



July 29, 2011

The Honorable Jeff Cogen, Chair
Multnomah County Board of Commissioners
501 SE Hawthorne Blvd.
Portland, OR 97214

Dear Chair Cogen:

In April 2011, the City of Portland, Port of Portland, and the Portland-Vancouver metropolitan community concluded a four-year collaborative planning process to create a long-range development plan for Portland International Airport (PDX). *Airport Futures* was guided by a diverse 30-member Planning Advisory Group as well as input from key business, governmental, and community stakeholders. One of the commitments from this planning process was the establishment of an ongoing PDX community advisory body to provide a mechanism for oversight and input on significant planning and development efforts at and around PDX after *Airport Futures* concluded.

The purpose of this letter is to invite Multnomah County to appoint an ex-officio representative to serve on the PDX Community Advisory Committee (PDX CAC) and represent the broad interests of the county. The PDX CAC is a bi-state, regional stakeholder committee sponsored by the Port of Portland, City of Portland, and City of Vancouver. The committee, comprised of 20 voting members and 10 ex-officio members, is scheduled to convene in November 2011, and meet quarterly thereafter. The mission for the committee is to:

- Support meaningful and collaborative public dialogue and engagement on airport related planning and development;
- Provide an opportunity for the community to inform the decision-making related to the airport and surrounding land uses in the region; and
- Raise public knowledge about the airport and impacted communities.

Some of responsibilities of the PDX CAC include:

- Input on planning and development within the Airport Plan District;
- Monitoring of progress in meeting sustainability principles, goals for PDX operations and development;
- Updates on Government Island mitigation;
- Recommendations on use of Columbia Slough enhancement and tree canopy funds; and
- Annual evaluation and report to Sponsors and other jurisdictions/organizations participating in the PDX CAC.

A detailed framework and work plan for this committee developed by the *Airport Futures* Planning Advisory Group and adopted by the sponsoring agencies is enclosed for your reference. **To ensure the Sponsors are able to confirm all appointments and convene the PDX CAC by November, we ask that you provide your appointment to the PDX CAC by August 24, 2011.**

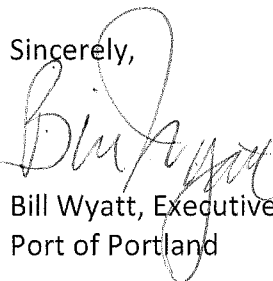
In making your appointment, we urge your board to consider individuals that meet the following PDX CAC appointment criteria:

- Represent the broad interests of your county;
- Demonstrate the ability to work cooperatively and productively with a group or committee that has diverse interests;
- Be able to analyze information and use that information to make thoughtful recommendations to the committee sponsors;
- Be able to represent and/or understand a variety of interests and perspectives;
- Have strong communication skills;
- Demonstrate interest in PDX and surrounding area planning, land use and development issues, and the airport's relationship to the local, regional, state and national transportation system;
- Show commitment to attend and participate in 4-5 PDX CAC meetings a year over a two- or three- year term; and
- Be willing and able to share accurate information with and provide regular reports to appointing organizations/jurisdiction and the community interests they represent.


Lise Glancy from the Port will be contacting you to follow-up on this letter. In the interim, feel free to contact Lise Glancy at 503/415-6519 or lise.glancy@portofportland.com to discuss any questions you may have.

We look forward to your active engagement in the PDX CAC.

Sincerely,



Bill Wyatt, Executive Director
Port of Portland



Sam Adams, Mayor
City of Portland



Tim Leavitt, Mayor
City of Vancouver

Enclosure – PDX Community Advisory Committee Framework, Work Plan and Agenda

c: Hector Roche

PDX COMMUNITY ADVISORY COMMITTEE FRAMEWORK

An ongoing community advisory committee for Portland International Airport (PDX) will be established by the Port of Portland, City of Portland, and City of Vancouver following the Airport Futures planning process (approx. fall 2011). The PDX Community Advisory Committee (PDX CAC) would be comprised of up to 20 voting members and 10 ex officio members representing diverse, bi-state, regional interests and meet quarterly with meetings added or deleted based on the work plan. Its mission will be to:

- Support meaningful and collaborative public dialogue and engagement on airport related planning and development;
- Provide an opportunity for the community to inform the decision-making related to the airport of the Port, the City of Portland and other jurisdictions/organizations in the region; and
- Raise public knowledge about the airport and impacted communities.

