

PDX 2045

Planning Advisory Committee Charter

July 9, 2024

The Port of Portland (Port) convened the PDX 2045 Planning Advisory Committee (PAC) as a deliberative body tasked with providing a broad range of stakeholder perspectives during the development of the PDX 2045 Master Plan Update (PDX 2045). The PAC provides insights on analysis, recommendations, and outcomes that benefit or impact community members, including neighbors, travelers, airport employees, and businesses that operate at or rely on Portland International Airport (PDX). PAC members represent their own views and not necessarily those of their employers or other organizations.

Project background

PDX 2045 is an update of the master plan for PDX. PDX 2045 will define a framework for planning and implementing ongoing development and investments at PDX to meet demand over the next 20 years. The planning process will establish a vision for the future of the PDX facility, develop forecasts to understand future aviation demand, evaluate PDX's capacity to meet forecast demand, develop alternatives, and finally, identify a recommended development plan. Stakeholder input using an equity-centered approach to ensure authentic engagement and community involvement will ground and guide this work. The resulting plan will align with the Port's ongoing sustainability, resilience, and shared prosperity commitments. Primary PDX 2045 focus areas are:

- Land Use
- Airfield
- Terminal
- Ground Transportation and Parking
- Cargo
- Airport and Airline Support
- Implementation and Financial Feasibility

Charter

The PAC is an advisory body to the Port which will serve for the duration of the PDX 2045 planning process.

PAC responsibilities

- Represent the knowledge, skills and experiences of project stakeholders

- Provide informed insights and opinions on PDX 2045 topics
- Bring their 'whole selves' to the project, not limited by specific group affiliations and including perspective from their lived experience
- Discuss and evaluate potential advantages and disadvantages of analysis, recommendations, and outcomes
- Consider input and information from other community members, stakeholders, and interested parties

Responsibilities reserved by the Port

- Make decisions about PDX 2045
- Speak on behalf of the Port or the project
- Commit to the expenditure of any funds or resources

Membership, resources and workplan

PAC members are approved by the Port. The PAC is comprised of members who communicated their desire to participate through an expression of interest process with the aim of achieving:

- Connection to the project, planning topics, and/or communities of interest as they relate to PDX
- Diversity of membership (including age, gender, ethnicity/race, and geography)

The PAC is not intended to serve as a statistically representative sample of any geographic area. Instead, the PAC members were identified to bring together a range of knowledge, skills, and experiences. PAC discussions will be supported by professional staff on planning topics as well as opportunities to gather input from specific stakeholder groups, populations, and organizations.

Member communication

The PAC roster is attached to this Charter. Members' personal contact information is considered private information and should not be disclosed to the public unless group permission has been provided to do so. To contact a PAC member please email info@pdx2045.org and your correspondence will be provided to the specific PAC member.

Member participation

Meetings will be scheduled at least two to four weeks in advance. PAC members' attendance is very important to make the most of these meetings and best provide input to the project. PAC members will make their best effort to attend all meetings in-person or

virtually. Members will notify the facilitator or designated staff in advance if they are unable to attend and can provide written comments prior to the meeting. Non-attendance for three or more meetings may result in relinquishing membership on the PAC.

Should a member need to resign their membership from the group, they should do so by informing the PAC facilitator in writing. At that time the Port may decide to fill the vacancy.

The Port will work to accommodate the needs of PAC members to enable their full participation. Accommodations include making meeting materials and locations accessible to PAC members regardless of their physical abilities and providing virtual meeting access on Zoom whenever possible. The Port offers stipends for PAC members to aid their participation. PAC members are encouraged to contact the PAC facilitator or email info@pdx2045.org to request accommodations.

Subcommittees

As the project progresses, there may be a need or interest in developing subcommittees that discuss specific topics more in-depth and come back to the PAC with additional information and/or recommendations. The project team will evaluate the need for and may initiate subcommittees including PAC members and others with knowledge, skills, and experience relevant to specific topics, and with consideration of time and resources to best meet project needs. PAC members' participation in any subcommittees is voluntary and not assumed.

Staff and resources

The Port is responsible for staffing and resourcing the PAC and will do so with support from the PDX 2045 consultant team. PAC materials will be provided electronically with printed copies made available upon request or as applicable. Meeting notices, agendas, presentations, handouts, and reports will be posted to www.pdx2045.org. The team will strive to distribute meeting agendas and any materials for advance review two weeks before each meeting and will provide other meeting materials, such as meeting slides and summaries, within two weeks following each meeting. PAC members will strive to review pre-reading materials distributed in advance of PAC meetings.

Meeting frequency, location, and format

The Port will host approximately 12 PAC meetings between May 2024 and December 2025.

