



# AIRPORT FUTURES

CHARTING A COURSE FOR PDX

## **PDX COMMUNITY ADVISORY COMMITTEE EXECUTIVE SUMMARY**

On November 17, 2009, the Airport Futures Planning Advisory Group (PAG) made a consensus recommendation to create an *ongoing* community advisory committee for Portland International Airport (PDX). The group will convene after the completion of the Airport Futures planning process (approx. fall 2010/winter 2011) and will be sponsored by the Port of Portland, City of Portland, and City of Vancouver. The proposed name for this committee is the PDX Community Advisory Committee (PDX CAC).

The PDX CAC framework and draft work plan approved by the PAG was developed by the Airport Futures Public Involvement Subcommittee during a year of subcommittee meetings. These meetings included: discussions with public involvement consultants/practitioners; research on the structure and functionality of 23 other airport and local standing committees; and general discussions regarding the scope and purview of the group.

### **The consensus recommendation from the PAG is as follows:**

- The PDX Community Advisory Committee (PDX CAC) is an advisory committee for Portland International Airport sponsored by the Port of Portland, City of Portland and City of Vancouver. While advice from PDX CAC will be primarily to the Port and Port Commission which owns and operates PDX and the City of Portland which has land use jurisdiction over PDX, some recommendations from the PDX CAC may be directed to other jurisdictions with respect to airport-related matters.
- The PDX CAC was created in recognition that PDX is a regional transportation asset which has both positive and negative implications for the region. The PDX CAC will 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 PDX CAC's work plan. PDX CAC is structured to support collaboration with other standing airport and regional committees with shared interests.

### **PDX CAC's mission will be to:**

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

Appointments to PDX CAC will be made by interest organizations with confirmation by Sponsors based on appointing criteria which will be established by the sponsors. Terms will be staggered to ensure continuity. A Chair and Vice Chair will lead the committee with a facilitator in the first year. PDX CAC will conduct annual evaluations, develop annual work plans, and share an annual report on its accomplishments with Sponsors and appointing interests.

The committee composition, draft work plan and agenda for the PDX CAC recommended by the PAG follow. A City of Portland-Portland-City of Vancouver-Port of Portland intergovernmental agreement which formalizes this structure in more detail is under development.

## **Committee Composition**

### **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 Multnomah County/Portland Sustainable Development 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.

### **CHAIR/VICE CHAIR**

- The Chair and Vice Chair of the PDX CAC 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.

### **APPOINTMENTS AND 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.
- 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.
- 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.

## **PDX COMMUNITY ADVISORY COMMITTEE 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 2010-2011 – with Chair, Vice Chair and meeting facilitator**

#### Kick-off Meeting – Saturday, September 2010 – 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

Orientaion/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 2010 – 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 2010 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

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

Third Meeting – March 2011 – 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 2011 – 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 2011-2012 (spillover from First Year – approximate meeting dates)**

First Meeting - September 2011

Second Meeting – December 2012

Third Meeting – March 2012

Fourth Meeting – June 2012

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

- Report from the Beyond the 65 DNL Noise Work Group
- 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

## 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

### Special Focus Topics:

Areas of special interest identified by committee/community  
PDX public involvement year ahead/supplemental outreach  
Annual report and evaluation and next year work plan  
Detailed PDX project briefings  
PDX finances

Sustainability overview – PDX and City  
Report from the Beyond the 65 DNL Noise Work Group  
Update on City-Port agreements  
PDX wildlife management overview  
Other?