

**INTERGOVERNMENTAL AGREEMENT FOR  
PDX COMMUNITY ADVISORY COMMITTEE**

This INTERGOVERNMENTAL AGREEMENT FOR PDX COMMUNITY ADVISORY COMMITTEE ("PDX CAC") ("Agreement") effective May 13, 2011 ("Effective Date") is between **THE CITY OF PORTLAND, OREGON**, a municipal corporation ("COP"), **THE CITY OF VANCOUVER, WASHINGTON**, a municipal corporation ("COV") and **THE PORT OF PORTLAND**, a port district of the State of Oregon ("Port").

**RECITALS**

A. The Port and COP are authorized to enter into intergovernmental agreements with other governments pursuant to the terms of ORS 190.003 to 190.010.

B. COV is authorized to enter into intergovernmental agreements with other governments pursuant to RCW 39.34.

C. The Port and COP are also partners to an *Intergovernmental Agreement Portland International Airport (PDX) Land Use Approvals Work Program and Tasks*, effective March 12, 2004, as amended by *Reimbursement Agreement Amendment No.1 To Intergovernmental Agreement*, effective October 1, 2006; *Detailed City Workplan Amendment No. 2 to Intergovernmental Agreement*, effective June 27, 2007, *Detailed City Workplan Amendment No. 3 to Intergovernmental Agreement*, effective August 5, 2008, *Detailed City Workplan Amendment No. 4 to Intergovernmental Agreement*, effective June 30, 2010, and *Detailed City Workplan Amendment No. 5 to Intergovernmental Agreement*, effective December 29, 2010, which resulted in the Airport Futures Project ("Airport Futures").

D. Airport Futures will guide and influence the Portland International Airport's ("Airport") future development through 2035. Over the last five (5) years the Port and COP have collaborated on long range planning efforts. Airport Futures has included a Planning Advisory Group ("PAG") comprised of citizens representing diverse and regional interests.

E. The Port, COP and COV recognize that the Airport is a regional economic asset with community benefits and impacts. In recognition of the need for regional collaboration on certain airport planning and development, the Port, COP and COV have agreed to establish through this Agreement an ongoing PDX Community Advisory Committee defined above as PDX CAC and undertake specific tasks and activities required to support and sustain PDX CAC.

NOW, THEREFORE, in consideration of the promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows.

**AGREEMENT**

**1. RECITALS**

The Recitals above are incorporated into and are a part of this Agreement.

**2. TERM**

This Agreement shall be effective upon execution by all parties and will terminate collectively with the termination of PDX CAC. There shall be no automatic sunset; however, if PDX CAC

members and/or Sponsors agree that PDX CAC is no longer needed, or if terminated under other provisions of this Agreement, the PDX CAC may be disbanded and this Agreement terminated.

### **3. PDX CAC'S STRUCTURE**

The Sponsors (as defined in Section 3.3) agree that PDX CAC shall be structured and operate as set forth herein. The recommended structure is included in the Exhibits to this Agreement attached hereto for reference purposes. Sponsors will discuss any proposed structural changes with PDX CAC. Modifications may be made by amendment to this Agreement as recommended in the PDX CAC and Sponsor's annual evaluation process.

#### **3.1 PDX CAC's Mission**

PDX CAC is intended to: (a) support meaningful and collaborative public dialogue and engagement on Airport planning and development matters that impact the surrounding community; (b) provide an opportunity for the community to inform Port staff, COP staff, COV staff and other jurisdictions in the region impacted by Airport development; and (c) raise public knowledge regarding the Airport and impacted communities. A key focus of the PDX CAC will be to develop recommendations that are informed by the Sustainability Visions and Values, Guiding Principles, and Goals developed by the PAG, and which may be refined from time to time, in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

#### **3.2 Membership**

PDX CAC shall incorporate bi-state, regional, and diverse representation. Membership will consist of up to twenty (20) voting members and up to ten (10) ex officio non-voting members. The specific membership interests are outlined in the *Airport Futures Planning Advisory Group Consensus Recommendation*, attached hereto as **Exhibit A**. Initial appointments shall be for a period of two (2) or three (3) years staggered to ensure continuity of membership. Following the initial year, appointments shall be for a period of two (2) years with no term limits. Each recommended specific membership interest group identified in **Exhibit A** shall appoint a member. All appointed members shall be confirmed by Sponsors based on Sponsor approved appointment guidelines. Each appointment shall be effective on the date of confirmation by the Sponsors. For those PDX CAC positions where no one organization holds the interest, Sponsors agree to circulate a broad invitation letter to appropriate interest groups to request joint agreement on an appointment. If the groups do not achieve consensus, Sponsors shall appoint the member from a pool of interested candidates in collaboration with the Chair, Vice Chair and PDX CAC members. Meetings shall be held quarterly with meetings added or eliminated as needed.

#### **3.3 Sponsorship**

The Port, COP and COV (jointly "Sponsors") shall sponsor PDX CAC. Sponsors shall create and sustain PDX CAC as specified in Sections 3.5 to 3.7, 4 and 5. Specifically, the Sponsors will define PDX CAC's parameters, confirm all appointments, provide administrative and technical resources, receive regular reports, evaluate performances and evaluate future structure. Sponsors shall provide staff support and technical expertise and work with PDX CAC to resolve issues and navigate barriers.

### **3.4 Scope/Purview**

PDX CAC shall refine its scope/purview when appropriate. The scope/purview will be focused on the following functional areas related to the Airport resulting in community impacts; (a) planning and development; (b) sustainability; (c) public involvement; and (d) other related issues. Specific issues the PAG recommended be addressed are set forth in the *Airport Futures Planning Advisory Group Consensus Recommendation*, attached hereto as **Exhibit A**.

