

PORT OF SEATTLE COMMISSION AVIATION SPECIAL COMMITTEE CHARTER

Adopted March 13, 2018

I. INTRODUCTION

The Aviation Committee will assist the Port of Seattle Commission in fulfilling its Century Agenda goal to meet the region's air transportation needs at Seattle-Tacoma International Airport for the next 25 years and encourage the cost-effective expansion of domestic and international passenger and cargo service. This charter defines the composition, authority, mission, scope, responsibility, and meeting structure of this committee.

The committee shall be called the Aviation Committee, herein referred to as "the committee." It is a special committee created by the Port of Seattle Commission for the purpose of recommending Commission strategies to shape regional aviation policy and conducting oversight of the Airport's Sustainable Airport Master Plan (SAMP) process and Airport capital programs, as described further below.

II. COMPOSITION

The Aviation Committee will consist of two Port of Seattle Commissioners appointed by the commission president after consultation with the full commission at the beginning of each calendar year in which the committee is active.

III. SCOPE OF WORK

The work of the Aviation Committee shall include the following:

- A. Recommend to the commission strategies to shape regional aviation policy and partner with other governmental entities in regards to passenger travel and cargo movement, including:
 - 1. Engage with regional elected officials and others as necessary to gain an understanding of regional air transportation capacity and to understand how SAMP will impact the regional capacity.
 - 2. Review proposals and studies on regional airport demand and engage with stakeholders to guide and provide oversight as this process kicks off in 2018.
 - 3. Recommend next steps and appropriate engagement for the Commission on SAMP and regional air capacity.

- B. Conduct oversight of the Seattle-Tacoma International Airport's SAMP process and offer guidance necessary to the commission to advance SAMP planning to completion in 2018, including:
 - 1. Participate in community open houses and host forums as necessary.
 - 2. Guide and develop commission roundtables and develop targeted engagement with external stakeholders including social-justice community leaders, airport-impacted communities, and regional business leaders.
 - 3. Engage with tenants, operators, airlines, the Federal Aviation Administration (FAA), and Transportation Security Administration (TSA) as necessary, on matters relating to the Sustainable Airport Master Plan and the regional aviation discussion.
- C. Review progress, schedule, and budget for major airport infrastructure projects including projects currently underway.
- D. Provide a quarterly status report to the commission and provide guidance to Port of Seattle staff on SAMP presentations to the commission and community engagement.

IV. AUTHORITY

In pursuit of its purposes and scope, the committee is authorized to conduct the following activities:

- A. Recommend to the commission strategies to shape regional aviation policy.
- B. Conduct oversight of the Sea-Tac International Airport's Sustainable Aviation Master Plan (SAMP) planning and environmental review process.
- C. Conduct airport capital program oversight.
- D. The committee is authorized to convene stakeholders and other members of the public as necessary.
- E. If the committee determines that in order to meet its responsibilities it requires the independent services of an outside advisor or consultant having expertise in market analysis or regional demand analysis, it may propose the retention of such advisor or consultant to the commission for approval.

V. DURATION

The work of the Aviation Committee will continue for the duration of the Sustainable Airport Master Plan process and the first two years of the regional aviation demand discussion.

VI. RESPONSIBILITY

- A. The role of the committee chair(s) shall be to:
 - 1. Preside at meetings and serve as committee sponsor(s)
 - 2. Ensure that the committee is addressing the purposes described in this charter
 - 3. Set committee meeting agendas
- B. The Commission policy manager is the committee liaison, and commission specialists will support the work of the committee as assigned. The role of the committee liaison shall be to:
 - 1. Regularly update the commission in memos, individual briefings, and public session.
 - 2. Support the work of the committee.
 - 3. Help develop, manage, and distribute meeting materials.
 - 4. Provide logistical support including meeting rooms, scheduling, creating meeting records, and providing technical assistance.
- C. The Port of Seattle Director of Capital Project Delivery, Public Affairs, will support the committee as the primary executive staff contact. The role of the executive staff contact shall be to:
 - 1. Support the committee with timely and responsive information
 - 2. Coordinate with other executive staff in support of the Committee's work
 - 3. Serve as a resource for committee deliberation

VII. MEETINGS

- A. The committee will meet at least quarterly and will subsequently report out to the full commission in public session to provide transparency as to the progress it is making in meeting the charter.
- B. A quorum of the committee is required to conduct official committee business. A quorum is defined as the presence of both commissioners assigned to the committee.
- C. Meetings of the Aviation Special Committee shall be open to the public when required by applicable law or the bylaws of the Port of Seattle Commission.

- D. Agendas will be prepared and made available to the committee members in advance of meetings.
- E. Agendas for updates to the full commission will be presented in public session and will be published as part of regular or special commission meeting notices.
- F. Minutes will be prepared and retained for all meetings associated with the work of the Aviation Committee.
- G. Records of committee meetings, including any meeting minutes, shall be provided to the commission clerk for appropriate retention in accordance with applicable law.