
Re: Aurora Airport Master Plan PAC #1 - Zoom information

From Steve Switzer <s.switzer@charbonneaucountryclub.com>

Date Wed 11/17/2021 12:12 PM

To Brandy Steffen <brandy.steffen@jla.us.com>

Thanks, Brandy. I know that Councilor Lehan had the same problem. A note to her may be helpful as well.

I liked that "rules" statement at the beginning on how Zoom works. We have been zooming for a while now for the HOA and are still trying to educate our members when they tune in to our Board meetings.

Steve Switzer

SPS

On Tue, Nov 16, 2021 at 5:00 PM Brandy Steffen <brandy.steffen@jla.us.com> wrote:

Hi Steve,

Thanks for reaching out. No, I apologize. That was a mistake on my part and won't happen again - we opened it a few minutes early but forgot to "unlock" the doors. Glad you could attend.

Thanks,

BRANDY STEFFEN | JLA PUBLIC INVOLVEMENT

Talent Officer + Senior Program Manager + Partner

She/Her » [Why pronouns matter](#)

brandy.steffen@jla.us.com » Office 503-235-5881 » Cell 503-944-9650» jla.us.com

Office Hours 9–5 p.m. Monday–Friday; currently not scheduling meetings on

Friday » [Check my availability](#)

From: Steve Switzer <s.switzer@charbonneaucountryclub.com>
Sent: Tuesday, November 16, 2021 4:57 PM
To: Brandy Steffen <brandy.steffen@jla.us.com>
Subject: Re: Aurora Airport Master Plan PAC #1 - Zoom information

Brandy,
Zoom was blocked by the host (I assume you) until 3p. I usually try to get on a couple of minutes early and wait for the host to start the meeting. This was a new one for me and it looked like I had to re-load the url each time. Will this be the standard practice in the future?

Steve Switzer
SPS

On Tue, Nov 9, 2021 at 3:08 PM Brandy Steffen <brandy.steffen@jla.us.com> wrote:

Hello PAC members,

We're looking forward to next Tuesday's meeting (11/16 from 3-5 pm). You should have all received login information for the Zoom meeting today (emailed from Zoom). Please let me know if you didn't receive it (you might also check your junk folder).

The website has all of the meeting materials (<https://publicproject.net/AuroraAirport#>); I've also included them here as well.

We look forward to seeing you next Tuesday, 11/16 on Zoom.

Thank you,

BRANDY STEFFEN | JLA PUBLIC INVOLVEMENT

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From: Brandy Steffen

Sent: Tuesday, November 2, 2021 3:48 PM

Cc: LUCAS Sarah <Sarah.LUCAS@aviation.state.or.us>; PECK Heather <heather.peck@aviation.state.or.us>

Subject: Aurora Airport Master Plan PAC #1

On behalf of the Oregon Department of Aviation, I want to thank you for agreeing to be a member of the Planning Advisory Committee (PAC) for the Aurora State Airport Mast Plan Project. You can learn more and access all meeting documents (also attached) at <https://publicproject.net/AuroraAirport#>.

We have scheduled the first of our meetings for Tuesday, November 16 from 3:00-5:00 pm via Zoom. I've attached the meeting agenda, draft PAC protocols and ground rules document, and some Frequently Asked Questions (FAQ) for your review.

Please let me know if you have any questions and I look forward to seeing you all in two weeks.

Thanks,

BRANDY STEFFEN | JLA PUBLIC INVOLVEMENT

Talent Officer + Senior Program Manager + Partner

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