



# King County

International Airport Boeing Field

7277 Perimeter Road S., Seattle WA 98108

---

**Meeting:** Roundtable Advisory Committee  
**Date:** Monday, November 18, 2024  
**Time:** 5:00 – 6:30 pm  
**Location:** Zoom Meeting /Terminal 110 Conference Room

---

## A G E N D A

1. Welcome (Erik Utter, Chair) 5:00 pm
2. Public Comment  
*Public comments are limited to 2 minutes each speaker for a total of 10 minutes.*
3. Roll Call
4. Approval of October Meeting Minutes
5. Airport Updates:
  - Strategic Plan (M. Sykora)
  - Vision 2045 and Part 150 (M. Sykora)
  - Minimum Standards/Rules and Regulations (M. Sykora)
  - Chair/Vice Chair Nominations (J. Parrott)
6. Chair's Report (E. Utter)
  - Metro Bus Stop/Roundtable Letter
  - Minimum/Standards – Rules and Regulations Subcommittee
7. New Business
8. Adjourn 6:30 pm

**Zoom Best Practices:**

\* Please mute your microphone when you are not speaking. If a question comes up during the meeting, please use the chat feature so it can be addressed.



**King County**  
International Airport  
Boeing Field

Department of Executive Services -- Airport Division  
Roundtable Meeting Minutes for October 21, 2024

5:15 pm Meeting called to order by Erik Utter

1. Welcome (Erik Utter)
2. Roll Call (Ellen Knowlen)
3. Approval of Meeting Minutes - We had a quorum; September's meeting minutes were approved.
4. Public comment. No public comment.
5. Airport Updates:
  - i. Taxiway Bravo Relocation Safety Project (D. Decoteau): Dave shared that we have updated the KCIA project's website for FAQs. Airport staff are working with consultants on the planning on this for operations, tenant/user impacts, aircraft operations. More information will be provided at upcoming meetings.
  - ii. Vision 2045 and Part 150 Updates (M. Sykora): Matt shared that the Airport received the FAA approved forecast, it has been uploaded to the KCIA projects website. Next steps will be reviewing facility requirements and the Part 150 noise study.
6. Facilitator Subcommittee Update (K. Moninski): Ken shared his powerpoint file and provided highlights on the committee's action and then reviewed the formal recommendations that were identified. A motion was taken and the committee voted to approve moving forward with hiring a facilitator. Matt Sykora shared that next steps will be a 30/60 day Scope of Work for the contract.
7. Chair's Report (E. Utter):
  - i. Proposed Metro Bus Stop/Roundtable Letter: Ali recommends that the airport submit a letter to Metro on behalf of the Airport users and other airport-supported business employees. Metro does not have a bus stop on Airport Way. Morgan Kaivo shared that UPS has employees that use public transportation, and this would benefit the two UPS shifts. Ali will work with Airport staff to draft the letter. A motion was taken to vote on this proposal, this was passed by the committee members.
  - ii. Proposed Rules and Regulations and Minimum Standards: Erik started by asking Airport staff the timeline on what has/will be changed. Matt shared that this process started in March 2023 and the meeting recordings are posted on the KCIA website. The airport is in the official 45 public comment period. Erik asked to have a subcommittee set up to review these documents and make recommendations, a vote was taken of the committee members and the motion passed. Erik asked for volunteers for the subcommittee.
8. New Business: No new business.
9. 6:25 pm Motion to Adjourn.

This meeting was attended via Zoom and in person.

Roundtable members in attendance: Erik Utter, Ali Lee, Holly Krejci, Morgan Kaivo, Matt Hayes, Lisa Krober, Brian Algiers, Stephen Ratzlaff, Evan Nelson, Ryan Tomasich, Ali Lee, Ken Moninski, Takashi Nelson

Roundtable members excused: Kelly Ronan-Hafner, Mark McIntyre

KCIA staff in attendance: John Parrott, Dave Decoteau, Derek Doell, Matt Sykora, Lorenzo Clara, Allan Wiseman, Josh Markovich, Brian Bartley, Ellen Knowlen

DES staff in attendance: Lorraine Patterson-Harris, Barbara Ramey

Consultants: Steven Derengowski (RS&H), Jenny Thacker (PRR)

Public guests in attendance: Brad McNamara, Rosemary Brester, Sven Freitag, Zach Dugovich, Jonathan Fowler, Bruce McCaw, John La Porta

This meeting was audio recorded.

Number	Name	PM	YTD Actuals	\$ Annual Variance	% Annual Variance	Key Activities - Current Quarter	Key Activities - Next Quarter	Closely Monitored Issues and Key Risks	EBS Status
1028654	LOOP BLDG REMEDIATION	Cracknell	\$2,090	\$1,700		Summarize sample results and work with contractor to develop and execute abatement plan	Review bids and select subconsultant for HazMat abatement	Building is contaminated with asbestos and lead. Sampling will reveal level of effort for safely abating the building.	Approved
1120212	NBF GTSP REMEDIAL ACTION	Dumaliang	\$2,908	-\$3,183	-7%	Complete RI and proceed to FS. Start preparation of PFAS Work Plan and historical review.	RI Report to be completed. MTCA Grant reimbursements. Start of Feasibility Study.	The scope of this project is dependent on the north Boeing field remedial investigation and feasibility study. Cleanup operations to occur after in a separate order.	Approved
1135085	RUNWAY 14L-32R REHAB	Miller	\$503,869	-\$15,042,156	-56%	Finalize responses to submittal's, and RFI's. Work with the contractor to order all materials so that they are on hand before the start of construction in 2025.	Ensure all materials have been ordered and delivered, finalize construction schedule, hold preconstruction meeting, and commence construction by March 15th (with mobilization occurring in early March).	FAA has not previously submitted timely reviews, if timely responses are not received this could further delay the project. Invoices from RS&H have been severely delayed. Ginny and I met with RS&H to clarify their responsibilities and chart out a path to get back on track. RS&H will be required to submit monthly invoices for each month to catch up.	Approved
1139512	TAXIWAY B RELOCATION	Miller	\$10,638	-\$123,309	-39%	Begin planning, environmental and outreach efforts. Continue coordination with Central Procurement on the OA and A&E contracts, and advertise both contracts.	Finalize negotiations with the selected consultants and submit to the FAA for approval.	Coordination with tenants for work on their leaseholds will require the project team to incorporate the tenants standards into the project. If the tenant is not willing to coordinate or does not provide timely feedback the project could be delayed.  This project will require very close coordination with the FAA which can cause delays if their reviews exceed the standard timeframes.	Approved
1141114	A11 CONNECTOR RECONST	Miller	\$99,161	-\$7,097	0%	Finalize the project permit and readvertise the construction contract.	Receive and evaluate the construction bids, issues NTP.	Central Procurement was delayed in reviewing the documents, and if this pattern continues it will delay the project. King County Permitting also has not started their review and if this trend continues could delay the project.	Approved
1141122	STRMWTR PIPE REPLCMT PH III	Dumaliang	\$46,668	-\$2,173,394	-55%	Confirm schedule for 2025 for work area sequencing. Perform change order reviews and pay apps. Work suspension initiated from Nov-Mar.	Work suspension initiated from Nov-Mar. Resume progress meetings on March 2025 prior to start of work. Tentative schedule to sequence Work areas 7 & 8 in March 2025 and Work Areas 2 & 3 in July 2025.	Schedules for construction projects are being planned for next year and a schedule to be provided to avoid impacts with other projects.	Approved
1141128	AIRPORT WAY STORMWATR INPUT	Dumaliang	\$15,788	-\$344,385	-66%	Design Phase		The design of the project will include capacity improvements of Drainage basin 3 from offsite drainage. This will improve the capacity of the stormwater system. The Taxiway Bravo project in the future will benefit from the improved stormwater capacity and reduce the need for major capacity improvements for the project.	Approved
1141154	CARBON ACCREDITATN STUDIES	Dumaliang	\$25,161	-\$97,108	-49%	Continue Level 3 work. Procure third party contractor for certification.	Continue Level 3 work. Procure third party contractor for certification.	KCIA has to continually demonstrate emission reductions, which is currently not shown in our emission trends.	Approved
1141157	CLIMATE PREPARDNSS STUDIES	Dumaliang	\$9,598	-\$48,836	-72%	USGS monitoring of Airport groundwater levels.	USGS monitoring of Airport groundwater levels.	None.	Approved
1141164	AIRFD ELEC SYS UPGDE PH III	Dumaliang	\$62,423	-\$2,141,353	-72%	ALCMS underway and thru end of November. Change order and pay apps underway. Work suspension Nov-Mar.	Work suspension Nov-Mar. Resume work on March with progress meetings.	Project not completing in 2024 due to material lead times. Working with stakeholders on changes to schedule.	Approved
1141346	KCIA AIR MONITORING PLAN	Cracknell	\$15,417	\$3,003		Project closeout	Project is complete.	None	Approved
1141350	STRMWTR FACLTY CLEANING	Dumaliang	\$0		0%	None		Review status of universal contract for next year work	No Cost
1141353	STRMWATR LINE/CB CLEANING	Dumaliang	\$67,383	-\$89,815	-50%	Eastside line cleaning completed. Work with environmental permit submittal.	No activity. Project completed and will be moved to operating budget in 2025	Work with Contracts on the use of the VPC contract.	No Cost
1141355	SLIP 4 SOURCE CONTRL INVEST	Dumaliang	\$0	-\$107,611	-100%	Prepare WO to perform investigation.	complete work.	This work will be performed with PAO oversight and reviews.	Approved
1142941	ART PERMITTING	Khalili	\$32,793	-\$77,332	-41%	Support ART permitting process		NA	Approved
1143915	RUNWAY 14R-32L REHAB	Miller	\$15,705	-\$54,488	-13%	Continue planning, pavement, geotechnical, environmental, and wetland studies. Draft NEPA and alternative analysis documents	Finalize the NEPA and planning phase documents, continue coordination on the Section 7 NFMS requirements. Finalize negotiations for the Phase 2 Design contract and submit to the FAA for approval.	FAA ADO review is required at various points throughout the project, which can sometimes take months, which would delay the project. Timely responses from the FAA ADO are required. Timely responses and review from the King County Department of Permitting are also required, or the project will face delays.	Approved

