



Public Involvement Program

The Public Involvement Program will guide the joint City of Portland and Port of Portland planning process for Portland International Airport (PDX) and the surrounding area to ensure an open, balanced and fair process, and provide citizens, businesses and other interested parties convenient and meaningful opportunities to inform the planning process.

For more information on this project, please visit the project web site at www.pdxairportfutures.com, or contact:

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List of Acronyms

FAA	Federal Aviation Administration
IGA	Intergovernmental Agreement
PAG	Planning Advisory Group
PDX	Portland International Airport
TAP	Technical Advisory Pool

The City and Port are committed to providing equal access to information and hearings. If you need special accommodation, call the Bureau of Planning at 503-823-7700 (TTY 503-823-6868).

Introduction

Airport Futures is a collaborative effort between the City of Portland (City), Port of Portland (Port), and the Portland-Vancouver metropolitan community to create an integrated long-range development plan for Portland International Airport (PDX). Beginning in fall 2007 and concluding in spring 2010, the Port will update the airport master plan and the City will create a land use plan recognizing PDX's role in the regional economy while managing City infrastructure and livability. The three year process will reinforce Portland's planning legacy, PDX's reputation as one of the premier airports in the country, and incorporate principles of sustainability¹ and livability. The City and Port are committed to planning for future cargo and passenger aviation needs of the region while using reasonable efforts to avoid, reduce, or mitigate potential impacts to the community.

Background

The airport currently operates as a "conditional use" in an industrial zone. This requires the Port to apply for a permit from the City every 8-10 years to operate. In the conditional use process, the City evaluates specific airport development projects based on criteria in the zoning code with the intent to mitigate the impacts generated by the airport. This process is problematic from the perspective of the Port, the City, and the community. The Port must justify the existence of the airport at the current location every 8 years and go through a burdensome amendment process to make minor changes to the conditional use master plan. The City does not have adequate staff or expertise to properly examine the complex issues of airport growth; and the community is frustrated that the conditional use process has limited opportunities for public and City involvement in Port aviation planning.

In developing a legislative land use plan for PDX and environs,² the City proposes to create a zoning mechanism that recognizes the airport as an "allowed use." Mitigation will still be required for future projects, but the triggers for City review will be based on impacts, and the severity of impacts, rather than a rigid timeframe. The intent is to create a land use structure that accomplishes the following:

- provides the *Port* with flexibility to respond to changing circumstances in airport development;
- allows the *City* to develop a land use plan that examines the increasingly complex issues associated with PDX; and
- provides the *community* with a greater opportunity to influence airport planning and development.

¹ The City and Port are committed to incorporating principles of sustainability in the joint planning process. In other words, the project team will evaluate how PDX will meet the region's aviation transportation needs without compromising the ability of future generations to meet their own needs. Through the planning process, the City and Port will endeavor to evaluate the tradeoffs between the economic and social benefits of aviation transportation and the associated environmental, safety, health, ecosystem, and equity impacts. A major focus of the process will be to evaluate ways to maximize the use of the airport's existing facilities before building any new major infrastructure. The Planning Advisory Group for the joint planning process will further define how sustainability principles will be incorporated into the planning effort in consultation with the City and Port.

² The City identified alternatives that would allow the airport to operate permanently in the current location, while providing for a broader examination of issues associated with airport growth and development. For more information, please refer to *Alternatives to the Conditional Use Approval Process for Portland International Airport (PDX)*, Bureau of Planning, August 2001.

In 2001, the Portland City Council and the Port of Portland Commission jointly resolved to replace the current conditional use process with a legislative process to properly address the complex issues of growth at the airport. The City of Portland Planning Bureau hosted a series of meetings in the fall of 2001 to use the resolution as the basis for the first City-Port intergovernmental agreement (IGA). The process was a collaborative effort between the Port, Commissioner Dan Saltzman's office, Airport Issues Roundtable, and numerous City of Portland bureaus. An identical group was involved in a series of meetings in the summer and fall of 2003 to develop a second City-Port IGA, outlining a joint work program for future planning at PDX and its environs.

The second IGA, adopted in October 2004, clarified the process and associated costs for the development of an integrated planning effort. Specifically, it identified work tasks, timelines, expected products, and funding mechanisms with the objective of initiating a City legislative process to better address land use regulations for an international airport in conjunction with the Port's update of the 2000 PDX Master Plan. The airport is currently operating under a conditional use permit that will expire in 2011.

The second IGA specified that prior to beginning the joint planning process, the City and the Port would develop a detailed City work program and budget as an amendment to the IGA. The Portland City Council and the Port of Portland Commission adopted the City work program and budget in July 2007 as an amendment to the second IGA governing this joint planning process.