### **3.5 Authority**

PDX CAC will act as an advisory committee to Port staff, COP staff, and COV staff. Sponsor senior management will be present at PDX CAC membership meetings to the extent reasonably possible. With full concurrence of Sponsors, PDX CAC may consider possible changes to its role and membership during the annual evaluation.

### **3.6 Coordinating Committee**

A Coordinating Committee consisting of the facilitator (during the period when a facilitator is used), the Chair and Vice Chair (as defined in Section 3.7), and Sponsors, shall meet or otherwise coordinate in advance of each PDX CAC membership meeting in order to develop membership meeting agendas and identify agenda time needed to address areas of special interest identified by PDX CAC or community members (a sample of a Suggested Meeting Agenda is attached hereto as **Exhibit B**). Additionally, the Coordinating Committee shall propose revisions to the PDX CAC work plan and address issues that arise between PDX CAC membership meetings (a copy of the draft Work Plan Outline is attached hereto as **Exhibit C**).

### **3.7 Chair / Vice Chair**

Sponsors shall appoint the initial Chair and Vice Chair from the PDX CAC membership. This appointment and subsequent appointments will be for a term of one (1) year. The following criteria shall be used as guidance in making such appointments: (a) profile and credibility in the community; (b) balanced interests; (c) ability to facilitate PDX CAC discussion; and (d) ability to appropriately represent PDX CAC. After the initial year and each year thereafter, PDX CAC membership shall appoint the Chair and Vice Chair. The Port shall provide a facilitator to support the Chair and Vice Chair during the initial year (or as long as Sponsors deem necessary). The Chair and Vice Chair will report back to PDX CAC at its next meeting on any Coordinating Committee actions that occur between meetings.

### **3.8 Annual Evaluation and Report to Sponsors**

PDX CAC shall annually evaluate its performance and consider future structure, membership, work plan, and other related issues. PDX CAC will provide an annual report to the Sponsors and interim reports as deemed appropriate. Sponsors shall provide staff assistance during the annual evaluation and in development of reports.

## **4. SPONSOR CONTRIBUTION REQUIREMENTS**

### **4.1 Monetary Contribution**

All monetary costs associated with PDX CAC shall be the responsibility of the Port excluding staff and administrative costs of Sponsors as described in Section 4.2. In an effort to mitigate costs and promote sustainability all PDX CAC materials will be provided electronically; however, hard copies will be made available to PDX CAC members upon request or as required

by law. The Port will be responsible for records and recordkeeping for the PDX CAC in the event of a public records request.

#### **4.2 Nonmonetary Contribution**

Sponsors shall share administrative and technical staff support for PDX CAC. Each Sponsor shall assign a senior level manager to participate in the PDX CAC and a designated contact person. Participation shall include approximately four (4) pre-agenda meetings per year for technical staff; four (4) Coordinating Committee meetings per year for technical staff; and four (4) PDX CAC meetings per year for senior level managers. If the designated senior manager cannot attend a specific meeting, an appropriate senior level staff person familiar with Airport issues shall be designated by such senior level manager to attend. Sponsors shall provide notification of meetings and meeting materials in advance of meetings.

#### **5. PUBLIC NOTICE REQUIREMENT**

COP and the Port agree PDX CAC member meeting presentations, or an offer thereof to PDX CAC, shall be deemed to satisfy the COP Public Notice requirement found in Portland City Code Section 33.565.310.

#### **6. DISPUTE RESOLUTION**

In the event a dispute arises between the parties involving this Agreement, the parties shall use their best efforts to settle such disputes, questions, or disagreement. To this effect, the parties shall consult and negotiate with one another in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties.

#### **7. AVAILABILITY AND APPROPRIATION OF FUNDS**

It is understood that the parties are public agencies with the fiduciary duty to expend public funds in accordance with applicable law. Furthermore, the Port is subject to federal grant assurances directing the expenditure of airport revenue. All obligations of the Port, COP, and COV are contingent upon funding being available and appropriated. The parties agree that they will strive to attain funding necessary to meet their respective obligations under this Agreement.

#### **8. CAPACITY TO EXECUTE**

The parties each warrant and represent to one another that this Agreement constitutes a legal, valid and binding obligation of that party. The individuals executing this Agreement personally warrant that they have full authority to execute this Agreement on behalf of the party for whom they purport to be acting.

#### **9. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

#### **10. DEFINED TERMS**

Capitalized terms shall have the meaning given them in the text herein.

#### **11. ENTIRE AGREEMENT**

This Agreement represents the entire agreement between the parties relating to the parties responsibilities to the PDX CAC. This Agreement has been thoroughly negotiated between the

parties; therefore, in the event of ambiguity, there shall be no presumption that such ambiguity should be construed against the drafter.

## **12. GOVERNING LAW**

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Oregon. Jurisdiction shall be with Multnomah County Courts or the Federal Court located in Portland, Oregon.

## **13. HEADINGS**

The section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

## **14. MODIFICATION**

Except as specifically set forth herein, this Agreement may not be modified or amended except by a written instrument duly executed by the authorized signatories for the parties hereto.

## **15. TERMINATION**

This agreement may be terminated by mutual written agreement of the Sponsors or by thirty (30) calendar days written notice by a Sponsor to the other Sponsors. Termination of this Agreement does not necessarily prohibit the continuation of the PDX CAC.

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IN WITNESS HEREOF, the parties have subscribed their names hereto effective as of the year and date first written above.