1143917	WANG SITE REHAB	Sanchez Yubero	\$14,831	-\$376,266	-11%	Structural work order: FMD is taking care of this WO.  FMD is taking care of the entire project. (Project Management).	monitor and control work done by FMD	This project was originally planned for the 2026-27 budget and we need to appropriate additional funds to start the work now. The current plan is for FMD to take over project management and delivery. Managing this relationship will be key to the projects success We are currently performing a soil liquefaction analysis, pending the results of the analysis the project will move forward or the project will need to be modified to fix the issues.	Approved
1143948	VISION 2045/PART 150 STUDY	Bartley	\$552,500	-\$921,610	-36%	Final noise exposure maps Final inventory and existing conditions Continue facilities requirements documentation Start Alternatives	Finalize Facilites Requirements Draft Alternatives	Community and Tennent Engagement will be a major focus of this project. There will be high visibility with the Executive's Office and Council on this project. Will need to work closely with the FAA ADO on the aviation forecast and ALP approval to stick on schedule.	Approved
1146188	FSS HVAC SYS REPL & SOLAR	Sanchez Yubero	\$64,438	-\$2	0%	Procurement process for two separate projects: 1. FSS HVAC 2. FSS Solar Array	Continue procurement and initiate work	Stakeholders have requested the design team to assess the feasibility of having the solar array feed the car chargers, the design team is currently reviewing this. This would cost the project additional funds and add additional days to the design schedule.	Approved
1146412	TAXIWAY B SINKHOLE REPAIR	Sanchez Yubero	\$12,648	-\$89,740	-45%	Project Complete	Project Complete	Risks to immediate fix include delays due to material availability and executing a change order with additional costs.  Risk of recurrence if a permanent fix is not implemented in the next 5-7 years. 7 years absolute max.	Approved
1146512	PAVEMENT REHAB 2023 2024	Sanchez Yubero	\$43,179	-\$498,826	-49%	-Planning new work orders to be performed after the 2024 summer construction season.	Closeout project number and start new project for 2025 budget	Lack of bidders - central procurement recommended the time and materials approach to attract more bidders the next time  Procurement delays - because this is a similar scope and tech specifications to the last time we hope to minimize procurement delays due to reviews.	Approved
1146794	AIRPORT STRATEGIC PLAN	Bartley	\$62,386	-\$15,369	-5%	Draft Strategic Plan Final Strategic Plan	Annual report Community engagement Website/Dashbaord	Tight schedule to meet all requirements and be delivered in close coordination with Vision 2045. There will be a lot of overlapping community engagement for both these projects at the same time.	Approved
1146861	PLANNING PRGM CIP ADMIN	Bartley	\$8,179	-\$6,494	-25%	Contract Management Budget Prep	N/A	Closing out old WOs and balancing work with new master WOs	Approved
1146863	LAP UPS AREA PNDING REMDTN	Sanchez Yubero	\$83,090	-\$237,977	-79%	Project Complete	N/A Complete	Contract Procurement depend on FMD ,any delay from FMD will impact the Schedule	Approved
1146883	LDW SOURCE CNTRL SMPLNG	Cracknell	\$21,559	\$13,823	39%	Conduct sampling	Sampling plan and HASP will be sent for review. Sampling date will be dependent on dry weather.		Approved
1146953	FAC SPU BACKFLOW	Khalili	\$64,077	-\$87,059	-18%	Install backflow preventor	closeout contract	lead time for material will impact the Schedule	Approved
1147071	SENSUS WATER METER INSTALL	Khalili	\$16,989	\$13,814	230%	Water meter installation	Water meter installation	Delay from 3rd party installer	Approved
1147298	ATCT/SW AIRPARK COND ASSESS	Harris	\$354	-\$82,071	-34%	Revisiting budgets as they seem low. Moving off of a PMB model. Closing at end of quarter.	Closed		Approved
1147360	SW FLOW MONITORING 2023/24	Dumaliang	\$36,416			Perform the data pulls and draft the reports for October, November, and December.	close project and move all work to operating	Work order expires in March of 2025.	Approved
1147373	DIGITAL ASSET STANDARDS	Harris	\$0			Execute Work order and proceed with interviews and requirements gathering.	Interviews for requirements gathering	Delivery of standards	No Cost
1148879	ARFF MODFCTNS EV CHRGTN	Bartley	\$0			Receive materials list and installation diagrams from consultant Electricians to install	Preform load test using fancy new load sensors Closeout	Schedule, the truck will arrive in December Lack of communication with the manufacturer	Approved
1148966	KENMORE HANGAR DEMO	Bartley	\$0			Kick of WO for NEPA Start Negotiations for DEMO (JOC)	Continue Negotiations for Demo Start demo (if weather permits)	Unknown	Approved
1141137	ROSSO FENCE REPL	Khalili	\$372,550	\$69,019	23%	Project Closeout	NA	N/A	Closed

## KCIA Revenues 2024

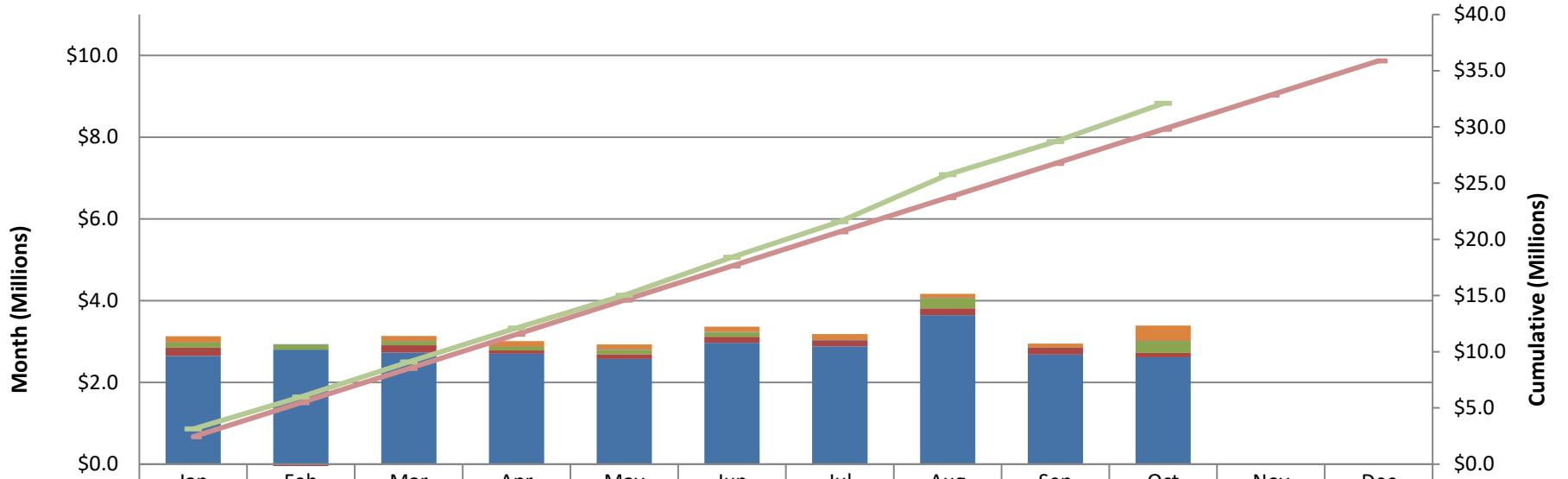


Table in Thousands

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Other	145	-26	119	127	128	127	144	106	99	378		
Transient Parking					6	5	5	5	5	4		
Interagency Rent	2		3	2	2	2	2	2	2	2		
Landing fees	130	125	105	97	100	111		242		287		
Fuel Fees	203	-59	177	76	119	144	149	171	167	106		
Lease	2,646	2,804	2,730	2,703	2,572	2,972	2,881	3,643	2,679	2,615		
Cumu Budget	2,439	5,480	8,520	11,560	14,601	17,641	20,682	23,722	26,762	29,803	32,843	35,884
Cumu Total	3,127	5,971	9,106	12,112	15,039	18,399	21,580	25,749	28,701	32,092		