Public Involvement Program Overview

The goal of the Public Involvement Program for this joint City-Port planning effort is to provide an ongoing public involvement program that will be open, honest, and transparent with a special emphasis on early involvement in providing policy-setting input to City-Port staff. Wherever possible, project staff and consultants will design interactive formats for all meetings to ensure a balanced and fair discussion of issues which ensures all perspectives are heard. The public involvement program has been structured around the operating principles and key project milestones and decision points described below. The public involvement program will include the following components:

- Planning Advisory Group (PAG) - The centerpiece of the public involvement program will be a broad-based, 30-member PAG. The PAG will serve as an advisory body to the City of Portland and Port of Portland and help guide and inform the joint planning process. The chair and vice chair of the PAG will be appointed by the Portland Mayor and Vancouver Mayor, respectively, to ensure a balanced and fair process. All other committee members will be appointed by the City Planning Director and the Port Aviation Director. All PAG meetings will include public comment opportunities. The PAG will establish subcommittees as needed to inform the planning process on specific subject areas requiring more analysis and input. *Attachment A describes the composition of the PAG. Attachment B outlines the PAG Role, Selection and Service Guidelines. Attachment C provides more detail on the PAG Organizational Structure.*
- Technical Advisory Pool (TAP) - A pool of organizations and agencies with specialized expertise will be available to the PAG, PAG subcommittees, City and Port project staff, and the community to address questions on technical issues at any point in the process as well as at key milestones. The TAP will be briefed regularly on the planning process by project staff and will have additional meetings as needed. The TAP will only address specific technical questions, not deliberate on broader policy issues. Project staff will report back to the PAG on TAP meetings.

Early Outreach on Project Scope – City and Port project staff met with a number of public involvement specialists to help define the public involvement process. City and Port staff met with the PDX Land Use Advisory Committee and representatives from the Columbia Slough Watershed Council, PDX Citizen Noise Advisory Committee, and Airport Issues Roundtable on November 13, 2006, December 6, 2006, and February 12, 2007 to solicit input on the work scopes for the project and public involvement program. This included a review and refinement of work scopes for the aviation consultant, PAG facilitator, and City work plan. Public meetings were held to gather additional input on these work scopes on February 1 and 6, 2007. In spring 2007, City and Port staff met with over 43 stakeholder groups to discuss and refine the planning process.

Workshops and individual meetings with key stakeholder groups will be held in the spring and summer of 2007 to seek early input on project goals and issues for the planning effort. This stakeholder outreach may include: Portland and Vancouver neighborhoods and neighborhood coalitions, Columbia Slough Watershed Council, PDX Citizen Noise Advisory Committee, Airport Issues Roundtable, Coalition for a Livable Future, Columbia Corridor Association, Portland Air Cargo Association, Portland Audubon Society of Portland, 1000 Friends of Oregon, Multnomah County Drainage District, Columbia Riverkeepers, Environmental Justice Action Group, Portland Business Alliance, Westside Economic Alliance, Clackamas Business Alliance, East Metropolitan Economic Alliance, Portland Freight Advisory Committee, Oregon Freight Advisory Committee, Columbia River Economic Development Council, Identity Clark County and Vancouver Rotary. In addition, this outreach will include targeted outreach to ethnic, minority and low income groups identified as PDX stakeholders. Identification of these stakeholders will be based on a review of a demographic analysis of the four county Portland-Vancouver service area for PDX and neighborhoods' impacted by aircraft noise overflights (or those neighborhoods within the 55 Day Night Level noise contour). Project staff will work with leaders within these communities to spread the word about the *Airport Futures* planning process.

- Public Meetings at Key Milestones – Over the life of the planning process, project staff anticipate hosting a total of 14 public meetings at key project milestones. These meetings will be held at various locations in both Portland, Oregon and Vancouver, Washington. Since the public meetings will have different types of information to communicate and different levels of input required, the public meeting formats will vary. Formats may include workshops, open houses, presentations, and discussion groups. The format for each public meeting has not yet been identified. The City and Port will seek input from the PAG and selected consultants on the meeting formats. As noted above, the project staff's preference is to make all public meetings interactive wherever possible and appropriate.
- Meetings with Portland Planning Commission, Portland City Council, Vancouver City Council, and the Port Commission – Additional formal public meetings with public testimony and comment opportunities are planned. Given the City of Portland's decision-making on the City land use plan, project staff propose six meetings with the Portland Planning Commission and four meetings with the Portland City Council. The Vancouver Council will be briefed on the project five times. The Port Commission will have six briefings on the project. Project staff will brief elected officials and staff at other points as needed and requested.

- Ongoing Outreach to Stakeholders – Project staff will offer to meet or communicate regularly with neighborhood coalitions and other stakeholder groups described previously to provide information and solicit input on the joint planning process. Staff will provide updates in business and community newsletters and bulletins at appropriate project milestones and meet with individual stakeholders as requested. As part of this outreach, project staff will work with ethnic, minority and low income communities to provide updates on and opportunities for input into the joint planning process.
- Joint Web Site – There will be a joint web site for the project which includes an overview on the project, project updates, PAG and subcommittee meeting notes, technical project documents, frequently asked questions and answers, a public comment summary, and an online web survey.
- Electronic Notification - On the web site and at public meetings, interested stakeholders will have the opportunity to sign up for electronic email notification on project meetings, updates, media releases, and newsletters.
- Meeting Notices – Notice of all PAG and subcommittee meetings will be posted on the web site and emailed to interested stakeholders. A notice of PAG meetings will be posted in local newspapers as well.
- Media Releases – Media releases will be circulated in advance of all PAG meetings and public meetings and as needed at key milestones.
- Statistical Survey – A statistical survey will be developed in consultation with the PAG and undertaken early in the planning process to identify regional and community issues associated with PDX and its environs. The results of this survey will be shared with the PAG and other decision-makers.
- Evaluation of the PAG and Public Involvement – There will be a periodic review of the PAG and public involvement process (e.g., six-months, and annually thereafter).
- Community Meetings and Events - As requested, project staff will participate in neighborhood meetings, business meetings, and community events. The City and the Port will host brown bag lunch meetings at various locations, and information tables at PDX during the planning process to provide information and solicit input.