A key focus of the committee will be to work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

1. SPONSORSHIP

- Sponsorship is defined as the jurisdictions that will create and sustain the PDX CAC. The Sponsors will define the PDX CAC's parameters, confirm all appointments, potentially make some appointments, provide committee resources, receive regular reports on the work, evaluate performance, and evaluate future structure based on PDX CAC feedback. When there are issues surfaced that impact the community related to the airport, Sponsors will bring these issues to PDX CAC, share information and get input in advance of decisions. Sponsors will also provide staff support and technical analysis/expertise and work with the committee to resolve issues and navigate barriers.
- The City of Portland, Port of Portland, and City of Vancouver will sponsor the PDX CAC. Sponsorship is contingent upon providing staff support and senior management participation in PDX CAC.

2. SCOPE/PURVIEW

- Scope/Purview is defined as PDX CAC's charge and the specific areas of focus for the PDX CAC.
- The PDX CAC will have a broad Scope/Purview focused on five functional areas as outlined below.
- Consistent with its mission, the Sponsors and the Committee members will set the committee agenda.
- The PDX CAC Scope/Purview will include PAG carryover issues (e.g., Beyond 65 DNL noise work group, PAG sideboards).
- Refinement of the Scope/Purview may occur as part of the annual evaluation/retreat with agreement by Sponsors.

Planning and Development

- Monitor 2010 PDX Master Plan implementation and help design future master planning processes
- Monitor City of Portland Land Use Plan (City Land Use Plan) implementation
- Monitor future updates to City Land Use Plan
- Offer early input on planning and development projects within the Airport Plan District
- Provide input on PDX projects not included in Airport Plan District regulatory reviews

- Review and comment on noise, transportation, natural resource, land use, and air service issues and efforts as they relate to the PDX Master Plan and City Land Use Plan, collaborating with other standing technical committees where there are shared areas of interests
- Participate in future PDX follow-on studies and address issues as they arise

Sustainability

Based on PAG recommended sustainability guiding principles:

- Evaluate sustainability of projects proposed for development
- Monitor PDX sustainability results, lessons learned, plan adjustments, and new initiatives (adaptive management/continuous learning)
- Refine and develop PDX sustainability goals proposed by PAG, and other strategies, initiatives, and projects
- Monitor sustainability efforts at the global, national, state, and local levels, both within and outside the aviation industry, to influence policy and better inform planning and development decisions (at all levels)
- Refine and develop sustainability policies and concepts based on evolving understanding of sustainability

Other City-Port Agreements

- Provide forum for periodic reporting on other agreements between the City of Portland and Port which memorialize “good ideas” that do not fit in City of Portland code (e.g., PDX CAC), or that specify required mitigation (e.g., transportation improvements)
- Participate in recommending refinement of City-Port Agreements and development of other community agreements, working in collaboration with other interested parties (e.g., neighborhoods, advisory committees, and other groups).
- Review the City Land Use Plan and PDX Master Plan every five years and consider hosting a forum to update the community on airport plans.

Public Involvement

- Promote two-way communication and information sharing related to the airport between all stakeholders
- Serve as education and information resource for the public on community concerns related to PDX
- Provide opportunity to influence Sponsors, and other PDX CAC membership organizations’ decision-making related to the airport
- Provide active role in ongoing public involvement activities, including input on design and feedback on effectiveness of such activities

Other

- Provide policy recommendations to Sponsors, region, state, and federal government on aviation and land use issues, including input on federal and state legislation
- Provide annual evaluation of PDX CAC accomplishments and report to Sponsors and other jurisdictions/organizations participating in the PDX CAC

3. CHAIR/VICE CHAIR

- The Chair and Vice Chair will be appointed jointly by Sponsors (Portland and Vancouver Mayors and Executive Director of the Port) in the first year for a one-year term based on staff recommendations

and the following criteria: profile and credibility in the community, balanced interests, ability to facilitate committee discussion, and ability to represent the committee.

