

SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE

OPERATING PROCEDURES

Updated on October 19, 2018

Background

In fall 2017, the Port of Seattle (Port) developed the Sea-Tac Stakeholder Advisory Round Table (StART) to enhance cooperation between the Port and the neighboring cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way (cities). This voluntary, non-governing regional roundtable is being convened by the Aviation Managing Director, influenced by discussions with leadership from the cities representing their communities.

Purpose

StART provides Southwest King County cities, communities, airline representatives, the Federal Aviation Administration (FAA) and the Port with the opportunity to:

- Support meaningful and collaborative public dialogue and engagement on airport-related operations, planning and development;
- Provide an opportunity for the communities to inform the airport-related decision making of the Port of Seattle and other Southwest King County jurisdictions/organizations; and
- Raise public knowledge about the airport and impacted communities.

The intent is to provide a forum that fosters a spirit of good will, respect and openness while encouraging candid discussion between the Port and residential and business community members from SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way.

StART is the preeminent forum for information-sharing, discussing the communities' concerns, and providing feedback to the Port for issues related to Sea-Tac Airport. StART's effectiveness will be driven by a willingness by all parties to fully discuss matters of mutual concern. All parties pledge their good faith best effort to achieve those ends (see Commitments from Stakeholders).

Sponsorship

StART is convened by the Port's Aviation Managing Director, who in addition to serving as the chair, will serve as the sponsor. The sponsor will provide staff support and technical analysis/expertise, and work with the facilitator to identify briefing topics and work toward consensus to shape potential solutions.

Reporting Structure

Through discussions at StART meetings, StART members will provide input and feedback to the Port's Aviation Managing Director and staff.

StART shall have an informal relationship structure to the Highline Forum, with opportunities to provide regular reports on StART activity. The Highline Forum provides Southwest King County cities (elected representation and senior staff), educational governing bodies, and the Port with the opportunity to share information, interact with outside speakers and other governmental organizations, and work in partnership on initiatives that benefit the residents of Southwest King County.

Each member-city of the Highline Forum will be given a formal role to designate StART members (see Membership), identify recommended briefing topics to StART, and/or invite StART to present on a regular basis.

After completion and upon achieving consensus from StART members, an Annual Report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the chair, each city will receive a presentation of the Annual Report.

Membership

StART shall consist of the following members:

- Three (3) members serving as stakeholders, designated by each Highline Forum-member city electing to participate. Two (2) members shall be community members who reside, own a business or property, or are employed within the city and who do not serve as an elected official. One (1) member shall be a non-elected city employee.
- Two (2) airline representatives from each of the two highest passenger volume carriers serving Sea-Tac Airport (one representative and one alternate per carrier).
- One (1) air cargo representative.
- Two (2) representatives from the Port. One (1) representative shall be the Port's Aviation Managing Director. The Port's Aviation Managing Director shall designate the second representative.

Each Highline Forum-member city may assign one (1) non-elected city employee to serve as an alternate for the city employee member. The alternate employee from each city must be assigned by the chief administrative officer. Assigned alternates are encouraged to attend all meetings in order to remain current on StART activities. Because it is important for StART's membership to remain consistent in order to effectively address issues, each city has two appointed community members. Community members on StART are not assigned alternates. If one of the community members is unable to attend a meeting, the second StART community member from that city is available to participate and provide information either representative would like brought forth at the meeting.

Members shall be appointed for a two (2) year term; membership shall be renewed in January of every even numbered year. All members and alternates who serve on StART shall serve at the pleasure of their appointing bodies. It is the responsibility of each city or representational body to notify the facilitator anytime a member is appointed to or terminates service on StART.

Federal Aviation Administration

Representatives from the Federal Aviation Administration (FAA) are expected to participate at StART meetings. Periodically, time will be set aside at meetings for representatives to provide updates and briefings at StART meetings.

Facilitator

An independent, neutral facilitator will be selected and provided by the Port to assist in the preparation, management and summation of each StART meeting. The facilitator will preside over the StART meetings and be responsible for ensuring a fair, open, honest, and balanced discussion of issues and ensure the timely administering of the agenda. As a collaborative process provider, the facilitator will not act as an advocate for anyone on any substantive issue.

The facilitator may have non-confidential, informal communications and perform facilitation activities with Port staff, StART members, and others between and during meetings. To ensure a spirit of goodwill, respect, openness and candidness occurs at all StART meetings, the facilitator will manage member engagement and address situations where it appears that a member is not acting in accordance with the Commitments from Stakeholders.

The facilitator will serve as the lead disseminator of all information related to StART and its meetings, including meeting agendas and summaries. The facilitator will keep a running list of aviation topics of interest to be used in the development of StART meeting agendas, which will be periodically updated through discussions with members. The facilitator will be responsible for drafting meeting summaries, which will be provided electronically in draft form to StART members for proposed correction and comment prior to the next meeting. Final meeting summaries will be posted on the Port's StART webpage for public view.