## KCIA Expenditures 2024

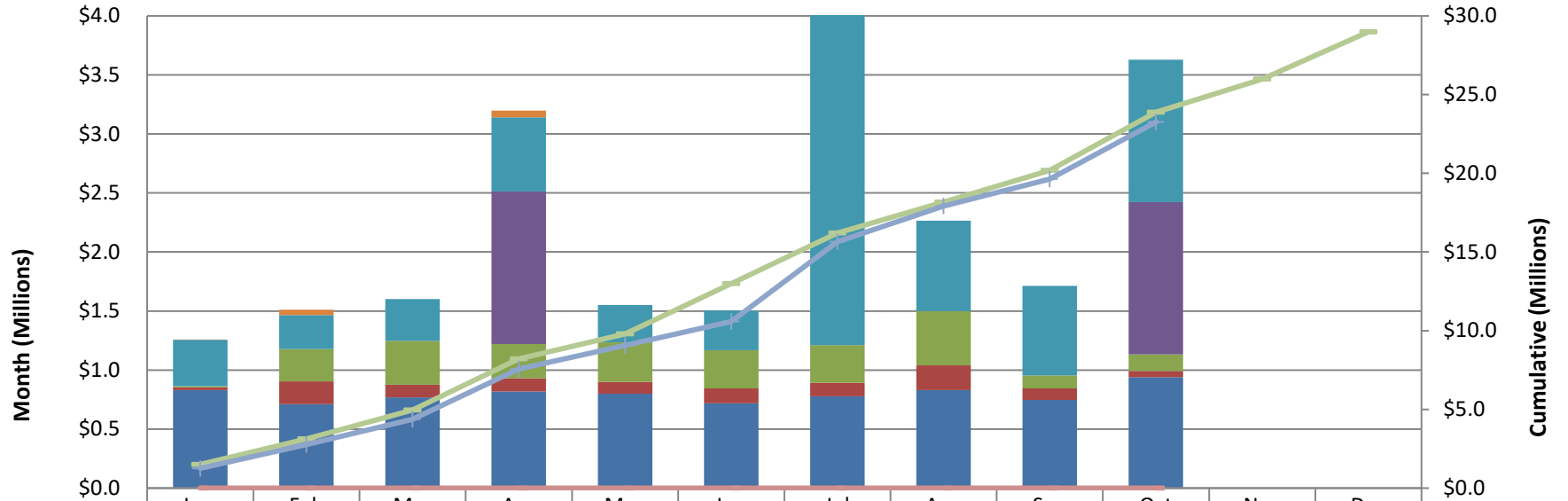


Table in Thousands

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Capital Outlays	1	46		57	-48							
Intergovernmental	391	289	356	629	317	335	3,864	767	758	1,205		
Seattle SWM Fee				1,291						1,291		
Services	9	274	369	292	334	323	319	461	111	140		
Supplies	24	193	109	111	102	127	112	208	96	52		
Salaries/benefits	831	710	768	818	799	718	779	831	748	939		
Debt Service												
Cumu Budget	1,503	3,120	4,966	8,200	9,801	12,988	16,201	18,164	20,192	23,886	25,985	28,985
Cumu Total	1,256	2,768	4,371	7,570	9,072	10,575	15,649	17,915	19,628	23,255		

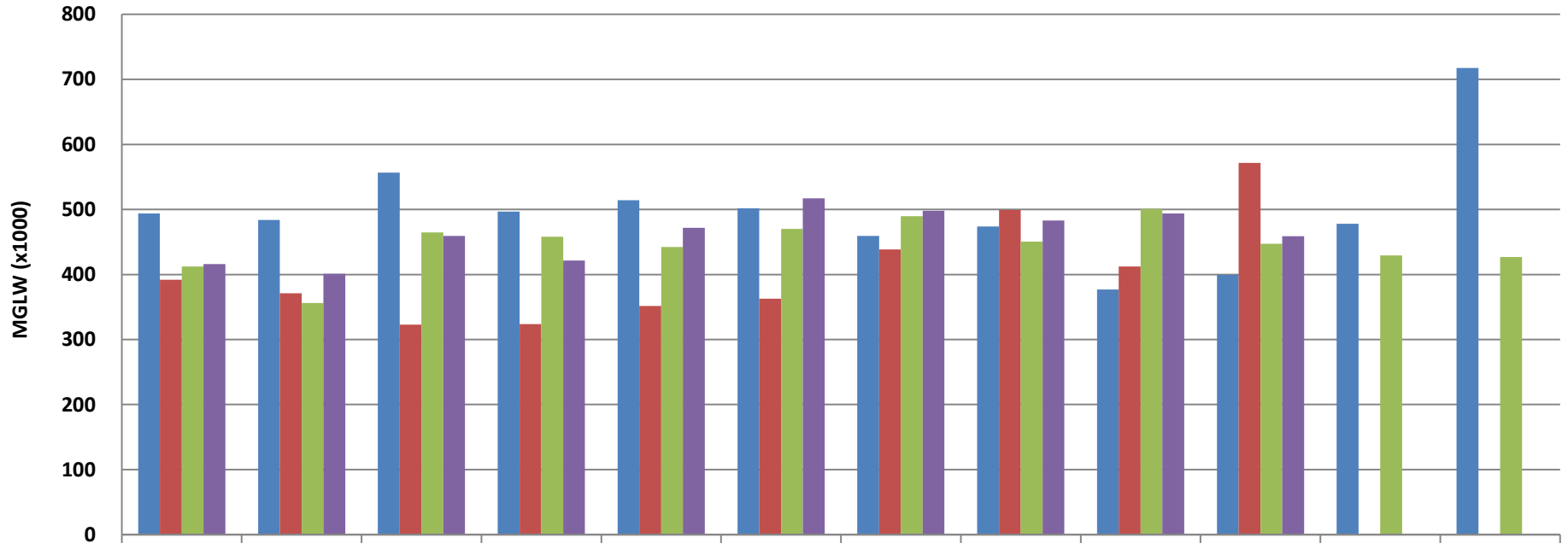
## KCIA Fuel Volumes 2023-2024



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023 Jet-A	1,596	1,548	1,998	1,825	2,123	2,139	2,022	2,133	1,774	1,827	1,916	1,982
2024 Jet-A	1,815	1,651	1,577	1,449	1,786	1,849	2,129	2,080	1,859			
2023 AvGas	10	10	18	10	10	10	25	26	10	10	10	6
2024 AvGas		10	14	10	21	20	14	20	10			



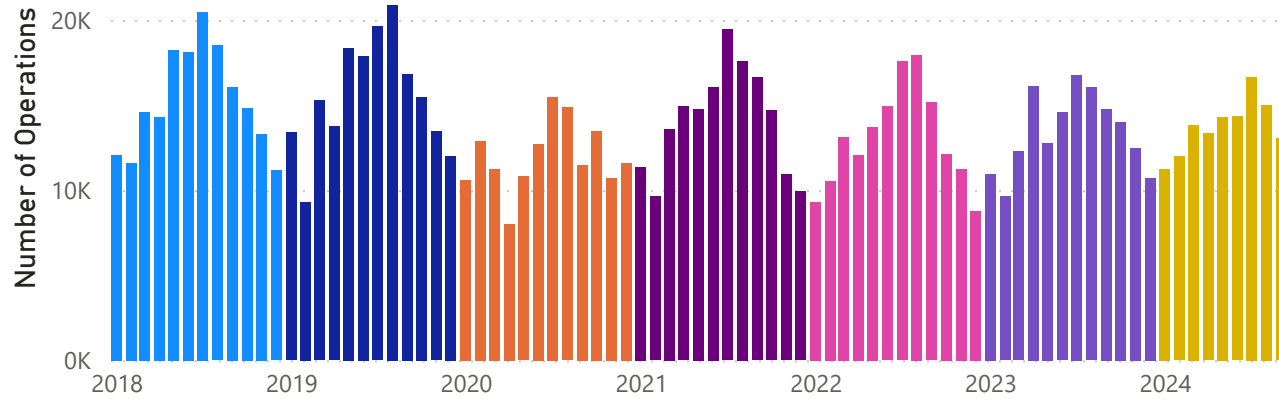
## Billable Landed Weight 2023-2024



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
■ 2023 Cargo	49,359	48,362	55,664	49,679	51,397	50,170	45,917	47,383	37,695	39,935	47,816	71,737
■ 2024 Cargo	39,199	37,102	32,298	32,369	35,174	36,292	43,837	49,912	41,216	57,158		
■ 2023 Non-Cargo	41,216	35,634	46,470	45,798	44,211	47,017	48,945	45,071	50,069	44,726	42,943	42,689
■ 2024 Non-Cargo	41,584	40,099	45,931	42,145	47,168	51,698	49,787	48,293	49,359	45,890		

## Total Flight Operations 2018 - Present

● 2018 Total ... ● 2019 Total ... ● 2020 Total ... ● 2021 Total ... ● 2022 Total ... ● 2023 Tot... ● 2024 Tot...

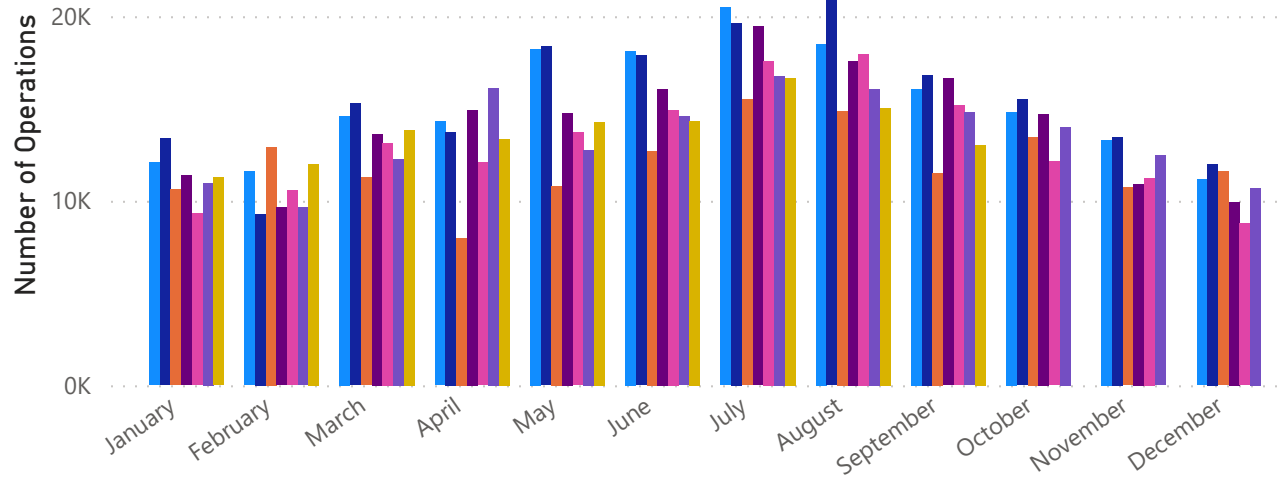


## Total Flight Operations 2018 - Present

Month	2018 Total Operations	2019 Total Operations	2020 Total Operations	2021 Total Operations	2022 Total Operations	2023 Total Operations	2024 Total Operations
January	12,071	13,382	10,614	11,362	9,309	10,971	11262
February	11,591	9,287	12,908	9,635	10,556	9,634	11981
March	14,591	15,280	11,254	13,612	13,142	12,268	13846
April	14,303	13,740	7,996	14,925	12,067	16,106	13334
May	18,242	18,365	10,797	14,774	13,700	12,760	14283
June	18,133	17,876	12,715	16,072	14,919	14,562	14338
July	20,474	19,629	15,497	19,449	17,567	16,763	16657
August	18,506	20,903	14,869	17,575	17,955	16,045	15017
September	16,062	16,830	11,489	16,625	15,160	14,780	13029
October	14,828	15,486	13,467	14,686	12,126	14,003	
November	13,310	13,445	10,729	10,925	11,251	12,463	
December	11,157	12,005	11,581	9,929	8,770	10,698	
<b>Total</b>	<b>183,268</b>	<b>186,228</b>	<b>143,916</b>	<b>169,569</b>	<b>156,522</b>	<b>161,053</b>	<b>123747</b>

## Total Flight Operations Comparison

● 2018 Total ... ● 2019 Total ... ● 2020 Total ... ● 2021 Total ... ● 2022 Total ... ● 2023 Tot... ● 2024 Tot...