Public Involvement Operating Principles

The public involvement operating principles outlined in the October 2004 City-Port IGA will guide the public involvement program for the joint planning effort. The public involvement program will:

- Clearly define opportunities where the public can provide timely input so that there is an opportunity to affect change.
- Be accessible, inclusive, meaningful, regular and timely in addition to open, fair and honest.
- Ensure a collaborative involvement process between the City, the Port, and stakeholders, and meet the planning timelines of both the City and the Port.

- Provide an ongoing record of citizen input, questions and responses, and a mechanism to make this information available to the public.
- Include periodic community-based meetings in Portland and Vancouver where the public will be updated on committee activities and have the opportunity to inform policy-making.
- Provide citizens with a way to stay involved and informed during the PDX master plan update and legislative land use process.
- Provide interactive meetings with small group breakouts which distinguish between information and input opportunities in public meetings.

In addition to these operating principles, all PAG and subcommittee meetings will be open to the public, and include opportunities for public comment. There will be advance meeting notice, meeting notes, and documents for the PAG and subcommittee meetings posted on the joint City-Port project web site. The City-Port team will provide updates to and opportunities for input by the public, Portland Planning Commission, Port Commission, and Portland and Vancouver City Councils on the joint planning effort at key milestones. PAG and public meetings will be held in both Portland and Vancouver and at downtown and PDX locations.

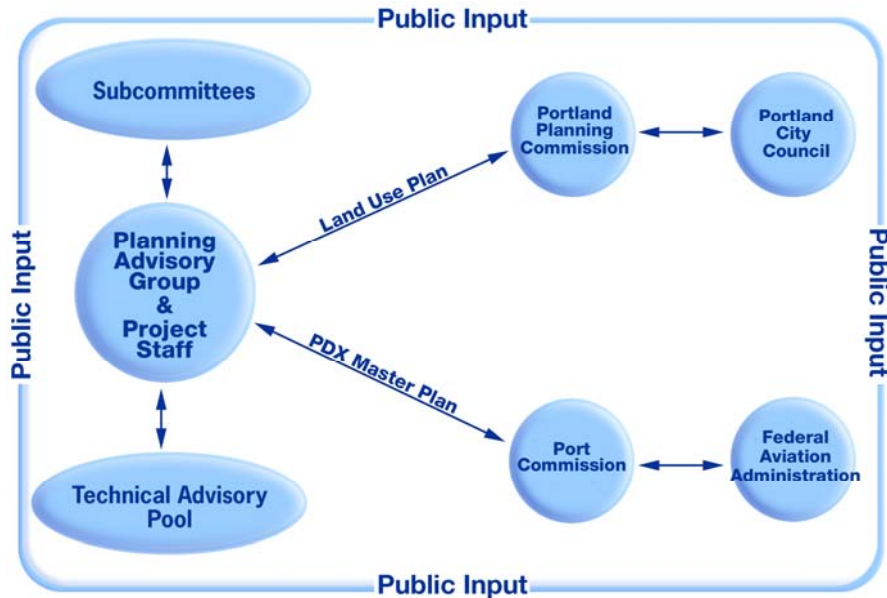
Planning Framework and Decision-Making Structure

The framework for this joint planning process is outlined in the October 2004 IGA between the City and the Port. This framework will form the basis for the PAG's discussions and stakeholder input. Key highlights include:

- The process will include an evaluation of two full build-out alternative developments for PDX (and various subalternatives), along with a no-build alternative. The two alternatives were selected as the preferred alternatives out of over 11 composite concepts evaluated in the 2000 PDX master plan.
- Both alternatives include a third parallel runway; however, the third runway is not something that is anticipated for construction in the next 20-30 years. Any final decision on the third runway will be made in the future when the need for the runway is more certain.
- The Port will not be requesting Portland City Council approval of the third runway in the City's land use plan to be developed in this process. Before development of a third runway, a National Environmental Policy Act (NEPA) review of the new runway would be required and City Council would be asked to approve this land use action. However, as part of the long range planning for PDX, there will be consideration of where such a runway might go if and when it is needed. As a consequence, the PDX master plan update will include the third runway as a conceptual element – just as it is in the 2000 PDX master plan.
- The planning effort will rely on the PDX noise study and cargo feeder recommendations completed in 2006. However, if the PAG determines that there is a gap in noise information needed by the committee, the Port will endeavor to provide such information.
- The PAG is advisory to the City and Port and will help inform staff recommendations to these respective decision-making bodies. Final decisions on the PDX Master Plan Update will be made by the Port of Portland Commission, with approval of the forecasts and Airport Layout Plan for PDX by the Federal Aviation Administration (FAA). Final decisions on the City's Land Use Plan will be made by the Portland City Council with a recommendation from the Portland Planning Commission.

- City of Portland and Port of Portland staff recommendations to their respective decision-makers will highlight areas of agreement and disagreement with the PAG and other stakeholder interests. The chair of the PAG will represent the recommendations of the PAG in conjunction with City and Port staff reports to City and Port decision-makers.

The PAG, TAP, subcommittees, public, and City and Port staff will provide important input to the decision-making process as shown in the diagram below. The project team will make every effort to keep decision-makers apprised of progress by providing a summary of public input and outstanding issues at each interval.