**THE CITY OF PORTLAND**

**THE PORT OF PORTLAND**

By: [Signature]  
Sam Adams, Mayor

By: [Signature]  
Bill Wyatt, Executive Director

Date: 5/12/11

Date: May 19, 2011

By: [Signature]  
LaVonne Griffin-Valade, Auditor

APPROVED FOR LEGAL SUFFICIENCY FOR THE PORT:

By: [Signature]  
Counsel for Port of Portland

Date: 5/13/11

APPROVED AS TO FORM FOR THE CITY:

**APPROVED AS TO FORM**

By: [Signature] <sup>KSB</sup>  
Counsel for City of Portland

**CITY ATTORNEY**

**THE CITY OF VANCOUVER**

By: [Signature]

Print Name: TIM LEAVITT

As Its: Mayor

Date: May 23, 2011

APPROVED FOR LEGAL SUFFICIENCY FOR THE CITY OF VANCOUVER:

By: [Signature]  
Counsel for City of Vancouver

**EXHIBIT A**  
**PDX COMMUNITY ADVISORY COMMITTEE (PDX CAC)**  
**CONSENSUS RECOMMENDATION**  
**APPROVED 11/17/09 by Airport Futures Planning Advisory Group**

The Airport Futures Planning Advisory Group (PAG) has recommended by consensus that an ongoing community advisory committee for Portland International Airport (PDX) be established by the Port of Portland, City of Portland, and City of Vancouver following the Airport Futures planning process (approx. fall 2011). The PDX Community Advisory Committee (PDX CAC) would be comprised of up to 20 voting members and 10 ex officio members representing diverse, bi-state, regional interests and meet quarterly with meetings added or deleted based on the work plan. Its mission will be to:

- Support meaningful and collaborative public dialogue and engagement on airport related planning and development;
- Provide an opportunity for the community to inform the decision-making related to the airport of the Port, the City of Portland and other jurisdictions/organizations in the region; and
- Raise public knowledge about the airport and impacted communities.

A key focus of the committee will be to work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

**1. SPONSORSHIP**

- Sponsorship is defined as the jurisdictions that will create and sustain the PDX CAC. The Sponsors will define the PDX CAC's parameters, confirm all appointments, potentially make some appointments, provide committee resources, receive regular reports on the work, evaluate performance, and evaluate future structure based on PDX CAC feedback. When there are issues surfaced that impact the community related to the airport, Sponsors will bring these issues to PDX CAC, share information and get input in advance of decisions. Sponsors will also provide staff support and technical analysis/expertise and work with the committee to resolve issues and navigate barriers.
- The City of Portland, Port of Portland, and City of Vancouver will sponsor the PDX CAC. Sponsorship is contingent upon providing staff support and senior management participation in PDX CAC.

**2. SCOPE/PURVIEW**

- Scope/Purview is defined as PDX CAC's charge and the specific areas of focus for the PDX CAC.
- The PDX CAC will have a broad Scope/Purview focused on five functional areas as outlined below.
- Consistent with its mission, the Sponsors and the Committee members will set the committee agenda.
- The PDX CAC Scope/Purview will include PAG carryover issues (e.g., Beyond 65 DNL noise work group, PAG sideboards).
- Refinement of the Scope/Purview may occur as part of the annual evaluation/retreat with agreement by Sponsors.

**Planning and Development**

- Monitor 2010 PDX Master Plan implementation and help design future master planning processes

- Monitor City of Portland Land Use Plan (City Land Use Plan) implementation
- Monitor future updates to City Land Use Plan
- Offer early input on planning and development projects within the Airport Plan District
- Provide input on PDX projects not included in Airport Plan District regulatory reviews
- Review and comment on noise, transportation, natural resource, land use, and air service issues and efforts as they relate to the PDX Master Plan and City Land Use Plan, collaborating with other standing technical committees where there are shared areas of interests
- Participate in future PDX follow-on studies and address issues as they arise

### **Sustainability**

Based on PAG recommended sustainability guiding principles:

- Evaluate sustainability of projects proposed for development
- Monitor PDX sustainability results, lessons learned, plan adjustments, and new initiatives (adaptive management/continuous learning)
- Refine and develop PDX sustainability goals proposed by PAG, and other strategies, initiatives, and projects
- Monitor sustainability efforts at the global, national, state, and local levels, both within and outside the aviation industry, to influence policy and better inform planning and development decisions (at all levels)
- Refine and develop sustainability policies and concepts based on evolving understanding of sustainability

### **Other City-Port Agreements**

- Provide forum for periodic reporting on other agreements between the City of Portland and Port which memorialize “good ideas” that do not fit in City of Portland code (e.g., PDX CAC), or that specify required mitigation (e.g., transportation improvements)
- Participate in recommending refinement of City-Port Agreements and development of other community agreements, working in collaboration with other interested parties (e.g., neighborhoods, advisory committees, and other groups).
- Review the City Land Use Plan and PDX Master Plan every five years and consider hosting a forum to update the community on airport plans.