Year

All

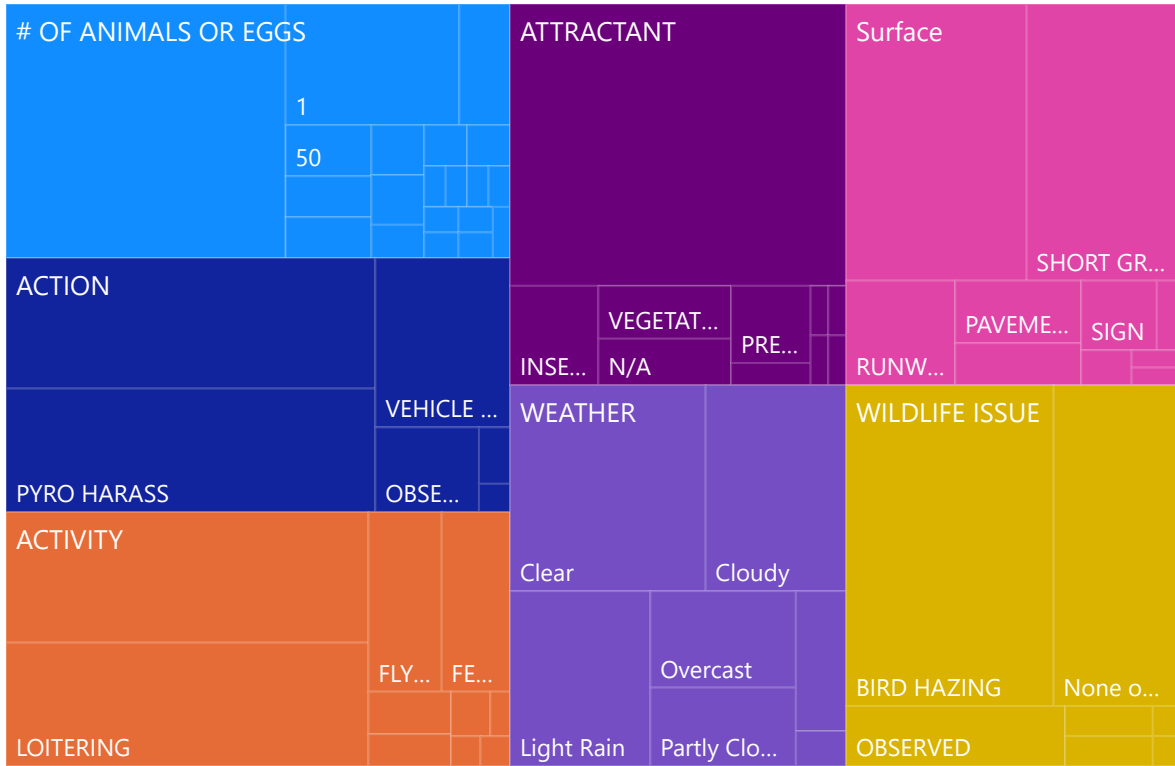
Quarter

All

Month

All

# Count of REQUESTID by CUSTFIELDNAME and CUSTFIELDVALUE



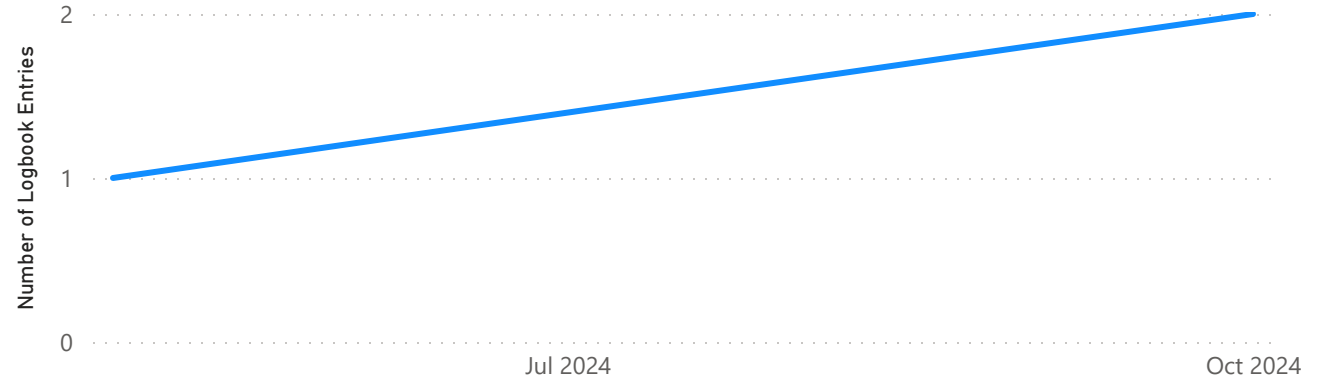
INITIATEDBY  CATEGORY  CUSTFIELDNAME

DATETIMEINIT

4/24/2024 - 10/23/2024

**146**  
Count of REQUESTID

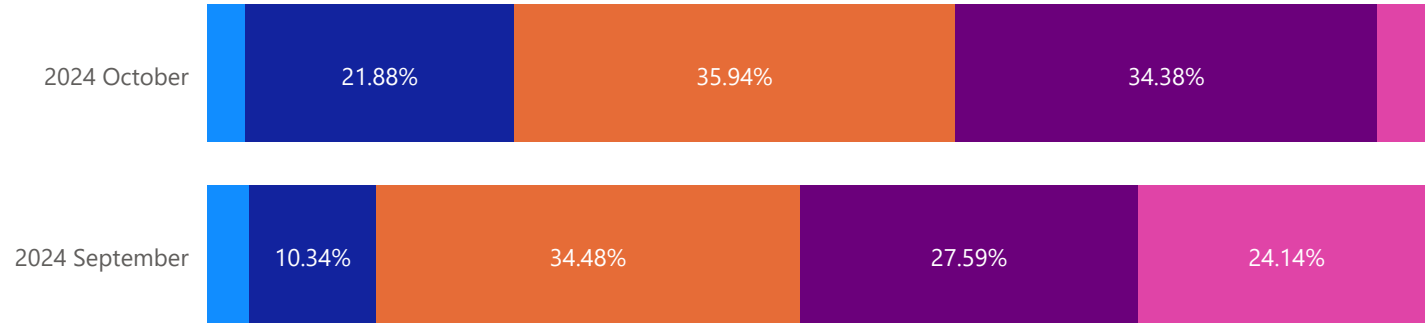
## Number of Logbook Entries Created Over Time



REQUESTID	# OF ANIMALS OR EGGS	ACTION	ACTIVITY	ATTRACTANT	Surface	WEATHER	WILDLIFE ISSUE
13311	150	PYRO HARASS	LOITERING		SHORT GRASS	Light Rain	BIRD HAZING
13310	30	PYRO HARASS	LOITERING		SHORT GRASS	Light Rain	BIRD HAZING
13309	30	PYRO HARASS	FEEDING	INSECTS	SHORT GRASS	Cloudy	BIRD HAZING
13308	60	PYRO HARASS	FEEDING	INSECTS	SHORT GRASS	Cloudy	BIRD HAZING
13307	40	PYRO HARASS	FEEDING	INSECTS	SHORT GRASS	Overcast	BIRD HAZING
13304	4	PYRO HARASS	LOITERING	VEGETATION	RUNWAY	Partly Cloudy	BIRD HAZING
13303	1	PYRO HARASS	LOITERING	VEGETATION	SHORT GRASS	Partly Cloudy	BIRD HAZING
13302	6	OBSERVED	LOITERING		SHORT GRASS	Cloudy	OBSERVED
13298	4	VEHICLE HARASS	LOITERING		PAVEMENT	Cloudy	OBSERVED
13297	4	OBSERVED	LOITERING		SHORT GRASS	Cloudy	OBSERVED

## Inspection Types by Month as a Percentage

Inspection Type ● Construction Inspection ● Part 139 Continuous ● Part 139 Day ● Part 139 Night ● Part 139 Special



