



**PORTLAND INTERNATIONAL AIRPORT COMMUNITY ADVISORY COMMITTEE  
Charter and Collaboration Principles**

**DRAFT 1-9-12**

For any ongoing collaborative process, the participants should establish procedures to govern the committee and its members. Such agreement increases success and decreases meeting time by assuring a good faith process that explores competing needs and leads to balanced recommendations. This document contains the agreements of the members of the PDX Community Advisory Committee.

**I. Background**

In fall 2011, the Port of Portland, City of Portland, and City of Vancouver created the PDX Community Advisory Committee (PDX CAC). The creation of this diverse, regional advisory committee was a recommendation of the Airport Futures planning process, which was adopted in April 2011 through an Intergovernmental Agreement between the PDX CAC sponsors: the City of Portland, City of Vancouver, and the Port of Portland (Sponsors). The 30-member PDX CAC will meet quarterly with meetings added or deleted based on an annual work plan. A detailed framework for this committee is included as Attachment A.

**II. Charter**

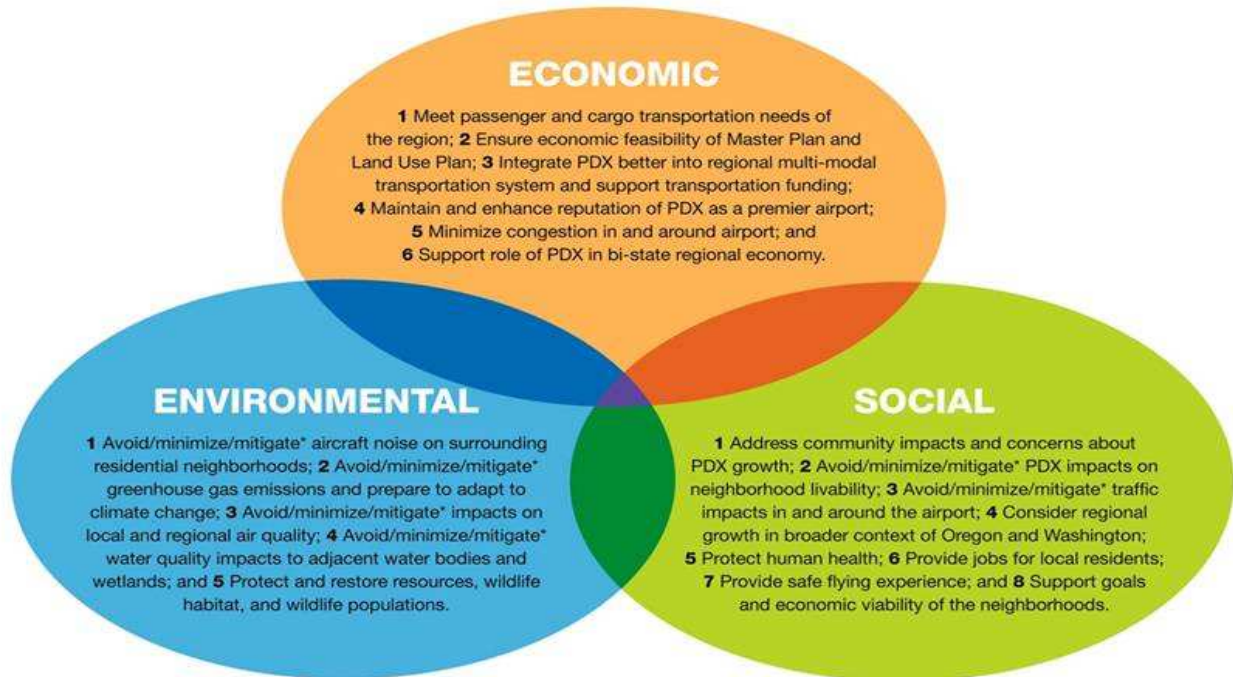
The PDX CAC is an advisory body to the Port of Portland, City of Portland, and City of Vancouver. The mission of this ongoing advisory committee is to:

- Support meaningful and collaborative public dialogue and engagement on airport-related planning and development;
- Provide an opportunity for the community to inform the airport-related decision-making 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 recognizing the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

### III. Vision and Values

The PDX CAC will be guided by the Airport Futures Vision and Values that includes sustainability as an overarching goal. *Sustainability means meeting the Region's air transportation needs without compromising the livability and quality of life for future generations.* The PDX CAC will transparently explore and make recommendations that **fairly, realistically, and optimally balance** the following **Vision and Values**:



\* Avoid/minimize/mitigate means: First, avoid; if not, minimize and mitigate where adverse impacts cannot be avoided.