Meetings

- **Frequency**

StART shall meet six (6) times a year unless otherwise agreed to. Meetings will be scheduled on the 4th Wednesday of the month (typically February, April, June, August, October, December) alternating with the Highline Forum. Meetings typically begin at 6 PM and conclude at 8 PM. If Christmas falls on the fourth week in December, StART will be held on the third Wednesday in December.

Special meetings may be called upon with twenty-four (24) hours notice by the Sponsor. Any regularly scheduled or special meeting may be cancelled upon the concurrence of a simple majority of members. Each party shall designate one of its members to have the authority to so act.

- **Meeting Attendance**

Members will notify the facilitator via email if they are unable to attend, preferably one week in advance.

- **Location**

The location of StART meetings will be at Sea-Tac Airport unless otherwise noticed. It is possible that some meetings will be held at locations away from the airport.

- **Notification of Meetings**

Attendance at StART meetings is open to the public and the media. All meeting materials, including agendas, are considered public documents and available to the public consistent with the requirements of the Washington State Public Records Act Chapter 42.56 RCW. Meeting agendas will be posted one week prior to a meeting for the public to view. Meeting notices, agendas, and final meeting summaries will be posted on the Port of Seattle's StART website: www.portseattle.org/page/sea-tac-stakeholder-advisory-round-table.

- **Meeting Agendas**

Each meeting may include the following agenda items: updates from the Aviation Managing Director, roundtable updates from each member and informational presentation(s).

The facilitator and Port staff will develop the Agenda for each StART meeting. Members will receive advance copies of the Agenda and are able to provide input and suggest changes prior to the agenda's finalization. A running list of aviation topics of interest will be kept by the facilitator and periodically updated through discussions with members.

At the final meeting of the year, members will complete a yearly evaluation.

- **Public Comment**

All StART meetings are open to the public and the meeting agenda is dedicated to StART-related business. Limited time is set aside at each meeting for the public to provide comments pertinent to the topics listed on that day's StART meeting agenda. Members of the public who wish to speak are asked to sign-up before the meeting begins and are provided one to three minutes of time. Due to time limitations, not all who sign-up to speak will necessarily be

provided an opportunity to speak. Members of the public are encouraged to submit written comments to Port staff for circulation to the full StART membership.

StART does not engage in dialogue with those who provide public comment during meetings. Questions or requests for information or documents may be made separately from StART meetings.

Feedback

StART is not a formal decision-making body or an inter-local agency; StART will not follow procedural rules of order and will not entertain motions or record votes.

StART will use consensus to shape feedback, which will be captured in a formal meeting summary developed by the facilitator. Consensus-based actions are the product of discussions among the members to distinguish underlying values, interests, and concerns with a goal of developing widely accepted feedback. The facilitator will assist StART in articulating points of agreement, as well as articulating concerns that require further exploration or areas where consensus could not be achieved.

Working Groups

Working groups may be established to allow for work to continue between StART meetings and to give specific issues and topics a more in-depth focus. A working group will be comprised of a subset of StART members and any staff support and technical analysis/expertise as identified by the Port. Working groups adhere to the StART Commitments from Stakeholders. Working groups set their agendas and work plan. Working groups will report out on the progress of their work and are open to suggested topics and guidance on their work plan during StART meetings. StART members who are not a member of the working group may attend as “observers”. Working group meetings are not open to the public.

Amending the Operating Procedures

Operating Procedures may be amended by consensus of the Airport’s Managing Director and the non-elected employee representatives from each of the Highline Forum cities. Proposed modifications to the Operating Procedures will be distributed in writing to the Airport’s Managing Director and the non-elected employee representatives. Any proposed modification to StART’s Operating Procedures will be evaluated at a separately scheduled meeting with the Airport’s Managing Director and the non-elected employee representatives. If there is consensus, modifications to the Operating Procedures will be communicated to the StART members.

Annual Report

StART will have an annual evaluation to review accomplishments and outstanding issues. With assistance from Port staff, the facilitator will produce an annual report based on StART’s yearly evaluation. After completion and upon achieving consensus from StART members, the annual report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the chair, each city will receive a presentation of the Annual Report.

COMMITMENT FROM STAKEHOLDERS

StART members will participate in good faith, which means:

1. Set aside time to prepare for and participate in the meetings.
2. Participate fully, honestly and fairly, commenting constructively and specifically.
3. Speak respectfully, briefly and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak.
4. Allow people to say what is true for them without fear of criticism from StART members.
5. Avoid side conversations during meetings.
6. Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible.
7. Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other StART members.
8. Consult regularly with their appointing bodies and provide their input in a clear and concise manner.
9. Each member agrees to work toward fair and practical feedback that reflects the diverse interests of all StART members and the public.
10. When communicating with others, accurately summarize the StART process, discussion and meetings, presenting a full, fair and balanced view of the issues and arguments out of respect for the process and other members.
11. Strive for consensus in shaping feedback and closure on issues.
12. Self-regulate and help other members abide by these commitments.