INITIATEDDATE

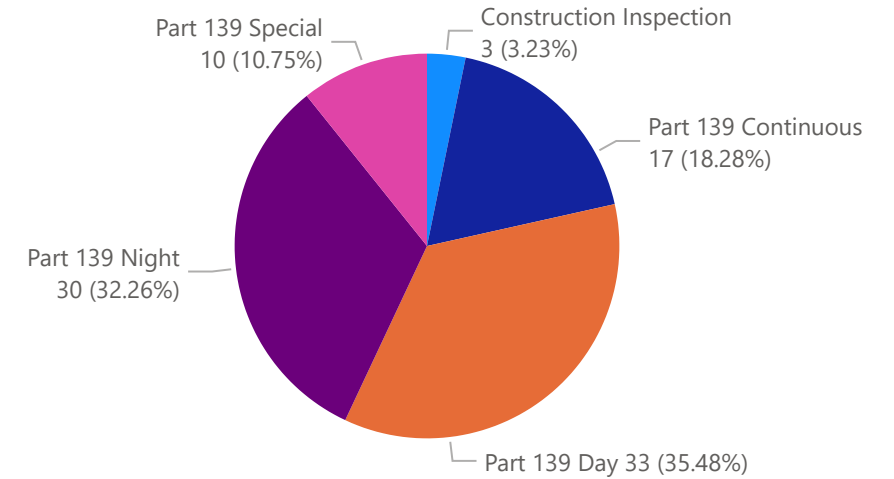
Last  Months

9/24/2024 - 10/23/2024

93

INSPECTIONID

## Part 139 Inspections by Type

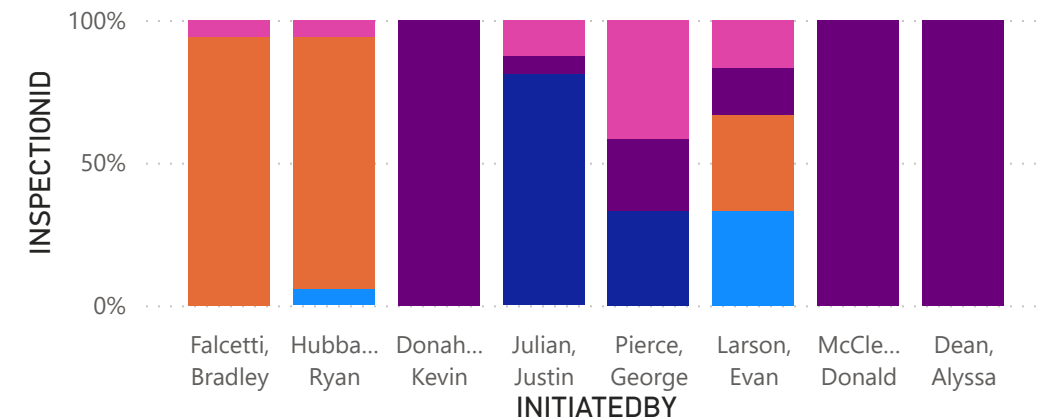


INSPECTIONID	INITIATEDDATE	INSPTEMPLATENAME	INITIATEDBY	INSPECTEDBY	CLOSEDBY	STATUS
<a href="#">7058</a>	10/23/2024	Part 139 Day	Hubbard, Ryan	Hubbard, Ryan	Hubbard, Ryan	CLOSED
<a href="#">7057</a>	10/23/2024	Part 139 Continuous	Julian, Justin	Julian, Justin	Julian, Justin	CLOSED
<a href="#">7056</a>	10/22/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLOSED
<a href="#">7055</a>	10/22/2024	Part 139 Day	Hubbard, Ryan	Hubbard, Ryan	Hubbard, Ryan	CLOSED
<a href="#">7054</a>	10/22/2024	Part 139 Continuous	Julian, Justin	Julian, Justin	Julian, Justin	CLOSED
<a href="#">7053</a>	10/21/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLOSED
<a href="#">7052</a>	10/21/2024	Part 139 Day	Hubbard, Ryan	Hubbard, Ryan	Hubbard, Ryan	CLOSED
<a href="#">7051</a>	10/21/2024	Part 139 Continuous	Julian, Justin	Julian, Justin	Julian, Justin	CLOSED
<a href="#">7050</a>	10/20/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLOSED
<a href="#">7049</a>	10/20/2024	Part 139 Day	Hubbard, Ryan	Hubbard, Ryan	Hubbard, Ryan	CLOSED
<a href="#">7048</a>	10/20/2024	Part 139 Continuous	Pierce, George	Pierce, George	Pierce, George	CLOSED

Total

## Inspection Types by Employee as a Percentage

Inspection Type ● Construc... ● Part 139 ... ● Part 139 ... ● Part 139 ... ● Part 139...



# All Logbook Entries



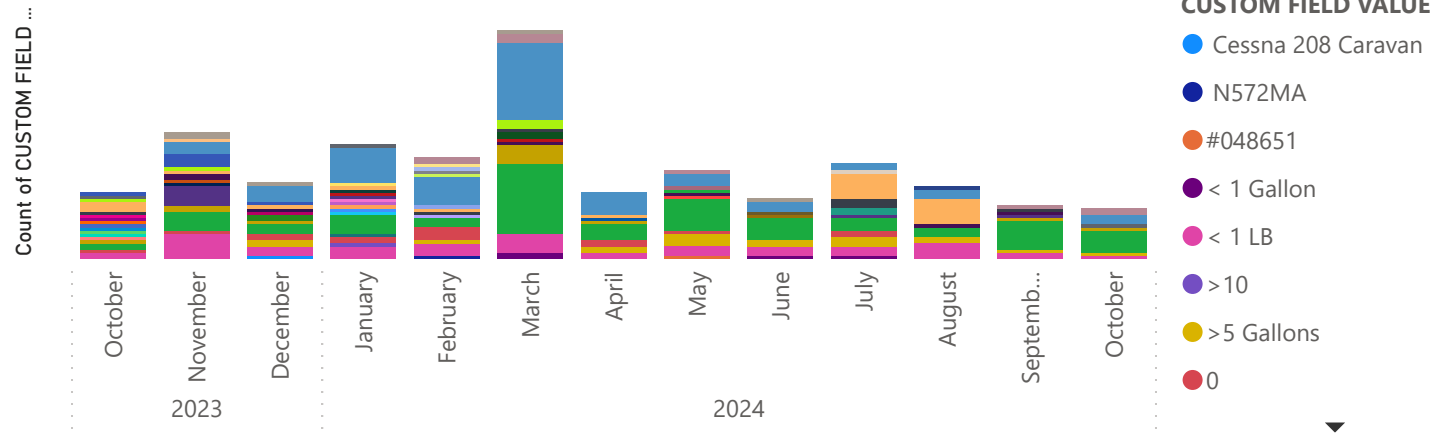
## How To Use This Report:

1. Set the Date Range Below.
2. Use the Logbook Drill Down arrows ( V ) to refine the visuals.
3. Use Ctrl+ to select multiple values.
4. Click on the 'Reset Slicers' button above to clear all filters.

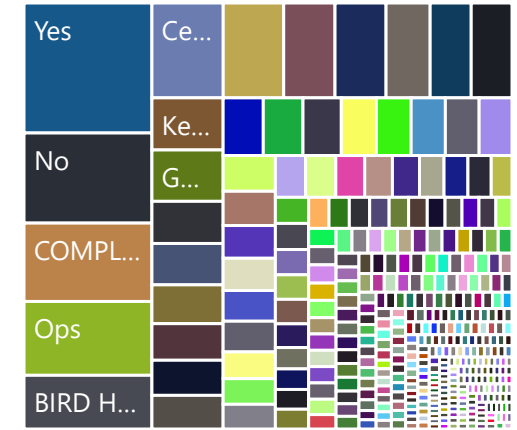
Date ▼

Last ▼ 1 Years ▼

## Count of Custom Field Name and Custom Field Values Over Time



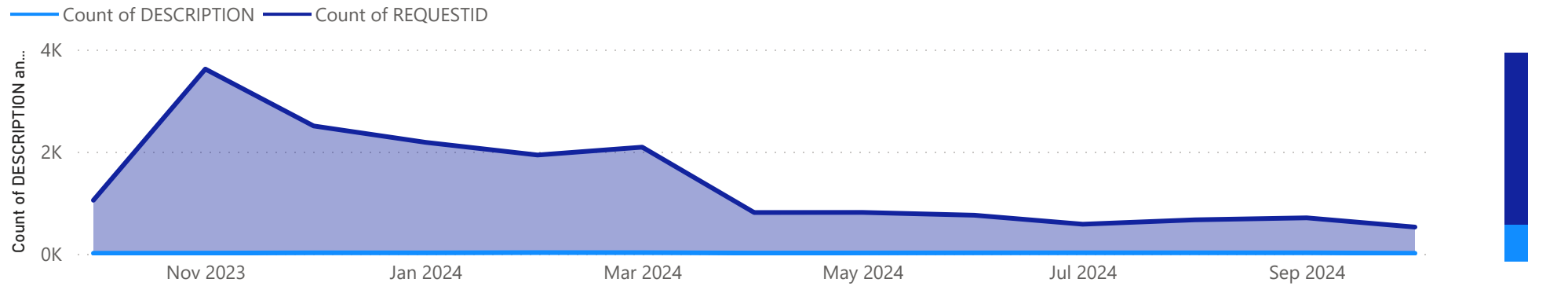
## Count of Custom Field Value and Logbook Entry



## Logbook Drill Down Slicer

- Aircraft Alert
- Aircraft Incident / Accident / D...
- Communications
- Engine Run-Up
- Escort
- Fire Alarm - Airside
- Fire Alarm - Landside
- FOD
- Fuel Spill
- Gate Usage

## Count of Logbook Description and Logbook Entries Over Time



## Logbook 'Custom Fields' Details

(only Logbook Entries with Custom Fields values will show here)

Count of Logbook Entries with CF values: **1527**

REQUESTID	# Birds Seen	# Birds Struck	# OF ANIMALS OR EGGS	# of Crew	# of Crew (archived)
13312					
13311			150		
13310			30		
13309			30		
13308			30		

## General Details Based on 'Description'

(this table will not update based on 'Custom Field' selections)

Count of Logbook Entries based on Description: **1633**

REQUESTID	DATETIMEINIT	DESCRIPTION	STATUS	DETAILS
<a href="#">13312</a>	10/22/2024	Fuel Spill	OPEN	Large Fuel spill from 10
<a href="#">13311</a>	10/21/2024	Wildlife Issue	OPEN	Wildlife hazing
<a href="#">13310</a>	10/21/2024	Wildlife Issue	OPEN	Wildlife hazing
<a href="#">13309</a>	10/21/2024	Wildlife Issue	OPEN	Crows picking in the ar

**Total**



# RULES AND REGULATIONS MINIMUM STANDARDS

Airport Roundtable Meeting

November 18, 2024

---



King County  
International Airport  
Boeing Field



# AGENDA



- Introductions
- Background and Purpose
- Document Overview
  - Definition
  - Role
  - Purpose
- Document Revision Process
- Feedback Summary
- Key Revisions and Additions
- Questions and Input

