



# King County

International Airport Boeing Field

7277 Perimeter Road S., Seattle WA 98108

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**Meeting:** Roundtable Advisory Committee  
**Date:** Monday, May 13, 2024  
**Time:** 5:00 – 6:30 pm  
**Location:** Zoom Meeting /Terminal 110 Conference Room

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## 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 April Meeting Minutes
5. Chair's Report: (Erik Utter)
  - Roundtable Facilitator Discussion
6. Airport Updates:
  - Strategic Plan Update (Matt Sykora)
  - Community Collaboration Plan Feedback (Matt Sykora)
  - Vision 2045 and Part 150 Public Participation (Matt Sykora)
  - Summer Construction Update (Derek Doell)
  - FAA Part 139 Cert Inspection (Sean Moran)
  - Microsoft CEO Summit (Sean Moran)
  - U.S. Army Operation Armadillo Exercise (Sean Moran)
  - Roundtable Vacancies (Beacon Hill/South Park) (Dave Decoteau/Ellen Knowlen)
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 April 8, 2024

5:10 p.m. Meeting called to order by John Parrott

1. Welcome (John Parrott)
2. Roll Call (Ellen Knowlen)
3. Approval of Minutes – We had a quorum; March amended meeting minutes were approved.
4. Public comment. No public comment.
5. Airport Updates:
  - i. Continued Roundtable Facilitator Discussion (John Parrott/Ali Lee): John opened this discussion by asked the members for their thoughts on the facilitators that they met at the March meeting. This was followed by several members sharing their thoughts on this issue and comments agreeing to bring in a facilitator to help the committee be more proactive but also define/identify what things they want the facilitator to address the items from the auditor’s report. John shared that to begin with the facilitator could work with the leadership team on the agenda and leading the meetings but then in a few months look at other ways to use the facilitator’s services. The group had asked for a short interview session with the facilitator, but Matt shared that the facilitator would have to be under contract, he suggested a draft scope of work that would allow funds to support this, but this is a 30-day process. Ali asked the committee for a motion to setup a subcommittee, Holly suggested the subcommittee work with airport staff to draft the scope and how they would use the current proposed facilitator. A vote was taken and the Ayes passed the motion. Members who would like to be on the subcommittee should send their name to Ellen and if they have questions for the facilitator to send that information also.
  - ii. AAAE Airport 101 Virtual Training Feedback (McIntyre/Moninski): Ken Moninski enjoyed the training and learning about the Airport side of things. Mark McIntyre was interested in the grant processes that were discussed and thought it was well worth attending. Both members highly recommended other Roundtable members take this training.
  - iii. New Council Members Airport Tour (John Parrott): On April 1, new King County Council members Mosqueda and Barón were given an airfield tour, they learned about the U.S. Immigration and Custom Enforcement (ICE) flights, and the overall operations around the airport. This included the details on the airport and its economic impact. The airport sits on over 600 acres and 18,000 family wage/union jobs are facilitated from here, along with a staff of 75 King County employees.
  - iv. New Managing Engineer – Derek Doell (John Parrott): John introduced Derek who comes from the SeaTac Airport Design section, he is a civil engineer and prior consultant.

- v. Strategic Plan Update (Matt Sykora): The goals and objectives workshop was held with the Airport's leadership team, this will be followed by separate sessions with the Roundtable committee and the local communities in May.
- vi. 43<sup>rd</sup> Annual Women in Trades Fair (John Parrott): On Friday, May 3, the Airport will be manning their annual booth at the event and will have staff participating. <https://www.wawomenintrades.com/trades-fair>
- vii. NW Aviation Conference and Tradeshow Update (Sean Moran): Airport staff attend this yearly event, manning a booth and sharing construction updates with attendees.
- viii. Airport Noise Update (Sean Moran): Sean shared that the Airport continues to monitor noise measurements, two additional noise monitors will be installed this year, and this information will be available on the Airport's website.
- ix. Community Collaboration Plan Feedback (Matt Sykora): Matt shared that the community collaboration plan had been forwarded to the Roundtable members and he was asking for their feedback and recommendations on the document.
- x. Vision 2045 and Part 150 Public Participation (Matt Sykora): Matt shared that work on the final stages of the project advisory committee is moving forward and the Airport will be sharing the updates to the local communities and tenants. These will be quarterly meetings covering major milestones.
- xi. Summer Construction Update (Matt Sykora): The Airport has a lot of construction projects planned for this summer; repaving the secondary runway, realigning the Alpha 4 intersection (late May or early June), repaving the Alpha 11 intersection which will tie in with the large runway closure, along with the stormwater project in the runway safety area. There are scheduled safety improvements on the west side taxiways at Bravo 1, Bravo 5, and Bravo 10, and runway guide lights improvements. Stormwater pipes on the west side of Taxiway Bravo will be replaced. Also, UPS will be installing an employee parking lot and realigning the airport access road to the stop light.

