

Hillsboro Airport Roundtable Exchange (HARE) Charter

Section I: Mission and Purpose

The Hillsboro Airport Roundtable Exchange is a forum to enhance and facilitate communication among all governmental entities, the Port of Portland, members of the community and businesses toward creative and reasonable solutions for compatible development of the Hillsboro Airport as an essential transportation component of the community.

The Roundtable shall:

- Discuss airport issues and provide recommendations by resolution and follow-up actions, with the emphasis on community livability and economic vitality.
- Assist the Port in defining criteria and principles for engaging the Hillsboro community in public involvement processes for airport projects.
- Serve as a sounding board for Port staff to test ideas, messages and informational materials with special attention to clarity, accessibility and relevance to the issues of concern to the public.
- Explore and motivate “win-win” outcomes, drawing on the experience and expertise of all stakeholders.
- Provide input and oversight for airport planning activities.
- Report in an advisory capacity to the Port of Portland, City of Hillsboro, Washington County, and other participating stakeholders.

Section II: Roundtable Membership

The Roundtable shall consist of 22 members representing the interests of the following jurisdictions, districts, and neighborhoods. Roundtable members will be selected by various groups, with consideration of membership selection criteria (Appendix).

Seven (7) Citizen Representatives – Appointed to Renewable Two or Three Year Terms

Two (2) representatives will be appointed by Washington County Citizen Participation Organizations, with one position selected by CPO #8 and one position selected by CPO #9. Appointed members must live within the appointing CPO boundary.

The remaining five (5) representatives in this category will be determined by an open application and review process conducted by a representative from each of the following: the Roundtable, the City of Hillsboro, Washington County and Port of Portland.

Citizen seats on the Roundtable will reflect the following demographics:

- four (4) members must live in Hillsboro
- one (1) should represent a local, environmental group or other community interest
- one (1) will represent a land owner/s adjacent to the Hillsboro Airport

Priority will be given to people who live within five (5) miles, in any direction, of the Hillsboro Airport, but any resident of Washington County is eligible for consideration.

Five (5) Jurisdictional Representatives – Appointed to Renewable Terms that correspond to their Term of Office.

Membership in this category is for elected officials representing these jurisdictions: City of Hillsboro, Washington County, State Senate District 15, State House District 29, and State House District 30.

Representatives from the City of Hillsboro and Washington County will be appointed by their governing bodies. Elected officials are encouraged to attend; however, if they are unable to attend, they may appoint a staff person from their office, who can represent their views and can consistently attend meetings.

One (1) Technical Representative – Ongoing Appointment

The Federal Aviation Administration (FAA) will be asked to appoint a delegate to the Roundtable.

Four (4) Airport Business Representatives – Appointed to Renewable Three Year Term

Four seats are reserved for airport interests and operators, including but not limited to the Hillsboro Airport Business Association (HABA) or other businesses or groups using the Hillsboro Airport.

Three (3) Business Representatives – Appointed to Renewable Two Year Term

The Hillsboro Chamber of Commerce, the Westside Economic Alliance, and the Latino business community will be asked to appoint a delegate to the Roundtable.

One (1) Hillsboro Airport Historian – Ongoing Appointment

This seat will provide information on the historical aspects of Hillsboro Airport in order to enhance discussions about planning, airport usage and other topics that are discussed or brought to the Roundtable.

One (1) Port of Portland Representative – Ongoing Appointment

This appointment shall serve as the designated Port delegate. Additional Port of Portland staff will participate by providing technical information, arranging meeting logistics, and otherwise being a resource for the Roundtable and its members (Section V).

Chair – Voted-in Appointment

The chair of the Roundtable shall be selected from the Citizen Representatives, Airport Business Representatives or Business Representatives for a renewable two year term.

Vice Chair – Voted-in Appointment

The vice chair of the Roundtable shall be selected from the Citizen Representatives, Airport Business Representative or Business Representatives for a renewable two year term

Section III: Membership Expectations

- Members shall commit to a full term of two to three years, depending on their appointing organization (Section II)
- Members shall regularly attend meetings. When members cannot attend, they shall inform the Roundtable co-chairs prior to the meeting. Two consecutive missed meetings will prompt discussion of continued membership.
- Members are responsible for reporting to appointing jurisdictions or represented entities no less than once per year and when circumstances dictate. A written annual report is encouraged.
- Members shall brief the Port of Portland Commission on the Roundtable’s work annually. This report shall include, but not limited to: issues discussed, proposed solutions and other key items affecting the Hillsboro Airport.
- Members will assist with airport outreach events and activities when possible.
- Members will inform their constituencies of the Roundtable’s work and will relay any comments back to the Roundtable.

Section IV: Meetings Schedule and Conduct

- The Roundtable Chair and Vice Chair, along with the Port delegate will develop meeting agendas with Roundtable input.
- Regular meetings shall be held at least quarterly or as otherwise determined by the Port and the Roundtable.
- Once per year, the Chair may convene a half-day retreat for Roundtable members to focus on specific topics, tour airport facilities, or evaluate roundtable activities. The retreat will be open to the public.
- Each regular meeting will be open to the public and include an established time for public comment.
- Meetings will follow an established order to be developed by facilitator Doug Zenn, the Port and members of the Roundtable.
- Other meetings, such as retreats and subcommittees, will be reported upon at the next scheduled regular meeting.

Section V: Port of Portland Support to Roundtable

The Port will provide staff support to assist the Roundtable with its activities such as:

- Technical research and informational reports
- Orientation for new committee members
- Coordination of facilities and preparation of materials for meetings
- Regular meeting notifications for the public
- Support for annual commission presentation
- Use of a professional facilitator at the annual retreat, as well as other times if necessary
- Staff presentations at meetings as necessary
- Resources for annual open house, public meetings and occasional educational opportunities
- Recording and distribution of meeting summaries
- Public access to Roundtable information and documents on Port website
- Logistical support for subcommittee meetings, tours, and retreats

Appendix: Hillsboro Airport Roundtable Exchange Selection Criteria

- Have successful experience working cooperatively and productively with a group or committee that has diverse interests.
- Be able to analyze technical information and use that information to make sound recommendations to the committee and to the Port (however, a background in aviation is not a prerequisite).
- Demonstrate the ability to represent and/or understand a variety of interests or perspectives related to a project or issue.
- Have strong communication skills.
- Have a broad understanding of the airport's relationship to the metropolitan region.
- Understand the airport's relationship to the local, regional, state, and national transportation system.
- Be willing to share accurate information with the community.
- Expand the committee's diversity in one way or another, whether it's by representing a new or unique perspective or interest, showing up on behalf of a new geographic sector, or otherwise filling in gaps among airport stakeholders.
- For citizen at-large representatives, HARE bylaws give priority to potential members who live within five miles of the Hillsboro Airport. For citizen CPO representatives, bylaws require appointees to live within the boundary of the CPO represented.