



Hillsboro Airport Roundtable Exchange

MEETING AGENDA

Hillsboro Airport Roundtable Exchange
 Tuesday, April 14, 12:00 – 4:00 p.m.
 Hillsboro Civic Center

12:00	Doug Zenn/All	Welcome/Introductions
12:15	Doug Zenn/All	Accomplishments over the last 12 months <ul style="list-style-type: none"> • What has worked well, where have we made progress?
12:45	Doug Zenn/All	Working Group Process <ul style="list-style-type: none"> • Working group recommendation processes • Work plans • Decision making • Reporting to the larger HARE committee
1:45	Doug Zenn/All	HIO Parallel Runway Construction Outreach <ul style="list-style-type: none"> • Overview of parallel runway outreach • Suggestions of additional outreach methods
2:00		Break
2:15	Doug Zenn/All	Goal Development for 2015/2016 & Committee Nuts/Bolts <ul style="list-style-type: none"> • List of priority goals with timelines and stakeholders • Committee makeup/processes • Integration with HIO Master Plan Update (beginning 2016) • Other issues
3:30	Doug Zenn/All	Wrap-up/summary
4:00		Retreat concludes



Hillsboro Airport Roundtable Exchange

2014 Work Plan

04.14.15 Status Update

Issue Management: Leaded Fuel

Description	Status	Responsible Party
Track EPA's replacement schedule	Ongoing	Unleaded Fuel Working Group
Track Port's hiring and involvement with consultant related to offering a replacement fuel	✓	Unleaded Fuel Working Group
Issue a second letter to the Port asking that the companies that are looking at replacement fuels be included in the consultant's study	✓	Unleaded Fuel Working Group
Develop a timeline for decision points for the larger committee		Unleaded Fuel Working Group

Issue Management: Noise

Description	Status	Responsible Party
Figure out to report information for the larger group		Noise Working Group
Figuring out what issues should be presented to the larger committee and which ones don't		Noise Working Group
Look at what other airports are doing to handle aircraft noise issues	✓	Noise Working Group
Work with the FAA tower to determine how the new runway will impact flight patterns and operations at HIO	✓	Noise Working Group
Develop a timeline for bringing decision points to the larger committee		Noise Working Group
Look at the INM and ensure that the inputs are correct	✓	Noise Working Group

Nuts & Bolts: Support

Description	Status	Responsible Party
Get meeting minutes out to the committee within two weeks	In progress	Port
Send out economic impact report to committee members	✓	Brooke Berglund
Develop a process that subcommittees follow to recommend items to the larger HARE committee for implementation and action		HARE
Develop executive summaries with committee recommendation for each meeting for other HARE members and the general public		HARE/Port
Explore options for committee collaboration and governance		HARE/Port
Send updated list of HARE members with committees to the entire committee	✓	Brooke Berglund

Communication: Outreach

Description	Status	Responsible Party
Use existing tools to reach out community members	Ongoing	Port of Portland
Find ways to share the economic impact of the airport		HARE/Port
Develop information for fast facts handout for the economic impact of HIO		Port
Add link to economic impact report on the HIO website		Port
Explore having a consultant calculate the economic impact of future development at HIO	Scheduled for 2016	Port
Review and comment on the communication plan for the parallel runway		HARE
Develop communication plan for sharing the value of HIO		HARE

Nuts & Bolts: Vacancies

Description	Status	Responsible Person
Invite Tualatin Riverkeeper to environmental position		Port of Portland
Invite DEQ to environmental position	✓	
Fill Hillsboro Airport Business Association position on the committee	N/A	



Hillsboro Airport Parallel Runway Outreach Matrix

Outreach Item	Description	HARE Suggestion	Port Suggestion	Included?
Coffee shop meetings	Meetings at coffee shops for people to come ask questions	X		
Community Walks	Walks around the airport during construction with neighbors	X		
County Newsletter	Inserts in Washington County transportation newsletter	X		X
Earned Media	Work on getting earned media about the project	X		X
Email Subscription	Email subscription option on Port website to learn more about Hillsboro Airport	X		X
Farmer's Market	Booth at local farmer's markets talking about the project	X	X	X
Homeowner Associations	Presentations at homeowners associations about the project	X	X	
Hotline	Hotline that provides information about the project	X		X
KUIK	Outreach to KUIK for project information	X		X
Library information	Information available at the library about the project	X		X
MAX Stop Information	Inserts at the MAX stops at Orenco Station & the fairgrounds	X		
News Releases	Use separate news releases for various project phases	X		
Partner Communications	Work with the City of Hillsboro to share information	X	X	X
Postcard	Postcard to be mailed to residents near the airport	X	X	X
Publication inserts	Inserts/ads in publications about the project	X	X	X
QR code on materials	Include QR code on materials	X		X
Signage at the airport	Signage at the airport about the project during construction	X		
Traffic change sign	Sign to explain what is going on during construction	X		
Twitter Hashtag	Twitter hashtag about the project specifically	X		
Twitter Page	Twitter page with information about HIO	X		X
Webcam	Webcam showing the progress of the runway construction	X		
Webpage	Dedicated project page that includes updates on the project	X	X	X



2015 Work Plan

Issue Management: Leaded Fuel

Description	Due Date	Responsible Party
Track EPA's replacement schedule		
Develop a timeline for decision points for the larger committee		

Issue Management: Noise

Description	Due Date	Responsible Party
Figure out how to report information for the larger group		
Figure out what issues should be presented to the larger committee and which ones don't		
Develop a timeline for bringing decision points to the larger committee		

Nuts & Bolts: Support

Description	Due Date	Responsible Party
Get meeting minutes out to the committee within two weeks	In progress	Port
Develop a process that subcommittees follow to recommend items to the larger HARE committee for implementation and action		HARE
Develop executive summaries with committee recommendation for each meeting for other HARE members and the general public		HARE/Port
Explore options for committee collaboration and governance		HARE/Port

Communication: Outreach

Description	Due Date	Responsible Party
Use existing tools to reach out community members	Ongoing	Port of Portland
Find ways to share the economic impact of the airport		HARE/Port
Develop information for fast facts handout for the economic impact of HIO		Port
Add link to economic impact report on the HIO website		Port
Explore having a consultant calculate the economic impact of future development at HIO	Scheduled for 2016	Port
Review and comment on the communication plan for the parallel runway		HARE
Develop communication plan for sharing the value of HIO		HARE

Nuts & Bolts: Vacancies

Description	Due Date	Responsible Party
Invite Tualatin Riverkeeper to environmental position		Port of Portland