In doing so, the PDX CAC **recommendations** will:

- 1) Balance and sustain economic, environmental, and social interests;
- 2) Integrate other local and regional planning efforts; and
- 3) Provide a system to measure and track success and share results with public.

### IV. Membership and Support

#### A. Sponsors

The City of Portland, Port of Portland, and City of Vancouver are the sponsors of the PDX CAC. The Sponsors will define the PDX CAC's parameters, confirm all appointments, make some appointments, provide committee resources, receive regular reports on the work, evaluate performance, and evaluate the future structure based on PDX CAC feedback. When there are issues 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.

## **B. Members**

The PDX CAC is comprised of 20 voting members and 10 ex-officio members as outlined in Attachment A. All committee members will sit at the table and participate in discussions to help inform committee recommendations. Ex-officio members will not vote.

## **C. Appointments, Confirmation, Terms, and Replacement**

PDX CAC appointments will be made by interest organizations/jurisdictions represented on PDX CAC, based upon 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 more than one organization represents an interest (i.e., environmental), Sponsors will circulate an invitation letter to multiple 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 and initial terms. PDX CAC member's initial appointments will be for either two or three years with 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.

A 2012 committee roster with members' terms is included in Attachment B. Replacement of committee members will follow the same process as outlined above.

## **D. Chair and 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.

## **E. Coordinating Committee**

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 the 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 to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

## **F. Subcommittees**

PDX CAC and Sponsors will evaluate the need for subcommittees, factoring in resource considerations.

### **G. Staff and Resources**

The Port of Portland will have lead responsibility for staffing the PDX CAC, working with the Sponsors and Coordinating Committee. Sponsors will provide support and guidance to the Coordinating Committee and PDX CAC.

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.

If time sensitive issues arise and scheduling a meeting is not possible, PDX CAC may discuss urgent topics electronically. The Chair will report to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

Meeting notices, agendas, and notes will be posted on the Port of Portland webpage for the PDX CAC ([www.portofportland.com](http://www.portofportland.com)). 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.

Technical advice from agencies, organizations, or individuals with specialized expertise will be available to the PDX CAC as issues arise.

### **H. Facilitator**

An independent facilitator will be provided by Sponsors to assist the PDX CAC Coordinating Committee, and CAC Chair/Vice Chair in preparing for and facilitating PDX CAC meetings and providing advice on public involvement. The Institute for Conflict Management, Inc. (ICM or the Consultant) has been hired for this process. ICM's Executive Director, Sam Imperati, will act as the facilitator.

The Facilitator's "client" is the PDX CAC process. The Facilitator will be responsible for working with the Sponsors, Coordinating Committee, and Chair/Vice Chair to ensure a fair, open, honest, and balanced discussion of issues at CAC meetings. As a neutral collaborative process provider, the Facilitator will not act as an advocate for anyone on any substantive issue. However, the Facilitator may propose substantive suggestions for the Coordinating Committee and CAC consideration, but will not make decisions on substantive issues. The Facilitator will be also available as a resource for conflict resolution and process improvement suggestions, as requested by the Sponsors.

ICM, Sam Imperati, and any subcontractors are not employees of any participant. ICM's written contract is available for review. The Facilitator will not be influenced by payment source. The Port agrees that the status of the Facilitator will not be changed without first consulting with the other PDX CAC sponsors, and the PDX CAC Chair/Vice Chair.

The Facilitator may have non-confidential, informal communications and perform facilitation activities with staff, PDX CAC members, and others between and during meetings. The Facilitator will address situations where it appears a participant is not acting according to the agreed upon Collaboration Principles.

### **V. Work Plan, Meeting Design, and Public Involvement**

The PDX CAC framework in Attachment A includes a draft work plan for the first year of the PDX CAC and a sample meeting agenda designed to encourage a free flow of information and communication exchange. Meetings will largely be focused on sharing information about five functional areas: 1) airport planning and development, 2) sustainability, 3) Airport Futures agreements, 4) public involvement, and 5) aviation and land

use policy issues. Committee meetings will offer periodic opportunities for committee recommendations related to proposed airport developments.