- A facilitator will be provided by Sponsors to support the Chair and Vice Chair in the first year.
- The PDX CAC membership will appoint the Chair and Vice Chair in the second year and every year thereafter.
- A Coordinating Committee - comprised of the facilitator, PDX CAC chair and vice chair, and Sponsor staff - will be convened to develop PDX CAC agendas and identify agenda time needed to address areas of special interest identified by the committee or community. The Coordinating Committee will also refine the PDX CAC work plan, and determine how to address issues that arise between meetings.
- The Chair will report back to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

4. SIZE AND MEMBERSHIP INTERESTS

- PDX CAC will have bi-state, regional, diverse representation.
- PDX CAC will be comprised of up to 20 voting members and 10 ex officio members as outlined below.
- Technical advice from agencies, organizations, or individuals with specialized expertise will be available to the PDX CAC as issues arise.

Voting Members (20)

Voting members will be the core of the PDX CAC. They will sit at the table and have full voting rights.

- 4 Portland neighborhood coalitions (East Portland Neighborhood Office, Central Northeast Neighbors, North Portland Neighborhood Services, and Northeast Coalition of Neighbors)
- 1 Citywide Land Use Group representative
- 1 East Multnomah County neighborhood rep from City of Fairview, Gresham, Maywood Park, Troutdale, and Wood Village
- 1 Vancouver neighborhood
- 1 Clark County neighborhood representative (Camas/Washougal area)
- 1 Multi-modal transportation representative
- 1 Airport Noise interest (PDX Citizen Noise Advisory Committee)
- 1 Environment/Wildlife/Natural Resources
- 1 Environmental Justice (Coalition of Communities of Color)(e.g., communities of color, low income)
- 1 Portland Planning and Sustainability Commission
- 1 Columbia Slough Watershed Council
- 1 Business organization (e.g., Columbia Corridor Association, Portland Business Alliance, Westside Economic Alliance, Travel Portland, large cargo or passenger business user)
- 1 Passenger airline (Airline Committee)
- 1 Cargo representative (Portland Air Cargo Association)
- 1 General Aviation
- 1 Military
- 1 Airport employee (represented or unrepresented labor)

Ex Officio Members (10)

Ex Officio members are “non-voting” members. Ex Officio members will sit at the PDX CAC table with voting members, participate fully in discussions, and share their experience and expertise, but not vote on issues.

- 1 Port Aviation Director (or designee)
- 1 Portland Bureau of Planning and Sustainability Director (or designee)
- 1 Vancouver Community Development Director (or designee)
- 1 Metro staff
- 4 counties in Portland-Vancouver region/staff (Clackamas, Multnomah, Washington in Oregon and Clark in Washington)
- 1 Federal Aviation Administration
- 1 PDX Wildlife Committee staff

* Any interested stakeholder will be added to the electronic mailing list, receive meeting materials, and be invited to attend PDX CAC meetings.

5. AUTHORITY/ROLE

- PDX CAC will be a highly influential advisory committee due to: the presence of the Sponsor senior management at all meetings, a standing agenda item at Port Commission meetings, City Council agenda time as needed, and annual review of its work with the Port Commission and Portland and Vancouver City Councils.
- As part of its annual evaluation, PDX CAC may consider possible changes to its role and membership with the concurrence of Sponsors.

