

**James City County Airport Feasibility Study**

**Weighting Of Evaluation Criteria**

**Instruction Memo**

6-30-08 DRAFT

**To:** Community Airport Committee Members

**From:** Glenn Kay

**Date:** June 30, 2008 - DRAFT

Please use the following instructions to complete attached Table A-2 titled "Importance Weighting Of Evaluation Criteria".

**A.)** Turn to Table A-1, and review Evaluation Criterion Number 1 (*Compatible Land Use*) along with the associated definition.

**B.)** Turn to Table A-2, and:

i) Review the importance scale at the bottom of the page. Here, the Number 1 on the scale is intended to represent a criterion considered to be "Of Very Minor Importance", while the Number 5 on the scale represents a criterion considered to be "Of Average Importance", and the Number 10 on the scale represents a criterion considered to be "Of Very High Importance".

ii) Using the scale at the bottom of the page, select a number (between 1 and 10) that you view as most appropriate to represent the importance of Evaluation Criterion Number 1 (*Compatible Land Use*).

iii) Now, print the number you have selected (between 1 and 10) under the heading **Assessment Of Criteria Importance** for Evaluation Criterion Number 1 (*Compatible Land Use*) on Table A-2.

**C.)** Accomplish procedures (A) and (B) as shown above until your importance weighting numbers have been included for all Twenty Seven Criteria on Table A-2.

Once we have an "Importance Weighting Of Evaluation Criteria" form completed by each Community Airport Committee Member, the individual weighting numbers for each criterion will be averaged, and later used in the Alternatives Evaluation Scoring process.

Thank you for your participation in this important effort.