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**RESOLUTION 3770 EXHIBIT A
PORT OF SEATTLE COMMISSION
AVIATION STANDING COMMITTEE CHARTER**

Proposed February 11, 2020

I. INTRODUCTION

A. The Aviation Committee, herein referred to as “the committee,” is a standing committee created by the Port of Seattle Commission.

B. 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 focus on airport capital infrastructure programs and review of Century Agenda goals as described further below.

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

II. COMPOSITION

The 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 Aviation Standing Committee shall include the following:

- A. Develop and provide recommendations to the Commission on policies, programs and strategies that advance the Port of Seattle’s Century Agenda Strategy 2: Advance this region as a leading tourism destination and business gateway.
- B. Monitor the development of airport infrastructure projects and related planning and design.
- C. Review and provide recommendations to the Port of Seattle Commission on the implementation of the Ground Transportation Policy Directive.
- D. Review and provide recommendations to the Port of Seattle Commission on airport customer service, sound insulation acceleration, the commercial aviation coordinating commission and airport dining and retail.

- 45 E. Review and recommend to the Port of Seattle Commission pilot projects/research
46 opportunities to develop commission policy directives.
47
- 48 F. Review and recommend to the Port of Seattle Commission policies to support the
49 operation of the airport.
50

51 **IV. AUTHORITY**
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53 A. In pursuit of its mission and scope, the committee is not legally authorized to act on behalf
54 of the Port of Seattle Commission, but is authorized to conduct the following activities:
55

56 B. Gather information, consider matters within the committee’s scope of work, and provide
57 information, advice, and recommendations to the Port of Seattle Commission.
58

59 C. Communicate the priorities of the Port of Seattle Commission.
60

61 D. Engage in outreach efforts and activities to gather information to provide to the Port of
62 Seattle Commission.
63

64 E. If the committee determines that to meet its responsibilities it needs the independent
65 services of an outside advisor or consultant with aviation infrastructure or operations expertise,
66 it may propose the retention of such advisor or consultant to the commission for approval.
67

68 **V. DURATION**
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70 The Aviation Committee is standing committee with broad purview over matters related to
71 aviation and will continue indefinitely until the commission repeals its charter.
72

73 **VI. RESPONSIBILITY**
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75 A. The role of the committee chair(s) shall be to:
76

- 77 1. Preside at meetings and serve as committee sponsor(s);
78
79 2. Ensure that the committee addresses the purposes described in this charter; and
80
81 3. Set committee meeting agendas.
82

83 B. The Commission Policy Manager is the committee liaison, and commission specialists will
84 support the work of the committee as assigned. The role of the committee liaison shall be to:
85

- 86 1. Regularly update the commission on the work of the committee in memos, individual
87 briefings, and public session;
88

- 89 2. Support the work of the committee;
90
91 3. Develop, manage, and distribute meeting materials;
92
93 4. Provide logistical support including procuring meeting rooms, scheduling, creating
94 meeting records, and providing technical assistance; and
95
96 5. Coordinate with the primary executive staff contact to keep the Executive Director
97 and Airport Director informed about committee progress.
98

99 C. The Port of Seattle Director of Aviation Facilities and Capital Programs will support the
100 committee as the primary executive staff contact. The role of the executive staff contact shall be
101 to:

- 102
103 1. Inform the Executive Director and Aviation Director about committee progress;
104
105 2. Support the committee with timely and responsive information;
106
107 3. Coordinate with other executive staff in support of the committee’s work; and
108
109 4. Serve as a resource for committee deliberation.
110

111 **VII. MEETINGS**

112
113 A. The committee will meet at least quarterly and will report to the commission in public
114 session to provide transparency as to progress made in executing its charter.
115

116 B. Workgroups composed of non-commissioner advisors and subject matter experts may be
117 formed by the committee to provide in-depth analysis of issues for the committee and are
118 expected to meet as frequently as needed. Workgroup meetings are not considered official
119 committee meetings for purposes of establishing a quorum or management of records by the
120 commission clerk.
121

122 C. A quorum of the committee is required to conduct official committee business. A quorum
123 is defined as the presence of both commissioners assigned to the committee.
124

125 D. Meetings of the Aviation Committee shall be open to the public when required by
126 applicable law or the bylaws of the Port of Seattle Commission.
127

128 E. Agendas will be prepared and made available to committee members in advance of
129 meetings.
130

131 F. Agendas for updates to the commission to be presented in public session will be published
132 as part of regular or special commission meeting notices.

133

134 G. Minutes will be prepared and retained for all meetings of the committee.

135

136 H. Records of committee meetings, including any meeting minutes, shall be provided to the
137 commission clerk for appropriate retention in accordance with applicable law and best practices.