6. RESOURCES

- The Sponsors will share responsibility for administrative and technical staff support for PDX CAC. There is recognition that Sponsor staff support will be limited (.25 -.5 FTE), but is critical to the success of PDX CAC. Participation of PDX CAC membership will be equally critical.
- PDX CAC will have an independent facilitator in the first year. If not, PDX CAC may be jointly facilitated by the Sponsors, or PDX CAC members may facilitate their own meetings.
- All committee materials will be provided electronically as a sustainability measure, but hard copies will be made available to committee members upon request. Staff will endeavor to provide notification of and meeting materials two weeks in advance of meetings.
- Meeting notices, agendas, and notes will be posted on the Port of Portland website. A link to this committee will be posted on the Portland Bureau of Planning and Sustainability and City of Vancouver websites with meeting notices posted on the City calendar.

7. APPOINTMENTS/TERMS

- PDX CAC members' initial appointments will be for either two or three years; member terms will be staggered to ensure continuity of membership. All reappointments will be for two-year terms.
- Appointments will be made by interest organizations/jurisdictions represented on PDX CAC, based on appointment guidelines that include, but are not limited to, the sustainability goal of representation reflecting the diversity of the region to ensure equity.
- For those where no one organization represents an interest (i.e., environmental), Sponsors will circulate a broad invitation letter to such interest groups and ask these groups to jointly agree on an appointment to represent their interests. If there is no group consensus of such appointments, Sponsors will appoint members from a pool of interested candidates in collaboration with the PDX CAC chairs or other representatives of the then exiting PDX CAC members.

- Sponsors will confirm all appointments.
- There are no term limits for PDX CAC members. Reappointment is possible, but is at the discretion of the appointing jurisdiction/organization. Appointing jurisdictions/organizations will be notified by Sponsors of expiration of terms and encouraged to publicize openings within the community.

8. RELATIONSHIP TO OTHER PORT AND CITY STANDING COMMITTEES

- PDX CAC will acknowledge the independence of existing PDX and City of Portland standing committees with specialized expertise (i.e., PDX Citizen Noise Advisory Committee, PDX Wildlife Committee, PDX International Air Service Committee, and Multnomah County/Portland Sustainability Commission). These committees have technical subject matter expertise. PDX CAC will have broader, more holistic focus and discussion which will be informed by the technical analysis and advice of these specialized committees.
- Representatives from these committees will provide regular updates on their work as it relates to PDX.
- PDX CAC will seek guidance from and collaborate with these committees, as needed, where crossover issues arise.
- PDX CAC will work collaboratively with other specialized committees. PDX CAC and specialized committees may elect to have discussions surrounding the coordination of their work and joint discussions on topics or issues of common concern. In this case, the Sponsor staff will convene a meeting of the two chairs and decide on a process for discussing the issues. If there is no process agreement or joint substantive recommendation, PDX CAC and the specialized committees may provide independent reports to the Port Commission, City Councils, and other appointing jurisdictions.
- PDX CAC will review its relationships with these committees as part of its annual evaluation.

9. RELATIONSHIP TO OTHER PDX PROJECT COMMITTEES

- Sponsors will consult with PDX CAC on the creation of future master plan committees.
- PDX CAC and individual PDX CAC members can decide the level of involvement in such committees as part of the annual evaluation process.
- To prevent overload and help maintain PDX CAC's broad oversight role, the recommendation is that PDX CAC not double as a project committee.

10. SUBCOMMITTEES

- PDX CAC and Sponsors will evaluate the need for subcommittees, factoring in resource considerations.
- There will be no prescriptive criteria for subcommittee establishment as with Airport Futures.

11. FREQUENCY OF MEETINGS

- PDX CAC will meet quarterly, with meetings deleted and added as needed (the actual meeting schedule will be determined based on the Work Plan).
- If time sensitive issues arise and scheduling a meeting is not possible, PDX CAC may discuss urgent topics electronically. The Chair will report back to the full committee at its next meeting on any Coordinating Committee actions that occur between meetings.

