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From: Commanding Officer, Naval Air Station Memphis

Subj: RESTORATION ADVISORY BOARD MEETING

Encl: (1) Minutes from 23 August 1994 RAB Meeting with
Attachments

1. The next Restoration Advisory Board (RAB) meeting is scheduled for Tuesday evening, 27 September, 7:00 p.m., at the Baker Community Center, 7942 Church Street. Minutes from the previous meeting are forwarded as enclosure (1). A complete transcript of the previous meeting will be placed in the RAB Library.

2. Thank you again for your participation and work as a member of this Board. If you have any questions, please do not hesitate to call Sue Hosmer, NAS Memphis Public Affairs, at 873-5761.

T. L. WILLIS

Distribution:

Mrs. Frieda M. Ellerbrook
Mr. George R. Harvell, Jr.
Mr. Kenny Kelly, Sr.
Mr. Norman C. LaChapelle
Mr. Trent McVay
Mr. Russell A. Neighbors
CDR Russell Noble
Mr. David L. Porter
Mr. Tom Seale
Mr. Charles F. Smith
Mr. John A. Smith
Dr. David M. Watt
Mr. David G. Williams
Mr. Clinton Willer

Copy to:

Mr. Tareq Alhams
Mr. Lawson Anderson
Ms. Tonya Barker
Mr. Jack Carmichael
Mr. Jordan English
Ms. Sue Lawley
Ms. Sue Hosmer
Mr. Jim Morrison
CDR D. Clark
Mr. Mark Taylor
CDR R. Mason

Meeting of the NAS Memphis Restoration Advisory Board (RAB)
August 23, 1994
Baker Community Center, Millington

The meeting was opened by Captain Willis at 7:00 pm by thanking everyone for their attendance. He especially wanted to thank members of the RAB for their effort to partner with and help the community. Captain Willis also apologized for the cancellation of the last meeting.

Captain Willis discussed the agenda for the meeting. First and foremost were the results of the survey that the RAB participated in. He noted that the meeting would move into a discussion phase, focus on the RAB procedures, ideas on the direction the RAB should take, and getting some goal orientation. Also to be discussed were the events that had transpired in the environmental area since the last meeting, a status update of some of the ongoing progress on the base, and pending future work. Last should be the discussion of an agenda for next meeting.

Captain Willis noted that the mayor and Board of Aldermen had annexed the balance of the base into the incorporated city limits of Millington. In doing this, the area was zoned light industrial which has no effect until the land is actually conveyed to another party. He also stated that similarly, in working with the Millington Municipal Airport Authority on joint use of the airport as an interim measure to get commercial activities started at the airport, the city has found a fixed base operator. A contract has been signed and in the final stages of negotiating with the city and with the contractor on a lease to get started operations on the base. The Navy's lawyers are looking at the environmental considerations in that lease.

Captain Willis turned the meeting over to David Porter from Southern Division, Naval Facilities Engineering Command (SOUTHDIV) in Charleston, SC. Mr. Porter gave a brief update of items that the BRAC Clean-Up Team had been working on recently. These are all in listed in the attached handout. After Mr. Porter's explanation of each item, the floor was opened for questions.

The age of the water in 2 of the drinking wells on the north in the 500 foot sands was questioned. The answer was about 40 years per David Williams.

David Porter showed pictures of the new site.

David Williams stated that there was one drum at the site that was identified by the manufacturer's ID number to be an exhaust track rocket blast solvent cleaner. The drum looked empty as most do in that area, but an investigation will be needed. Because of the length of time that these drums have been present with no visible product, the site is categorized as a non-time critical removal action. Work will start as soon as contracts are in place.

A question was raised concerning the monitoring wells on the south side next to S50 being secured in accordance with regulations. Captain Willis answered that they were, explaining

that the BCT is satisfied that there are no problems, so the monitoring has stopped.

The drilling techniques for the RCRA Facility Investigation were questioned. The drilling technique is called rotonic, which is actually an ultrasonic drill bit that uses sound waves to do the actual drilling, and cuts down greatly on the amount of material that is generated from the drilling process. This process was explained by David Porter.

