Air Monitoring Plan and Noise Monitor Upgrade
Working group Charter and Operating Guidelines – **DRAFT**

King County International Airport Boeing Field

Project Description
This project will develop an air monitoring plan for King County International Airport (KCIA) that incorporates air monitoring capabilities, air emissions analysis, and community involvement. The project will review potential locations for air monitors. This project will also incorporate community involvement in the upgrade of the current six noise monitors to be able to view live noise pollution data. It will align with the King County Strategic Climate Action Plan (SCAP) and KCIA SCAP guidance and actions and pertinent FAA requirements. The project will include conceptual monitoring options, stakeholder review, installation, sampling, maintenance, and plan/guidance preparation. The project will be performed in phases.
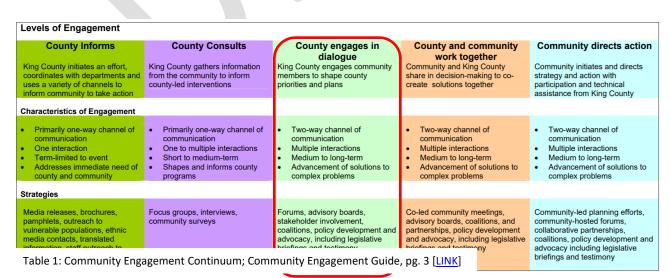
Project Goals
- Research and review existing data. Identify Data Gaps
- Develop Conceptual Options for Monitoring
- Implementation – Installation, Sampling, and Analysis
- Develop the operations & maintenance plan for the project
- Ensure transparency and public access to data

This charter is presented to include information on the working group scope, participation, and operating guidelines. In addition, it serves as a reference for all working group members throughout the process.

King County Community Engagement Continuum
King County International Airport follows the best-practice guidance from the King County Office of Equity and Social Justice's Community Engagement Guide for this project. Based on the Community Engagement Guide, there is a range of engagement with the community depending on the project. The level of engagement will depend on various factors, including project goals, time constraints, and capacity or other resource constraints.

This project falls under the **County Engages in Dialogue** level of engagement. KCIA will engage community members to shape the landscaping priorities and plans.

Levels of Engagement				
County Informs	**County Consults**	**County engages in dialogue**	**County and community work together**	**Community directs action**
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
• Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community	• Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs	• Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems	• Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems	• Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 1: Community Engagement Continuum; Community Engagement Guide, pg. 3 [LINK]

Working Group Goals

This group will collaborate to meet the Airport and neighborhood shared objectives by providing meaningful input on air and noise monitor types, propose siting locations, ensure data integration and transparency, attending team meetings, and distributing information to other tenants/community members. The group's feedback will be considered by the Project Team and will be incorporated where possible.

This working group is a combination of staff team members, project consultants, subject matter experts through Puget Sound Clean Air Agency and interested community or tenant volunteers. If there are more interested community members than spots available (anticipating four or five spot), all interested parties will determine who best represents the diverse perspectives needed for this project in the first working group meeting. **Attending the first meeting is required to ensure the committee can be formalized during that meeting**.

The group will work to review and understand the scope of the issues, potential solutions, and impacts of these options to the airport and surrounding neighborhood. **This working group is anticipated to meet every two weeks over the course of 8 months on this project. Meeting frequency may be modified as needed. The first meeting was convened on August 6, 2021.**

Group Member	Affiliation	Interest
Peter Dumaliang	King County International Airport	Project Manager
Alyssa Dean	King County International Airport	Project Manager
Kevin Nuechterlein	King County International Airport	Community Outreach
Davey Pilley	King County International Airport	Operations & Security
Curtis Evers	King County International Airport	Maintenance
Matthew Sykora	King County International Airport	Business & Tenants
Robert Wooldridge	King County International Airport	Engineer Intern
Julie Wukelic	Hart Crowser	Project Consultant
Ali Lee	KCIACC	Community Member
Maritza Lauriano Ortega	Private Citizen	Community Member
Maria Batayola	Beacon Hill Council	Community Member
Linda Wong	Beacon Hill Council	Community Member

Meeting Protocols
- Meetings will be convened and actively managed by the Project Manager to ensure discussions are consistent with the working group charter and that meetings stay on task.
- Members will establish meeting ground rules with the team's facilitator and agree to abide by them.
- Members will make their best effort to attend all meetings and notify the Project Manager in advance if unable to attend.
- Meetings will be scheduled based on best availability for the group during regular business hours.
- Remote participation by phone/web conference will be the main method of communication.
- Members agree to accomplish deliverables between meetings and come prepared to participate.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or the discussion continued at the next meeting.
- A meeting agenda will be distributed to the group prior to the meeting.
- Meeting minutes will be drafted and distributed within a week after the meeting.

Communication
- Members are expected to share information with, and receive feedback from their organizations,

> communities, and/or constituents to inform discussions and recommendations.
- Members will not take actions that in any way that undermines an open and transparent process.
- Members understand confidentiality requirements and only distribute documents that are explicitly identified for public distribution.
- Staff and community team members will respond to all member inquiries in a timely manner.

Process Considerations

All members will be encouraged to take a proactive approach to this process and upholding this charter, to look for creative solutions rather than problems, and to effectively engage and represent their community.

Consensus on issues is not a necessary outcome. The project team will work to understand the range of issues and opinions on alternatives and areas of agreement amongst stakeholders. All significant concerns and interests brought forth in working group meetings will be reflected in meeting summaries and communicated to the Project Team. The Project Team and King County will incorporate preferences identified by the working group to the maximum extent practical throughout the project lifecycle.