

**Airport Futures  
PAG Public Involvement Subcommittee Meeting #2  
Meeting Notes**

Meeting Date	<b>5/12/08 7:00 – 9:00 PM</b>
Meeting Location	<b>Concordia University, Concordia House Conference Room, 6504 NE 29<sup>th</sup> Avenue, Portland, OR</b>
Attendance	Jill Eiland Patrick Metzger Denny Stoecklin Alesia Reese (replacing Ross Monn) Linda Robinson John Weigant
Unable to Attend	Maryhelen Kincaid Hector Roche Lawrence Russell Michael Sloan Fred Stovel Eric Meyer
Staff	Bronwyn Buckle Lise Glancy Jay Sugnet

**1. Introductions & Announcements – Lise**

Lise welcomed everyone to the meeting and there was a brief round of introductions. The group welcomed Jill Eiland from Intel who is Brian Nelson’s alternate on the PAG. Brian is on sabbatical. Jill will be representing business perspectives on the Public Involvement Subcommittee; she noted that she would continue to serve on the Subcommittee after Brian’s return to the PAG. Alesia Reese noted that she is replacing Ross Monn on the PAG and the Public Involvement Subcommittee. Ross is moving to Spokane. Alesia indicated that Marcy Emerson-Peters would likely be her alternate.

Staff will create binders for this subcommittee and make sure materials are hole-punched.

**2. Review of Charter and Selection of Chair – Lise**

Chair Selection

No one present volunteered to be chair. Hector had mentioned to staff that he would be interested depending on other members’ level of interest in the position. The group nominated Hector in his absence and agreed to consider adding a co-chair, in the next few months. John Weigant commented that Hector has shown substantial interest in the community’s interest and he is comfortable with him as chair.

Prior to this meeting, some subcommittee members expressed concern that all subcommittees were led by PAG members from the government sector and there was no community representative on the Coordinating Committee. (Chairs of each subgroup belong to the Coordinating Committee with the PAG Chair and Co-chair. The Coordinating Committee is charged with helping define the agendas for PAG meetings.) Staff noted that Fred Stovel, from Central Northeast Neighbors and a neighborhood representative on the PAG, had been elected chair of the Land Use and Transportation Subcommittee so this is no longer a concern.

### Subcommittee Charter

Lise introduced the Public Involvement Subcommittee Charter. A significant part of this group's work will be to help staff conduct open and transparent outreach to all stakeholders outlined in the Public Involvement Plan. This subcommittee will provide guidance to staff to ensure effective communication to these groups. Lise acknowledged that staff can sometimes be too close to the process and needs help making language understandable, and not speak "plannerese." This group will also make a recommendation about an ongoing system of public engagement, beyond the life of this project.

Staff noted that the subcommittee members are free to adjust aspects or language in the charter. Alesia asked that people's affiliation be added beside their names on the charter. Alesia also suggested that there should be a feedback loop built in to the public input process throughout the project.

John added that since the work of this Subcommittee is guided by the Vision and Values statement that they be aware that the Vision and Values statement may change. Staff noted that all the subcommittee charters refer to the Vision and Values Statement as a foundation for their work. If there are changes to the Vision and Values statement, work will be adjusted as necessary.

*Handout: – Public Involvement Subcommittee Charter*

### **3. Input on Web Survey and Frequently Asked Questions – Bronwyn**

#### Web Survey

Bronwyn noted that the Public Involvement Survey that was created as part of the 6 month check in required by the Public Involvement Plan and reviewed at our last meeting will not come before this group again. When this group discussed the draft at the April meeting, there were no substantial edits. Lise and Bronwyn are meeting with the Port's website team Monday morning to finalize the survey. It should be posted online by the end of May (early June). The Subcommittee asked about whether Lise posts directly to the internet. Lise explained that the Port's IT team is responsible for taking material we produce and putting it online. This step can add a few days to the process.

Linda asked for the results of the Forecast Survey. Lise noted that there were 44 survey responses – all supporting the forecast approach. The forecast survey was taken off line today. Results of the survey were summarized in a memo to the PAG handed out at the April 20 PAG meeting. Lise indicated that at the close of each phase there is a summary of outreach activity which includes surveys. We also collect comments received from our other outreach. We will provide this to the Subcommittee at a future meeting.