Meetings will typically be held on weekday evenings as needed throughout the project timeline and will be approximately two hours in length. Meetings will be hosted at Port of Portland Headquarters or community locations well-served by transit. Food will be provided 30 minutes prior to the start of the meeting. Meetings will typically be between 6:00pm-8:00pm unless determined otherwise ahead of the meeting. Depending on the agenda, from time to time a longer meeting or additional meetings may be required. Although in-person attendance is highly encouraged, meetings will be available for remote participation via Zoom except where meetings are held in formats or locations where a hybrid meeting is not feasible.

Meetings will typically include presentations and group discussions. The meeting facilitator will employ various techniques and tools to aid deliberation and forming recommendations. At times, a PAC meeting may take a different format, such as a tour. PAC members may also be invited to participate in optional learning and engagement activities such as discussion groups, workshops and listening sessions for the project outside of the PAC meeting series.

Open Meetings and public comment

PAC meetings are open to the public and will include an opportunity for public comment. Notice of PAC meetings will be posted at least two weeks in advance of meetings on www.pdx2045.org.

The PAC facilitator will provide a public comment opportunity during regular PAC meetings – not including tours and other PAC events. The facilitator may limit the length of comments from members of the public to allow sufficient opportunity to conduct the other portions of the meeting agenda. Typically, comments will be limited to a maximum of three minutes per person.

Facilitator and working agreements

The PDX 2045 consultant team includes an independent facilitator (not employed by the Port) to lead PAC meetings. The facilitator will coordinate with the project team, lead the meeting agenda, and guide the PAC through their discussions. The facilitator will consider the needs of PAC members and strive to achieve a meeting environment most conducive to achieving goals of the PAC and the project. The facilitator will address any issues where it appears members are not adhering to the working agreements.

The facilitator, PAC members, project team members, consultants, and invited guests agree to follow the meeting ground rules, including:

- Attend all meetings in a timely manner and participate fully

- Work together and encourage everyone to participate
- Be curious and willing to learn and contribute to discussions
- Consider all ideas with care and respect
- Seek common ground and ask questions of each other to gain clarity and understanding
- Express yourself in terms of your preferences, interests, and the outcomes you wish to achieve
- Support each other and try to understand the interests and perspectives of others
- Accept that differences of opinion are natural and useful
- Listen respectfully and with an open mind before you speak
- Focus on the agreed scope of the discussion
- Respect timelines by being concise and brief with comments and questions
- Respect the role of the facilitator to guide the group process

Members agree to give the facilitator permission to keep the group on track and to table discussions as needed to keep the group moving through the meeting agenda.

Photography, recording, and media

Members are asked to silence mobile phones and electronic devices and refrain from recording, live streaming, or other use of social media during the PAC meeting sessions to allow members to focus on the discussion. Meetings include virtual access via Zoom including video and audio feeds available to members of the public.

From time-to-time photography or video recording may be used to capture meeting outcomes and process. PAC member may choose to abstain from appearing in any photographs. Outcomes of the group process may be recorded and used on various media for marketing and reporting purposes. The group will be informed of and invited to participate in such promotional activities undertaken by the project team. Media and news organizations may be present to film or record at PAC meetings.

PAC members may not speak to the media on behalf of the PAC or the Port, unless consent has been provided in writing from the Port and agreed to by the PAC membership. PAC members should contact Aaron Ray (aaron.ray@portofportland.com) regarding any media requests or questions.

Recommendations

The PAC will provide valuable perspective to the Port on engagement and planning topics. With the responsibility of leading the planning process and outcomes, the Port reserves decision-making authority.

Consensus

PAC members will be asked to actively participate in consensus-building processes. All members are encouraged to challenge themselves and each other to think creatively and to approach the project with an open mind. While it is important to identify problems, it is even more important to seek thoughtful solutions that advance the conversation.

Majority and minority opinions

The group will endeavor to work towards consensus. At key milestones PAC members may be asked to participate in polls to document the PAC's recommendations for the project. Majority and minority opinions will be documented, recorded, and included in any PAC recommendations.

Conflict resolution

Disagreement and differences of opinion should be acknowledged, explored, understood, and appreciated. Should conflict arise, it should be addressed with the guidance of the facilitator. Should the conflict remain unresolved, assistance of an independent mediator may be engaged. Any inappropriate conduct may result in permanent expulsion from the group.

PAC Members

Aidan Simpson
Allyssa Bromley
Angela DeHaven
Anne Sweet
Brian Kuzera
Caleb Powell
David Duncan
David Van't Hof
Heather King
Jennie Heidrick
Kathy Bareno
Keith Miller
Laura Young

Mark Luna
Maryhelen Kincaid
Matthew Hodson
Mychal Hornbeck
Pete De Vasto
Philip Rowe
Phuong Truong
Roger Gonzalez
Stephanie Barnes
Steven Lowe
Tsering Sherpa
Xavier Phanthongphay