Public Input into Decision-Making Process

Public involvement will be sought to inform decision-making at key milestones in the joint planning process. Those milestones are:

- Scope of Work Development and Project Initiation
- PAG Kick-off, Issue Identification and Goal Setting
- Aviation Demand Forecasts
- City Early Land Use Proposal and Forecasted PDX Facility Requirements
- PDX Follow-on Studies
- Airport Alternatives Analysis and City Land Use Plan
- Adoption of PDX Master Plan and City Land Use Plan

To ensure adequate input at these milestones, the City and Port plan to schedule 19 PAG meetings, 14 public meetings, six City of Portland Planning Commission meetings, four Portland City Council meetings, five Vancouver City Council meetings, and six briefings of the Port Commission. There will also be regular meetings with neighborhood coalitions, key stakeholder groups, and TAP to provide regular updates on and an opportunity to provide input into the planning process. City and Port staff will meet with individuals and other stakeholder groups as requested. The project website will provide ongoing opportunities for public input and information throughout the planning process.

PUBLIC INVOLVEMENT AT A GLANCE

19 Planning Advisory Group meetings
14 Public meetings
6 Portland Planning Commission meetings
4 Portland City Council meetings
6 Vancouver Council meetings
6 Port Commission meetings
Regular TAP and other key stakeholder meetings

Work Plan Summary and Public Involvement Milestones

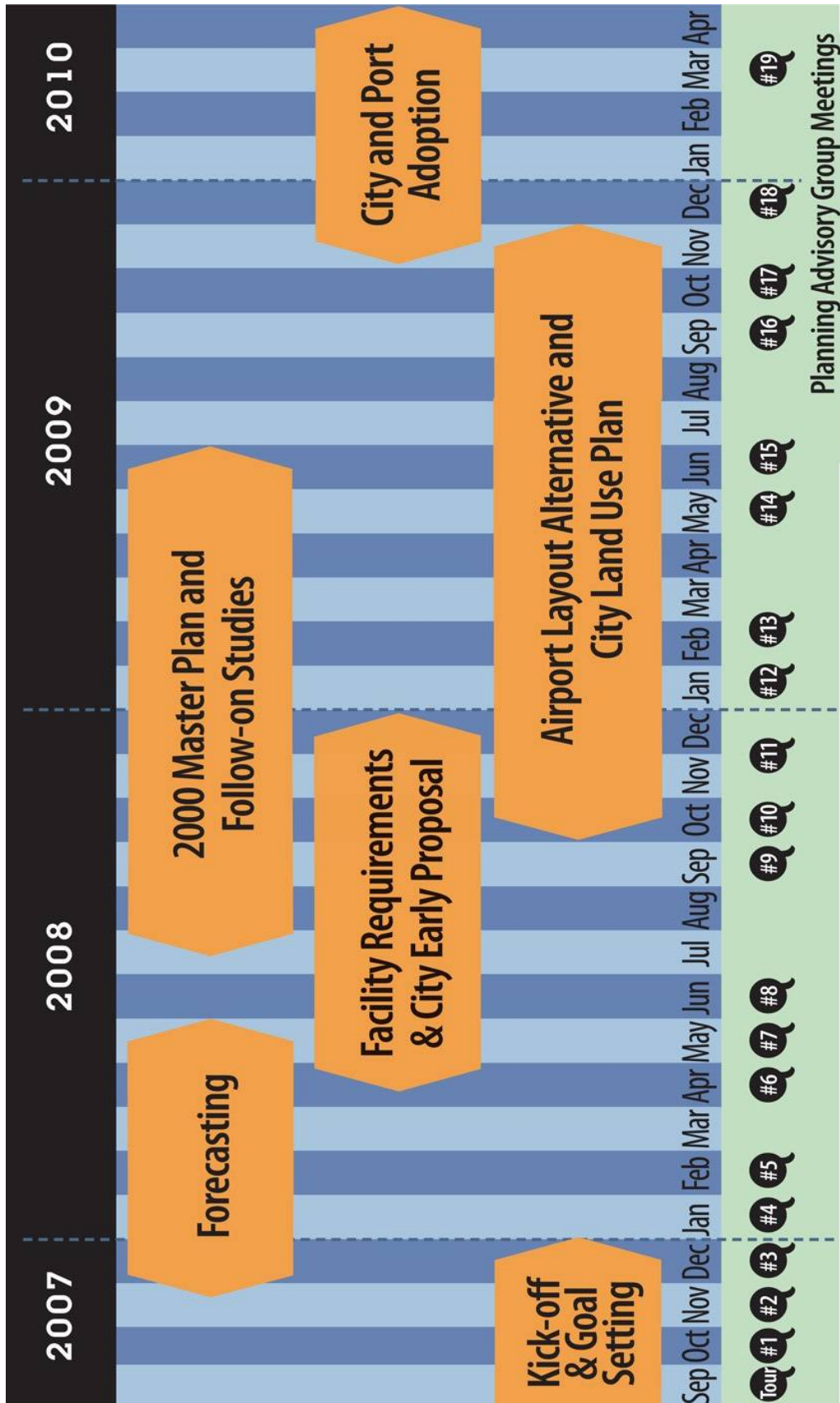
Public involvement will be crucial throughout the project, from early project scoping beginning in November 2006, to launch of the PAG in September 2007, to adoption of the PDX master plan update and City land use plan in spring 2010. The joint planning process includes multiple opportunities for input and involvement in public forums as shown on page 9.