All committee meetings will provide an opportunity for public input and information sharing from and between committee members and the Sponsors. Sponsors will work with the Coordinating Committee to ensure that meetings:

- 1) Clearly define opportunities where the public can provide timely input so that there is an opportunity to affect change.
- 2) Be accessible, inclusive, meaningful, regular, and timely in addition to open, fair and honest.
- 3) Ensure a collaborative involvement process between the Sponsors and stakeholders.
- 4) Provide an ongoing record of PDX CAC and citizen input, questions and responses, as well as a mechanism to make this information available to the public.
- 5) Wherever possible, be interactive to ensure a balanced and fair discussion of issues, which ensures all perspectives are heard.
- 6) Provide the PDX CAC with the relevant, objective information, in a timely fashion, that is necessary to make informed decisions. Presentations will provide the facts – pro and con – surrounding the issues in a readily understandable format.
- 7) Provide the big picture context and interconnections surrounding all issues, before asking the PDX CAC to make a recommendation.
- 8) Be responsive to PDX CAC requests for information and process support, be clear and transparent about staff positions, and be open to carefully considering PDX CAC recommendations.

#### **VI. Meeting Frequency**

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 to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

#### **VII. Annual Evaluation**

The 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.

#### **VIII. Collaboration Protocols for Committee Recommendations**

##### **A. Quorum**

A quorum is a simple majority of voting PDX CAC members. If there is no quorum, the Chair or Vice Chair can cancel/reschedule or conduct the PDX CAC meeting and send all meeting notes and materials to the members for voting at the next meeting.

##### **B. Open Meetings**

Meetings of the PDX CAC and its subcommittees are open to the public and will include an opportunity for public comment. Notice of PDX CAC meetings will be posted two weeks in advance of meetings on the joint project website. Notice of subcommittee meetings will be posted 48 hours in advance of meetings. A media release will be sent to local newspapers announcing all PDX CAC meetings. PDX CAC

and PDX CAC subcommittee meeting summaries will be posted on the website two weeks following each meeting.

**C. Public Comment**

The Chair, Vice Chair or the Facilitator will provide periodic public comment opportunities during meetings before PDX CAC makes a decision. Comments from the public will be limited in time to allow sufficient opportunity to conduct the other portions of the PDX CAC agenda. Typically, comments will be limited to a maximum of three minutes per person. Citizens are encouraged to submit written comments to project staff for circulation to the full PDX CAC.

**D. Meeting Agendas and Meeting Materials**

The Coordinating Committee will develop Working Agendas for PDX CAC meetings. Meeting agendas and meeting materials will be mailed and sent electronically to PDX CAC members one week in advance of the meetings, and will be posted on the project website. PDX CAC meetings will begin and end as scheduled.

**E. Commitments for Community**

The PDX CAC members, staff, and participants will participate in good faith, which means:

- 1) Prepare for and set aside time for the meetings and the whole process,
- 2) Participate fully, honestly and fairly, commenting constructively and specifically,
- 3) Speak respectfully, briefly and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak,
- 4) Allow people to say what is true for them without fear of reprisal from PDX CAC members and PDX Sponsors,
- 5) Avoid side conversations during meetings,
- 6) Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible,
- 7) Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other PDX CAC members,
- 8) Consult regularly with their appointing/nominating bodies and provide their input in a clear and concise manner,
- 9) Each member agrees to work toward fair, practical, and durable recommendations that reflect the diverse interests of the entire PDX CAC and the public,
- 10) When communicating with others, accurately summarize the PDX CAC process, discussion and meetings, presenting a full, fair and balanced view of the issues and arguments out of respect for the process and other members,
- 11) Not attempt to effect a different outcome outside of the PDX CAC process once the PDX CAC has reached a consensus recommendation,
- 12) Strive vigorously for consensus and closure on issues, and
- 13) Self-regulate and help other members abide by these commitments.

**IX. Decision-Making Process**

**A. Developing Recommendations**

In cases where recommendations are made by the PDX CAC, the Chair, Vice Chair, and the Facilitator will assist the PDX CAC in identifying objectives, addressing the diversity of perspectives, and developing substantive, practical recommendations to implement its Charter and its Vision and Values. The PDX CAC will use a consensus decision-making model to assist in any committee recommendations.