### **Public Involvement**

- Promote two-way communication and information sharing related to the airport between all stakeholders
- Serve as education and information resource for the public on community concerns related to PDX
- Provide opportunity to influence Sponsors, and other PDX CAC membership organizations’ decision-making related to the airport
- Provide active role in ongoing public involvement activities, including input on design and feedback on effectiveness of such activities

### **Other**

- Provide policy recommendations to Sponsors, region, state, and federal government on aviation and land use issues, including input on federal and state legislation
- Provide annual evaluation of PDX CAC accomplishments and report to Sponsors and other jurisdictions/organizations participating in the PDX CAC



### **3. CHAIR/VICE CHAIR**

- The Chair and Vice Chair will be appointed jointly by Sponsors (Portland and Vancouver Mayors and Executive Director of the Port) in the first year for a one-year term based on staff recommendations and the following criteria: profile and credibility in the community, balanced interests, ability to facilitate committee discussion, and ability to represent the committee.
- A facilitator will be provided by Sponsors to support the Chair and Vice Chair in the first year.
- The PDX CAC membership will appoint the Chair and Vice Chair in the second year and every year thereafter.
- A Coordinating Committee - comprised of the facilitator, PDX CAC chair and vice chair, and Sponsor staff - will be convened to develop PDX CAC agendas and identify agenda time needed to address areas of special interest identified by the committee or community. The Coordinating Committee will also refine the PDX CAC work plan, and determine how to address issues that arise between meetings.
- The Chair will report back to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

### **4. SIZE AND MEMBERSHIP INTERESTS**

- PDX CAC will have bi-state, regional, diverse representation.
- PDX CAC will be comprised of up to 20 voting members and 10 ex officio members as outlined below.
- Technical advice from agencies, organizations, or individuals with specialized expertise will be available to the PDX CAC as issues arise.

#### **Voting Members (20)**

Voting members will be the core of the PDX CAC. They will sit at the table and have full voting rights.

- 4 Portland neighborhood coalitions (East Portland Neighborhood Office, Central Northeast Neighbors, North Portland Neighborhood Services, and Northeast Coalition of Neighbors)
- 1 Citywide Land Use Group representative
- 1 East Multnomah County neighborhood rep from City of Fairview, Gresham, Maywood Park, Troutdale, and Wood Village
- 1 Vancouver neighborhood
- 1 Clark County neighborhood representative (Camas/Washougal area)
- 1 Multi-modal transportation representative
- 1 Airport Noise interest (PDX Citizen Noise Advisory Committee)
- 1 Environment/Wildlife/Natural Resources
- 1 Environmental Justice (Coalition of Communities of Color)(e.g., communities of color, low income)
- 1 Portland Planning and Sustainability Commission
- 1 Columbia Slough Watershed Council
- 1 Business organization (e.g., Columbia Corridor Association, Portland Business Alliance, Westside Economic Alliance, Travel Portland, large cargo or passenger business user)
- 1 Passenger airline (Airline Committee)
- 1 Cargo representative (Portland Air Cargo Association)
- 1 General Aviation
- 1 Military
- 1 Airport employee (represented or unrepresented labor)

### **Ex Officio Members (10)**

Ex Officio members are “non-voting” members. Ex Officio members will sit at the PDX CAC table with voting members, participate fully in discussions, and share their experience and expertise, but not vote on issues.

- 1 Port Aviation Director (or designee)
- 1 Portland Bureau of Planning and Sustainability Director (or designee)
- 1 Vancouver Planning Director (or designee)
- 1 Metro staff
- 4 counties in Portland-Vancouver region/staff (Clackamas, Multnomah, Washington in Oregon and Clark in Washington)
- 1 Federal Aviation Administration
- 1 PDX Wildlife Committee staff

\* Any interested stakeholder will be added to the electronic mailing list, receive meeting materials, and be invited to attend PDX CAC meetings.

### **5. AUTHORITY/ROLE**

- PDX CAC will be a highly influential advisory committee due to: the presence of the Sponsor senior management at all meetings, a standing agenda item at Port Commission meetings, City Council agenda time as needed, and annual review of its work with the Port Commission and Portland and Vancouver City Councils.
- As part of its annual evaluation, PDX CAC may consider possible changes to its role and membership with the concurrence of Sponsors.

### **6. RESOURCES**

- The Sponsors will share responsibility for administrative and technical staff support for PDX CAC. There is recognition that Sponsor staff support will be limited (.25 -.5 FTE), but is critical to the success of PDX CAC. Participation of PDX CAC membership will be equally critical.
- PDX CAC will have an independent facilitator in the first year. If not, PDX CAC may be jointly facilitated by the Sponsors, or PDX CAC members may facilitate their own meetings.
- All committee materials will be provided electronically as a sustainability measure, but hard copies will be made available to committee members upon request. Staff will endeavor to provide notification of and meeting materials two weeks in advance of meetings.
- Meeting notices, agendas, and notes will be posted on the Port of Portland website. A link to this committee will be posted on the Portland Bureau of Planning and Sustainability and City of Vancouver websites with meeting notices posted on the City calendar.

### **7. APPOINTMENTS/TERMS**

- PDX CAC members’ initial appointments will be for either two or three years; member terms will be staggered to ensure continuity of membership. All reappointments will be for two-year terms.
- Appointments will be made by interest organizations/jurisdictions represented on PDX CAC, based on appointment guidelines that include, but are not limited to, the sustainability goal of representation reflecting the diversity of the region to ensure equity.
- For those where no one organization represents an interest (i.e., environmental), Sponsors will circulate a broad invitation letter to such interest groups and ask these groups to jointly agree on an appointment to represent their interests. If there is no group consensus of such appointments, Sponsors will appoint members from a pool of interested candidates in collaboration with the PDX CAC chairs or other representatives of the then exiting PDX CAC members.

- Sponsors will confirm all appointments.
- There are no term limits for PDX CAC members. Reappointment is possible, but is at the discretion of the appointing jurisdiction/organization. Appointing jurisdictions/organizations will be notified by Sponsors of expiration of terms and encouraged to publicize openings within the community.

