

**AIRPORT FUTURES  
PUBLIC INVOLVEMENT SUBCOMMITTEE MEETING #5  
MEETING NOTES AND FOLLOW-UP**

<b>Date and Time:</b>	<b>8/26/08, 6:30 - 9 PM</b>
<b>Location:</b>	<b>Kenton Fire House</b> 8105 N. Brandon Portland OR
Attendees:	Maryhelen Kincaid Patrick Metzger Alesia Reese Hector Roche Lawrence Russell Mike Sloan Denny Stoecklin Kelly Sweeney
Staff:	Lise Glancy Bronwyn Buckle
Unable to attend:	Jill Eiland Linda Robinson Fred Stovel

<b>1. Start Ups – Hector</b>	<b>Follow-up</b>
Hector asked for updates from subcommittee members since our last meeting.	

<b>2. Updates/Announcements – All</b>	<b>Follow-up</b>
<p><u>Outreach/Debrief</u> Bronwyn provided a summary of the 7/28 Citywide Land Use Committee meeting. The Committee had a number of questions about the plan district v. conditional use. They learned about how the plan district can provide them with a greater ability to help shape/tailor the development process. The chair of the committee Bonny McKnight is supportive of this approach.</p> <p>Hector/Alesia/Maryhelen noted that neighborhoods have a higher level of comfort with the conditional use process. Hector reinforced that as we proceed with the process that we check back in with this group as they will need reassurances over time; this is a key stakeholder group.</p> <p>Alesia suggested that the City consider developing a handbook for neighborhood outreach on the plan district.</p> <p>The subcommittee provided feedback on their Neighbors Night Out events. The general agreement was that these forums were more focused on community building (fun) than issues, and that these events should not be a target of our outreach in the future.</p>	<p>Schedule future follow-up with Citywide Land Use Committee</p> <p>City should consider developing plan district handbook</p>

<p>Lise provided a quick summary of the 8/12 Planning Commission meeting. Linda Robinson and Fred Stovel attended. The Planning Commission ran over time on the previous agenda item. Lise noted that there were 4 new Planning Commission members that did hear the earlier forecast presentation.</p>	
<p><u>Staff Reports/Follow-Up from Last Meeting</u>  Lise provided a general overview of the work plan for the benefit of Lawrence who had not heard previous descriptions. She then reviewed the changes to the work plan.</p> <p>Bronwyn's report on Stakeholder Outreach tracking was moved to the end of the meeting.</p>	<p>Lise and Bronwyn will provide this via e-mail.</p>

<b>3. Creating Community/Working Together - Hector</b>	<b>Follow-Up</b>
<p>Hector reviewed five handouts on creating community from the Institute for Social Change. He suggested that the subcommittee hold off on ground rules until the group gets to know each other better. His goal is to create a safe place for everyone to say what is true for them and to balance results, process and relationship as all three components of the work are important. He discussed how he, Bronwyn and Lise create the agendas for the subcommittee meeting to focus on desired outcomes.</p> <p>Hector suggested that the subcommittee use the consensus model of decision-making. He defines consensus as everyone is willing to support/live with agreement and somehow concerns are addressed (minority report or revisiting of the issue).</p> <p>Hector proposed that the members of the group lead some agenda items. He used Denny as an example. Denny expressed an interest in success measures and agreed to lead the discussion on this.</p> <p>Hector reiterated his commitment to get meeting materials one week in advance. If there are changes to the agenda, they will be made at the beginning of the meeting. Maryhelen noted that it may be challenging to have ground rules and consensus decision-making with a changing subcommittee membership. The group needs to define how decisions are made (in person, by e-mail, or phone). Maryhelen would like to err on the side of inclusiveness. Alesia would like to define membership and what decisions require meetings.</p>	<p>Hector to revisit these issues at the October meeting.</p>

4. Measures of Success – Denny Stoecklin	Follow-Up
<p>Denny lead a discussion on the success measures for the Public Involvement Subcommittee. His goal is to identify the top 3 qualitative and top 3 quantitative measures of success. Denny noted that his criteria for success measures would be that they have a high degree of accountability and assessment potential. He also proposed that they be clear, concise, focused enough for the subcommittee to live with and communicate. The subcommittee agreed with this approach.</p> <p>Key concepts from the discussion on qualitative measures were: honest, accessible, early, meaningful, regular, timely, understandable, strategic, reinforces listening side (Part 150 example), relevant. Denny summed this up as effective communication.</p> <p>The key concept from the discussion on quantitative measures is: Dialogue with feedback, or vehicle for two way communication. There was discussion about whether visits is the correct word and whether all “visits” need to be successful.</p>	<p>Denny, Lise and Bronwyn will bring a revised success measure proposal to the 9/24 PI SC meeting for discussion at the 10/22 PI SC meeting.</p> <p>Maryhelen suggested that staff send a note as a follow-up to the meeting to acknowledge input.</p>

5. OPIS Guiding Principles/Goals – Lise	Follow-Up
<p>The subcommittee reviewed the draft goals derived from the Intergovernmental Agreement, Public Involvement Plan, Vision and Values, and staff brainstorm. There was a discussion about whether the ongoing public involvement strategy presumes the creation of a new entity and if so, how would this new entity be coordinated with existing bodies (e.g., PDX Citizen Noise Advisory Committee, and Airport Issues Roundtable). Other key interests were that this body be regional in nature and include Clark County/Vancouver and that the body be advisory not just a stakeholder.</p> <p>One of the deliverables of the subcommittee is to propose the structure of the new entity based on research about current public involvement programs at the Port and City, and public involvement efforts at other airports. They will also study successful public involvement practices, and the goals that the subcommittee wants to achieve through this body. The subcommittee will revisit the draft goals over the next several months. Discussion with the public involvement consultants as well as other information will help inform these goals.</p> <p>The subcommittee recommends that the PAG be included early in the discussion on this issue and include an exercise offering choices of several different types of bodies.</p>	<p>Subcommittee to develop exercise for PAG in early in evolution of the OPIS.</p>