A more detailed description of the work plan, public involvement milestones, and the decision-making process follows. Bolded items reflect decision points. While it is the intent of the City-Port project team to conclude this planning process within a three year period, it is impossible to contemplate all eventualities. As a result, the dates shown in this three-year work plan are estimates. Updates to these dates will be highlighted on the joint project web site.

1. Pre-Project: Scope of Work Development and Project Initiation (November 2006 to June 2007)

This phase of the project includes development of a joint City-Port work plan which includes detailed work scopes, a public involvement program, and consultant selection. It lays the foundation for the planning process.

- Refinement of the aviation consultant work scope, City work scope, PAG facilitator work scope, and public involvement program
 - PDX Land Use Advisory Committee meetings – Nov. 13, 2006, Dec. 6, 2006, and Feb. 12, 2007 meeting
 - Public meetings #1 and #2 - Feb. 1 and Feb. 6, 2007
 - PDX Land Use Advisory Committee representative participates in aviation consultant selection process – April 2007
 - CNAC representative participates in PAG facilitator consultant selection process – April 2007
- Public outreach on issues and goal setting and PAG appointments
 - Appointment of chair and vice chair by Portland Mayor/Vancouver Mayor/Port Commission President – April 2007
 - Nominations to PAG by organizations, groups, jurisdictions – May-July 2007
 - Public meetings with neighborhood coalitions and stakeholder groups on issues and goal setting– April-August 2007
- Project overview and selection of aviation consultant and PAG facilitator
 - Portland Planning Commission #1 briefing and PAG nomination – February 13, 2007
 - Portland Planning Commission tour of PDX and adjacent area – March 13, 2007
 - Vancouver City Council #1 - briefing and PAG nomination – April 9, 2007



- 1. Pre-Project: Scope of Work Development and Project Initiation - continued**
 - **Portland City Council #1 - Approval of City work scope and budget – June 27, 2007**
 - **Port Commission #1 - Approval of City's budget for joint City-Port work plan and aviation consultant contract – July 11, 2007**

2. Phase 1: Planning Advisory Group Kick-off, Issue Identification and Goal Setting (September 2007 to December 2007)

This phase of the project involves a kick-off, an orientation for the PAG, and tours of PDX and adjacent areas. It identifies the City's and Port's regulatory framework, inventories existing conditions, identifies community issues, and establishes goals and objectives for the joint planning process.

- Orientation for PAG
 - PAG retreat and tour of PDX and adjacent area – September 29, 2007
 - PAG meeting #1 – October 9, 2007
- Regulatory review (city, state, federal regulatory framework), aviation existing conditions inventory (facilities, current levels of activity, opportunities and constraints), and existing conditions of surrounding area (socioeconomic, land use patterns, transportation system, environmental, cultural and natural resources, infrastructure, and economic development)
- Issue identification, establishing study area boundaries, and goal setting
 - PAG meeting #2 – week of November 20, 2007
 - Public meetings #3 and #4 – November 10, 2007 and November 13, 2007
 - Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – October-November 2007
 - PAG meeting #3 – week of December 18, 2007

3. Phase 2: Aviation Demand Forecasts (January 2008 to May 2008)

This phase forecasts the growth of aviation and the anticipated demand for airport and surrounding facilities. A significant component of this phase will be the discussion of the forecast scenarios with extensive input from the public and PAG or PAG subcommittee. The forecast discussion of the PAG may be preceded or complemented by the work of a Forecast Subcommittee of the PAG. The forecast discussion may also be supplemented by reports or presentations as needed by various subject matter experts (e.g., experts or forecasters on population, employment, and energy prices). In addition, the City will hire an aviation consultant to participate in the scenario development as well as to conduct a peer review of the forecasts, and the process and assumptions used to develop them.

- PAG meeting #4 – Discussion of methodologies, assumptions and scenarios - January 15, 2008
- PAG meeting #5A/B – Forecast presentation - February 19, 2008 (PAG Evaluation) and March 11, 2008
- Public meetings #5 and #6 – Input on forecast, assumptions and scenarios – April 8 and 9, 2008
- PAG meeting #6 – Peer review of forecast methodologies and assumptions - April 15, 2008
- 2008
- Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – April-May 2008
- Portland Planning Commission #2 – Review all forecast information and comments – May 13, 2008
- **Port Commission #2 - Decision on forecast - May 14, 2008**

- FAA #1 – Approval of forecast – April-May 2008

4. Phase 3: City Early Proposal and Forecasted PDX Facility Requirements (May 2008 to November 2008)

This phase outlines City alternative land use policy directions and determines needed airport facilities based on the approved forecast. A discussion of plans and strategies for sustainable growth at PDX will also occur in this phase.

5. Phase 4: PDX Follow-on Studies (July 2008 to July 2009)

This phase provides the basis for defining aviation facility requirements to meet the demand forecast. It includes an evaluation of the aviation opportunities and constraints and a review of the PDX follow-on studies, including the Strategic Environmental Evaluation and the Part 150 Noise Study.

