in the Hillsborough City Hall Conference Room at 1600 Floribunda Avenue, Hillsborough.
2. You may download the Zoom client or connect to the meeting using the internet browser. If you are using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Chairperson calls for the item on which you wish you speak click on the “raise-hand” icon. You will then be called on and unmuted to speak.

### \*Additional Information:

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

5. You may download the Zoom client or connect to the meeting using the internet browser. If you are using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
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7. When the Roundtable Chairperson calls for the item on which you wish you speak click on the “raise-hand” icon. You will then be called on and unmuted to speak.
8. When called, please limit your remarks to the time limit allotted.



**SFO Roundtable Subcommittee Meetings**  
**Hillsborough Town Hall**  
**1600 Floribunda Avenue, Hillsborough**

***\* Verify the venue shown on the meeting AGENDA***



May 2, 2024

San Francisco International  
Airport/Community Roundtable

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[www.sforoundtable.org](http://www.sforoundtable.org)

TO: Members of the SFO Roundtable Work Plan Subcommittee  
FROM: Kathleen Wentworth, SFO Roundtable Coordinator  
RE: Proposed 2024-2025 SFO Roundtable Work Plan

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## **BACKGROUND**

The Roundtable has established a Work Program Subcommittee and appointed five Roundtable members: Al Royse, Angelina Cahalan, Kaia Eakin, Sam Hindi and Terry O’Connell. Their task is to review and carry out the Work Program planning process and to bring a recommended Work Plan to the June 5, 2024, Roundtable meeting for its consideration and adoption.

The Work Program is part of the Roundtable’s overall approach to planning efforts; the Roundtable Strategic Plan has a multi-year planning horizon, and the Roundtable Work Plan has a one-year planning horizon. The Work Plan items are distilled from the overall Strategic Plan goals and are associated with individual Strategic Plan goals. The current 2020-2024 Strategic Plan will be updated later this year. The Work Program Subcommittee reviews and makes changes, as desired, to the *Work Plan Items*, but is not charged with making any changes to the *Strategic Goals* or *Strategic Action Items*.

Please note that *Work Plan Items* are not listed in any priority order.

## **PROPOSED 2024-2025 WORK PLAN**

At the Work Plan Subcommittee meeting, staff recommendations in the proposed Work Plan will be reviewed, members may wish to add, delete or edit the proposed Work Plan and members of the public may offer their suggestions to the proposed Work Plan.

Attached is the *Current 2023-2024 Roundtable Work Plan with staff recommended mark-ups*.

The 2023-2024 current Roundtable adopted Work Plan with proposed staff changes makes changes from the current Work Plan by using ~~strikethroughs~~ for deleted text and **red font** for added/changed text.

To recap recommended staff changes:

- no changes to Work Plan Items in **Goals 1, 2 and 4**
- added work plan item #3 in **Goal 3**, proposing a noise study to determine locations, causes and possible remediation of nighttime noise events.
- edit to **Goal #5**, Item #2 (Fly Quiet Program)
- edit to **Goal #6**, Work Plan item #1 recommending that the current Roundtable website should be updated to allow expansion of the Learning and Reference webpage and other features.
- added Work Plan #4 to **Goal #6** to expand the Roundtable Learning Project on the website and to improve the website
- current Work Plan item in **Goal 7** was deleted (the goal to complete the 2023 Noise 101 Project was



completed)

- added Work Plan items New #2 - #6 to **Goal #7** to update and expand the Roundtable Learning Project and to provide the new member packet before the first regular meeting of each calendar year, to compile an understandable user-friendly Glossary as part of the New Member Packet, to create a personalized satellite map of flight procedures and noise over each member's city or county, to establish One on One tutoring with each Roundtable Member – individual briefing sessions to provide understandable technical flight information tailored for each Roundtable member's residents and to modify the Roundtable budget to allow hiring a Special Project and Media person to oversee the website and other special projects as assigned by the Roundtable.

