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**PORT OF SEATTLE COMMISSION
2019 AVIATION SPECIAL COMMITTEE CHARTER**

As proposed April 16, 2019

I. INTRODUCTION

The 2019 Aviation Special Committee, herein referred to as “the committee,” is a special committee created by the Port of Seattle Commission. The committee will provide information, advice, and recommendations about fulfilling the port’s Century Agenda goals to meet the region’s air transportation needs at Seattle-Tacoma International Airport for the next 25 years and encouraging the cost-effective expansion of domestic and international passenger and cargo service. The committee will examine airport capital programs, ground transportation planning, and review of Century Agenda goals as described further below.

This charter defines the composition, authority, mission, scope, responsibility, and meeting structure of this committee.

II. COMPOSITION

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

III. SCOPE OF WORK

The work of the 2019 Aviation Committee shall include the following:

- A. Provide recommendations to the Port of Seattle Commission to revise, as necessary, the port’s Century Agenda Strategy 1: “Position the Puget Sound region as a premier international logistics hub” with a focus on Objective 3: “Triple air cargo volume to 750,000 metric tons.”
- B. Review and provide recommendations to the Port of Seattle Commission on progress, schedule, and budget for major airport infrastructure projects including projects currently underway.
- C. Monitor the development of the Sustainable Airport Master Plan (SAMP) and the resulting Environmental Impact Statement (EIS).
- D. Review and recommend to the Port of Seattle Commission ground transportation access principles and goals and propose to the commission a motion to support implementation of those goals and principles. Periodically review ground transportation

44 issues and proposals that fall within the ground transportation framework attached as
45 Exhibit A to this charter.

46

47 **IV. AUTHORITY**

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49 In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of
50 the Port of Seattle Commission, but is authorized to conduct the following activities:

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52 A. Gather information, consider all matters within the committee’s scope of work, and
53 provide information, advice, and recommendations to the Port of Seattle Commission.

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55 B. Communicate the aviation capital project, SAMP, or ground transportation priorities of
56 the Port of Seattle Commission.

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58 C. Engage in outreach efforts and activities to gather information to provide to the Port of
59 Seattle Commission.

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61 D. If the committee determines that to meet its responsibilities it needs the independent
62 services of an outside advisor or consultant with aviation capital project, SAMP, or
63 ground transportation expertise, it may propose the retention of such advisor or
64 consultant to the commission for approval.

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66 **V. DURATION**

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68 The work of the Aviation Committee will continue for the duration of the Sustainable Airport
69 Master Plan process.

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71 **VI. RESPONSIBILITY**

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73 A. The role of the committee chair(s) shall be to:

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75 1. Preside at meetings and serve as committee sponsor(s);

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77 2. Ensure that the committee is addressing the purposes described in this charter; and

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79 3. Set committee meeting agendas.

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81 B. The Commission Policy Manager is the committee liaison, and commission specialists
82 will support the work of the committee as assigned. The role of the committee liaison
83 shall be to:

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85 1. Regularly update the commission on the work of the committee in memos,
86 individual briefings, and public session.

87

- 88 2. Support the work of the committee.
- 89
- 90 3. Help develop, manage, and distribute meeting materials.
- 91
- 92 4. Provide logistical support including procuring meeting rooms, scheduling, creating
- 93 meeting records, and providing technical assistance.
- 94
- 95 C. The Port of Seattle Director of Capital Project Delivery, External Relations, will support
- 96 the committee as the primary executive staff contact. The role of the executive staff
- 97 contact shall be to:
- 98
- 99 1. Support the committee with timely and responsive information;
- 100
- 101 2. Coordinate with other executive staff in support of the committee’s work; and
- 102
- 103 3. Serve as a resource for committee deliberation.
- 104

105 **VII. MEETINGS**

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- 107 A. The committee will meet at least quarterly and will subsequently report to the
- 108 commission in public session to provide transparency as to progress made in executing
- 109 its charter.
- 110
- 111 B. Workgroups composed of non-commissioner advisors and subject matter experts may
- 112 be formed by the committee to provide in-depth analysis of issues for the committee
- 113 and are expected to meet as frequently as needed. Workgroup meetings are not
- 114 considered official committee meetings for purposes of establishing a quorum or
- 115 management of records by the commission clerk.
- 116
- 117 C. A quorum of the committee is required to conduct official committee business. A
- 118 quorum is defined as the presence of both commissioners assigned to the committee.
- 119
- 120 D. Meetings of the 2019 Aviation Special Committee shall be open to the public when
- 121 required by applicable law or the bylaws of the Port of Seattle Commission.
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- 123 E. Agendas will be prepared and made available to committee members in advance of
- 124 meetings.
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- 126 F. Agendas for updates to the commission to be presented in public session will be
- 127 published as part of regular or special commission meeting notices.
- 128
- 129 G. Minutes will be prepared and retained for all meetings of the committee.
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131 H. Records of committee meetings, including any meeting minutes, shall be provided to
132 the commission clerk for appropriate retention in accordance with applicable law and
133 best practices.