## **B. Representative Voting**

Each PDX CAC member will have one vote except those non-voting members (i.e., chair, vice chair, and FAA). A vote represents that the member will recommend to his or her government, organization, or group that they should support or oppose the voted-upon proposal consistent with the member's vote. The names of those voting in favor and those voting against a proposal will be noted and included in the PDX CAC's recommendations and any recommendations to decision-makers.

## **C. Consensus**

Consensus decision-making is a process that allows PDX CAC members to distinguish underlying values, interests, and concerns with a goal of developing widely accepted solutions. Consensus does not mean 100% agreement on each part of every issue, but rather support for a decision, "*taken as a whole.*" This means that a member may vote to support a consensus proposal even though they would prefer to have it modified in some manner in order to give it their full support. Consensus is a process of "*give and take,*" of finding common ground and developing creative solutions in a way that all interests can support. Consensus is reached if all members at the table support an idea or can say, "*I can live with that.*"

### **C.1. "1-2-3" Consensus Voting**

The Chair, Vice-Chair, and Facilitator will assist the PDX CAC in articulating points of agreement, as well as articulating concerns that require further exploration. PDX CAC will use a "Consensus Voting" procedure for testing the group's opinion and adjusting proposals. In "Consensus Voting," the Chair, Vice Chair or the Facilitator will articulate the proposal. Each PDX CAC member will then vote "one," "two," or "three," reflecting the following:

- "One" indicates full support for the proposal as stated.
- "Two" indicates that the participant agrees with the proposal as stated, but would prefer to have it modified in some manner in order to give it full support. Nevertheless, the member will support the consensus even if his/her suggested modifications are not supported by the rest of the group because the proposal is worthy of general support, as written.
- "Three" indicates refusal to support the proposal as stated.

The Chair, Vice Chair or Facilitator will repeat the consensus voting process, as reasonably necessary, to assist the group in achieving consensus regarding a particular recommendation, so that all members are voting "one" or "two."

**C.2. No Consensus – Majority and Minority View**

If a consensus on an issue is still not reasonably likely, as determined by the Chair or Vice Chair, the votes of those present at the meeting will be taken and recorded as a Majority - Minority vote. Majority is defined as at least 51% of the PDX CAC voting membership. The proposed language and reasoning supported by the majority will be noted along with their names in the PDX CAC's recommendations. Members voting in the minority will have their names, proposed language, and reasoning noted in a Minority Report accompanying any recommendation.

**X. Additional Understandings**

**A. Regular Communication with Appointing/Nominating Jurisdictions/Organizations**

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. Time will be set aside on the PDX CAC agenda for reports from this outreach.

**B. Meeting Summaries**

The Facilitator will prepare PDX CAC meeting summaries. They will be provided electronically in draft form to the PDX CAC for proposed correction and comment before the next PDX CAC meeting. The final meeting summaries will be posted on the PDX CAC webpage on [www.portofportland.com](http://www.portofportland.com).

**C. Public Records and Confidentiality**

PDX CAC records, such as formal documents and meeting summaries are public records. As a result, PDX CAC communications (oral, written, electronic, etc.) are not confidential and may be disclosed. However, the private documents of individual PDX CAC members and the private documents of the Facilitator that are not shared with governmental entities are not considered public records and are not subject to disclosure under public records laws.

**D. Annual Report**

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.

**E. Communications Outside of PDX CAC**

Whenever reasonable, PDX CAC members and staff will refer press, citizen and other inquiries to the PDX CAC Sponsors or committee Chair or Vice Chair.

**XI. Amendment and Interpretation**

Amendments to this document can be made by vote of the PDX CAC. The Chair, Vice Chair or Facilitator shall lead a PDX CAC discussion designed to reach a consensus on any process dispute or proposed amendment to these Collaboration Principles.