**Attachment:**

**Proposed 2024-2025 Work Plan** (July 1, 2023-June 30, 2024 Roundtable Work Plan – adopted August 2, 2023 with Staff markup)

[LINK] [July 1, 2023-June 30, 2024 Roundtable Work Plan– adopted August 2, 2023 \(with NO Staff markup\)](#)



# ROUNDTABLE ANNUAL WORK PLAN

July 1, 2024 through June 30, 2025

*Adopted by the Membership on \_\_\_\_\_*

DRAFTED to subcmte

### **Organization of the Work Plan**

The Work Plan is organized by

- 1) 2020-2024 Strategic Plan goals and actions, and
- 2) Work Plan Items to be addressed this fiscal year 2024-2025.

### **Introduction**

The Work Program is part of the Roundtable's overall approach to planning efforts; it is guided by the Roundtable's Strategic Plan. The Strategic Plan has multi-year planning horizon, and the Work Program has a one-year planning horizon.

Since the Work Plan is a one-year document, many items will be rolled over through multiple planning cycles. This is due to the longer-term nature of some items, including standing updates and future technologies. These longer-term items remain on the Work Plan for the Roundtable to maintain their understanding of the issue.

**Goals and Work Plan Items are NOT listed in any priority order.**

**Strategic Plan Goal 1: Familiarize New Congressperson:** With Representative Speier leaving office in 2022, it is a priority to make sure the new congressperson is aware of the Roundtable and its focus.

**Action item:** The Roundtable will advocate with the new congressperson and assembly person's staff on all items in the work plan.

#### **Work Plan Item:**

1. The Roundtable will, on an on-going basis, brief the three Members of Congress who currently represent the Roundtable geographic area and their staffs as well as other elected officials on aviation issues, including the various factors that affect aircraft noise impacts to residents – especially health impacts - as well as on the actions of the Roundtable and items in the Roundtable Work Plan.

**Strategic Plan Goal 2: Review and Comment on Aircraft Procedures:** Focus on all aircraft procedures including arrival, departure, and ground-based procedures.

**Action item:** The Roundtable will focus, advocate, and respond on procedural changes that limit the noise impacts on our communities.

#### **Work Plan Items:**

1. The Roundtable Technical Working Group will monitor and evaluate the implementation of the FAA NIITE and HUSSH Departures/ Southbound Transitions nighttime noise abatement procedures for operational compliance including location, altitudes, and use during nighttime hours. The Roundtable will continue to advocate for increasing the number of nighttime hours that the NIITE/HUSSH can be used. The Roundtable Technical Working Group will recommend next steps to the full Roundtable, as appropriate.
2. The Technical Working Group, working with the technical consultant, should discuss with the FAA and other stakeholders, air traffic control non-safety vectoring (like aircraft "short-cuts") over residential areas at any time – but especially at night. The Roundtable should also discuss with the FAA, any changes to actual flight paths through vectors or otherwise, that are changed due to internal FAA processes, rather than through publicly published procedures.
3. The Roundtable Technical Working Group, working with the technical consultant, will



advocate to the FAA, SFO and the airlines that – at night-- when aircraft are landing to the west in SFO on 28L or 28R, to use **only** Runway 28R for arrivals and for landing.

