



AIRPORT FUTURES

CHARTING A COURSE FOR PDX

ONGOING PDX AIRPORT ADVISORY COMMITTEE (OPIS) PUBLIC INVOLVEMENT SUBCOMMITTEE RECOMMENDATION

APPROVED 10/21/09

Highlighted text reflects areas of potential refinement to ensure consistency

The Airport Futures Planning Advisory Group has recommended by consensus that an *ongoing* public advisory committee for Portland International Airport (PDX) be established by the Port of Portland, City of Portland, and City of Vancouver following the Airport Futures planning process (approx. fall 2010). This committee would be comprised of 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 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 neighborhoods.

A key focus of the committee will be a review of where the airport and region are in assuring a gateway for the region that supports economic and environmental vitality, and neighborhood livability.

1. SPONSORSHIP

- Sponsorship is defined as the jurisdictions that will create and sustain the OPIS. The Sponsors will define OPIS' 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 OPIS feedback. Where issues are surfaced that impact the community, Sponsors will bring these issues to OPIS, 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 OPIS. Sponsorship is contingent upon providing staff support and senior management participation in OPIS.

2. SCOPE/PURVIEW

- Scope/Purview is defined as OPIS's charge and the specific areas of focus for OPIS.
- OPIS will have a broad Scope/Purview focused on five functional areas as outlined below.
- Refinement of the Scope/Purview may occur as part of the annual evaluation/retreat with agreement by Sponsors.

Planning and Development

- Monitor 2010 Master Plan implementation and help design future master planning processes
- Monitor 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 Plan District regulatory reviews
- Review and comment on noise, transportation, natural resource, land use, and air service issues and efforts as it relates to the Master Plan and 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 and Port which memorialize “good ideas” that do not fit in City code (e.g., OPIS), or that specify required mitigation (e.g., transportation improvements)
- Participate in recommending refinement of City-Port Agreements and development of other community agreements, working where possible in collaboration with other interested parties (e.g., neighborhoods, advisory committees, and groups).

Public Involvement

- Ensure two-way communication and information sharing between all stakeholders
- Serve as education and information resource for the public
- Provide opportunity to influence Port, City, and other OPIS membership organizations’ decision-making
- Provide active role in ongoing public involvement activities, including input on design and feedback on effectiveness of such activities

Other

- Provide policy recommendations to Port and City, region, state, and federal government on aviation and land use issues, including input on federal and state legislation
- Provide annual evaluation of above and report to Sponsors and other jurisdictions/organizations participating in OPIS

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.
- OPIS membership will appoint the Chair and Vice Chair in the second year.
- A Coordinating Committee - comprised of the facilitator, OPIS chair and vice chair, and Sponsor staff - will be convened to develop OPIS 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 OPIS work plan, and determine how to address issues that arise between meetings.

4. SIZE AND MEMBERSHIP INTERESTS

- OPIS will have bi-state, regional, diverse representation.
- OPIS will be comprised of 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 OPIS as issues arise.

Voting Members (20)

Voting members will be the core of OPIS. 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 (communities of color, low income)
- 1 Multnomah County/Portland 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
- 1 Cargo airline
- 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 OPIS 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 Bureau of Planning and Sustainability Director (or designee)

- 1 Metro staff
- 1 City of Vancouver 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 OPIS meetings.

5. AUTHORITY/ROLE

- OPIS will be a highly influential *advisory* committee due to: the presence of the Aviation and Planning and Sustainability Directors 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 City Council.
- As part of its annual evaluation, OPIS may consider possible changes to its role with the concurrence of Sponsors.

6. RESOURCES

- The Sponsors will share responsibility for administrative and technical staff support for OPIS. There is recognition that Sponsor staff support will be limited (.25 -.5 FTE), but is critical to the success of OPIS. Participation of OPIS membership will be equally critical.
- It is recommended that OPIS have an independent facilitator in the first year. If not, OPIS may be jointly facilitated by the Port Aviation Director and Portland Planning and Sustainability Director (or his/her designees), or OPIS 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 website with meeting notices posted on the City calendar.

7. APPOINTMENTS/TERMS

- OPIS 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 OPIS, based on appointment guidelines that include, but are not limited to, the sustainability goal of representation reflecting the diversity of the region.
- 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 member from a pool of interested candidates in collaboration with the OPIS chairs or other representatives of the then exiting OPIS members.
- Sponsors will confirm all appointments.
- There are no term limits for OPIS 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

- OPIS 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. OPIS 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.
- OPIS will seek guidance from and collaborate with these committees, as needed, where crossover issues arise.
- OPIS will work collaboratively with other specialized committees. OPIS 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 City and Port 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, OPIS and the specialized committees may provide independent reports to the Port Commission, City Council, and other appointing jurisdictions.
- OPIS will review its relationships with these committees as part of its annual evaluation.

9. RELATIONSHIP TO OTHER PDX PROJECT COMMITTEES

- Sponsors will consult with OPIS on the creation of future master plan committees.
- OPIS and individual OPIS members can decide the level of involvement in such committees as part of the annual evaluation process.
- To prevent overload and help maintain OPIS' broad oversight role, the recommendation is that OPIS not double as a project committee.

10. SUBCOMMITTEES

- OPIS 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

- OPIS 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, OPIS may discuss urgent topics electronically.

12. ANNUAL EVALUATION/SUNSET PROVISION

- OPIS will have annual evaluation to review OPIS accomplishments and consider OPIS future, structure, Work Plan, and other outstanding issues. This evaluation will include a summary of OPIS recommendations and results of their actions.
- There will be no automatic sunset of OPIS.

13. ANNUAL REPORT TO SPONSORS/APPOINTING JURISDICTIONS-ORGANIZATIONS

- OPIS will provide an annual report to Sponsors based on its annual evaluation with interim reports to Sponsors as needed.
- Staff will assist OPIS in developing these reports.

There is an expectation of regular, two-way communication between OPIS members and their appointing jurisdictions/organizations. This is intended to ensure meaningful representation of those interests on OPIS.

- Time will be set aside on the OPIS agenda for report backs from this outreach.

14. OPIS DECISION-MAKING

- It is recommended that OPIS continue PAG-like collaboration protocols, including consensus/majority-minority decision-making.

15. OPIS FIRST YEAR WORK PLAN

- Staff will develop a draft first year work plan for review and comment by the Public Involvement Subcommittee.
- Annual work plans will be developed as part of OPIS' annual evaluation.

16. OPIS INTERGOVERNMENTAL AGREEMENT

- Staff will develop a draft intergovernmental agreement formalizing OPIS for review and comment by the Public Involvement Subcommittee.
- The agreement should include a process for conflict resolution between the Sponsors.

Comments or Questions?

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