## **8. RELATIONSHIP TO OTHER PORT AND CITY STANDING COMMITTEES**

- PDX CAC will acknowledge the independence of existing PDX and City of Portland standing committees with specialized expertise (i.e., PDX Citizen Noise Advisory Committee, PDX Wildlife Committee, PDX International Air Service Committee, and Multnomah County/Portland Sustainability Commission). These committees have technical subject matter expertise. PDX CAC will have broader, more holistic focus and discussion which will be informed by the technical analysis and advice of these specialized committees.
- Representatives from these committees will provide regular updates on their work as it relates to PDX.
- PDX CAC will seek guidance from and collaborate with these committees, as needed, where crossover issues arise.
- PDX CAC will work collaboratively with other specialized committees. PDX CAC and specialized committees may elect to have discussions surrounding the coordination of their work and joint discussions on topics or issues of common concern. In this case, the Sponsor staff will convene a meeting of the two chairs and decide on a process for discussing the issues. If there is no process agreement or joint substantive recommendation, PDX CAC and the specialized committees may provide independent reports to the Port Commission, City Councils, and other appointing jurisdictions.
- PDX CAC will review its relationships with these committees as part of its annual evaluation.

## **9. RELATIONSHIP TO OTHER PDX PROJECT COMMITTEES**

- Sponsors will consult with PDX CAC on the creation of future master plan committees.
- PDX CAC and individual PDX CAC members can decide the level of involvement in such committees as part of the annual evaluation process.
- To prevent overload and help maintain PDX CAC's broad oversight role, the recommendation is that PDX CAC not double as a project committee.

## **10. SUBCOMMITTEES**

- PDX CAC and Sponsors will evaluate the need for subcommittees, factoring in resource considerations.
- There will be no prescriptive criteria for subcommittee establishment as with Airport Futures.

## **11. FREQUENCY OF MEETINGS**

- PDX CAC will meet quarterly, with meetings deleted and added as needed (the actual meeting schedule will be determined based on the Work Plan).
- If time sensitive issues arise and scheduling a meeting is not possible, PDX CAC may discuss urgent topics electronically. The Chair will report back to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

## **12. ANNUAL EVALUATION/SUNSET PROVISION**

- PDX CAC will have annual evaluation to review PDX CAC accomplishments and consider PDX CAC future, structure, membership, Work Plan, and other outstanding issues. This evaluation will include a summary of PDX CAC recommendations and results of their actions.

- There will be no automatic sunset of PDX CAC.

### **13. ANNUAL REPORT TO SPONSORS/APPOINTING JURISDICTIONS-ORGANIZATIONS**

- PDX CAC will provide an annual report to Sponsors based on its annual evaluation with interim reports to Sponsors as needed.
- Staff will assist PDX CAC in developing these reports.  
There is an expectation of regular, two-way communication between PDX CAC members and their appointing jurisdictions/organizations. This is intended to ensure meaningful representation of those interests on PDX CAC.
- Time will be set aside on the PDX CAC agenda for report backs from this outreach.

### **14. DECISION-MAKING**

- It is recommended that PDX CAC continue PAG-like collaboration protocols, including consensus/majority-minority decision-making.
- The PDX CAC will make final decisions on its decision-making process.

### **15. FIRST YEAR WORK PLAN**

- A draft first year work plan has been proposed for the PDX CAC.
- Annual work plans will be developed as part of PDX CAC's annual evaluation.

### **16. INTERGOVERNMENTAL AGREEMENT**

- Staff will develop a draft intergovernmental agreement formalizing PDX.
- The agreement should include a process for conflict resolution between the Sponsors.

**EXHIBIT B  
SUGGESTED MEETING AGENDA**

**Welcome and Introductions**

**Adoption of Prior Meeting Notes**

**Business Update by the Director of Aviation - Port**

- Passenger, cargo, general aviation, military, operations review, forecast, and budget update
- Other significant PDX and other airport updates (e.g., airline agreement, concessions, leases, Troutdale and Hillsboro airports' impacts on PDX operations)
- DISCUSSION and FOLLOW-UP

**Sustainability Report and City/Port Program Reports – City/Port**

- Update on work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility
- DISCUSSION and FOLLOW-UP

**Construction Project Update – current and forecast – Port/City**

- PDX: Airfield, terminal, landside/parking (e.g., North Runway, deicing, Ticket lobby, baggage screening)
- City of Portland: transportation, public facilities, natural resource enhancement
- DISCUSSION and FOLLOW-UP

**Long Range Planning – Port/City**

- PDX: Airport Futures Update, ticket lobby master plan, follow-on studies
- City of Portland: Portland Plan, District level plans
- DISCUSSION and FOLLOW-UP

**SPECIAL FOCUS TOPIC – see below**

**Roundtable on Community Engagement and Activities – All**

- City of Portland District Planners
- Portland Neighborhood Coalitions/Vancouver-Clark County Neighborhood Office/East Multnomah County
- PDX Noise Office / Citizens Noise Advisory Committee
- PDX Wildlife Advisory Committee
- PDX International Air Service Committee
- Committee Members – roundtable plus outreach and report back from appointing organizations/jurisdictions/constituencies
- DISCUSSION and FOLLOW-UP

**Public Comment**

**Closing**

- Meeting Evaluation – product and process
- Next Meeting Agenda – any changes based on committee input

|   |  |
|---|--|
| <b>Special Focus Topics:</b>                                |  |
| Areas of special interest identified by committee/community | Sustainability overview – PDX and City             |
| PDX public involvement year ahead/supplemental outreach     | Beyond the 65 DNL Noise Work Group recommendations |
| Annual report and evaluation and next year work plan        | Update on City-Port agreements                     |
| Detailed PDX project briefings                              | PDX wildlife management overview                   |
| PDX Finances  | Other?   |

## **EXHIBIT C DRAFT WORK PLAN OUTLINE**

This is a suggested work plan for the first year of PDX Community Advisory Committee (PDX CAC) which assumes an initial kick-off/orientation session and four quarterly meetings. The work plan and specific meeting agendas will be refined based on input from the meeting facilitator, Chair, Vice-chair, and Sponsors. Ideally, meetings will occur at a regularly scheduled date and time. Included in the work plan is a suggested meeting agenda of a “typical” PDX CAC meeting after an initial kick-off/orientation meeting. Meeting times are proposed for 6:00 to 8:30 pm with dinner provided at 5:30 pm; the kick-off meeting/orientation is proposed for six hours on a Saturday.