It was mentioned that the minor asbestos problems have been corrected. In clarification, David Porter stated that there were a number of joints that had separated that needed to be re-encapsulated. There were also some damaged sections that were removed. There is a regular inspection program that the Navy follows and an asbestos management plan in place. A copy of the asbestos management plan was requested for the RAB Library.

David Williams wanted to add some clarification on the other drilling technology that would be used called Direct Push Technology (DPT). It uses a small one-inch diameter tube that is pushed into the ground and has a type of capacitor on the end that is able to do a very simplistic logging technique to tell where you are in the ground and when water is hit, a saturated zone. This saves a considerable amount of time and money because water samples are taken in a matter of 30 minutes per hole and a field lab with realtime results will also expedite the process.

After this series of questions from the RAB, Sue Lawley of SOUTHDIV was given the floor.

Sue Lawley introduced the members of the RAB; Kenny Kelly, John Smith, Norman LaChapelle, Trent McVay, Russell Noble, Charlie Smith, Captain Willis and Mayor Harvell.

Sue Lawley explained that the RAB was given a survey to get input on what direction the RAB should be heading. Some of the answers to the survey were displayed on the board. The RAB charter was displayed and explained to the group. After some explanation of the rules for the next exercise, Sue Lawley started the group brainstorming over the survey results. The results of the brainstorming and the action items for the RAB are included as an attachment.

Sue Lawley stated that the next step was to come up with a method to implement these ideas. For example, decide how to present information to the public, and who will do the presentations, or develop canned presentations about the RAB that anyone can give. What are some good ways to get the best information to the public, and the sources of that information needs to be discussed. Also, mentioned was the need for encouragement of the Reuse Committee to start briefing the RAB on a regular basis. Sue Lawley suggested that the RAB take the action items and assign a few to a small group of two or three to come up with ideas for implementation.

Sue Lawley later led the group to set an agenda for the next meeting. Agenda items include the RFI and Gray Area Work Plans, new site information, FOSL (finding of suitability to lease), and N126 Hanger.

Captain Willis thanked everyone for their forbearance during a long meeting. Although the meeting was longer than usual, he felt that a lot was accomplished. He also thanked Sue Lawley for being a great facilitator.

The next meeting was set for September 27th, 7 pm at the Baker Community Center.

Mayor Harvell adjourned the meeting at 9:15.

The following documents were present at the meeting:

Agenda

Handout on BRAC Clean-up Team Status Update

Fact Sheet on Federal Property Disposal Screening Process

Fact Sheet on National Environmental Policy and NAS Memphis

List of attachments:

Handout on BRAC Clean-up Team Status Update

Brainstorming results

RAB Action Items

RAB Library Index

Repository Index

*Editor's notes:

A full transcript of the meeting will be available at the RAB Library

BRAC Cleanup Team Status Update

Items of Interest for the Restoration Advisory Board (RAB)

23 August 1994

- "GRAY" AREAS - The workplan for investigation of the "gray" areas is being finalized, and field work is scheduled to begin early Fall (Oct/Nov).
- RCRA FACILITY INVESTIGATION (RFI) - The workplan for investigation of Solid Waste Management Units (SWMUs) is being finalized, and field work is scheduled to begin in early Fall (Oct/Nov) on the high priority areas (i.e., plating shop dry wells and landfills). The work will incorporate innovative drilling techniques which will speed the investigation process.
- Two north side drinking water wells were recently tested using an age-dating technique. Results indicate that water from shallower sources is not affecting this deeper aquifer used for drinking water.
- The Community Relations Plan has been finalized and is being implemented.
- Repositories have been established at the Millington Public Library and the NAS Memphis Library. A public notice is being published to inform the community about these repositories.
- The RAB library (for the private use by RAB members) is in place at Mayor Harvell's office.
- An underground storage tank (UST) site adjacent to building S-50 was recently investigated, and samples indicate that the soil and groundwater do not exceed Tennessee Department of Environment and Conservation (TDEC) cleanup levels for a non-drinking water aquifer. Monitoring wells for the site were closed on 15 August 1994 with the concurrence of TDEC and the Memphis and Shelby County Health Department.
- In the process of clearing a ravine on the north side near the radar unit at facility 1696, a new area of concern has been discovered. Approximately 50 drums as well as trash and debris were found in the ravine. This area is under investigation.
- The Millington Municipal Airport Authority has requested to lease a portion of hangar N-126, and intends to have a Fixed Base Operator (FBO) use a portion of the facility. The lease is pending a Finding of Suitability to Lease (FOSL) which will address environmental issues. A visual inspection of the property in early August revealed minor asbestos problems which have since been corrected.

