



Citizen Noise Advisory Committee - **CNAC**

Portland International Airport (PDX)

c/o Noise Management Department
Port of Portland, PO Box 3529, Portland, Oregon 97208

PDX Citizen Noise Advisory Committee Organization and Responsibilities

Updated: February 21, 2015

1) CNAC Mission Statement

CNAC seeks to limit and reduce the impact of aircraft noise related to Portland International Airport (PDX) in consideration of, and respect for, the community's environment, health and quality of life. CNAC also seeks to raise the community's understanding of aviation noise through education, outreach and advocacy.

2) CNAC Charter

- a) Serve as the official forum for local jurisdictions to address PDX aviation-related noise concerns of the community.
To do this, CNAC will:
 - i) Maintain a working understanding of current aviation operations, technology, regulations, economics and human factors related to noise generation and mitigation.
 - ii) Review reported airport noise issues and suggest ideas and proposals for airport noise reduction plans.
 - iii) Solicit and invite comment from the community on perceived noise problems.
 - iv) Monitor and offer input on implementing recommendations of the PDX Noise Compatibility Plan (Part 150 Study Update) until completed.
 - v) Provide input and help to advisory committees involved in airport facility, capital improvement and long-range planning.
 - vi) Brief the Port of Portland Commission on CNAC's work and accomplishments annually or as requested.
 - vii) Work collaboratively with the PDX Community Advisory Committee (PDX CAC), and serve as the official community forum on aircraft noise.
- b) Report, in an advisory capacity, to the Port of Portland's Airport Manager through the Noise Management and Long Range Planning offices.

- c) Enhance citizen understanding of airport noise and noise management by:
 - i) Keeping CNAC's constituent organizations informed of CNAC's work.
 - ii) Supporting community outreach and education on noise management at PDX.

3) CNAC Membership

- a) Organization:
 - i) CNAC will consist of 15 members, representing residential and business interests in the community, appointed to three-year terms by local jurisdictions in the region as follows:

City of Portland	3 members
City of Vancouver	2 members
City of Gresham	1 member
Combined cities of Fairview, Troutdale, and Wood Village	1 member
Multnomah County (outside Portland)	1 member
Clark County (from Camas/Washougal area)	1 member
Washington County	1 member
Clackamas County	1 member
Port of Portland	4 members*
 - *The Port will name four members from within the four-county region to provide geographic balance on the Advisory Committee.
 - ii) The CNAC Chair and Vice Chair will be elected by the CNAC members for two-year terms, and may be re-elected in March.
- b) Recruitment:
 - i) Jurisdictional Appointments: Port Government Affairs manager will coordinate with the appointing jurisdiction to request they appoint a replacement.
 - ii) Port of Portland Appointments: The Port will advertise for replacements. Interviews will be conducted with the CNAC chair and/or vice-chair.
- c) Service Commitment: Members will:
 - i) Participate in resolving identified noise issues.
 - ii) Report periodically on the work of CNAC to their appointing jurisdictions.
 - iii) Be encouraged to participate in Port noise-related community outreach.
 - iv) Attend regular meetings.

The CNAC public webpage describes Appointment and Service Criteria:

 - Participate in the resolution of noise issues.
 - Commit to a full term.
 - Regularly attend meetings. After two consecutive absences without advance notice, membership will be reviewed by appointing jurisdictions.

- v) Be encouraged to participate in neighborhood association meetings and other noise outreach organized by the committee/Port.
- vi) Report back to appointing jurisdictions on work of the committee periodically.
- d) Meetings:
 - i) Regular Meetings: CNAC will meet bi-monthly on odd-numbered months. The Committee may vote to cancel or reschedule any meeting.
 - ii) Planning Meeting: CNAC will optionally hold a Planning Meeting, designed to plan strategically for future work, scheduled in consultation with Port staff.
 - iii) Quorum: a majority of the currently appointed members shall comprise a quorum for the conduct of business; at any meeting after a quorum has been determined to be present it shall be deemed to exist for the balance of that meeting.
 - iv) Procedure: to the extent possible the Committee will reach decisions by consensus.
 - (1) If it appears consensus is not possible, a majority vote or 6 of the members present and voting, whichever is greater, will make decisions.
 - (2) In addition to the vote tally, any member or group of members shall be permitted to have their minority position recorded in the summary of the meeting. Minority positions recorded in the summary will always be transmitted to the Port Commission or the public if and when the majority position is reported.

4) Port of Portland support and sponsored activities

- a) The Port will provide staff support to assist the Advisory Committee with its activities as follows:
 - i) Technical research and informational reports.
 - ii) Coordination of facilities and preparation of materials for monthly meetings.
 - iii) Public meeting notifications for CNAC meetings.
 - iv) Recording and distribution of meeting summaries.
 - v) Maintaining a CNAC Issue and Priority List including current status.
 - vi) Public access to CNAC information and documents.
 - vii) Logistical support for Subcommittee and strategic planning meetings.
 - viii) Coordination with the Advisory Committee on outreach activities in the community.
 - ix) Chair support and preparation of correspondence as needed.
 - x) Orientation and training for members.
 - xi) Encourage The Port of Portland Executive Director, Airport Manager, Manager of Aviation Long Range Planning, and other Port Commissioners to attend CNAC meetings periodically.
 - xii) Coordinate activities with Port Community Affairs

b) Annual Noise Symposium

The Port may invite a CNAC member to attend the annual National Noise Symposium.

- i) CNAC members through the CNAC Chair shall recommend the attendee. The manager of the Noise office will make the final selection.
- ii) A member who has served at least one year, and if possible has not attended a previous Symposium, will be selected.
- iii) The member selected shall prepare and submit a thorough report to CNAC on what was learned at the Symposium.

5) **CNAC External Communications Policy:**

The following proviso shall be attached to all statements issued by CNAC.

"The opinions expressed herein are those of the Portland International Airport (PDX) Citizen Noise Advisory Committee (CNAC) and are not intended to represent the opinions of the Port of Portland."

If, for any reason, a member of CNAC writes, issues or publishes a personal statement in which he/she identifies him/herself as a member of CNAC, the statement shall not indicate concurrence of CNAC and shall include the following proviso:

"The opinions expressed herein are those of X.Xxxxx, and are not intended to represent the opinions of the Portland International Airport (PDX) Citizen Noise Advisory Committee (CNAC) or the Port of Portland."