**XII. Signatures**

<b>Voting Members (20)</b>		
<b>Name</b>	<b>Interest Represented</b>	<b>Signatures</b>
Erwin Bergman	Central Northeast Neighbors	
Beverly Bruender	Citywide Land Use Committee	
Tina Burke	Airport Employees	
Mark Clark	East Multnomah County neighborhoods - City of Fairview, Gresham, Maywood Park, Troutdale, and Wood Village	
Steven Cole	Northeast Coalition of Neighbors	
Tony DeFalco	Environmental Justice	
Walt Evans	Business Organizations	
Karen Gray	Portland Planning and Sustainability Commission	
Alan Hargrave	Clark County neighborhood (Camas/Washougal area)	
Craig Johnson	Air Cargo	
Alan Lehto	Multi-Modal Transportation	
Lt. Col Stuart Mathew	Military	
Robert Pinedo	General Aviation	
Alesia Reese	East Portland Neighborhood Office	
Bob Sallinger	Environment/Wildlife/Natural Resources	
Norma Seeley	Passenger Airline	
Martin Slapikas	North Portland Neighborhood Services	
Mike Sloan	Vancouver Neighborhood	
Joe Smith	PDX Citizen Noise Advisory Committee	
Jane Van Dyke	Columbia Slough Watershed Council	

Name	Interest Represented	Signatures
<b>Ex Officio Members (10)</b>		
Bruce Fisher	Federal Aviation Administration	
Nick Atwell	PDX Wildlife Committee staff	
Larry Ellis	Multnomah County	
Cam Gilmour	Clackamas County	
Laura Hudson	Vancouver Community Development Director (or designee)	
Bill Wyatt	Interim Port Aviation Director	
Kelly Sills	Clark County	
Andrew Singelakis	Washington County	
Deborah Stein	Portland Bureau of Planning and Sustainability Director (or designee)	
Stacey Triplett	Metro staff	

Attachments:

A – PDX Community Advisory Committee Framework

B – PDX CAC Members and Terms

**ATTACHMENT A**  
**PDX COMMUNITY ADVISORY COMMITTEE FRAMEWORK**

An ongoing community advisory committee for Portland International Airport (PDX) will 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 Committee 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 Community Development 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 EVALUTION/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.

**PDX COMMUNITY ADVISORY COMMITTEE - 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 from PDX Community Advisory Committee

<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	



## **PDX COMMUNITY ADVISORY COMMITTEE – DRAFT WORK PLAN**

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, November 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

Orientations/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 – January 2012 – 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 – March 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 – June 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 – September 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 - November 2012

