

## OPERATING PROCEDURES

Enacted on May 20, 2021

### Background

In Fall 2017, the Port of Seattle (Port) developed the SEA Stakeholder Advisory Round Table (StART) to enhance cooperation between the Port and the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way (Highline Forum-member cities). This voluntary, non-governing regional roundtable is being convened by the Aviation Managing Director, influenced by discussions with leadership from the Highline Forum-member cities and other representational bodies.

### Purpose

StART provides Highline Forum-member cities, 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 Highline Forum-member cities to inform the airport-related decision making of the Port of Seattle and other jurisdictions/organizations;
- Raise public knowledge about the airport and its impacts, and
- Focus on practical solutions to reduce the impact of the airport on Highline Forum-member cities.

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 the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way.

Membership on StART does not preclude StART members from participating fully in any airport-related environmental review processes at the state or federal level.

StART is the preeminent forum for information-sharing, discussing the Highline Forum-member cities' concerns, and providing feedback to the Port for issues related to the 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 Members and Alternates Code of Conduct).

### 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 Steering Committee to identify briefing topics and work toward consensus to shape potential solutions.

### **Reporting Structure with the Highline Forum**

StART shall have a formal relationship structure with the Highline Forum. The Highline Forum provides cities (elected representation and senior staff), educational governing bodies, and the Port (elected representation and senior staff) with the opportunity to share information, interact with outside speakers and other governmental organizations, and work in partnership on initiatives that benefit their shared constituency. Regular updates on StART will be provided at Highline Forum meetings. The StART Steering Committee will consider agenda topics for future StART meetings, as well as other input proposed by the Highline Forum. Agreed upon recommendations from StART will be presented at Highline Forum meetings for consideration.

Each Highline Forum member-city will be given a formal role to designate StART members (see Membership).

An Annual Report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the Chair, each Highline Forum member-city can 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 the primary non-elected city employee.
- Two (2) airline representatives from each of the two highest passenger volume carriers serving SEA (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 an alternate to serve in their absence.

Each Highline Forum-member city may assign one (1) non-elected city employee to serve as an alternate for the primary non-elected city employee member. All 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. All members and alternates who serve on StART shall serve at the pleasure of their appointing bodies. Community members whose situation relative to eligibility changes after their appointment, are allowed to complete their terms if their appointing bodies so desire, but they are not eligible for reappointment if they no

longer meet eligibility requirements. It is the responsibility of each city or representational body to notify the facilitator and the Chair anytime a member is appointed, reappointed or terminates service on StART.

### **Suspension, Termination, Reinstatement of Membership**

It is the responsibility of each Highline Forum-member city or representational body to provide written notification to the Chair and facilitator if they suspend or terminate their membership in StART. If a city or representational body wishes to reinstate their membership, they shall provide written notification to the Chair and facilitator with their plan for reinstatement that includes identification of appointed members.

### **Adherence to the Operating Procedures**

It is the responsibility of each member to adhere to the Operating Procedures including the Commitment from Members and Alternates Code of Conduct. Each Highline Forum-member city or representational body will be responsible for ensuring adherence from their appointed members and alternates and will work with the facilitator to resolve any conflicts or issues related to non-adherence by their members and alternates.

### **Federal Aviation Administration**

Representatives from the Federal Aviation Administration (FAA) participate as non-members and provide agency expertise on StART. Periodically, time will be set aside at meetings for representatives to provide updates and briefings at StART meetings.

### **Steering Committee**

A Steering Committee will be established to provide support, guidance, and strategic direction for StART. Membership of the Steering Committee will include the Chair, primary non-elected city representatives, and airline representatives. The Steering Committee will be resourced by a representative from the FAA, Port support staff, and the facilitator. Each Highline Forum member-city and represented airline may serve on the Steering Committee, though it is not a requirement that they serve. There must be a minimum of three Highline Forum-member cities participating at a Steering Committee meeting. If three member cities are unable to attend, the meeting will be rescheduled. The responsibilities of the Steering Committee include:

- Meet at least one month prior to StART meetings to discuss and decide upcoming agenda topics
- Provide recommendations for potential presenters
- Provide guidance for and approve StART specific external communications and/or promotions (not including StART facilitator meeting summaries and meeting notices).
- Review and approve StART's annual report
- Provide feedback annually on the facilitator

A non-elected city representative or airline representative on the Steering Committee may assign their designated alternate to attend Steering Committee meetings in their absence.

### **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, managing the agenda and member participation, 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's neutrality and fairness is essential for building trust and integrity in the StART process.

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 with support from the appropriate Highline Forum-member city or representational body when it appears that one of their members is not acting in accordance with the Commitments from Members and Alternates Code of Conduct. During meetings, the facilitator may use their independent judgement as to how to address non-adherence to the Commitments from Members and Alternates Code of Conduct.

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 and share it with the Steering Committee. 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.

## **Meetings**

- **Frequency**

StART shall meet six (6) times a year unless otherwise agreed to. Meetings will be scheduled on the 4<sup>th</sup> Wednesday of the month (typically February, April, June, August, October, December) alternating with the Highline Forum. If Christmas falls on the fourth week in December, StART will be held on a prior Wednesday in December.

Special meetings may be called upon with twenty-four (24) hours notice by the Chair. Any regularly scheduled or special meeting may be cancelled by the Chair.

