



**Hillsboro Airport Roundtable Exchange Retreat
May 21, 2013: Walters Cultural Center, 12:00 – 4:00 p.m.**

Draft Meeting Summary

MEMBERS PRESENT

Bill Brack	Oregon International Airshow Alternate (Business)
Bob Braze	Alternate for House District 29 (Jurisdictional)
Brian Lockhart	Global Aviation (Airport Business)
Clint Bedwell	Federal Aviation Administration (Technical)
Deanna Palm	Hillsboro Chamber of Commerce (Business)
Joe Fiala	Federal Aviation Administration (Technical)
Debbie Raber	City of Hillsboro (Alternate for Mayor Willey)
Fred Hostetler	Citizen (Land owner adjacent to HIO)
Henry Oberhelman	CPO 8 (Citizen)
Jack Lettieri	Citizen
Ken Dyar	Hillsboro Airport Business Association (Airport Business)
Mike Gallagher	Citizen
Rudi Resnick	Alternate for Senate District 15 (Jurisdictional)
Steve Nagy	Port of Portland
Tom Black	CPO 9 Alternate (Citizen)

MEMBERS ABSENT

Annette Campista	Latino Business Community
Bert Zimmerly	Hillsboro Airport Historian
Bob Flansberg	Alternate for House District 30 (Jurisdictional)
Cathy Stanton	Westside Economic Alliance (Business)
Stephen Roberts	Alternate for Washington County Commission (Jurisdictional)

FACILITATOR

Doug Zenn

SUMMARY

Doug welcomed the group and went over the agenda for the day. Everyone introduced themselves and said how long they have been on the committee.

The group discussed what the accomplishments over the last 12 months:

- Created the Hillsboro Airport Roundtable Exchange which changed how the committee was organized
- Creation of the Noise Working Group which is looking at developing recommendations to address noise at HIO.
- Bylaws revision which changed the structure of the membership and the increased participation from a variety of different stakeholders
- Increased representation and diversity from the community at meetings.
- Fly Friendly progress on materials created
- Acknowledge Port support of meetings
- Public comment follow-up after meetings (comments are now included in the meeting minutes along with a response to the question)
- October Hillsboro Open House
- White paper creation for topics of interest to the committee e.g. the use of leaded fuel in general aviation aircraft
- Meeting efficiencies
- Representation and attendance at HARE meetings
- Increased website content
- Working relationship on the committee has continued even though there are new members

More work to do:

- HARE awareness to community members: How do we reach out to people to let them know what the HARE is and that they have a slot on the committee
- Timelines for “white papers” so that attendees are aware of where things are
- Leaded Fuel issues
 - A symposium
 - Higher level of understanding
 - New issues since last meetings in specific topic areas
 - How do you address national issues on a local level?
 - Working group of HARE that focuses on leaded fuel issues
 - What other GA airports in the US have looked at the leaded fuel issue and what were their conclusions?
- What level do we engage on a topic? Advisory, education, etc? Communicate, educate, motivate?
- Fly Friendly Program
- Additional outreach tools
- Engage the local news media on the efforts of HARE
- Structured process for Noise Working Group and other issues

- Public comment management
- Have a plan on how meetings can stay on track
- Position papers from HARE (we've done the research, here is the data and our position on this)
- Look at filling vacancies on the HARE committee
- Revise agenda format to include old business and new business

Doug collected all the input from what the group would like to focus on for the next year into three main categories:

Communication Items

- Awareness
- Levels of engagement
- Outreach tools

Issue Management (Communicate, Educate, Motivate)

- Leaded Fuel
- Noise
- Expansion/growth/master plan update

Nuts & Bolts

- Agendas
- Subcommittees
- Vacancies
- Port support and how to determine what level of support the Port will provide on individual projects

Issue Management: Leaded Fuel

Description	Timeline	Responsible Person
Establish lead subcommittee		Henry Oberhelman Mike Gallagher Steve Nagy
Library of resources related to lead		
Look at existing reports, background, determine the scope		
Contact AOPA and EAA for information on lead research		
Identification of stakeholders and their position		
SharePoint library for subcommittee review	June 2013	Steve Nagy/ Brooke B

Issue Management: Noise Subcommittee

Description	Timeline	Responsible Person
Noise subcommittee will provide a recommendation to the larger HARE for committee adoption		Noise Working Group

Issue Management: Long-term growth/Master Plan Update

Description	Timeline	Responsible Person
Provide updates on projects, preparing for next master plan	Ongoing	Port

Nuts & Bolts: Vacancies

Description	Timeline	Responsible Person
Invite Hillsboro Aviation to fill the Airport Business slot on HARE		Port
Invite a PCC instructor related to general aviation		
Invite Tualatin Riverkeeper to environmental position		
Invite DEQ to environmental position		
Invite past attendees from HARE meetings to apply		

Nuts & Bolts: Agendas

Description	Timeline	Responsible Person
Include updates from subcommittees in the meeting materials for quarterly meetings		Fred

Nuts & Bolts: Port Support

Description	Timeline	Responsible Person
Work to address where the Port will take the lead and where the committee will take the lead		Brooke Berglund/ Fred Hostetler

Communication: Outreach Tools

Description	Timeline	Responsible Person
Attend the Tuesday marketplace (downtown Hillsboro)	Ongoing	Brooke Berglund
Present to CPOs about HIO		
Present to HOAs about HIO		
Presence at the air show to reach out to citizens		
Reach out to people at the county fair		
Get people to come to the open house		
Outreach opportunities		Tom Black
Development of URL for HIO website	Early 2014	Brooke/Port
Develop business cards for HARE members to distribute w/QR code		Brooke