

# **Port of Portland Hillsboro Airport Master Plan Update Planning Advisory Committee Charter**

## **Charter Purpose**

The purpose of this charter is to define the role of the Planning Advisory Committee (PAC) within the Hillsboro Airport Master Plan Update process and describe how the committee will work together with the project team to achieve the goal of updating the Master Plan.

## **Background**

The goal of an airport master plan is to provide a framework or “blue print” to guide future airport development that will cost-effectively meet aviation demand, while considering the economic, environmental and social needs of the airport and surrounding communities.

In early 2017, the Port of Portland (Port) initiated an update to the Hillsboro Airport Master Plan to envision how Hillsboro Airport will continue to serve the region over the next 20 years and guide strategic investments in airport property. The Port assembled a project team to collect and analyze high quality information that will provide Port staff with an informed understanding of how the airport will be used in the future and prioritize land use and development projects to meet regional needs.

The final Master Plan will be adopted by the Port of Portland Commission. The Commission places a high priority on hearing from the stakeholders, partners and the public when making decisions related to the Hillsboro Airport. The planning process will be influenced by the community, involving stakeholders who use and surround the airport. The PAC will be a key component of the community involvement process.

## **Project Objective and Desired Outcomes**

The objective of the Hillsboro Airport Master Plan Update is to provide the Port with guidance, informed by community involvement, detailed analysis and state of the art forecasting, for future investment in the infrastructure of the Hillsboro Airport. Desired outcomes include:

- A shared understanding of local and regional interests between the Port staff and airport stakeholders
- A clear and actionable plan that guides future investments and development of Hillsboro Airport
- An ongoing public involvement strategy that continues to inform and engage community members after the master plan process is finished

## **Role of the PAC**

The PAC is an advisory body to the Hillsboro Airport Master Plan Update project team. PAC members will provide advice to the project team on key inputs to the analysis and recommendations as the plan is developed. The project team will work with members throughout the process to ensure that concerns and aspirations are consistently understood and considered as alternatives are developed. Project staff will explain how PAC and community input influenced master plan elements before submitting the Hillsboro Airport Master Plan Update to the Port of Portland Commission for approval.

The PAC will be asked to provide input on the following elements essential to development of the Master Plan:

- Community Involvement Plan
- Airport Inventory
- Aviation Activity Forecasts
- Airport Role
- Evaluation Criteria
- Airport Facility Requirements
- Development Alternatives
- Implementation Plan with Ongoing Community Involvement

Within each element there may be applicable topics of interest that PAC members may choose to discuss in more detail, such as sustainability, environmental quality, surface transportation, seismic resilience, community compatibility and accommodating new technology. The facilitator will work with PAC members and the project team to identify these topics of interest and include applicable topics in meeting agendas and activities.

### **Membership**

The PAC includes 17 advisory members and one ex officio member representing interests from aviation, government, business and community members. The Port worked with local governments and organizations to appoint members that represent a balance of different perspectives. Three community members were selected in an open application process conducted by representatives from the Port, Washington County, City of Hillsboro and the former Hillsboro Airport Roundtable Exchange.

### **Responsibilities**

#### *Planning Advisory Committee Members*

PAC members are expected to:

- Prepare for and attend PAC meetings and Hillsboro Airport Master Plan Update events
- Engage with and provide feedback on master plan elements presented by project staff
- Advise the project team on community involvement efforts
- Engage with personal and/or professional networks about the Master Plan and bring information learned back to the PAC to aid with discussions
- Consider public input when providing feedback to the project team
- Be proactive about sharing comments and ideas about the master plan process with project staff
- Complete meeting evaluation forms

#### *Planning Advisory Committee Chair*

The PAC Chair will support the work of the facilitator before and during PAC meetings to ensure discussions are fair and productive. The Chair will support development of proposed agendas and may provide feedback on other meeting materials. The PAC Chair will be appointed by the Port of Portland.

### *Project Staff*

The Port of Portland and Consultant Team make up the project staff. Project staff agree to the following commitments.