- PAG meeting #7, #8, #9, and #10 – City land use alternatives and forecasted PDX facility requirements - #7 – May 20, 2008, #8 – July 15, 2008, #9 – September 16, 2008, and #10 – October 21, 2008
- Portland City Council briefing #2 – June 25, 2008
- Public meeting #7 and #8 – input on City land use alternatives – July 12, 2008
- Vancouver Council briefing #2 – July 21, 2008
- Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – May-June 2008
- Portland Planning Commission #3 – Early direction on land use alternatives – August 12, 2008 (TBD)
- Informal Portland City Council briefings – August 2008 (TBD)
- PAG meeting #8 (July 15, 2008) – Overview of 2000 PDX master plan and follow-on studies
- PAG meeting #9 through #12 (September 16, 2008; October 21, 2008; November 18, 2008; January 20, 2009; March 17, 2009; May 19, 2009; June 16, 2009) – Review of follow-on studies in conjunction with facility requirements and alternatives analysis
- Public meetings #9 and #10 – review of PDX Facility Requirements, Sustainability Evaluation Framework in conjunction with PDX Follow-on Studies – October 8 & 13, 2008
- Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – October-November 2008

6. Phase 5: Airport Alternatives Analysis and City Land Use Plan (November 2008 – November 2009)

This phase involves an iterative approach to selecting a preferred airport alternative while developing an appropriate City land use structure and plan. The alternatives analysis involves analyzing potential alternatives within each airport layout alternative to maximize the use of existing facilities before constructing new facilities. Each alternative will include preliminary demand management strategies, the effects of those strategies on trigger points and phasing, and a continued discussion of sustainability strategies, as well as the potential impacts of each alternative. The City's alternative land use policy directions will be evaluated based on the airport layout alternatives.

- Review and select an airport layout alternative (and potential subalternatives) from the 2000 PDX Master Plan, or define new alternatives if a fatal flaw is identified. Evaluate impacts of preferred alternative to lay the foundation for a discussion of potential mitigation.
- Evaluate City land use approval alternatives based on airport layout alternatives, including trigger points and mitigation measures. Review outline of City policy

amendments, code language, and other agreements (all components of the City land use plan).

- PAG meetings #11 - November 18, 2008, #12 - January 20, 2009, and #13 - March 17, 2009 (PAG evaluation)
- Public meetings #11 and #12 - February 9-13, 2009
- Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – November 2008 – March 2009
- Vancouver City Council briefing #3 – April 6, 2009
- Informal Portland Council briefings – February-March 2009
- **Portland Planning Commission #4 – March 24, 2009**
- **Port Commission #3 – Decision on selected alternative – April 8, 2009**
- FAA #2 review of analysis – April-May 2009
- Develop a detailed phasing plan for the selected alternative, determine trigger points for facility development, and evaluate demand management and sustainability strategies. Further refine City land use plan and identify ongoing public involvement process.
- Develop a facilities implementation and financial action plan.
 - PAG meetings #14 - May 19, 2009, #15 - June 16, 2009, and #16 - September 15, 2009 – Discussion draft of City land use plan/regulatory approach, airport development phasing plan, trigger points, and mitigation
 - Public meetings #13 and #14 - September 28-October 2, 2009 – Discussion draft of City land use plan and phasing of selected alternative
 - Meetings with stakeholder groups identified in project scoping – June-September 2009 (tentative)
 - Vancouver Council briefing #4 – October 5, 2009
 - Informal Portland Council briefings – October 2009
 - PAG meeting #17 – Facilities implementation and financial plan – week of October 20, 2009
 - FAA #3 review of phasing – October-November 2009

7. Phase 6: Adoption of PDX Master Plan and City Land Use Plan (November 2009 to April 2010)

This phase involves the compilation and adoption of the PDX Master Plan Update and the City land use plan and policies for PDX.

- **Portland Planning Commission #5 and #6 - Hearings and recommendation on City land use plan – November 10, 2009 & November 24, 2009 (2 meetings)**
 - **If an additional Planning Commission meeting is requested, convene the PAG for an optional meeting.**
- Port Commission #4 – Information briefing on PDX Master Plan Update – December 9, 2009
- Vancouver Council briefing #5 – November 16, 2009
- Meetings with neighborhood coalitions and stakeholder groups identified in project scoping – November-December 2009 (tentative)
- PAG meeting #18 – Report out on Planning Commission recommendation to City Council – December 15, 2009
- **Port Commission #5 - Information briefing on Portland Planning Commission recommendation and first hearing on PDX master plan update – January 13, 2010**
- **Portland City Council #3 and #4 hearings – January 27, 2010 & February 3, 2010 – Public Hearing and adoption of City land use plan**

- **If needed, convene the PAG for an optional meeting between the Council meetings.**
- **Port Commission #6 second hearing – Second hearing and adoption of PDX master plan - February 10, 2010**
- Vancouver Council briefing #6 – February 15, 2010
- PAG meeting #19 – Project debrief and celebration – February 16, 2010 (PAG evaluation)
- FAA #4 approval of airport layout plan – February-April 2010

Coordination with Other Projects

The City and Port will take into consideration the following planning processes in the vicinity of PDX which may have an impact on the airport's long-range development plan and land use plan for PDX, and conversely which may be impacted by these plans:

- Columbia River Crossing (Bi-State)
- visionPDX (Portland)
- Hayden Island planning effort (Portland)
- Columbia Corridor Plan (Portland)
- Vancouver City Center Vision
- Central Park Plan (Vancouver)
- Fisher Quarry Plan (Vancouver)

ATTACHMENT A

CITY-PORT AIRPORT FUTURES PLANNING ADVISORY GROUP

- The PAG will be comprised of no more than 30 members, representing communities of interest - not individuals or specific organizations.
- The PAG will provide an opportunity for an open, balanced and fair discussion of issues and tradeoffs.
- PAG members will reflect the diversity of the community and represent multiple interests where possible.