12. ANNUAL EVALUATION/SUNSET PROVISION

- PDX CAC will have annual evaluation to review PDX CAC accomplishments and consider PDX CAC future, structure, membership, Work Plan, and other outstanding issues. This evaluation will include a summary of PDX CAC recommendations and results of their actions.
- There will be no automatic sunset of PDX CAC.

13. ANNUAL REPORT TO SPONSORS/APPOINTING JURISDICTIONS-ORGANIZATIONS

- PDX CAC will provide an annual report to Sponsors based on its annual evaluation with interim reports to Sponsors as needed.
- Staff will assist PDX CAC in developing these reports.
There is an expectation of regular, two-way communication between PDX CAC members and their appointing jurisdictions/organizations. This is intended to ensure meaningful representation of those interests on PDX CAC.
- Time will be set aside on the PDX CAC agenda for report backs from this outreach.

14. DECISION-MAKING

- It is recommended that PDX CAC continue PAG-like collaboration protocols, including consensus/majority-minority decision-making.
- The PDX CAC will make final decisions on its decision-making process.

15. FIRST YEAR WORK PLAN

- A draft first year work plan has been proposed for the PDX CAC.
- Annual work plans will be developed as part of PDX CAC's annual evaluation.

16. INTERGOVERNMENTAL AGREEMENT

- Staff will develop a draft intergovernmental agreement formalizing PDX.
- The agreement should include a process for conflict resolution between the Sponsors.

**PDX COMMUNITY ADVISORY COMMITTEE
SUGGESTED MEETING AGENDA**

Welcome and Introductions

Adoption of Prior Meeting Notes

Business Update by the Director of Aviation - Port

- Passenger, cargo, general aviation, military, operations review, forecast, and budget update
- Other significant PDX and other airport updates (e.g., airline agreement, concessions, leases, Troutdale and Hillsboro airports' impacts on PDX operations)
- DISCUSSION and FOLLOW-UP

Sustainability Report and City/Port Program Reports – City/Port

- Update on work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility
- DISCUSSION and FOLLOW-UP

Construction Project Update – current and forecast – Port/City

- PDX: Airfield, terminal, landside/parking (e.g., North Runway, deicing, Ticket lobby, baggage screening)
- City of Portland: transportation, public facilities, natural resource enhancement
- DISCUSSION and FOLLOW-UP

Long Range Planning – Port/City

- PDX: Airport Futures Update, ticket lobby master plan, follow-on studies
- City of Portland: Portland Plan, District level plans
- DISCUSSION and FOLLOW-UP

SPECIAL FOCUS TOPIC – see below

Roundtable on Community Engagement and Activities – All

- City of Portland District Planners
- Portland Neighborhood Coalitions/Vancouver-Clark County Neighborhood Office/East Multnomah County
- PDX Noise Office / Citizens Noise Advisory Committee
- PDX Wildlife Advisory Committee
- PDX International Air Service Committee
- Committee Members – roundtable plus outreach and report back from appointing organizations/jurisdictions/constituencies
- DISCUSSION and FOLLOW-UP

Public Comment

Closing

- Meeting Evaluation – product and process
- Next Meeting Agenda – any changes based on committee input PDX Community Advisory Committee

Special Focus Topics:

Areas of special interest identified by committee/community
PDX public involvement year ahead/supplemental outreach
Annual report and evaluation and next year work plan
Detailed PDX project briefings
PDX Finances

Sustainability overview – PDX and City
Beyond the 65 DNL Noise Work Group recommendations
Update on City-Port agreements
PDX wildlife management overview
Other?

DRAFT WORK PLAN

This is a suggested work plan for the first year of PDX Community Advisory Committee (PDX CAC) which assumes an initial kick-off/orientation session and four quarterly meetings. The work plan and specific meeting agendas will be refined based on input from the meeting facilitator, Chair, Vice-chair, and Sponsors. Ideally, meetings will occur at a regularly scheduled date and time. Included in the work plan is a suggested meeting agenda of a “typical” PDX CAC meeting after an initial kick-off/orientation meeting. Meeting times are proposed for 6:00 to 8:30 pm with dinner provided at 5:30 pm; the kick-off meeting/orientation is proposed for six hours on a Saturday.