- Provide timely, relevant, and objective information necessary to inform PAC input
- Supply PAC members with resources necessary to complete their scope of tasks
- Maintain and report an ongoing record of public comments and questions
- Coordinate community involvement activities
- Collect committee input in advance of Port decisions
- Work with the facilitator, the chair and PAC members to ensure an accurate summary of conversations and outcomes are reflected in the meeting notes

### *Facilitator*

The Port has provided an independent facilitator and notetaker to help prepare meeting agendas, design meeting processes and ensure PAC meetings are fair and productive. This includes:

- Keeping meetings to the start and end times identified on meeting agendas
- Maintaining a neutral stance on master plan topics
- Ensuring all members have meaningful opportunities to provide input
- Encouraging constructive discussion of subjects and considering multiple perspectives
- Orienting discussions toward meeting objectives and project goals
- Concluding discussions that are off topic or not constructive
- Serving as a resource for PAC members and the project team outside of meetings to communicate ideas, opinions or process concerns

### **Meeting Guidelines**

#### *Ground Rules*

All meeting participants agree to abide by the following ground rules.

- Arrive at meetings on time and prepared to discuss agenda topics
- Follow the topics and times on the agenda
- Listen carefully and speak honestly
- Keep an open mind
- Respect the views and opinions of others
- Provide comments that are specific and constructive
- Allow everyone the opportunity to speak once before speaking a second time
- Bring a spirit of cooperation and creativity to solutions
- Speak from interests - not from positions
- Consider the needs and concerns of people outside your own community

#### *Time Commitment and Attendance*

PAC members will meet approximately 8 – 11 times between February 2017 and December 2018. PAC meetings will be 2 – 4 hours in length and will be held weekday evenings at a location in Hillsboro. The Port will provide dinner and refreshments for PAC members.

Consistent attendance is essential to accomplish PAC tasks. If a PAC member misses two consecutive meetings, the Port may seek to exchange the member with someone who can attend meetings consistently.

#### *Feedback Mechanisms*

As proposals come before the PAC for discussion, the facilitator may seek the collective opinion of PAC members by asking for hand signals (thumb up, thumb to the side, thumb down) or colored cards to signify “I agree with the proposal” “I agree but have some reservations,” or “I do not agree with the proposal.” Other methods for collective input may also be used during the meetings.

PAC members are encouraged to seek consensus, but it is not required. Project staff will accept minority reports with any formal PAC recommendations. Final decisions will be made by the Port of Portland Commission.

#### *Meetings and Public Comment*

Members of the public are welcome to attend PAC meetings and listen. Notice of PAC meetings will be posted on the project website in advance.

Only project staff, invited speakers, and members of the PAC may sit at the meeting table to participate in discussions. PAC meeting agendas will reserve time for public comment and questions to project staff. Typically, comments will be limited to a maximum of three minutes per person. The facilitator may shorten the time allotted to each commenter if needed to keep the PAC’s work on schedule. Port staff will be available at each meeting to address questions from the public. Written comments received during a PAC meeting will be included in the meeting summary. If public comments include specific questions that project staff can address, the response will be added to the meeting summary.

#### *Meeting Agendas and Meeting Materials*

The facilitator will work with project staff and the PAC chair to develop agendas for PAC meetings. PAC members may propose topics for future meeting agendas, and staff will consider requests within the scope of the master plan. Meeting agendas and meeting materials will be sent electronically to PAC members one week in advance of meetings and will be posted on the project website. Hard copy packets will be provided at each meeting.

In addition to master plan topics, time will be reserved at each meeting for the Port General Aviation Manager to provide an update on activities and news at Hillsboro Airport.

#### *Meeting Summaries*

Project staff will prepare draft and final PAC meeting summaries. Draft meeting summaries will be sent to PAC members electronically for review. Any edits to meeting summaries will be addressed at the following meeting. Final meeting summaries will be posted on the project website after review by the PAC.