<p><b>6. PI Consultant Panel – Bronwyn</b></p> <p>Bronwyn reviewed the concept of inviting two local public involvement experts to speak to the subcommittee. Staff provided a handout that includes the questions and ideas that we would like the experts to speak to. The subcommittee was asked if they had additions/changes to the questions. The subcommittee suggested that we clarify that we are interested in Portland and Portland metro examples of best practices (what has worked and what hasn't).</p>	<p><b>Follow-Up</b></p> <p>Lise and Bronwyn to confirm panel and send special invitation to Land Use / Transportation Subcommittee, and a more general invite to the PAG.</p> <p>Patrick to confirm Northeast Coalition of Neighbors office as the location for the 9/24 meeting with the consultant panel.</p>
<p><b>7. PI Subcommittee Report for 9/16 PAG meeting –</b></p> <p>The group agreed that the subcommittee report to the 9/16 PAG should include the following items:</p> <ul style="list-style-type: none"> <li>- Work on ongoing public involvement strategy</li> <li>- Invitation to 9/24 public involvement panel</li> <li>- Dates for October open houses</li> <li>- Outreach to date</li> </ul> <p>The group also agreed that subcommittee members should give the update. Kelley volunteered to take on this task.</p>	<p><b>Follow-Up</b></p> <p>Lise and Bronwyn to develop 3-4 slides in a PowerPoint as a guide for the 9/16 PAG Public Involvement Subcommittee report.</p> <p>Lise and Bronwyn to look into having color coded tabs on name tags which identify which subcommittee PAG members are sitting on.</p>
<p><b>8. Next Steps – Hector</b></p> <p><u>October Open Houses</u></p> <p>Bronwyn reviewed the staff proposal for the Airport Futures October open houses. The proposal is to have a coordinated open house which includes small discussion tables for Airport Futures on facility requirements, sustainability, and possibly land use. To promote stakeholder participation in these discussions, targeted invitations would be sent to our key stakeholders outlined in the Public Involvement Plan; RSVPs would be requested so staff can plan accordingly. This would be very labor intensive for staff (outreach to stakeholders, call downs, discussion leader, scribe), but hopefully ensure we are reaching our key stakeholders and give them another way to engage in the process.</p> <p>As with previous open houses, PDX and other related projects would be invited to participate in these events.</p> <p>There was general subcommittee support for this approach. It was recommended that the open houses be separated by a week if possible and that staff check Portland/Vancouver date conflicts.</p>	<p><b>Follow-Up</b></p> <p>Lise and Bronwyn to confirm dates/locations.</p> <p>Lise and Bronwyn agreed to send open house dates and potential locations to the Public Involvement Subcommittee as soon as possible for neighborhood report outs.</p> <p>Subcommittee to confirm which of the open house dates they can participate in.</p>
<p><u>Next Meeting Date</u></p> <p>Lise noted some problems with our standing meeting date of the fourth Wednesday of each month in November and December (day before Thanksgiving and Christmas). Hector proposed the following meeting dates:</p>	<p>Subcommittee to mark their calendars with these NEW subcommittee meeting dates.</p>

<p>Wed., Sept. 24 6:30-9 pm at Northeast Coalition of Neighbors' Office</p> <p>Wed., Oct. 22 6:30-9 pm at Kennedy School, Community Room</p> <p>NO MEETING IN NOVEMBER due to Thanksgiving holiday</p> <p>Wed., Dec. 3 6:30-9 pm – possibly in Vancouver</p> <p>Wed., Jan. 28 6:30-9 pm – location to be determined</p> <p>The subcommittee concurred with Hector's meeting date recommendations.</p>	<p>Lise will check with Mike Sloan about a possible meeting location in Vancouver.</p>
<p><u>Next Meeting Agenda Items</u></p> <p>The next meeting of the Public Involvement Subcommittee is Wed., Sept. 24 from 6:30-9 pm. The agenda items will include:</p> <ul style="list-style-type: none"> <li>• ½ update on Oct. open houses</li> <li>• 2 hour focus/discussion with public engagement panel</li> </ul>	<p>Lise to send out a meeting agenda two weeks prior to the 9/24 meeting (by 9/10)</p>

<b>9. Meeting Evaluation – Hector/All</b>	<b>Follow-Up</b>
<p>The meeting ran over so there was not time to do the meeting evaluation.</p>	<p>Hector committed to send out the meeting evaluation with a summary of the meeting.</p>

Hand Outs:

- 8/26/08 PI SC Agenda
- Public Engagement Consultant Panel at 9/24/08 PI SC Meeting (8/18/08 draft)
- Public Engagement Goals for Ongoing Public Involvement Strategy (8/12/08 draft)
- Worksheet 2- Defining Success (8/25/08 draft)
- 7/22/08 PI SC Meeting Notes
- 7/31/08 AirFair Recap
- Alesia Reese AirFair Observations and Recommendations
- AirFair Survey (8/6/08 draft)
- Compilation of Neighbors Nigh Out Meeting Notes
- Levels of Involvement in the Decision-Making Process
- Dimensions of Success
- Focus on Results, Process and Relationship
- Stages of Discussion/Tools for Reaching Agreement
- Key Elements for Planning Your Meetings
- Updated PI SC Work Plan (draft 8/6/08)
- Public Involvement Subcommittee Follow-up Action (draft 8/25/08)