# INTRODUCTIONS

## About AMCG

- Aviation consulting services
- Nationwide airport and aviation business clients
- Focused on aviation management
- PMCD experience (ACRP Legal Digest 11)





**Robert Trimborn**  
Senior Consultant



**David Benner**  
Managing Principal

	 AIRPORTS	 AVIATION BUSINESSES	 AGENCIES	 ASSOCIATIONS	 INDUSTRY STAKEHOLDERS
--	--	---	--	--	---

Strategic Business Planning					
Primary Management Compliance Documents					
Rent Study/Appraisal					
Fee Study					
Valuation					
Transaction Services					
RFP Development and Proposal Evaluation					
RFP Proposal Development					
Agreement Development and Negotiation					
Airport and Through-the-Fence Assessment					
Market Assessment/Feasibility Study					
Regulatory Compliance					
Interim Management and Transition Services					
Land Use, Site Planning, Facility Programming					
Marketing and Business Development					
Litigation Support and Expert Testimony					



# BACKGROUND AND PURPOSE

Initial Public Engagement (March 2023)

- Airport tenant and community meeting/input

First Draft (Summer 2023)

Second Draft (Fall 2023)

Third Draft (January – March 2024)

- Early access for airport tenant and community to review

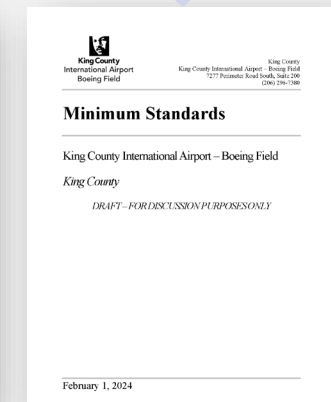
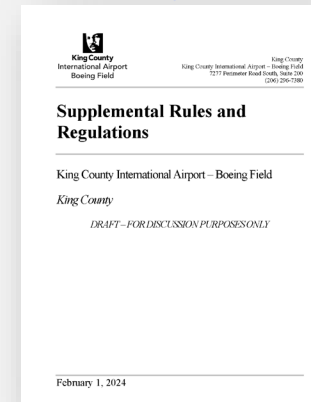
Public Comment Period (Fall 2024)

- Project team addresses all public comment and moves to final review
- Airport tenant and community review and public meetings

Final Draft (Winter 2024)

- Integrate Airport tenant and community comments

**We are here**



# RULES AND REGULATIONS



## Definition

- Sets forth the rules and regulations for the safe, orderly, and efficient use of the airport
- Conveys general provisions and definitions (key terms)

## Role/Purpose

- Protects safety of airport tenants and users on the Airport

*Applies to all persons using the Airport – at all times  
– for any purpose*

Review and update existing Airport Rules and Regulations  
Supplemental Rules & Regulations

# MINIMUM STANDARDS



## Definition

- Sets forth requirements to conduct commercial aeronautical activities at the Airport

## Role/Purpose

- Establishes consistent threshold requirements – which levels the playing field and promotes fair competition among businesses (minimum “ante”)

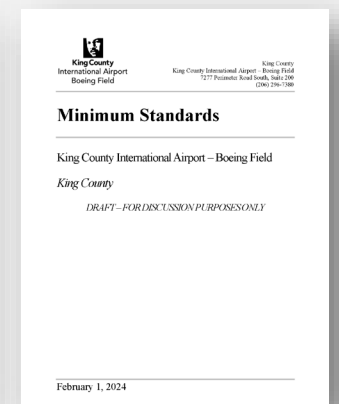
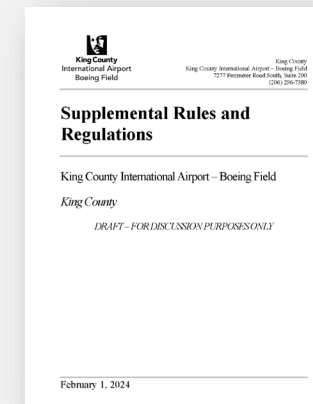
*Applies to Airport users conducting commercial aeronautical activities at the Airport*

Review and update existing Airport Minimum Standards

Dated March 2007

# DOCUMENTS PURPOSE

- Updating these documents will serve to:
- Protect safety of airport tenants and users
  - Foster development/redevelopment of existing airport property
  - Promote quality products, services, facilities
  - Reduce potential for conflict
  - Provide platform for resolution of complaints



# DOCUMENT REVISION PROCESS



## Rules and Regulations

Applies to all people who use the Airport (workers, staff, pilots).



## Minimum Standards

Applies to people who use the airport for commercial aviation activities, such as aircraft fueling, maintenance and repair, storage, rental, flight training and instruction, and charter flights.



## Who reviews it?

- King County International Airport
- King County Risk Management
- Airport Attorney
- Aviation Management Consulting Group (AMCG)
- Airport Tenants
- Interested community members

## Who approves it?

- King County International Airport



# AIRPORT TENANT & COMMUNITY MEETING #1

## MARCH 2023

- Met with six airport tenants
- Held two public meetings attended by 26 people, meetings were online and in person
- Key items addressed include:
  - How the updates will impact local airport tenants
  - What types of rules and regulations and minimums standards would be updated
  - Current operational practices for existing aviation businesses
  - Products, services, and facilities of existing aviation businesses

# AIRPORT TENANT & COMMUNITY MEETING #2

## MARCH 2024

- Held two public meetings (online and in person) attended by 13 people
- Key items addressed include:
  - Update of progress to date
  - Availability of draft documents for review
  - Key revisions addressed in each draft document
  - Open discussion of comments and input

# AIRPORT TENANT & COMMUNITY MEETING #3

## OCTOBER 2024

- Held two public meetings (online and in person) attended by    people
- Key items addressed include:
  - Update of progress to date
  - Availability of draft documents for review
  - Key revisions addressed in each draft document
  - Open discussion of comments and input



# FEEDBACK SUMMARY



- Identification of participants during Airport Tenant and Community Meetings
- Requirements and process to become approved SASO for commercial aeronautical activities
- Approval process and schedule for Airport Tenant Employee Badge Application
- Insurance requirements and endorsements
- Requirements for apron and hangar sizes
- Burdensome operational requirements rather than allowing individual commercial aeronautical operators to determine business strategy

# KEY REVISIONS AND ADDITIONS

## Rules and Regulations



### Key Additions

- Purpose and policy statement (Section 1.1/1.9)
- Authority of County, Airport Roundtable, Director (Section 1.8/1.11)
- Non-discrimination statement (Section 1.10)
- Legal requirements and agreements (Section 1.12/1.13)
- Right to self-service (Section 1.14)
- Prohibited activities (Section 1.15)
- Fines, severability, subordination (Section 1.16-1.18)
- Notices and variances (Section 1.19/1.20)
- Grounds for rejecting application (Section 1.21)
- Tenant activities (Sections 3.4-3.11)
- Painting (Section 4.14)
- Special events (Section 4.18)
- Landside transportation services (Section 8)
- Trash and recycling (Section 12.6)
- Definitions and acronyms (Appendix A)

### Key Revisions

- Definitions, format, terminology
- Relocate Non-Commercial Flying Clubs (Section 3.12)
- First Amendment activities (Section 4.3)
- Alcoholic beverages and use of public areas (Section 4.10/4.11)
- Fire and flammable materials (Section 4.17)
- Passenger terminal building activities (Section 6)
- Vehicle operations/speed limits (Section 7)
- Aircraft operations/non-airworthy (Section 9)
- Relocate Self-Fueling, Commercial Fueling, and Commercial Self-Serve (Section 11)

# KEY REVISIONS AND ADDITIONS

## Minimum Standards



### Key Revisions

- Definitions, format, terminology
- Exclusive rights (Section 2.5)
- Agreements and amendments (Section 2.8)
- *Commercial Operator Permit* requirements (Section 3.2)
- Leased premises and security (Section 4.5/4.11)
- Personnel experience/availability (Section 4.8)
- Hours of operation (Section 4.10)
- Insurance types (Section 4.12/Section 7)
- FBO (Section 5)
- Aircraft Maintenance (Section 6.1)
- Aircraft Rental or Flight Training (Section 6.2)
- Avionics or Instrument Maintenance (Section 6.3)
- Aircraft Charter or Management (Section 6.4)
- Aircraft Storage Operator (Section 6.8)
- Relocate Exempt Flying Clubs
- Relocate Self-Fueling, Commercial Fueling, and Commercial Self-Serve

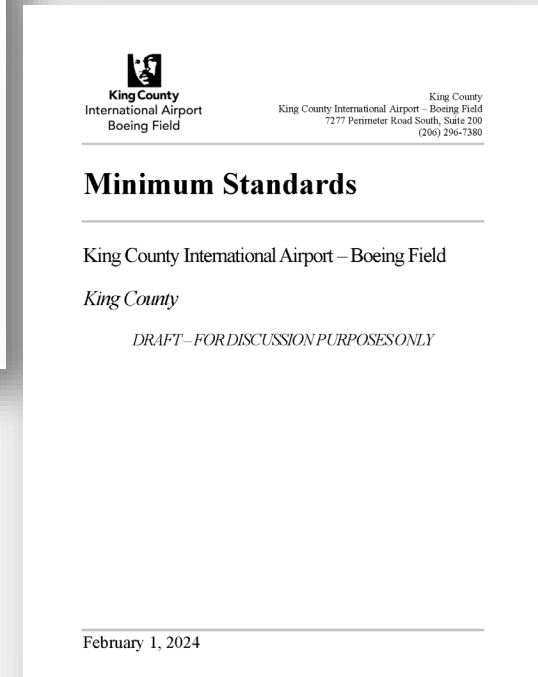
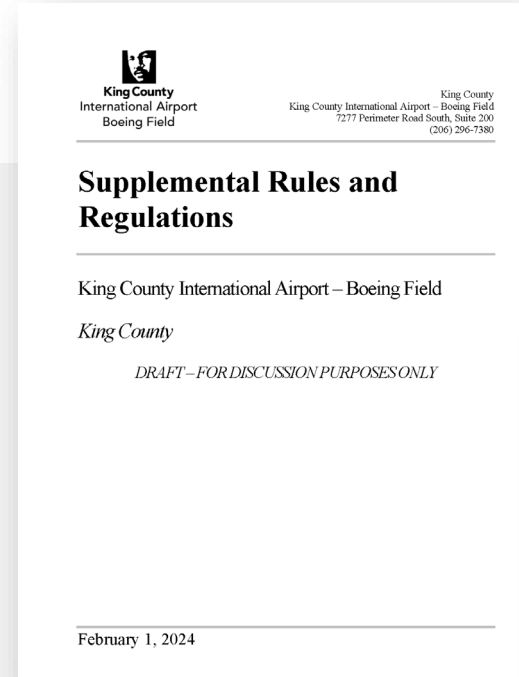
### Key Additions