Since the PDX CAC is intended to be advisory and representative, the suggested meeting agenda aims to ensure a two-way flow of information, balance briefings with information-sharing, and allow input opportunities and discussion from the community in advance of Port decision-making on airport-related issues. A key focus of the committee will be to work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

### **First Year 2011-2012 – with Chair, Vice Chair and meeting facilitator**

#### Kick-off Meeting – Saturday, September 2011 – 9 am to 2 pm with lunch – Fire Station

Welcome/Introductions – Portland Mayor/Vancouver Mayor/Port Executive Director/Bureau of Planning and Sustainability Director/Port Aviation Director

Orientation/Mission/Charter - Facilitator

- Airport Futures Lessons Learned
- Sustainability Focus (continued three-pronged Economic, Environment and Social lens)
- City-Port Agreements
- Scope-Purview

Ground Rules/Meeting Protocols/Decision-making - Facilitator

- Suggested framework from PAG

Draft First Year Work Plan Review and Meeting Agenda - Facilitator

- Carryover work items from PAG and additional direction from Sponsors
- Suggested meeting agenda plus special focus
- Coordination with PDX and other ongoing committees
- Public Input
- Port website with City link

Teambuilding - All

- Member interests - possible advance survey of member interests

PDX Briefing/Tour - Port

- Overview on Federal Aviation Administration and Operational Context

What to Expect in the Next Year – Port/City/other

- Sustainability goals, strategies, initiatives, and projects
- Examples of development projects (North Runway extension, Deicing enhancement, Front Terminal, Inline Baggage Detection System, etc.)
- City of Portland District Planners and City of Vancouver/Clark County/East Multnomah County Overview and Year Ahead
  - Key issues/challenges of adjacent neighborhoods/coalitions

- Development/transportation/natural resources/planning

Discussion: What Does Group Want to Hear More About? - All

Meeting Evaluation - Facilitator

Closing

- Next Meeting Agenda - any changes based on committee input

First Meeting – October 2011 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Sustainability Overview – PDX (goals, strategies, initiatives and projects) and City (Climate Change Action Plan, Portland Plan)

Second Meeting – December 2011 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Beyond the 65 DNL Noise Work Group recommendations

Third Meeting – March 2012 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: PDX Business Plan Overview and Public Involvement Year Ahead

(Recommendations on public involvement outreach may get delegated to an Ad Hoc Group)

Fourth Meeting – June 2012 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Annual Report Draft and Annual Evaluation – including CNAC coordination

AND Discussion: Year 2 Work Plan Draft

(Refinement of and recommendations on Annual Report may get delegated to an Ad Hoc Group)

### **Second Year 2012-2013 (spillover from First Year – approximate meeting dates)**

First Meeting - September 2012

Second Meeting – December 2012

Third Meeting – March 2013

Fourth Meeting – June 2013

Above meetings may include:

Suggested Meeting Agenda and One Hour Special Focus Options (see list of special focus items from First Year Work Plan Outline below)

#### NEW ITEMS

- Update on City-Port agreements (transportation, PDX CAC, natural resources, sustainability)
- Detailed project briefings as needed
- PDX Wildlife Management Plan overview
- PDX finances
- Areas of special interest identified by committee and community

#### CONTINUED ITEMS

- Beyond the 65 DNL Noise Work Group recommendations
- Report on outreach – City, Port and supplemental
- PDX, Portland and Vancouver/Clark County/East Multnomah County year ahead
- Annual report and evaluation and next year work plan including CNAC coordination AND Discussion: Future Year Work Plan

## ORDINANCE No. 184521

Adopt and implement the Airport Futures City Land Use Plan and authorize implementing intergovernmental agreements related to airport planning. (Ordinance; Amend the Portland Comprehensive Plan, Amend Title 33, Planning and Zoning)

The City of Portland Ordains:

Section 1. The Council finds:

1. In the fall of 2000, the City began discussions on an alternative land use approval process for Portland International Airport (PDX). In the spring of 2001, the City Council and Port of Portland (Port) representatives held a work session and agreed to develop an agreement outlining future planning efforts for PDX.
2. In the summer of 2001, the City and the Port adopted similar resolutions agreeing to work collaboratively on future planning for PDX (Resolution No. 36018). The City and the Port agreed that the Port would submit a conditional use permit for the approximate uses permitted under the 1993 permit, specifically excluding a third runway and decentralized terminal. The Port and City also agreed to initiate a legislative process to develop appropriate land use regulations.
3. In the winter of 2002, the City and the Port signed an Intergovernmental Agreement (IGA) specifying a general timeline for short term and long term planning efforts that would culminate in an adopted legislative land use process and designation for PDX (Ordinance No. 176250).
4. In 2004, the Bureau of Planning, together with the Port, City bureaus, and a group of citizens representing the Air Traffic Issues Roundtable (AIR) and other interests groups, developed a second Agreement over a 12-month period.
5. The 2004 Agreement clarified the process and associated costs for the development of an integrated airport planning effort between the City and Port. Specifically, it identified work tasks, timelines, expected products, and funding mechanisms with the objective of beginning the joint City legislative process and Port master planning process.
6. The 2004 Agreement included specific provisions to fund a Senior Planner position with the Planning Bureau to develop a detailed work program for the joint planning process. The work program included a consultant contract and initiating the public involvement process prior to project start date (Ordinance No. 52355).
7. In 2006 and 2007, the City and Port developed detailed consultants' scopes of work, the City's scope of work, and a comprehensive public involvement program. City and Port staff received input on these products from the Land Use Advisory Committee, public involvement experts, neighborhood associations, and many other stakeholders' groups.
8. In the fall of 2007, the City and Port convened a 30-member Planning Advisory Group with broad representation from the bi-state region to collaborate on the creation of an integrated airport and land use plan. The three year planning process, known as Airport Futures, addressed community concerns and issues related to PDX, including noise,



transportation and natural resources. The three main products of this process include a Port master plan update, a City land use plan, and a series of intergovernmental agreements.

9. Between September 2007 and March 2010, the Airport Futures Planning Advisory Group deliberated on the complex issues associated with airport growth and the potential impacts on the surrounding communities. The group achieved a consensus recommendation documented in the *Airport Futures Planning Advisory Group Final Report*, dated May 25, 2010. This document summarizes the Port's *2010 Master Plan Update* and the *City of Portland Land Use Plan*.
10. On March 25, 2010, the Airport Futures Planning Advisory Group also recommended the City and Port enter into a series of intergovernmental agreements to address issues related to ongoing public involvement, transportation, natural resources, noise, and sustainability. The agreements are a key component of the Airport Futures process and final documents.
11. The provisions of the *Airport Futures City Land Use Plan* implement or are consistent with the Statewide Planning Goals, the Oregon Transportation Planning Rule, the Region 2040 Plan, the Metro Urban Growth Management Functional Plan, and the Portland Comprehensive Plan, as explained in the *Recommended Airport Futures City Land Use Plan: Findings Report* attached as Exhibit G and incorporated as part of this ordinance.
12. On May 21, 2009, notice of a June 4 and June 10, 2009 open house was mailed to all property owners with natural resources mapped as part of the Natural Resources Inventory.
13. On May 3, 2010, notice of a May 11 and 13, 2010 open house was mailed to all property owners with natural resources mapped as part of the Natural Resources Inventory.
14. On May 17, 2010, notice of the proposed action was mailed to the Department of Land Conservation and Development in compliance with the post-acknowledgement review process required by OAR 660-18-020.
15. On May 19, 2010, notice of the proposal as required by ORS 227.186 was sent to all property owners potentially affected by proposed zoning map and code changes.
16. On June 7, 2010, notice of the Planning Commission hearing was sent to the project mailing list and the bureau's legislative mailing list
17. On June 22, 2010, the Planning Commission held a hearing on the proposal. Staff from the Bureau of Planning and Sustainability and the Port of Portland presented the proposal and public testimony was received.
18. On July 13, 2010, the Planning Commission held a second hearing on the proposal. Staff from the Bureau of Planning and Sustainability clarified issues related to the proposal and public testimony was received.
19. On August 6, 2010, notice of the continued Planning Commission hearing was sent to all property owners potentially affected by the proposed zoning map and code changes, the project mailing list, and the bureau's legislative mailing list.
20. On August 24, 2010 the Planning Commission held a third hearing / work session to discuss the proposal and consider public testimony. The Commission voted to forward the *Recommended Airport Futures City of Portland Land Use Plan* to City Council.

21. In the fall of 2010, City Council consideration of *Recommended Airport Futures City of Portland Land Use Plan* was deferred to resolve issues raised by the Federal Aviation Administration related to the expenditure of airport funds off airport as part of the Agreements between the City and Port.
22. On January 21, 2011 the State of Oregon Land Use Board of Appeals remanded the City of Portland's *River Plan* (amendments to its Comprehensive Plan and Zoning Code) in *Gunderson, LLC et. al. v. City of Portland*, LUBA Nos. 2010-039-04 concluding the evidence supporting the City's Goal 9 analysis and findings was insufficient. As a result, the City Council is deferring the natural resource program update for industrially zoned properties (not owned by the Port of Portland) that were included in the *Airport Futures City of Portland Recommended Land Use Plan* for further analysis and review.
23. On February 22, 2011, notice of the March 16, 2011 City Council public hearing was mailed to those who presented oral and written testimony at the Planning Commission public hearing or requested to be on the City's legislative mailing list. In addition, the Port emailed notice of the hearing to its Airport Futures email list.
24. It is in the public interest that the recommendations contained in the *Plan* be adopted to serve as a guide to public and private decision-making and investment in the Airport district.