ACTION ITEMS

ACTION ITEM	IDEAS ON HOW TO ACHIEVE
Encourage RAB interaction with Reuse Committee	RAB members could seek out ways to become involved with the Reuse Committee (attend meetings, provide input to the Reuse Committee, review plans being proposed)
Timely notification to members	Develop a plan of action to be followed to ensure timely notification is provided to RAB members (e.g. determine the best method to be used, who would be responsible to prepare/send notification, follow-up to ensure notification received, etc.)
Presentations by RAB to Civic Groups	Develop a plan of action to make this happen (e.g. identify target groups, determine the best approach/type of presentation, identify best person(s) to make the presentation for each of the groups, set up a subcommittee/working group from the RAB who would work with the Navy to develop the presentation.
Economic opportunities.	Develop a strategy to keep public informed about the economic opportunities that will occur from cleanup proposals/transfer of property as a result of closure (e.g. identify the economic opportunities, determine best source to explain them).
More quality information in handouts.	Define quality; identify what has been left out of previous handouts that would increase their value; set up a working group from the RAB to assist development of future handouts.
Reuse Committee briefing to RAB.	Invite the committee to brief the RAB.
Significant agenda items for meetings	Define "significant"; determine what the best agenda items would be to accomplish the RAB's mission; develop a method to ensure the RAB agrees with the agenda items and proposes them when agenda are being set at the end of each meeting.

RECOMMENDATIONS IN ORDER OF VOTES RECEIVED

1. Encourage RAB interaction with Re-Use Committee.
2. Timely notification to members about meetings (not too soon, not too late).
3. Presentations by RAB members to civic groups, schools, etc.
4. Explain economic opportunities to the public.
5. Put more quality information in handouts.
6. Reuse Committee brief to RAB.
7. Significant agenda items.
8. Canvass RAB members to determine what they would like to do (speak at group meetings, distribute information, etc).
9. Prepare display booths at community days.
10. Follow through on requests in a timely manner.
11. RAB members can get others involved in meetings.
12. In presentations at RAB meetings, communicate where projects are headed and how we're going to get there.
13. Consider repository at alternate locations (schools).
14. Provide more opportunity for community presentations.
15. Have a valid agenda for meetings.
16. Define community.
17. Develop an outreach program into community to get information to the public.
18. Publish clear, understandable information.
19. Use City Council meetings to provide RAB summaries/status reports.
20. Find ways to interest community.
21. Work with newspapers, television to get more information discussed in a public forum..
22. Use flyers to promote meetings (place in banks, schools, churches, etc.).
23. Identify strengths/skills of each RAB member.
24. Provide opportunity for outside experts to brief RAB on environmental issues (water quality, etc.) in presentations at meetings.
25. Benchmark with other RABs.
26. Include status updates at meetings.
27. Make presentations understandable to all levels of experience.
28. Include timelines in presentations at RAB meetings.
29. Communicate in presentations at RAB meetings how any future problems discovered in cleanup process will be addressed.
30. Include the topic of liability in RAB meeting presentations.
31. Use phone bill mailouts to get information to the public.
32. Use other methods to get information to the public (billboard, plane, CATV, etc.).
33. Produce more information for distribution to the public.
34. Use general mailouts to get information to the public.
35. Create a vehicle to encourage interaction.

36. Determine training needed by RAB members (e.g., working with community members, team building , partnering).
37. Include information on how actions will help community in RAB meeting presentations.
38. Explain point of project closure in RAB presentations.
39. Have regular meetings.
40. Ensure presentations are correct and appropriate.
41. Have briefings by regulators when/how regulations are changing.

PURPOSE OF THE RAB...

Facilitate community's access to information concerning progress of the Installation Restoration Program (IRP) at NAS.