- **Recording**

Meetings will not be officially audio or video-recorded. If any participants in StART including members of the public wish to audio or video-record a meeting, they are required to notify the facilitator prior to beginning recording. If the facilitator consents to such recording, the facilitator must notify all StART attendees that the meeting will be recorded. Attendees may leave the meeting if they do not consent to the recording. Any recordings of StART meetings made by participants in StART, including members of the public, are not considered official or necessarily accurate recordings of the meeting.

- **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 the airport unless otherwise noticed. It is possible that some meetings will be held at locations away from the airport or online.

- **Notification of Meetings**

Attendance at StART meetings is open to the public and the media. All meeting materials 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 distributed at least one week prior to a meeting for public notification. All meeting materials including agendas and final meeting summaries will be posted on the Port of Seattle's StART webpage: [www.portseattle.org/page/sea-tac-stakeholder-advisory-round-table](http://www.portseattle.org/page/sea-tac-stakeholder-advisory-round-table).

- **Meeting Agendas**

The Steering Committee will develop the agenda for each StART meeting (not including Working Group meetings). A running list of aviation topics of interest will be kept by the facilitator and shared with the Steering Committee. The agenda for each meeting will be developed from five major sources:

1. The work program or plans established by Working Groups
2. Specific topics identified as priority issues by StART
3. Topics identified by Port staff
4. Topics of interest identified by the facilitator
5. Requests from the Chair

- **Meeting Summaries**

Meeting notes for StART meetings will be taken at each meeting. The facilitator will write a facilitator's meeting summary which will be posted on the Port of Seattle's StART webpage and distributed to all StART members after members have had the opportunity to provide correction and comment.

- **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 the facilitator 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 and is not governed by the requirements of the Washington State Open Public Meetings Act Chapter 42.30 RCW; StART will not follow procedural rules of order and will not entertain motions or record votes.

StART will strive to use consensus to shape guidance, which will be captured in the meeting summary developed by the facilitator. Consensus-based guidance is 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. Feedback from individual StART members is also important, even when there is not consensus on specific guidance.

### **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 Chair. Any StART member can volunteer to serve on a working group. Primary non-elected city employees may assign non-elected city employees or consultants to participate in working groups. StART airline representatives and the FAA may designate employees or consultants to participate in working groups. Working groups adhere to the Commitment from Members and Alternates Code of Conduct. 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 and will not be audio or video-recorded. Written summaries of working group meetings will be posted on StART’s website.

### **Amending the Operating Procedures**

Operating Procedures may be amended by consensus of the Chair and the primary non-elected city employees from the Highline Forum-member cities. Proposed modifications to the Operating Procedures will be distributed in writing to the Chair and the primary non-elected city employees. If there is consensus, modifications to the Operating Procedures will be communicated to all StART members.

### **Annual Report**

StART will have an annual report. With assistance from Port staff, the facilitator will produce the annual report based on StART’s meeting summaries. After completion and upon achieving consensus from the Steering Committee, the annual report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the Chair, each Highline Forum-member city can receive a presentation of the Annual Report.

## COMMITMENT FROM MEMBERS AND ALTERNATES

### CODE OF CONDUCT

StART members have the following responsibilities:

- a) Prioritize Preparing for, Attending, and Actively Participating in Meetings: Members will arrive on time and avoid leaving early. Members will inform the facilitator as far in advance as is possible if they (or their alternates) cannot attend a scheduled meeting.
- b) Focus on the Subject at Hand during Meetings: Members agree to focus on the topic of discussion, share discussion time, avoid interrupting, respect time constraints, and avoid side conversations, including texting.
- c) Represent Constituency: Members will bring the concerns and perspectives of their various constituencies to StART, where appropriate, for discussion. Members will consult regularly with their appointing bodies. It is understood that some members participate in other initiatives, organizations, and forums at the local, regional, state, and national levels and may advocate in those forums on issues related to StART's work. Members will make it clear they are representing only themselves, not StART.
- d) Respectful of the Diversity of Views: To enhance the possibility of constructive discussions, members agree to be respectful of the diversity of views represented on StART. Members agree to listen openly to all points of view. Members agree to avoid personal attacks on other StART members both during StART meetings and away from meetings.
- e) Communicate Fairly: When communicating with others, including when posting information on social media, members agree to 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.
- f) Abide by Discussion Ground Rules:
  - Participate fully, honestly and fairly, commenting constructively and specifically.
  - 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.
  - Engage and discuss with an open mind, listening to different points of view with a goal of understanding the underlying interests of other StART members.
  - Acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not you are in agreement with them.
  - Allow people to say what is true for them without fear of criticism from StART members.

- Agree to work toward fair and practical feedback that reflects the diverse interests of all StART members and the public.
- Strive for consensus in shaping feedback and closure on issues.
- Avoid dominating the discussion.
- Listen when others are speaking, silence cell phones, avoid interrupting, side conversations, and texting.
- Act in “good faith,” state concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
- Disagree respectfully. Avoid making personal attacks or slanderous statements.
- Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.
- Adhere to the agenda as much as possible, focusing on the subject at hand.
- Indicate to the facilitator when they wish to make a comment and be acknowledged before speaking.
- Self-regulate and help other members abide by these commitments.