Alesia expressed her interest in data. She also urged staff to make sure that surveys were available in hard copy as well as on the internet. She indicated that only 30% of residents in her area have internet access. Lise noted that our commitment is to provide surveys both in hard copy and online. During the Forecast phase, we did not get back many paper surveys. We got more hard surveys back during the Issues and Goals phase.

John added that we could ask two additional questions - how people define sustainability and what, if anything, you would like to know from the Port to encourage a two-way conversation.

#### Frequently Asked Questions (FAQ)

Bronwyn reported that two PAG members made suggestions on the draft FAQ. Both will be incorporated. She asked that rather than bring the FAQ back to the entire Subcommittee, would one Subcommittee member volunteer to look at the material and work with staff before it goes online. Alesia will review this. Linda Robinson noted that she will be more available after August and added that she prefers to see material in advance of meetings whenever possible. The goal is to have the FAQ posted by the end of June.

Denny asked about whether we have determined how we will know when we have reached enough people. Linda added that we need to make sure we reach a cross-section of people because that will decrease the chance of some issues being raised too late. She added that communicating to different groups requires different approaches.

#### **4. Overview of Airport Futures Public Involvement and Intergovernmental Agreement - Lise Intergovernmental Agreement**

Lise reviewed the history of public involvement with the development of the Airport Futures project, explaining that there have been years of work put in so far. The City and Port have created 3 intergovernmental agreements (1999 resolution, 9/2004 IGA, 10/2006 amendment, 6/2007 amendment) over the last ten years. The agreements created the Land Use Advisory Committee, a preliminary citizen advisory body that determined the composition of the PAG. The agreements also outlined the working relationship between the City and the Port, including having a joint website.

Linda described the volunteers process so far and the importance of the City and Port working in tandem, without one getting too far ahead of the other when planning for PDX. Operations at and around PDX are very complex and must be done cooperatively.

John praised the process for its public involvement merits, stating how the efforts of community members have been heard and responded to, and the process we have today is all the better for it. Linda noted that what we are building now is a system for meaningful, ongoing public input that will be sought at regular intervals. The members of this group that participated in these negotiations (moving from a conditional use to land use plan) agree that it was hard to strike agreement with all the stakeholders, but the work has paid off. Trust among parties has been built over the last ten years. Lise referred the group to pages 13 – 16 in the agreement which details commitments regarding public involvement for the planning process we are in now in and the future... Lise noted that John and Linda who were involved in these discussions remind us when we are not living our commitments.

#### **Public Involvement Plan**

Lise then reviewed the Public Involvement Plan, drawing the subcommittee's attention to the stakeholders identified, and pointed out that we must reach each of these groups in each phase of the project.

Alesia asked for a fact sheet to help communicate to the public about PDX and the land use plan. Jay said that people are most interested in the wildlife management plans, not land use plans. Linda mentioned that when people go and get a tour of the airport and discuss issues like noise, they understand the importance of land use planning. She wants to have more open conversations with people to engage them with conversations on these same issues, but is unsure how to set that up best. Events like the PDX Street Fair give excellent opportunities for people in to find out about the workings of PDX.

Alesia asked if East Portland Neighborhood Office could have a table at the PDX Street Fair to strike up more of a two-way conversation. Lise noted that it was our intent to have tables of partners, including the four adjacent neighborhood coalitions. Linda indicated that it was a good approach to use neighborhood folks to illicit feedback.

Alesia suggested that we do more to get the community to recognize the jobs at the airport, and get that information to union members, high schools and other educational institutions. Linda cautioned the group about expanding its mission too far, and asked why we would want to try and connect jobs to Airport Futures.

Jay added that these are things that will come up as we consider impacts of the airport – some will be positive, like more jobs. A downside to there being more jobs at the airport is that there will likely be more noise.

Denny restated his question, in light of the conversation above – what can this group do to make sure we've done enough? It is this committee's responsibility to make sure we have communicated to all the parties and interests that we need to. This group will decide when we've reached everyone we should. Linda said that if we create an ongoing process for people to be able to be engaged, that would be a success in her eyes. John seconded this. Jay added that having a process in place means that when hard conversations are needed (like dual departures), we'll be ready. Bronwyn suggested that this group should come to a shared understanding of what success means to everyone.