Since the PDX CAC is intended to be advisory and representative, the suggested meeting agenda aims to ensure a two-way flow of information, balance briefings with information-sharing, and allow input opportunities and discussion from the community in advance of Port decision-making on airport-related issues. A key focus of the committee will be to work towards assuring that PDX and the Airport Plan District become the most sustainable in the world in recognition of the long-term, critical interconnection between economic development, environmental stewardship, and social responsibility.

First Year 2011-2012 – with Chair, Vice Chair and meeting facilitator

Kick-off Meeting – Saturday, November 2011 – 9 am to 2 pm with lunch – Fire Station

Welcome/Introductions – Portland Mayor/Vancouver Mayor/Port Executive Director/Bureau of Planning and Sustainability Director/Port Aviation Director

Orientaion/Mission/Charter - Facilitator

- Airport Futures Lessons Learned
- Sustainability Focus (continued three-pronged Economic, Environment and Social lens)
- City-Port Agreements
- Scope-Purview

Ground Rules/Meeting Protocols/Decision-making - Facilitator

- Suggested framework from PAG

Draft First Year Work Plan Review and Meeting Agenda - Facilitator

- Carryover work items from PAG and additional direction from Sponsors
- Suggested meeting agenda plus special focus
- Coordination with PDX and other ongoing committees
- Public Input
- Port website with City link

Teambuilding - All

- Member interests - possible advance survey of member interests

PDX Briefing/Tour - Port

- Overview on Federal Aviation Administration and Operational Context

What to Expect in the Next Year – Port/City/other

- Sustainability goals, strategies, initiatives, and projects
- Examples of development projects (North Runway extension, Deicing enhancement, Front Terminal, Inline Baggage Detection System, etc.)
- City of Portland District Planners and City of Vancouver/Clark County/East Multnomah County Overview and Year Ahead
 - Key issues/challenges of adjacent neighborhoods/coalitions
 - Development/transportation/natural resources/planning

Discussion: What Does Group Want to Hear More About? - All

Meeting Evaluation - Facilitator

Closing

- Next Meeting Agenda - any changes based on committee input

First Meeting – January 2012 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Sustainability Overview – PDX (goals, strategies, initiatives and projects) and City (Climate Change Action Plan, Portland Plan)

Second Meeting – March 2011 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Beyond the 65 DNL Noise Work Group recommendations

Third Meeting – June 2012 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: PDX Business Plan Overview and Public Involvement Year Ahead
(Recommendations on public involvement outreach may get delegated to an Ad Hoc Group)

Fourth Meeting – September 2012 – 6:00-8:30 pm with dinner at 5:30 pm

Template Agenda

1 hour Special Focus: Annual Report Draft and Annual Evaluation – including CNAC coordination
AND Discussion: Year 2 Work Plan Draft
(Refinement of and recommendations on Annual Report may get delegated to an Ad Hoc Group)

Second Year 2012-2013 (spillover from First Year – approximate meeting dates)

First Meeting - November 2012

Second Meeting – January 2013

Third Meeting – March 2013

Fourth Meeting – June 2013

Above meetings may include:

Suggested Meeting Agenda and One Hour Special Focus Options (see list of special focus items from First Year Work Plan Outline below)

NEW ITEMS

- Update on City-Port agreements (transportation, PDX CAC, natural resources, sustainability)
- Detailed project briefings as needed
- PDX Wildlife Management Plan overview
- PDX finances
- Areas of special interest identified by committee and community

CONTINUED ITEMS

- Beyond the 65 DNL Noise Work Group recommendations
- Report on outreach – City, Port and supplemental
- PDX, Portland and Vancouver/Clark County/East Multnomah County year ahead
- Annual report and evaluation and next year work plan including CNAC coordination AND Discussion: Future Year Work Plan