4. The Roundtable Technical Working Group, working with the technical consultant, will evaluate all nighttime operations and make recommendations and advocate to the FAA, SFO and the airlines to seek ways to lessen aircraft noise at night for all residents.
5. The Roundtable Technical Working Group will monitor the SFO Ground Based Augmentation System to provide feedback on the GLS (global navigation satellite landing) approach, the associated noise evaluation, and the Community Flight Procedure Package (CFPP) and plan for community evaluation of innovative GLS approaches.
6. The Roundtable Technical Working Group will work with SFO to draft the procedure to disable GBAS approaches if they are deemed to negatively impact the community.
7. The Roundtable will pursue developing two of the three Roundtable GBAS suggestions that were initially deemed not appropriate for GBAS.
  - a. Roundtable GBAS Suggestion #4: makes changes to the STINS/STLER arrival for SFO Runways 19. Changes to this procedure are dependent on the status of the FAA's Multiple Airport Route Separation (MARS) program. This should be monitored by the Technical Working Group and when the time is appropriate, the Roundtable should advocate to the FAA and other stakeholders to review this suggestion for possible development.
  - b. The Roundtable will now actively explore with the FAA and other stakeholders, the possibility of implementing Roundtable GBAS Suggestion #5 - a shared southeast arrival stream (OAK/SFO) for a nighttime alternative to the SERFR arrival.
  - c. Roundtable GBAS Suggestion #6 is dependent on FAA longer term action regarding Opposite Direction Operations (ODO). The Roundtable determined not to pursue this GBAS Suggestion at this time but would reconsider advocating for its development after the FAA has completed their ODO study.
8. All subcommittees' work, as appropriate, will include departure noise, day and night, for the close-in communities around SFO, and all Roundtable communities not just arrival noise.
  - a. Working with the technical consultant, the Ground Based Noise subcommittee will evaluate operational changes that will help with ground based noise for close-in communities at nighttime.
  - b. Working with the technical consultant, the Roundtable will evaluate options for nighttime offset arrivals to Runways 28R and 28L.
  - c. Working with the technical consultant, the Roundtable will evaluate the options for horizontal versus vertical separation of aircraft for reduced impact to the communities around SFO.
  - d. The Roundtable will monitor options to redirect southern arrivals (SERFR, BDEGA) and PIRAT STAR Airspace arrival procedures.
  - e. The Roundtable will monitor options for all SFO Departure and SFO Arrival procedures.

**Strategic Plan Goal 3: Address Airport Operation Noise:** Abate noise impacts to surrounding communities from airport and airline operations.

**Action item:** The Roundtable will identify noise impacts and provide recommendations to SFO Airport Noise Abatement Office for outreach to airlines and FAA as well as to the Airport Director to address in the Airport Development and Noise Action Plans.

**Work Plan Items:**

1. Review and provide feedback on the SFO Strategic Plan, Development Plan, and Noise Action Plan. Include Environmental Justice and environmental documents, especially affecting health, in the feedback as well.
2. The Roundtable Ground Based Noise Subcommittee will complete Recommendations on Airport Rules and Regulations (Noise), Airport Directors Reports metrics to include C-weighted noise and N-Above in the Director's Report; Airlines using gates that only face away from close-in communities; see where ANEEM and C-weighted fits within these goals.
- 2.3. The Roundtable will consider conducting wide-ranging technical studies within the Roundtable's jurisdiction, to identify nighttime noise events, to determine whether or not these events are caused by compliance with published procedures or non-compliance with published procedures. Such studies would also seek to determine the causes and the agencies or entities responsible and to recommend the agencies or entities who could assist with possible remediation.

**Strategic Plan Goal 4: Lobby for Aircraft Noise Reduction.** Lobby for aircraft noise reduction by sponsoring legislation and research.

**Action item:** Actively monitor, review, and oppose or support legislation, research, and/or aircraft noise reduction programs to achieve measurable noise reduction in our communities.

**Work Plan Items:**

1. Obtain reports and updates from knowledgeable aviation 3<sup>rd</sup> parties such as N.O.I.S.E. (the National Organization to Insure a Sound-controlled Environment), Airport Noise Reports and others as appropriate regarding federal legislation and action.
2. Actively monitor activities from and advocate to the Congressional Quiet Skies Caucus.
3. Lobby/advocate at the state and federal level as needed.
4. Work with Congressional and other elected officials on the state and federal level to help develop and pass noise-related legislation.

**Strategic Goal 5: Airline Award Program:** The Roundtable will partner with SFO to modify the *Fly Quiet Program* to obtain compliance and measurable improvement year over year.