## Guidelines for Communication Outside of PAC meetings

### *Email and Informal Conversations*

PAC members may communicate with project staff or the facilitator outside of formal meetings to share ideas and request information. PAC members, project staff and the facilitator are encouraged to adhere to the same ground rules of respect outside of formal meetings. No recommendations on behalf of the PAC will be made outside of official noticed meetings.

### *Media*

PAC members may not respond to inquiries from the media on behalf of the PAC. PAC members may respond as individuals. Members of the PAC are encouraged to direct any inquiries from members of the media to project staff for comment.

## Work Plan and Tentative Schedule

The work plan below outlines the master plan elements to be discussed in PAC meetings and other community involvement activities. The work plan will be updated as work progresses.

Item	Date	Objective
<b>PAC Airport Tour</b>	Feb. 25, 2017	Gain familiarity with Hillsboro Airport (an additional tour will be scheduled)
<b>PAC Meeting #1</b>	Feb. 27, 2017	Introduction to airport, process and master plan
<b>PAC Meeting #2</b>	May 4, 2017	Discuss: <ul style="list-style-type: none"><li>• Airport Inventory</li><li>• Airport Role / Strategic Analysis</li><li>• Community involvement plan</li></ul> Conclude: <ul style="list-style-type: none"><li>• PAC Charter</li></ul>
<b>Public Workshop (optional)</b>	TBD	Increase understanding of topics of interest. <ul style="list-style-type: none"><li>• Noise</li><li>• Air quality</li></ul>
<b>PAC Meeting #3</b>	June 2017	Discuss: <ul style="list-style-type: none"><li>• Existing conditions</li><li>• Aviation forecasts</li><li>• Evaluation criteria</li></ul> Conclude: <ul style="list-style-type: none"><li>• Community involvement plan</li><li>• Airport Inventory</li><li>• Airport Role</li></ul>
<b>Community Outreach at Celebrate Hillsboro</b>	July 2017	Explain and collect public input on work completed to date
<b>PAC Meeting #4</b>	Sept. 2017	Discuss: <ul style="list-style-type: none"><li>• Facility Requirements</li></ul> Conclude:

		<ul style="list-style-type: none"> <li>• Evaluation criteria</li> <li>• Aviation Forecasts</li> </ul>
<b>Public Workshop (optional)</b>	TBD	<p>Increase understanding of topic of interest</p> <ul style="list-style-type: none"> <li>• Seismic planning</li> </ul>
<b>Joint Outreach Event at HIO Air Fair</b>	Oct. 2017	<p>Present and collect public input on work completed to date</p> <ul style="list-style-type: none"> <li>• Airport Inventory</li> <li>• Aviation Forecasts</li> <li>• Airport Role</li> <li>• Evaluation criteria</li> </ul>
<b>PAC Meeting #5</b>	Dec. 2017	<p>Discuss:</p> <ul style="list-style-type: none"> <li>• Airport Alternatives</li> </ul> <p>Conclude:</p> <ul style="list-style-type: none"> <li>• Facility Requirements</li> </ul>
<b>PAC Meeting #6</b>	TBD	<p>Conclude:</p> <ul style="list-style-type: none"> <li>• Airport Alternatives</li> </ul>
<b>Joint Outreach Event</b>	TBD	<p>Collect public feedback on Master Plan Alternatives</p>
<b>PAC Meeting #7</b>	TBD	<p>Discuss</p> <ul style="list-style-type: none"> <li>• Implementation Plan and Ongoing Community Involvement</li> <li>• PAC Report</li> </ul> <p>Conclude:</p> <ul style="list-style-type: none"> <li>• Preferred Alternative</li> </ul>
<b>PAC Meeting #8</b>	TBD	<p>Finalize</p> <ul style="list-style-type: none"> <li>• PAC Report and Documentation</li> </ul>
<b>PAC Meeting #9</b>	TBD	<p>Process wrap-up</p>
<b>Port Commission Approval</b>	Early 2019	<p>Port Executive Director submits Master Plan to Port Commission for approval.</p>