- Purpose statement (Section 2.2)
- Applicability to new/existing operators (Section 2.7)
- Experience (Section 4.2)
- Payment of Rents, Fees, and Charges (Section 4.4)
- Enforcement (Section 4.14)
- Independent Aircraft Maintenance (Section 6.5)
- Independent Flight Training (Section 6.6)
- Other Commercial Operators (Section 6.9)

# NEXT STEPS

## Overview

- ➔ Public Comment Period (12/31/2024)
- ➔ Comment Compilation and Response
- ➔ Revise and finalize documents



# SUBMITTING A PUBLIC COMMENT

- **Submit electronically at:** [publicinput.com/u4213](https://publicinput.com/u4213)
- **Email KCIA:** [KCIACommunityOutreach@kingcounty.gov](mailto:KCIACommunityOutreach@kingcounty.gov)
- **Mail handwritten comments to:**

King County Dept. of Executives Services – King County  
International Airport – Boeing Field

Attention: Matthew Sykora

7277 Perimeter Road South, Suite 200

Seattle, WA 98002

**Public comments should be specific and include:**

- **Page number**
- **Section number**
- **Recommended change and reason for the change**



**Public comments will be accepted until 5 p.m. Pacific Time on December 31, 2024, and will be part of the project record.**

# QUESTIONS AND INPUT



- Stay up-to-date by accessing the project website <https://publicinput.com/m4012#RelevantAirportMaterials>
- Airport Administration Reception desk at KCIA Main Terminal:  
7277 Perimeter Rd. S., Suite 200, Seattle, WA 98108-3844

**Public comments will be accepted until 5 p.m. Pacific Time on December 31, 2024, and will be part of the project record.**

David Benner  
Managing Principal



AMCG  
9085 East Mineral Circle, Suite 315  
Centennial, Colorado 80112  
(303) 792-5205  
dbenner@amcg.aero

Robert Trimborn  
Senior Consultant



AMCG  
9085 East Mineral Circle, Suite 315  
Centennial, Colorado 80112  
(303) 792-5208  
rtrimborn@amcg.aero





**King County**  
**International Airport**  
Boeing Field

# AIRPORT STRATEGIC PLAN UPDATE

Evaluation Framework Workshop 2

Airport Roundtable



November 18, 2024

# AGENDA



- Introductions
- Background and Purpose
- Discussion Framework
- Mission and Vision Statements Update
- SWOT Analysis Update
- Evaluation Framework
- Questions and Input



# INTRODUCTIONS

## About AMCG

- Aviation consulting services
- Nationwide airport and aviation business clients
- Focused on aviation management
- Strategic business planning experience (ACRP Report 77)



**Robert Trimborn**  
Senior Consultant



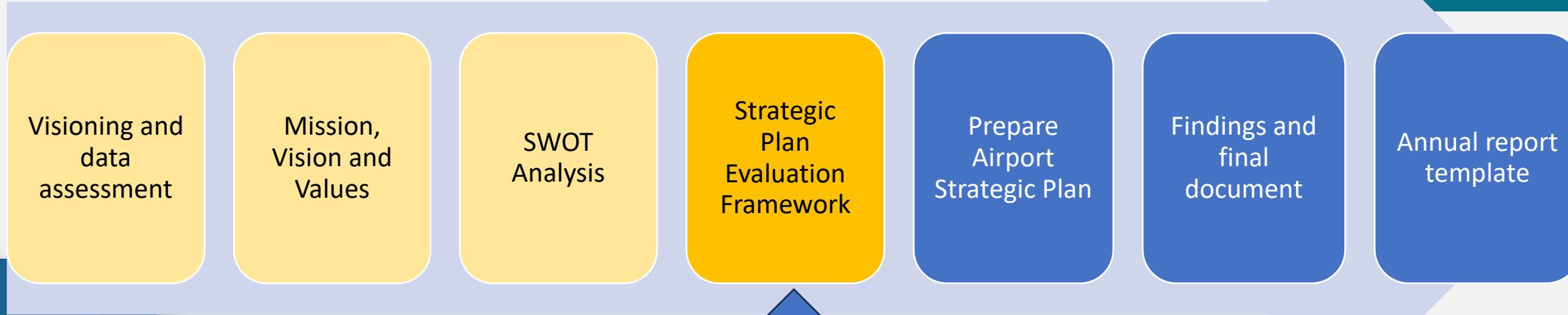
**David Benner**  
Managing Principal

	AIRPORTS	AVIATION BUSINESSES	AGENCIES	ASSOCIATIONS	INDUSTRY STAKEHOLDERS
--	----------	---------------------	----------	--------------	-----------------------

Strategic Business Planning					
Primary Management Compliance Documents					
Rent Study/Appraisal					
Fee Study					
Valuation					
Transaction Services					
RFP Development and Proposal Evaluation					
RFP Proposal Development					
Agreement Development and Negotiation					
Airport and Through-the-Fence Assessment					
Market Assessment/Feasibility Study					
Regulatory Compliance					
Interim Management and Transition Services					
Land Use, Site Planning, Facility Programming					
Marketing and Business Development					
Litigation Support and Expert Testimony					

# BACKGROUND AND PURPOSE

## Process Overview



  
We are here.



# BACKGROUND AND PURPOSE

## Definition and Guidance

→ An **Airport Strategic Plan** uses a logical and disciplined structure to set out the strategic goals to realize the mission and vision of the airport.

- Vision 2045
  - Develops long-term goals and visions for the future of the airport
  - Identifies airport projects KCIA would implement to continue operating safely and efficiently while meeting changing aviation demand
- Airport Strategic Plan
  - Conveys vision and direction of KCIA
  - Outlines key strategic goals to realize KCIA mission and vision
  - Provides direction on how KCIA will implement Vision 2045



Changes within County and industry require new, updated approach

# DISCUSSION FRAMEWORK

## Key Parameters and Reference Materials

- ➔ **Parameter 1:** Property “shall be used for public airport purposes for the use and benefit of the public” - *Instrument of Transfer* (dated May 26, 1948)
- ➔ **Parameter 2:** Federally-obligated airport required to maintain compliance with 39 FAA Grant Assurances - *FAA Assurances Airport Sponsors* (dated May 2022)
- ➔ **Key Reference Materials**

**TRUE NORTH & VALUES**  
Making King County a welcoming community where every person can thrive.

- We are one team**
- We solve problems**
- We focus on the customer**
- We drive for results**
- We are racially just**
- We respect all people**
- We lead the way**
- We are responsible stewards**

**King County Airport Division Vision, Mission, and Values**

VISION STATEMENT	MISSION STATEMENT
King County is a diverse and dynamic community with a healthy economy and environment where all people, businesses, and organizations have the opportunity to thrive.	King County government provides financially responsible, quality driven local and regional services for healthy, safe, and vibrant communities.
<b>Executive Priorities</b> Equity & Opportunity Investing in You Climate Change Best Run Government	<b>DEPARTMENT OF EXECUTIVE SERVICES (DES)</b> A partner and leader in Delivering Excellent Service every day.
<b>VISION STATEMENT</b>	<b>MISSION STATEMENT</b>
To be a world-class organization equitably serving customers and community.	To operate and maintain the airport to the highest standards.
<b>VALUES</b>	
We are one team We focus on the customer We are racially just We lead the way	We solve problems We drive for results We respect all people We are responsible stewards

**King County Strategic Plan**

**VISION**  
King County is a diverse and dynamic community with a healthy economy and environment where all people, businesses, and organizations have the opportunity to thrive.

**MISSION**  
King County government provides financially responsible, quality driven local and regional services for healthy, safe, and vibrant communities.

**GOALS AND OBJECTIVES**

- Mobility**  
Create safe, reliable, and seamless network of transportation options for people and goods where they need to go.
- Economic Vitality**  
Create more jobs and economic opportunities throughout the County.
- Accessible, Affordable Housing**  
Increase access to quality housing that is affordable to all.
- Health and Wellness**  
Improve the health and well-being of all people in our community.
- Efficient, Accessible Regional and Local Government**  
Improve King County government operations efficiency and effectiveness.