	INTEREST REPRESENTED	NOMINATION PROCESS	
CHAIR – non-voting	Balanced and fair process	Appointed by Portland Mayor and Port Commission President	
VICE CHAIR – non-voting	Balanced and fair process	Appointed by Vancouver Mayor and Port Commission President	
GOVERNMENT (8 MEMBERS)	City of Portland Planning Commission	Portland Mayor or Planning Commission nomination	
	City of Vancouver	Staff nomination by Vancouver Mayor	
	Port of Portland Commission	Port of Portland Commission nomination	
	Clackamas, Multnomah and Washington counties	One nominations by each of the three county chairs	
	Federal Aviation Administration (FAA)	Staff nomination by FAA Air Traffic Control Tower	
	Metro regional government	Staff nomination by Metro Presiding Officer	
	COMMERCIAL/ BUSINESS (6 MEMBERS)	Airline industry	Invitation by Port and City
		Tourism industry	Invitation by Port and City
Tenant at PDX		Invitation by Port and City	
Business association or labor group		Invitation by Port and City	
Military		Invitation by Port and City	
Large business that uses PDX passenger and freight services		Invitation by Port and City	
COMMUNITY (14 MEMBERS)	3 Environmental interests	Invitation by Port and City with input from environmental interest	
	Aircraft noise interest	Recommended by PDX Citizen Noise Advisory Committee (CNAC)	
	6 Portland Neighborhood Coalitions	4 recommended by boards of North Portland Neighborhood Services, East Portland Neighborhood Office, Central Northeast Neighborhoods, and Northeast Coalition of Neighborhoods AND 2 recommended by Portland Office of Neighborhood Involvement.	
	Vancouver neighborhood	Recommended by Vancouver Mayor's office	
	Clark County neighborhood	Recommended by Clark County Board of Commissioners	
	East County area impacted by primary jet departure/arrival path	Recommended by East County mayors (i.e., Fairview, Gresham, Troutdale, and Wood Village)	
	Airport Issues Roundtable	Nomination by Airport Issues Roundtable	

ATTACHMENT B

City-Port *Airport Futures* Planning Advisory Group Role, Selection and Service Guidelines

Role of the Planning Advisory Group (PAG):

To serve as an advisory body to the Port of Portland and City of Portland and help guide and inform the joint planning process.

Guiding Assumptions:

- Eight members of the PAG will represent government, six will represent business and commercial interests, and 14 will represent the broader community.
- Final appointments to the PAG will be made by the City of Portland's Planning Bureau Director and Port of Portland's Aviation Director.
- The Port Commission President and Portland Mayor will appoint the PAG chair.
- The PAG vice chair will be appointed by the Port Commission President and the Vancouver Mayor.
- The mechanics of the PAG decision-making process will be decided by the PAG with the assistance of an independent facilitator. Voting will be by PAG members only; alternates will only vote if officially representing an absent PAG member.

Timeframe for Appointment of PAG:

- First PAG meeting in September 2007
- Recruitment will begin in March 2007
- Selection of PAG chair and co-chair in April 2007
- Selection of PAG members by July 2007 to allow for facilitator interviews of each of the PAG members in advance of first meeting

Time Commitment for PAG Members:

- Three year timeframe for the PAG
- Frequent PAG meetings per year – up to seven per year
- Potential additional subcommittee meetings based on interest

Recruitment Process:

- City and Port staff will contact groups, organizations and jurisdictions invited to participate in the PAG.
- Groups, organizations and jurisdictions to be included on the PAG will nominate/identify PAG members and alternates based on the selection and service guidelines outlined below.
- Recruitment information will include members of the PAG, selection and service guidelines, and an outline of anticipated PAG meetings.

Selection Guidelines:

- Consider appointment of PDX Land Use Advisory Committee members as PAG members to provide continuity.
- Commit to participate in the three year planning process and regularly attend PAG meetings.
- Ensure PAG's diversity with representation by communities of color and low income groups.

- Represent multiple interests.
- Demonstrate interest in the PDX and adjacent area planning, land use and development issues, and the airport's relationship to the metropolitan region.

PAG Member Duties

- Attend PAG meetings and provide advance notice to the PAG chair when unable to attend.
- Be responsible for providing regular reports to appointing jurisdictions/organizations.
- Participate in joint City-Port community outreach forums.
- Participate in City of Portland Planning Commission, Portland and Vancouver City Council hearings, and Port of Portland Commission meetings as appropriate.

PAG Member Alternates and Replacements

- The City's and Port's preference is to have one person represent each interest throughout the planning process to maintain continuity of discussion and recommendations. If necessary, PAG members may identify an alternate to represent them in their absence.
- Alternates should be identified at the outset of the process. Requests for alternates and any changes in alternates must be submitted in writing by the appointing entity.
- Alternates are expected to keep abreast of the process so they can represent the group/organization/jurisdiction in case of absence by the primary PAG member.
- Alternates may attend PAG meetings, but will not sit at the main table or vote unless they are substituting for the primary PAG member. Notice of substitution must be submitted to the PAG facilitator in advance of PAG meetings. It will be the responsibility of the primary PAG member to keep the alternate informed.
- PAG member resignations and replacements must be submitted in writing to the PAG chair by the appointing body.
- As specified in the 2004 City-Port Intergovernmental Agreement, the Port Aviation Director and Portland Planning Bureau Director will make all appointments to the PAG, including replacements of existing PAG members due to resignations or extended absences. Replacements will be made based on nominations from the interest groups outlined in the City-Port 2007 IGA amendment.