The group agreed that there should be new messaging to the community about the changes that the Port has undertaken and the amount of public involvement that has happened. Alesia mentioned a presentation she had seen a few years ago that talked about the airport and wonders if we could get hold of it to use during this outreach. Lise noted that she thought this was from the Gateway to the Globe event. She is seeking to brand the airport, and indicated that we should differentiate the City and Port – giving the Port an identity. Linda stated that we should not concentrate on showing the partnership between the two, not their separate identities. Lise noted that the Port has its own branding effort underway.

Alesia would also like to see us build assessment time into our process. We need to know if the steps this group is taking are being effective. She also would like to track the website hits. Lise noted we can do this and in fact track our outreach efforts. We can also track our website hits. We will share this with the Subcommittee at a future meeting.

There was a discussion about the evolution from conditional use approach to a land use approach and the public engagement reasons behind it. John noted that his vision was that review of the airport becomes an ordinary planning commission thing, not a hearings officer every 7-10 years. Linda noted that a conditional use is not usually used for operations the size of an airport. Bronwyn noted that the approach did not fit the City, Port or community's needs. John commented that the Port can be an 800 pound gorilla. This process is an example of where the Port is far more responsive to input. Alesia suggested that the whether the neighborhoods know it or not, the Port impacts them. Linda noted that the Port needs to be more aware of what's happening in the neighborhoods too. Jay added that the Port is a regional entity and the public engagement will need to be broader than just the City.

*Handout: Intergovernmental Agreement (IGA) and Public Involvement Program (PIP)*

## **5. Review/Approve Public Involvement Subcommittee Action Request – Bronwyn**

Bronwyn and Lise went over the brief task sheet discussed at the last Public Involvement Subcommittee meeting. This task sheet was created to involve the larger PAG to use their networks to spread the word to their communities. The group gave some suggestions and approved the form. Staff will share it with Hector prior to the May 20 PAG meeting.

Alesia encourage staff to consider newsletter inserts. The Portland Development Commission has done this in the past. Bronwyn noted that we are researching this.

*Hand out: Draft PAG Public Involvement Task List*

## **6. Discuss Other Items for May 20 PAG Update - All**

Hector will give update to the PAG on May 20. He will announce the chair and introduce the task list form. Staff will meet with him Monday to go over the update material. (Due to a family emergency, Hector unable to attend. Staff presented the action request.)

## **7. Review of Public Involvement Timeline - Lise**

According to the Public Involvement Plan, Airport Futures is required to meet with parties outlined in the plan. Lise and Jay went over the upcoming Airport Futures meeting dates, including giving presentations on the Forecast to the City of Portland's Planning Commission (5/13) and Port of

Portland's Port Commission (5/14). The next PAG meeting is May 20 at 5:30pm. There is no PAG meeting in June. No formal PAG meeting will be held in August – but we will meet for family picnic on August 23. The PAG Sustainability and Land Use/Transportation Subcommittees will meet again in the next few weeks. The next large public meeting, the PDX Street Fair, is July 12 from 11 am to 3 pm. The subcommittee would like to meet Shannon, who is organizing this event, and for her to hear their ideas. We will schedule our next meeting around this. On June 11, we have a table at a Kenton meeting. The East Portland Neighborhood Office Cultural Fair is also July 12. Airport Futures will have a table there. Alesia suggested that Airport Futures be part of Lents Founders Day in August. Jill mentioned that Celebrate Hillsboro is the first week in August.

#### **8. Summary/Follow Up Items and Next Meeting Date and Agenda Items- All**

- The next meeting will be held: **June 3, 7 – 9pm at Parkrose High School.**
- Agenda items for this meeting will include update and input on Street Fair, results from the PAG task list survey, the Forecast survey results, and review of the Public Involvement survey hard copy.

#### Staff follow up:

- Bronwyn and Lise will create binders for this subcommittee
- Replace Alesia on Charter and add members' affiliation. Also remove John from the Charter, continue to copy him on emails and materials.
- Bronwyn and Lise work with Alesia on FAQ.
- Bronwyn and Lise meet with website people for involvement survey.
- Lise to provide forecast survey data at next meeting.
- Staff to summarize meeting notes.
- Investigate Lents' Founders Day and Celebrate Hillsboro outreach opportunities.
- Invite Shannon come to next Public Involvement Subcommittee meeting.

#### Handouts for this meeting include:

- *Meeting Agenda*
- *Charter*
- *PIP*
- *IGA*
- *Draft PAG Task List*