Second Meeting – January 2013

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

**ATTACHMENT B**  
**PDX COMMUNITY ADVISORY COMMITTEE MEMBERS AND TERMS**

Name	Interest Represented	Contact Information	Term
<b>VOTING MEMBERS (20)</b>			
Erwin Bergman	Central Northeast Neighbors	<a href="mailto:Lbergmand503@q.com">Lbergmand503@q.com</a>	Jan. 2012-14
Beverly Bruender	Citywide Land Use Committee	<a href="mailto:gbruender@comcast.net">gbruender@comcast.net</a>	Jan. 2012-14
Tina Burke	Airport Employee	<a href="mailto:Tina.burke@dhs.gov">Tina.burke@dhs.gov</a>	Jan. 2012-15
Mark Clark	East Multnomah County neighborhood rep from City of Fairview, Gresham, Maywood Park, Troutdale, and Wood Village	<a href="mailto:MarkC@ci.wood-village.or.us">MarkC@ci.wood-village.or.us</a>	Jan. 2012-14
Steven Cole <i>Alternate: Patrick Metzger</i>	Northeast Coalition of Neighbors	<a href="mailto:Steven.cole@lexisnexis.com">Steven.cole@lexisnexis.com</a>	Jan. 2012-15
Tony DeFalco	Environmental Justice	<a href="mailto:tonydefalco@yahoo.com">tonydefalco@yahoo.com</a>	Jan. 2012-15
Walt Evans	Business Organization	<a href="mailto:wevans@schwabe.com">wevans@schwabe.com</a>	Jan. 2012-15
Karen Gray	Portland Planning and Sustainability Commission	<a href="mailto:Karen_gray@parkrose.k12.or.us">Karen_gray@parkrose.k12.or.us</a>	Jan. 2012-14
Alan Hargrave	Clark County Neighborhood (Camas/Washougal area)	<a href="mailto:ahargrave@portvanusa.com">ahargrave@portvanusa.com</a>	Jan. 2012-15
Craig Johnson	Air Cargo	<a href="mailto:craig@jetexpedited.com">craig@jetexpedited.com</a>	Jan. 2012-14
Alan Lehto	Multi-Modal Transportation representative	<a href="mailto:lehto@trimet.org">lehto@trimet.org</a>	Jan. 2012-14
Lt. Col Stuart Mathew <i>Alternate: Lt. Col. Paul Fitzgerald</i>	Military	<a href="mailto:Stuart.mathew@ang.af.mil">Stuart.mathew@ang.af.mil</a> <a href="mailto:Paul.fitzgerald@ang.af.mil">Paul.fitzgerald@ang.af.mil</a>	Jan. 2012-15
Robert Pinedo <i>Alternate: Mitchell Berck</i>	General Aviation	<a href="mailto:Robert.pinedo@atlanticaviation.com">Robert.pinedo@atlanticaviation.com</a> <a href="mailto:Mitchell.berck@flightcraft.com">Mitchell.berck@flightcraft.com</a>	Jan. 2012-14
Alesia Reese	East Portland Neighborhood Office	<a href="mailto:alesiajmr@yahoo.com">alesiajmr@yahoo.com</a>	Jan. 2012-14
Bob Sallinger	Environment/Wildlife/Natural Resources	<a href="mailto:bsallinger@audubonportland.org">bsallinger@audubonportland.org</a>	Jan. 2012-15
Norma Seeley	Passenger Airline	<a href="mailto:Norma.seeley@horizonair.com">Norma.seeley@horizonair.com</a>	Jan. 2012-15
Martin Slapikas	North Portland Neighborhood Services	<a href="mailto:slapikasm@msn.com">slapikasm@msn.com</a>	Jan. 2012-15
Mike Sloan	Vancouver neighborhood	<a href="mailto:bianchimike@comcast.net">bianchimike@comcast.net</a>	Jan. 2012-15
Joe Smith	PDX Citizen Noise Advisory Committee	<a href="mailto:joe@smithcompound.com">joe@smithcompound.com</a>	Jan. 2012-14
Jane VanDyke	Columbia Slough Watershed Council	<a href="mailto:jane.vandyke@columbiaslough.org">jane.vandyke@columbiaslough.org</a>	Jan. 2012-14
<b>EX OFFICIO MEMBERS (10)</b>			
Bruce Fisher	Federal Aviation Administration	<a href="mailto:Bruce.Fisher@faa.gov">Bruce.Fisher@faa.gov</a>	No term
Nick Atwell	PDX Wildlife Committee	<a href="mailto:Nick.atwell@portofportland.com">Nick.atwell@portofportland.com</a>	No term
Larry Ellis	Multnomah County	<a href="mailto:Lawrence.c.ellis@baml.com">Lawrence.c.ellis@baml.com</a>	Jan. 2012-15

Name	Interest Represented	Contact Information	Term
Cam Gilmour	Clackamas County	<a href="mailto:camgil@co.clackamas.or.us">camgil@co.clackamas.or.us</a>	Jan. 2012-14
Laura Hudson <i>Alternate: Willy Williamson</i>	Vancouver Community Development Director (or designee)	<a href="mailto:Laura.hudson@cityofvancouver.us">Laura.hudson@cityofvancouver.us</a> <a href="mailto:Willy.williamson@cityofvancouver.us">Willy.williamson@cityofvancouver.us</a>	No term
Bill Wyatt	Interim Port Aviation Director	<a href="mailto:Pam.thompson@portofportland.com">Pam.thompson@portofportland.com</a>	No term
Kelly Sills	Clark County	<a href="mailto:Kelly.sills@clark.wa.gov">Kelly.sills@clark.wa.gov</a>	Jan. 2012-14
Andrew Singelakis	Washington County	<a href="mailto:Andrew.singelakis@co.washington.or.us">Andrew.singelakis@co.washington.or.us</a>	Jan. 2012-15
Deborah Stein	Portland Bureau of Planning and Sustainability Director (or designee)	<a href="mailto:Deborah.Stein@portlandoregon.gov">Deborah.Stein@portlandoregon.gov</a>	No term
Stacey Triplett	Metro	<a href="mailto:Stacey.triplett@oregonmetro.gov">Stacey.triplett@oregonmetro.gov</a>	Jan. 2012-14

**PDX CAC Committee Facilitator**

Sam Imperati  
Institute for Conflict Management  
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**Committee Staff**

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Sean Loughran (Technical Manager)  
Aviation Long Range Planning and Noise, Port of Portland  
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