ATTACHMENT C

City-Port Airport Futures

Planning Advisory Group Organizational Structure

Subject to final approval by the PAG as part of the PAG charter process

Planning Advisory Group (PAG)

The PAG will be comprised of no more than 30 members, will include both an appointed chair and vice chair, and will have representation from government agencies, commercial/business interests, and community interests as outlined in Attachment A. Members of the PDX Land Use Advisory Committee have advised the City and Port on the composition of the PAG. PAG members will primarily be self-selected by a group, organization or jurisdiction with final appointment by the City of Portland's Planning Bureau Director and the Port of Portland's Aviation Director.

Chair/Vice Chair

The chair of the PAG will be appointed by the Portland Mayor and the Port Commission President before the PAG is formed. Members of the PDX Land Use Advisory Committee may suggest candidates for consideration. The Vancouver Mayor and Port Commission President will appoint the vice chair. It is the intent to select person(s) of stature within the community.

Subcommittees

Subcommittees of the PAG will help inform the planning process on specific subject areas requiring more analysis and input, and should not be seen as an advisory committee on broader airport issues. Subcommittees are intended to help frame the issues for the larger PAG. They will be established in advance to allow adequate time for subcommittees to inform the planning process at key junctures. Subcommittees and the subcommittee charge, time parameters, and deliverables will be determined by the PAG chair.

Subcommittees will be open to any interested person. Subcommittees will be encouraged to invite non-PAG and TAP members to make presentations and participate in the discussion. The subcommittee leadership will be self-selecting from the PAG membership with a minimum of three members on each subcommittee with representation from government, commercial/business interests, and community interests to ensure a balanced discussion. The subcommittee leadership will be responsible for establishing agendas, making decisions on how to run the meetings, and report back to the PAG within the established timeframe to keep the planning process on schedule.

City and Port staff will assist subcommittees with meeting locations. There will be advance notice of all subcommittee meetings posted on the project web site. Meetings will be open to the public and will include, at a minimum, a public comment period. Subcommittees will prepare their own summaries of meeting discussions and decisions for posting on the project web site. A brief one-page template will be made available to subcommittee chairs with this purpose in mind. The PAG facilitator will be available to assist subcommittees with meeting mechanics and decision-making guidance. This assistance may be requested by the subcommittee chair with the approval of the PAG chair or the PAG chair.

Technical Advisory Pool (TAP)

A resource pool of organizations and agencies with specialized expertise related to airport planning issues will be kept informed of the joint planning process and also will consult, as available, with the PAG, project staff, and subcommittee members on technical issues throughout the planning process. The TAP will be briefed regularly by City and Port project staff and will meet as needed. Project staff will report back to the PAG on TAP meetings. The TAP's role will be to address specific technical questions raised by the PAG, staff, and subcommittees – not deliberate on broader policy issues.

TAP membership may include:

- State: Oregon Department of Transportation, Oregon Department of Aviation, Oregon Department of Corrections, Oregon Department of Fish and Wildlife, Oregon Department of Environmental Quality, Portland Freight Advisory Committee, and Oregon Freight Advisory Committee
- City of Portland: Portland Planning Bureau, Portland Development Commission, Office of Transportation, Office of Neighborhood Involvement, Bureau of Parks and Recreation, Office of Sustainable Development, Bureau of Environmental Services, Bureau of Development Services, Noise Office and City Attorney, Portland Neighborhood Coalition Directors.
- Other: Audubon Society of Portland, 1000 Friends of Oregon, Columbia Slough Watershed Council, Multnomah County Drainage District, Columbia Riverkeepers, Coalition for a Livable Future, Oregon Pilots Association, Environmental Justice Action Group, Columbia Corridor Association, Portland Business Alliance, Portland Air Cargo Association.

TAP members will serve as resources to PAG subcommittees related to their area of expertise. For example, 1000 Friends of Oregon may participate on a land use subcommittee; the Oregon Freight Advisory Committee may participate on a transportation subcommittee; the Office of Neighborhood Involvement may participate on a public involvement subcommittee; and Audubon may participate on a natural resource subcommittee.

Coordinating Committee

The Coordinating Committee composed of the PAG chair, PAG vice chair, any active subcommittee chairs, and City and Port project managers, will meet regularly with the PAG facilitator to schedule the work of the PAG and subcommittees and determine the timing of the information brought before the PAG. The role of the Coordinating Committee is to make recommendations to the PAG on the logistics of the planning process, not to make substantive decisions on issues before the PAG.

Facilitator

An independent facilitator will be hired as a process manager to: assist the PAG Chair; PAG and subcommittees; help facilitate PAG meetings; assist the Coordinating Committee; and provide advice on the public involvement program. This person will facilitate Coordinating Committee meetings and be hired by the City and Port separately from all other consultants. A representative from CNAC will assist with the facilitator interviews and selection. The facilitator's client is the PAG process. It will be the responsibility of the facilitator to ensure the PAG process is fair, well-run and productive. The facilitator will be available as a resource to the City and Port for minor conflict resolution and process improvement suggestions.