

**Commercial Aviation Work Group**  
**CHARTER**  
(DRAFT v1 October 2, 2024)

WHEREAS, in 2019, the Washington State Legislature created the Commercial Aviation Coordinating Commission and directed the Commission to identify a location for a new primary commercial aviation facility in Washington, taking into consideration the data and conclusions of appropriate air traffic studies, community representatives, and industry experts, as well as feasibility and potential environmental, community, and economic impacts; and submit a final report no later than June 15, 2023. (Substitute Senate Bill 5370, 66th Legislature, 2019 Regular Session);

WHEREAS, the Commission submitted its final report on June 15, 2023;

WHEREAS, on April 18, 2023, the Washington State Legislature adopted Engrossed Substitute House Bill 1791, which states:

(1) . . . (a) The state's transportation needs are growing and it is imperative that the state plan comprehensively to meet the needs of its citizens, particularly in the fastest growing regions of the state; (b) That planning for the future of aviation must take a comprehensive coordinated look at the transportation system as a whole; (c) The pandemic interfered with the ability of the Commercial Aviation Coordinating Commission to perform a thorough and complete study of the possibility of a new commercial airport; (d) The creation of a new primary commercial aviation facility has the potential for environmental, health, social, and economic impacts on the surrounding communities, and the Legislature recognizes any preferred location will require substantial environmental, land use, governance, and funding decisions from federal, state, and local governments; (e) There is expected growth in commercial aviation, general aviation, and air cargo operations; the Puget Sound Regional Council 4 May 2021 regional aviation baseline study final report estimates that by 2050 capacity restrictions in the central Puget Sound will create a gap between the demand for aviation activities and the capacity for those activities; and (f) The exploration of alternatives to Seattle-Tacoma International Airport is critical to address this anticipated demand through a variety of transportation strategies that may include the creation or expansion of other airports.

(2) The Legislature, therefore, intends to replace the Commercial Aviation Coordinating Commission with the Commercial Aviation Work Group and direct the Work Group to provide a comprehensive investigation of airport capacity in the state and the best way to address aviation needs in the context of overall state transportation needs in the next 20 years using independent verifiable data;

AND WHEREAS, Governor Jay Inslee signed ESHB 1791 on May 16, 2023, with a partial veto, and in his veto message stated that

[a vetoed section of the bill] directs the Work Group to simultaneously consider expanding capacity at existing airports and siting a new airport. However, it is

important for the state to first fully consider increasing capacity at existing airports throughout the state, excluding SeaTac, before it considers siting a new airport; the appointed members of the Work Group adopt this Charter to guide and govern the efforts of the Work Group.

## **Membership**

The Work Group will be comprised of nineteen voting members appointed by the Governor and will select a chair from among its voting membership, as prescribed by ESHB 1791. The Work Group will receive staff support for administration, and technical assistance from the Washington State Department of Transportation.

Work Group members are expected to attend all meetings or send a knowledgeable representative with the authority to make recommendations on their behalf. Meetings will occur quarterly; attendance in-person is preferred, but every effort will be made to provide telephone or internet-based remote participation.

## **Roles and Responsibilities**

Members of the Commercial Aviation Work Group will:

- Participate in meetings
- Review documents relevant to finding facts and issuing reports of the Work Group
- Select a Chair
- Exchange data and information related to challenges and opportunities related to the state aviation system.
- Support public outreach efforts and help share information within their groups and communities.

The WSDOT Aviation project team will:

- Provide background materials, data, facilitate public input and respond to questions and information requests quickly and as thoroughly as possible.
- Be present and available at Work Group meetings to answer questions and inform the discussion.
- Consider and address Work Group input when developing the findings and recommendations related to the location of an additional commercial aviation facility in Washington State.
- Summarize the outcomes of all Work Group meetings and provide meeting summaries.

## **Meeting Guidelines**

- Meetings will be scheduled at least quarterly, up to monthly, by vote of the Work Group, and may be hybrid in-person/online or online-only
- At meetings, the Chair will ensure that all Work Group members have the opportunity to ask questions and provide comments. Discussions will allow for the development of a consensus, but consensus is not required.

- Meetings will begin and end on time. If agenda items cannot be completed on time, the group can vote to extend the meeting.
- At the meetings, Work Group members will:
  - Share the available speaking time.
  - Focus on successfully completing the agenda.
  - Avoid side discussions when others are speaking.
  - Voice concerns and complaints at the meeting, not outside the meeting.
  - Put cell phones on silent.
- Work Group meetings are public meetings and public comment time will be allotted at each meeting. Persons who are not members of the Work Group may attend meetings as observers, but may not participate in discussion and deliberations, unless called upon.

### **Decision-making**

Robert's Rules of Order shall govern all votes. Proxies shall not be used. Abstentions are permissible. The Chair may opt to use roll call votes. A quorum consists of a majority of the current members of the Work Group.

The Work Group is encouraged to strive for group agreement in its general recommendations. If consensus agreement cannot be reached, a vote of all Work Group members may be necessary, and the voting majority shall prevail. The meeting summary will document majority and minority opinions.

### **Scope of Work**

The Work Group shall submit progress reports to the governor and the transportation committees of the Legislature annually.

[The rest to be determined...]