**Action item:** The Roundtable will report to its community's *Fly Quiet Program* compliance and measurable improvement in compliance year over year.

**Work Plan Items:**

1. In light of the noise annoyance results from the FAA Neighborhood Environmental Study and the FAA's review of their civil aviation noise policy, the Roundtable, in collaboration with their technical consultant, will work with the San Francisco International Airport to

evaluate the current components of the SFO Fly Quiet Program and propose any necessary modifications or deletions of the current components as well as proposing new Fly Quiet Program components that could reduce aircraft noise – especially nighttime noise -- including use of GBAS approaches.

2. The Fly Quiet Program Airline Awards, suspended because of lower air traffic during Covid, should be resumed as soon as feasible.

**Strategic Goal 6: Address Community Concerns:** Focusing on San Mateo, and San Francisco Counties continue to actively respond to community concerns regarding aircraft and airport noise issues.

**Action item:** Provide the forum for communities to voice their concerns and give their input. Educate community members about FAA, SFO International Airport, Airlines, and SFORT roles and responsibilities and authority.

**Work Plan Items:**

1. Revamp the Roundtable website to include accessible meeting information, useful documents, and archived history so that it can be used as an education tool for the community. The website can also be used to communicate Roundtable actions and activities. The current Roundtable website should be updated or replaced as it is limited in how effectively we can provide direct member communications and communications to the public including the learning and reference materials because of outdated website features.
2. Periodically report to the Roundtable and the public on Roundtable Actions and Updates.
3. Analyze noise monitor methodology and collaborate with the SFO Aircraft Noise Office to suggest changes to the SFO noise reporting publications. As appropriate, make recommendations to the local, state and federal levels.
- ~~3.4.~~ Continue to expand the Roundtable Learning Project (posted to the Roundtable Learning-Reference Webpage) to include archival PowerPoint learning presentations from previous Roundtable meetings and other sources. Continue to post learning presentations to the Roundtable website. Improve website capabilities to allow broad-based searching not only to access the Learning Project materials, but throughout all of the website.

**Strategic Goal 7: Improve Roundtable Effectiveness:** Increase Roundtable effectiveness with inward focused Member education, support and mentorship.

**Action item:** The Roundtable will make an ongoing effort at strengthening our membership, by developing a mentorship program, creating a new member packet, and translating technical jargon.

**Work Plan Items:**

- ~~1. Upload the completed 2023 Noise 101 training and other educational resources to the SFO Roundtable website to be available for Roundtable members and the public.~~
1. Continue to update the new member packet for onboarding and supporting new members including mentorship. Keep this information up to date on the Roundtable website.
2. Update and expand the Roundtable Learning Project materials periodically and continue to provide a New Member Syllabus (linking to the Roundtable website Learning-Reference

- Webpage of updated materials) to provide in the New Member Packet to new Roundtable members before the first Regular meeting of each calendar year.(and also made available to current members as a refresher.
3. Compile a user-friendly glossary of aviation terms to be provided as part of the New Member packet and posted to the Roundtable website Learning-Reference Webpage.
  4. Using a satellite-based map, create a graphical compilation of SFO published flight procedures, along with some actual flight tracks (including non-safety vectoring for efficiency) to assist members in understanding the flight noise impacting their residents.
  - 2.5. Staff permitting, establish One:One Member Tutoring Sessions which would provide an introductory, understandable technical briefing to each member as requested. This briefing could include published flight paths or actual flight paths impacting residents of that member's city/county, overview of primary SFO flight procedures, applicable federal aviation regulations, available resources on the Roundtable website, the SFO website, the FAA website and other credible websites.
  6. Modify the Roundtable budget to allow hiring a person (staff or consultant) for Special Projects and Media to implement and oversee an updated website with modern features (such as a search feature) and to oversee other Special Projects as assigned by the Roundtable.