Solicit public participation to provide an open forum to discuss issues and concerns related to the IRP.

Work as a partner with the BRAC Base Cleanup Team (BCT) on cleanup issues.

Involve the community by making information available to the community for comment.

QUESTION ANSWERED DURING BRAINSTORMING SESSION

What needs to be done to strengthen the RAB's effectiveness as a group working with the BCT to ensure the best decisions are made with regard to the environmental issues at NAS Memphis?

PRESENTATIONS

1. Include timelines.
2. Make understandable to all levels of experience.
3. Include information on how actions will help community.
4. Communicate where projects are headed and how we're going to get there.
5. Point of project closure.
6. Liability.
7. Communicate how any future problems discovered in cleanup process will be addressed.
8. Ensure presentations are correct and appropriate.
9. Provide opportunity for outside experts to brief RAB on environmental issues (water quality, etc.).
10. Regulatory briefings on how regulations are changing.
11. Reuse committee brief RAB on use.

HOW TO GET INFORMATION TO THE PUBLIC

1. Use flyers to promote meetings (place in banks, schools, churches, etc.).
2. Presentations by RAB members to civic groups schools, etc.
3. Produce more information for distribution to public.
4. Find ways to interest community.
5. Develop an outreach program into community.
6. Work with newspapers, television to get more information discussed.
7. General mailouts.
8. Phone bill mailouts.
9. Consider repository at alternate locations (schools).
10. Economic opportunities.
11. Put more quality information in handouts.
12. Publish clear, understandable information.
13. Advertise by other methods (billboard, plane, CATV, etc.).

FUTURE ACTIONS

1. Identify strengths/skills of each RAB member.
2. Canvass RAB members to determine what they would like to do (speak at group meetings, distribute information, etc.).
3. Determine training needed by RAB members (e.g., working with community members, team building, partnering).
4. Encourage interaction (create vehicle).
5. Encourage RAB interaction with Re-Use Committee.
6. Use City Council meetings to provide RAB summaries/status reports.
7. Prepare display booths at community days.
8. Define community.

MEETINGS/COMMUNITY PARTICIPATION

1. RAB members can get others involved.
2. Include status updates.
3. Provide more opportunity for community presentations.
4. Timely notification to members (not too soon, not too late).
5. Regular meetings.
6. Valid agenda.
7. Follow through on requests in a timely manner.
8. Significant agenda.
9. Benchmark with other RABS.

AGENDA ITEMS FOR SEPTEMBER 27 MEETING

Discuss workplans on Gray Areas.

Discuss workplan on RFI (RCRA Facility Investigation).

Discuss FOSL (Finding of Suitability to Lease) N-126 - Hangar.

Discuss new Area of Concern (AOC)

FUTURE AGENDA ITEM

Brief from Airport Authority on Reuse

Reuse for Base

Level of Cleanup

RAB LIBRARY INDEX

- **Initial Assessment Study, November 1983**
- **Confirmation Study (Verification Phase), November 1985**
- **Results of a Contamination Assessment at NAS Memphis (Northside Storm Drain)
100 % Submittal, June 1988**
- **SWMUs 3, 4, and 40 Sampling Report, August 1988**
- **SWMU 28 Sampling Results, January 1989**
- **Preliminary Assessment Report for SWMUs 10, 11, and 12, November 1989**
- **Visual Site Inspection Report, April 1990**
- **Preliminary Review Document for RCRA/CERCLA Activities, NAS Memphis,
Millington, TN, April 1990**

- **Final RCRA Facility Assessment, August 1990**
- **RFI Report SWMU 59, October 1990**
- **Draft Final Interim Measures Workplan, August 1992**
- **Technical Memo Interim Measures for SWMUs 4 and 5, February 1993**
- **Technical Memo Interim Measures for SWMU 1, March 1993**
- **Final Corrective Action Management Plan, May 1993**
- **Final Community Relations Plan, August 1994**
- **Draft RFI Workplan for Group II SWMUs, September 1993**
- **Draft Comprehensive RFI Workplan, September 1993**
- **Final Environmental Assessment Report, Bldg 5 - S50 UST Site, October 1993**
- **BRAC Cleanup Plan, March 1994**
- **Verification Sampling Work Plan for Potential New Sites, August 1994**