**Working Together for ONE King County**  
www.kingcounty.gov/strategicplan

**King County Metro Strategic Plan for Public Transportation 2021-2031**

November 17, 2021

King County METRO  
Always focused together

**EQUITY AND SOCIAL JUSTICE STRATEGIC PLAN 2016-2022**

**King County**

**Community Plan**

# DRAFT MISSION AND VISION STATEMENTS UPDATE

	Definition	Statement (consistent with Airport Clarity Map)
<b>Mission Statement</b>	<ul style="list-style-type: none"> <li>▪ Outlines the reason for KCIA's existence and core competencies</li> <li>▪ Clarifies what KICA wants to achieve, who KCIA serves, and why KCIA serves these groups</li> </ul> <p style="text-align: center;"><b>Mission – what we do</b></p>	<b>KCIA's mission is to operate and maintain the airport to the highest standards.</b>
<b>Vision Statement</b>	<ul style="list-style-type: none"> <li>• Articulates aspirations for KCIA and paints a picture of success</li> <li>• Conveys what KCIA is reaching for over the next 10-year time horizon</li> </ul> <p style="text-align: center;"><b>Vision – where we want to be</b></p>	<b>KCIA's vision is to be a world-class organization equitably serving customers and community.</b>

# DRAFT SWOT ANALYSIS UPDATE

## Strengths and Weaknesses (Internal Perspective)

### Strengths

Items accomplished particularly well or unique assets  
(in comparison to comparable/competitive airports)

*Need to be preserved and leveraged*

- Airport management and staff
- Commitment to tenant/community engagement
- Financial position and revenue potential
- Location and access
- Operational attributes (ARFF, ATC, Airport Operations)
- Support for technology and sustainability efforts

### Weaknesses

Items not accomplished particularly well, that hinder or  
prevent desired performance, or are lacking or needed

*Need to be addressed and remedied*

- County policies impact to operation and workflows
- Ensuring updated information across departments
- Facility availability for customers
- Financial practices and spending protocols
- Space availability
- Utilities constraints on future demand

# DRAFT SWOT ANALYSIS UPDATE

## Opportunities and Threats (External Perspective)

### Opportunities

Items (beyond KCIA's control) that could positively affect or impact achievement of mission and/or vision

*Need to be seized and capitalized on*

- Economic outlook and current demand
- New market entrants
- Political environment and community support
- Reversion of and transition from land leases
- Transition to SAF and unleaded aviation gasoline
- Technology advancements through adoption

### Threats

Items (beyond KCIA's control) that could negatively affect or impact achievement of mission and/or vision

*Need to be managed and/or eliminated*

- County policies impacting airport
- Impact of climate change
- Levels of noise, air pollution, and safety concerns
- Proliferation of artificial intelligence
- Utility and electrification infrastructure

# EVALUATION FRAMEWORK

## Goals → Objectives → Strategies → Measures

### Overview

- Goals
  - Statement of desired result or level of attainment to realize the mission and vision
- Objectives
  - Significant step towards achieving a goal
- Strategies
  - Strategies and approaches to meet identified objectives
- Measures
  - Measurable steps to accomplish identified objectives

Executive Summary

Strategic Plan







Table 1 Summary Table of Metro Strategic Plan Elements

Objectives	Strategies	Measures
<b>Goal: Invest upstream and where needs are greatest (INVESTMENTS)</b>		
<p><b>Invest in and measure the outcomes of services, programs, and improvements in geographic areas, at times of day, and within priority populations where there are unmet needs. Lead with racial justice.</b></p> <p>Outcome: Priority populations have greater access to mobility products and services and use them to meet their needs.</p>	<p>To support access to mobility, use a targeted universalism approach and lead with racial justice, prioritizing services, programs, policies, and products that tailored to the needs of priority populations.</p> <p>Continue complying with all legal requirements related to serving priority populations.</p> <p>Regularly evaluate the unmet needs of priority populations and how populations shift across King County.</p> <p>Prioritize service in geographic areas that have highly dense, transit-supportive development; a high proportion of priority populations; and limited midday and evening service.</p>	<ul style="list-style-type: none"> <li>▪ <b>Commute Times:</b> from Rider/Non-rider survey, broken down by priority populations* and all riders countywide</li> <li>▪ <b>Accessibility:</b> meaning a measure of scheduled travel times using transit to connect to jobs, opportunities, and community assets (schools, grocery stores, medical facilities, places of worship, food banks, etc.)                             <ul style="list-style-type: none"> <li>– Highlight areas of priority populations</li> </ul> </li> </ul>



# EVALUATION FRAMEWORK

## Draft Goals

Overview	Goals	Input Group
<b>1: Engage</b>	<ul style="list-style-type: none"> <li><b>Engage</b> consistently with King County and KCIA customers and community</li> </ul>	
<b>2: Ensure</b>	<ul style="list-style-type: none"> <li><b>Ensure</b> operational safety, efficiency, and financial security in a compliant manner</li> </ul>	
<b>3: Invest</b>	<ul style="list-style-type: none"> <li><b>Invest</b> resources to prepare for future changes within the aviation industry</li> </ul>	
<b>4: Plan</b>	<ul style="list-style-type: none"> <li><b>Plan</b> resiliency and business efficiency</li> </ul>	
<b>5: Promote</b>	<ul style="list-style-type: none"> <li><b>Promote</b> sustainable practices and equity</li> </ul>	
<b>6: Support</b>	<ul style="list-style-type: none"> <li><b>Support</b> economic vitality in the region</li> </ul>	

[Airport Leadership](#)



[Airport Roundtable](#)

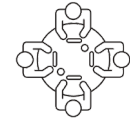






[Tenants and Community](#)



# EVALUATION FRAMEWORK

## Draft Goal 1: Engage

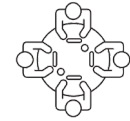


Engage with King County and KCIA customers and community		Input Group
<b>Objective 1:</b>	<ul style="list-style-type: none"> <li>Redesign website to facilitate engagement and public notices pertinent to Airport initiatives and projects</li> </ul>	 
<b>Objective 2:</b>	<ul style="list-style-type: none"> <li>Continue to work cross-sectionally with other County departments to review proposed policies for impacts</li> </ul>	
<b>Objective 3:</b>	<ul style="list-style-type: none"> <li>Ensure materials are available in an accessible format</li> </ul>	
<b>Objective 4:</b>		
<b>Objective 5:</b>		

- How can KCIA engage and build connections with customers and community?
- Identify additional **Engage** objectives.

# EVALUATION FRAMEWORK

## Draft Goal 2: Ensure

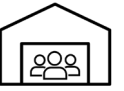
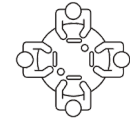






Ensure operational safety, efficiency, and financial security in a compliant manner		Input Group
<b>Objective 1:</b>	<ul style="list-style-type: none"> <li>Configure airside infrastructure to comply with current FAA requirements</li> </ul>	
<b>Objective 2:</b>	<ul style="list-style-type: none"> <li>Identify upcoming lease terminations and implement cohesive and compliant protocols</li> </ul>	
<b>Objective 3:</b>	<ul style="list-style-type: none"> <li>Maintain a fee and rental structure to be as self-sustaining as possible</li> </ul>	
<b>Objective 4:</b>		
<b>Objective 5:</b>		

- What enhancements can be made to support increased safety and efficiency of operations?
- Identify additional **Ensure** objectives.

# EVALUATION FRAMEWORK

## Draft Goal 3: Invest

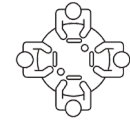


Invest resources to prepare for future changes within aviation industry		Input Group
<b>Objective 1:</b>	<ul style="list-style-type: none"> <li>Prepare infrastructure to accommodate storage of alternative aviation fuels</li> </ul>	 
<b>Objective 2:</b>	<ul style="list-style-type: none"> <li>Enhance critical airfield infrastructure</li> </ul>	 
<b>Objective 3:</b>		
<b>Objective 4:</b>		
<b>Objective 5:</b>		

- What investments can be made to support KCIA in the future?
- Identify additional **Invest** objectives.

# EVALUATION FRAMEWORK

## Draft Goal 4: Plan

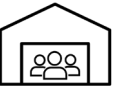
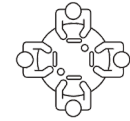







Plan resiliency and business efficiency		Input Group
<b>Objective 1:</b>	<ul style="list-style-type: none"> <li>Create succession plan to ensure effective business continuity for all Airport leadership positions</li> </ul>	
<b>Objective 2:</b>	<ul style="list-style-type: none"> <li>Identify technology options to streamline business processes and workflows</li> </ul>	
<b>Objective 3:</b>		
<b>Objective 4:</b>		
<b>Objective 5:</b>		

- What additional plans can be established to prepare for future challenges?
- Identify additional **Plan** objectives.

# EVALUATION FRAMEWORK

## Draft Goal 5: Promote

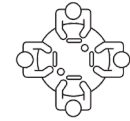


Promote sustainable practices and equity		Input Group
<b>Objective 1:</b>	<ul style="list-style-type: none"> <li>Update policies to encourage utilization of sustainable aviation fuel and unleaded aviation gasoline</li> </ul>	  
<b>Objective 2:</b>	<ul style="list-style-type: none"> <li>Procure environmentally friendly products, vehicles, and equipment upon replacement or acquiring new</li> </ul>	
<b>Objective 3:</b>	<ul style="list-style-type: none"> <li>Promote environmental stewardship in County-owned facilities</li> </ul>	
<b>Objective 4:</b>		
<b>Objective 5:</b>		

- What sustainable and equitable practices can KCIA promote or lead?
- Identify additional **Promote** objectives.

# EVALUATION FRAMEWORK

## Draft Goal 6: Support



Support economic vitality in the region		Input Group
Objective 1:		
Objective 2:		
Objective 3:		
Objective 4:		
Objective 5:		

- What strategies can KClA use to support economic vitality in the region?
- Identify additional **Support** objectives.

# NEXT STEPS

## Overview

- Finalize Mission and Vision
- Finalize SWOT
- Finalize Goals
- Develop Objectives
- Develop Strategies
- Develop Measures



## KING COUNTY INTERNATIONAL AIRPORT STRATEGIC PLAN

2024 - 2028





# QUESTIONS AND INPUT



- Email the project team  
[KCIACommunityOutreach@kingcounty.gov](mailto:KCIACommunityOutreach@kingcounty.gov)
- Stay up-to-date by accessing the project website  
<https://publicinput.com/kcia-strategic-plan>

**Additional Evaluation Framework comments will be accepted until 5 p.m. Pacific Time on November 29, 2024.**

David Benner  
Managing Principal



AMCG  
9085 East Mineral Circle, Suite 315  
Centennial, Colorado 80112  
(303) 792-5205  
dbenner@amcg.aero

Robert Trimborn  
Senior Consultant



AMCG  
9085 East Mineral Circle, Suite 315  
Centennial, Colorado 80112  
(303) 792-5208  
rtrimborn@amcg.aero

