

1 AVIATION SPECIAL COMMITTEE CHARTER

2  
3 As proposed March 13, 2018

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5 **I. INTRODUCTION**

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

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

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19 **II. COMPOSITION**

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

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25 **III. SCOPE OF WORK**

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

- 28 A. Recommend to the Commission strategies to shape regional aviation policy and partner  
29 with other governmental entities in regards to passenger travel and cargo movement,  
30 including:
- 31 1. Engage with regional elected officials and others as necessary to gain an  
32 understanding of regional air transportation capacity and to understand how  
33 SAMP will impact the regional capacity.
  - 34 2. Review proposals and studies on regional airport demand and engage with  
35 stakeholders to guide and provide oversight as this process kicks off in 2018.
  - 36 3. Recommend next steps and appropriate engagement for the Commission on SAMP  
37 and Regional Air Capacity.
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39 B. Conduct oversight of the Sea-Tac International Airport’s SAMP process and offer  
40 guidance necessary to the Commission to advance SAMP planning to completion in  
41 2018, including:
- 42 1. Participate in community open houses and host forums as necessary.

- 43           2. Guide and develop Commission roundtables and develop targeted engagement  
44           with external stakeholders including social justice community leaders, airport  
45           impacted communities, and regional business leaders.  
46           3. Engage with tenants, operators, airlines, the Federal Aviation Administration  
47           (FAA), and Transportation Security Administration (TSA) as necessary, on matters  
48           relating to the Sustainable Airport Master Plan and the Regional Aviation  
49           discussion.  
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51           C. Review progress, schedule, and budget for major airport infrastructure projects  
52           including projects currently underway.  
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54           D. Provide a quarterly status report to the Commission and provide guidance to Port of  
55           Seattle staff on SAMP presentations to the Commission and community engagement.  
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57 **IV. AUTHORITY**  
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59 In pursuit of its purposes and scope, the committee is authorized to conduct the following  
60 activities:

- 61           A. Recommend to the Commission strategies to shape regional aviation policy.  
62           B. Conduct oversight of the Sea-Tac International Airport’s Sustainable Aviation Master  
63           Plan (SAMP) planning and environmental review process.  
64           C. Conduct airport capital program oversight.  
65           D. The committee is authorized to convene stakeholders and other members of the public  
66           as necessary.  
67           E. If the committee determines that in order to meet its responsibilities it requires the  
68           independent services of an outside advisor or consultant having expertise in market  
69           analysis or regional demand analysis, it may propose the retention of such advisor or  
70           consultant to the Commission for approval.  
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72 **V. DURATION**  
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74 The work of the Aviation Committee will continue for the duration of the Sustainable Airport  
75 Master Plan process and the first two years of the regional aviation demand discussion.  
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77 **VI. RESPONSIBILITY**  
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- 79           A. The role of the committee chair(s) shall be to:  
80               1. Preside at meetings and serve as committee sponsor(s)  
81               2. Ensure that the committee is addressing the purposes described in this charter  
82               3. Set committee meeting agendas  
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84           B. The Commission Policy Manager is the Committee Liaison, and Commission Specialists  
85           will support the work of the committee as assigned. The role of the Committee Liaison  
86           shall be to:

- 87 1. Regularly update the Commission in memos, individual briefings, and public  
88 session.  
89 2. Support the work of the committee.  
90 3. Help develop, manage, and distribute meeting materials.  
91 4. Provide logistical support including meeting rooms, scheduling, creating meeting  
92 records, and providing technical assistance.  
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- 94 C. The Port of Seattle Director of Capital Project Delivery, Public Affairs, will support the  
95 Committee as the primary Executive Staff contact. The role of the Executive Staff  
96 contact shall be to:  
97 1. Support the committee with timely and responsive information.  
98 2. Coordinate with other executive staff in support of the Committee's work  
99 3. Serve as a resource for committee deliberation.

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## 101 **VII. MEETINGS**

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- 103 A. The Committee will meet at least quarterly and will subsequently report out to the full  
104 Commission in public session to provide transparency as to the progress its making in  
105 meeting the charter.  
106 B. A quorum of the committee is required to conduct official committee business. A  
107 quorum is defined as the presence of both Commissioners assigned to the committee.  
108 C. Meetings of the Aviation Special Committee shall be open to the public when required  
109 by applicable law or the bylaws of the Port of Seattle Commission.  
110 D. Agendas will be prepared and made available to the committee members in advance of  
111 meetings.  
112 E. Agendas for updates to the full Commission will be presented in public session and will  
113 be published as part of regular or special Commission meeting notices.  
114 F. Minutes will be prepared and retained for all meetings associated with the work of the  
115 Aviation Committee.  
116 G. Records of committee meetings, including any meeting minutes, shall be provided to  
117 the Commission Clerk for appropriate retention in accordance with applicable law.