REPOSITORY INDEX

- Visual Site Inspection Report, April 1990
- Preliminary Review Document for RCRA/CERCLA Activities, NAS Memphis, Millington, TN, April 1990
- Final RCRA Facility Assessment, August 1990
- RFI Report SWMU 59, October 1990
- Draft Final Interim Measures Workplan, August 1992
- Technical Memo Interim Measures for SWMUs 4 and 5, February 1993
- Technical Memo Interim Measures for SWMU 1, March 1993
- Final Corrective Action Management Plan, May 1993
- Draft RFI Workplan for Group II SWMUs, September 1993
- Draft Comprehensive RFI Workplan, September 1993
- BRAC Cleanup Plan, March 1994
- Final Community Relations Plan, August 1994

**NAVAL AIR STATION MEMPHIS
RESTORATION ADVISORY BOARD
PUBLIC MEETING**

BAKER COMMUNITY CENTER
MILLINGTON, TN
Tuesday, August 23, 1994
7:00 p.m.

Welcome and Introductions

Mr. George Harvell - Mayor, City of Millington
Captain T. LaMar Willis - CO, NAS Memphis

Status Update

BRAC Cleanup Team

Presentation of Questionnaire Results

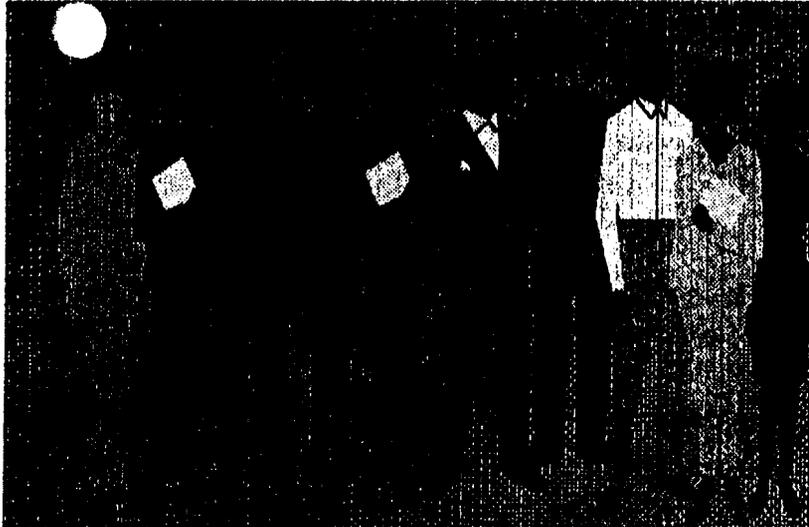
Mrs. Sue Lawley
Southern Division, Naval Facilities Engineering Command, Charleston, SC

Questions and Answers

Closing Remarks

Mr. George Harvell - Mayor, City of Millington
Captain T. LaMar Willis - CO, NAS Memphis

Tonight's presenters will be available for questions and comments
at the end of the program



RAB RESPONSIBILITIES

- **Formulate and execute a meaningful agenda**
- **Ensure Environmental Program is openly and thoroughly discussed / available**
- **Actively and continually interface with community members / stakeholders**
- **Provide advice/comments to decision makers**



- **Stay in tune with the RAB's concerns**
- **Provide Fact Sheets that are complete and functional**
- **Evaluate RAB's advice and recommendations in earnest**
- **Provide explicit documentation when RAB's advice is not adopted**

Function

BRAINSTORMING:

- Used to solicit ideas about what causes a specific process problem
- Group of people in a free-thinking, non-threatening environment
- Yields many ideas, results: $2 + 2 = 5$ (synergy)
- Ideas of one member stimulates ideas for another member

PROPER PROCEDURE

Brainstorming

- Clear statement of problem stated and displayed for entire session
- Silent time (3-5 minutes) for members to record their own thoughts
- Collect ideas from members on a rotating basis
 - No discussion ; maintain creative atmosphere
 - Members may pass and add again later
 - Collection of ideas continues till all members pass
- Discuss ideas to allow clarification
- Group common ideas, throw out others agreed to by group