



## PAG Subcommittee Charter\*

\* Subject to change based on PAG schedule.

### **REVISED DRAFT**

**Subcommittee Topic:** *Public Involvement / Survey / Vision and Values*

**Subcommittee Chairperson:** TBD

**Start Date:** PAG Meeting #6

**Anticipated End Date:** PAG meeting #19

#### **Required Representative Membership:**

*Community:* Maryhelen Kincaid, Ross Monn, Patrick Metzger, Lawrence Russell, Mike Sloan, Denny Stoecklin, Fred Stovel, John Weigant

*Business:* Jill Eiland

*Government:* Hector Roche

***PAG members who participated in Telephone Survey Only:*** Tom Gerharter (*Business*), John Mohlis (*Business*), Veronica Rinard (*Business*)

**Other PAG Members:** Eric Meyer, Alternate

**Non-PAG Members:** Linda Robinson, Citizen

**Port-City Staff Liaison:** Lise Glancy, Port of Portland  
Bronwyn Buckle, City of Portland

#### **Subcommittee Charge:**

The Public Involvement Subcommittee's work will be informed by the PAG Vision and Values Statement and the Issues and Goals identified in the Stakeholder Outreach Summary. The subcommittee will work closely with Airport Futures staff to implement the Public Involvement Plan (PIP). The Subcommittee is scheduled to be formally established in April 2008, but convened briefly in the Fall of 2007 to complete some short-term tasks:

#### **Short Term:**

- Provide input to the Airport Futures project team and statistical survey consultant on the questions to be answered in the telephone survey scheduled for release in the Fall of 2007. Survey will help inform the identification of study issues and goals and facility requirements portion of the planning process.
- Assist in the refinement of the PAG Vision and Values statement developed by the Facilitator based on PAG member interviews.

### Long Term:

- Provide input on the implementation of the Public Involvement Program for Airport Futures. Specifically, provide recommendations on:
  - How to make the public meetings and outreach interactive, balanced and inclusive.
  - How best to communicate with, and seek input from, the broader general public and how to reach under-represented communities and minorities.
- Responsibilities may include subcommittee presentations to other stakeholder groups on the status of the joint planning process.

Evaluation Process: The Public Involvement Subcommittee will work with the project facilitator, chair and vice chair to evaluate the PAG and engagement process on a semiannual basis. There will be an initial six month evaluation in February 2008, annual evaluation in February 2009, and a final evaluation at the conclusion of the planning process in March 2010.

### **Subcommittee Deliverables:**

#### Short Term:

- 1) Input to project team on survey questions by mid-October 2007. Report out on questions included in survey at PAG meeting #2 and consultant report out on survey results at PAG meeting #3. *(Completed)*
- 2) Recommendations on refinement of PAG Values and Vision statement at PAG meeting #3. *(Completed)*

#### Long Term:

- 1) Feedback on structure of public meetings one month prior to each public meeting. Report out dates include:
  - PAG meeting #7 (prior to public meetings #7 and #8);
  - PAG meeting # 9 (prior to public meetings #9 and #10);
  - PAG meeting #12 (prior to public meetings #11 and #12); and
  - PAG meeting #15 (prior to public meetings #13 and #14).
- 2) Ongoing input on public involvement outreach and engagement tools (e.g., website, PowerPoints, meeting materials).

Evaluation Process: Debrief on six month evaluation from February 2008 and assist with development of a web survey to solicit input on broader outreach – PAG meeting #6 (April/May 2008); PAG meeting #13 (annual evaluation – February 2009); PAG meeting #19 (final evaluation – March 2010).

Ongoing: At the first subcommittee meeting (April 2008), the subcommittee will develop a work plan to achieve the charge of the subcommittee. For all meetings, the subcommittee will provide meeting agendas at least one week in advance of all meetings. These agendas and meeting locations will be posted on the project website. The subcommittee will provide meeting notes or summaries of the discussion points, including points of agreement and disagreement within the subcommittee.