NOW, THEREFORE, the Council directs:

- a. Accept the *Airport Futures Planning Advisory Group Final Report* as shown in Exhibit A, dated May 25, 2010.
- b. Amend Portland's *Comprehensive Plan, A Vision of Portland's Future*, as shown in pages 14-17 in Exhibit B, *Airport Futures City of Portland Recommended Land Use Plan: Summary Report*, dated February 22, 2011;
- c. Amend Portland's *Comprehensive Plan Map*, as shown on page 131 in Exhibit C, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 1*, dated February 22, 2011;
- d. Amend *Title 33, Planning and Zoning*, as shown in Exhibit C, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 1*, dated February 22, 2011;
- e. Adopt the commentary in Exhibit C, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 1*, dated February 22, 2011, as legislative intent and as further findings;
- f. Amend the *Portland Plant List*, as shown in Exhibit C, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 1*, dated February 22, 2011;
- g. Adopt the *Proposed Update of City of Portland Height Overlay map and City of Portland Noise Impact Overlay map* as Comprehensive Plan background documents as shown in Exhibit C, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 1*, dated February 22, 2011;

- h. Amend the Official Portland Zoning Map as shown in Exhibit D, *Airport Futures City of Portland Recommended Land Use Plan: City Zoning Code and Map Amendments Volume 2*, dated February 22, 2011;
- i. Adopt Exhibit E, *Airport Futures City of Portland Recommended Land Use Plan: Appendix B - Middle Columbia Corridor/Airport Natural Resources Inventory: Riparian Corridors and Wildlife Habitat*, dated September 24, 2010;
- j. Adopt Exhibit F, *Airport Futures City of Portland Recommended Land Use Plan: Appendix C – Middle Columbia Corridor/Airport Economic, Social, Environmental and Energy (ESEE) Analysis: Riparian Corridors and Wildlife Habitat*, dated February 22, 2011;
- k. Adopt Exhibit G, *Airport Futures City of Portland Recommended Land Use Plan: Findings Report*, dated February 2010, as findings for this ordinance;
- l. Authorize the Mayor and Auditor to execute three Intergovernmental Agreements titled as *Intergovernmental Agreement for Ongoing Agreements Related to the Airport Futures Project*, *Intergovernmental Agreement for PDX Community Advisory Committee*, and *Intergovernmental Agreement for Natural Resources Related to the Airport Futures Project* described in a form substantially in accordance with the attached Exhibit H;
- m. The zoning map 1/4 sections contained in Exhibit H shall become effective on the effective date of the *Intergovernmental Agreement for Natural Resources Related to the Airport Futures Project* and shall replace zoning map 1/4 sections 1932-1935, 2032-2035, 2133-2137, 2235-2238, and 2338 contained in Exhibit D; and

Section 2. If any section, subsection, sentence, clause, phrase, diagram, designation, or drawing contained in this Ordinance, or the plan, map or code it adopts or amends, is held to be deficient, invalid or unconstitutional, that shall not affect the validity of the remaining portions. The Council declares that it would have adopted the plan, map, or code and each section, subsection, sentence, clause, phrase, diagram, designation, and drawing thereof, regardless of the fact that any one or more sections, subsections, sentences, clauses, phrases, diagrams, designations, or drawings contained in this Ordinance, may be found to be deficient, invalid or unconstitutional.

Passed by the Council: **April 13, 2011**

Mayor Sam Adams  
Prepared by: J. Sugnet  
Date Prepared: March 1, 2011

LaVonne Griffin-Valade  
Auditor of the City of Portland

By

  
Deputy

Agenda No.  
**ORDINANCE NO. 184521**  
Title

Adopt and implement the Airport Futures City Land Use Plan and authorize implementing intergovernmental agreements related to airport planning. (Ordinance; Amend the Portland Comprehensive Plan; Amend Title 33, Planning and Zoning)

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| <p align="center"><b>INTRODUCED BY</b><br/>Commissioner/Auditor:<br/><b>MAYOR SAM ADAMS</b></p>  | <p>CLERK USE: DATE FILED <u>MAR 11 2011</u></p>  |
| <p align="center"><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Adams <i>Amend Adams</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p> | <p align="center">LaVonne Griffin-Valade<br/>Auditor of the City of Portland</p> <p>By: <i>Paul</i><br/>Deputy</p>                         |
| <p align="center"><b>BUREAU APPROVAL</b></p> <p>Bureau: Planning and Sustainability<br/>Bureau Head: Susan Anderson<br/><i>Susan Anderson</i></p> <p>Prepared by: Jay Sugnet<br/>Date Prepared: March 1, 2011</p>  | <p><b>ACTION TAKEN:</b></p> <p><b>MAR 16 2011 PASSED TO SECOND READING APR 13 2011 2 P.M.</b></p> <p align="right"><i>TIME CERTAIN</i></p> |
| <p>Financial Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Not Required <input type="checkbox"/></p>   |  |
| <p>Portland Policy Document</p> <p>If "Yes" requires City Policy paragraph stated in document.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>  |  |
| <p>Council Meeting Date<br/><b>March 16, 2011</b><br/><i>K. Braumont</i></p>   |  |
| <p><b>City Attorney Approval</b></p>   |  |

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|--|
| <p align="center"><b>AGENDA</b></p>  |
| <p><b>TIME CERTAIN</b> <input checked="" type="checkbox"/></p> <p>Start time: <u>6:00 p.m.</u></p> <p><b>Total amount of time needed: 2 hours</b><br/>(for presentation, testimony and discussion)</p> |
| <p><b>CONSENT</b> <input type="checkbox"/></p>   |
| <p><b>REGULAR</b> <input type="checkbox"/></p> <p>Total amount of time needed: _____<br/>(for presentation, testimony and discussion)</p>  |

| FOUR-FIFTHS AGENDA | COMMISSIONERS VOTED AS FOLLOWS: |      |
|--------------------|---------------------------------|------|
|                    | YEAS                            | NAYS |
| 1. Fritz           | ✓                               |      |
| 2. Fish            | ✓                               |      |
| 3. Saltzman        | ✓                               |      |
| 4. Leonard         | ✓                               |      |
| Adams              | ✓                               |      |