6. Chair's Report (Ali Lee):

- i. Ali asked that the community collaboration plan be discussed during the May meeting. The file was sent out in the April meeting materials, please check your Inbox emails for the document or contact Ellen and she can send it to the members.

7. New Business: None.

8. 6:25 pm Motion to Adjourn.

This meeting was attended via Zoom and in person.

Roundtable members in attendance: Ali Lee, Kelly Ronan-Hafner, Holly Krejci, Morgan Kaivo, Matt Hayes, Lisa Krober, Evan Nelson, Ryan Tomasich, Mark McIntyre, Ed Lutgen, Ken Moninski, and Takashi Nelson

Roundtable excused members: Erik Utter

KCIA staff in attendance: John Parrott, Chief Youngblood, Derek Doell, Matt Sykora, Lorenzo Clara, Sean Moran, Gil White, Ginny Justiniano, and Ellen Knowlen

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

Public guests in attendance: Carmela Ennis, Stephen Ratzlaff, Tim Barnes, Tyler Pichette, Rosemary Brester, Brad Schuster

This meeting was audio recorded.

#### WORK HISTORY

2022 - present.

Partner, Policy & Programs  
Uncommon Bridges

2018 - 2022. Department Director  
Seattle Department of Neighborhoods  
City of Seattle, WA

2017 - 2018. Director  
External Relations & Outreach  
Office of Mayor Durkan  
City of Seattle, WA

2014 - 2017.  
Senior Vice President  
Ceis Bayne East Strategic LLC  
Seattle, WA

2011 - 2014.  
Business Services Manager  
Office of Economic Development  
City of Seattle, WA

2010 - 2011.  
Community Capacity Manager  
Seattle Department of Neighborhoods  
City of Seattle, WA

2008 - 2009.  
Community Outreach Liaison  
Office of the Mayor  
City of Seattle, WA

#### EDUCATION

B.A., Latin American and Iberian Studies/  
Spanish Literature  
University of California, Santa Barbara

Certificate in Filologia (Philology),  
Universitat de Barcelona, 2004

Certificate of Completion, U.S. Capital Summer  
Program, University of California, Washington, DC,  
2005

#### HONORS + AWARDS

Marshall Memorial Fellow 2017  
German Marshall Fund of the United States

#### CIVIC LEADERSHIP

Chair, Washington State Commission on Hispanic  
Affairs (2015-2017)

Member, Board of Directors, One America Votes  
(2014-2017)

Member, Board of Directors, NARAL Pro-Choice  
Washington (2013-2017)

#### Résumé

### ANDRÉS MANTILLA (he/him) Partner, Uncommon Bridges



With 20 years of experience, Andrés Mantilla is a skilled and collaborative executive with strong experience in facilitation, stakeholder engagement, building programs from the ground up and deep understanding of social justice and equity initiatives working closely with policymakers and elected officials. Andrés brings expertise in government affairs, data analysis, policy creation, and management and contributes a diverse portfolio of inclusive community engagement, visual communication, public speaking, and coalition building to Uncommon Bridges.

As the former Director of the Department of Neighborhoods, Andrés has led numerous key engagement initiatives for the City of Seattle that required strong facilitation skills. During his time as Director, he also oversaw the expansion of the Department to include engagement in transportation, utilities, homelessness, housing, and COVID-19 recovery initiatives.

#### Exemplary Facilitation Projects

2023 - present, Manufacturing, Maritime, Industrial Association, Seattle, WA

2023 - present, Puget Sound Energy, Equity Advisory Group, Bellevue, WA

2023 - present, Cultural Equity Plan, City of Indianapolis, IN

2022 - present, Business Improvement Areas work (several projects), Seattle, WA

2022 - present, Waterloo Greenway Strategic Plan and Organizational Implementation,  
Austin, TX

2022 - present, Port of Seattle, SEA advisory round table (START), SeaTac, WA

2022 - present, Port of Seattle, Beacon Hill Stakeholder Round Table, SeaTac, WA

2022 - present, City of Tacoma Business Improvement Area Formation, Tacoma, WA

2022 - present, Seattle Public Utilities Strategic Business Plan Customer Review Panel  
Facilitation, Seattle, WA

2022 - present, Equitable Community Engagement Strategy & Leadership for City  
Planning, Burien, WA

2023, WA Dept. of Commerce Homeless Service Provider Trauma Study, Workforce  
Study and Stipends (3 projects), Statewide, WA

2023, LISC Community-Based Inclusive Economic Development Planning, Everett &  
Skyway, WA

2022, WorkForce Central Strategic Plan, Tacoma, WA

# Brett Houghton

Director of Facilitation

For 30 years, Brett has been facilitating groups and processes, planning and implementing community engagement and outreach, and leading strategic planning efforts. He ensures meaningful inclusion, especially of individuals and groups who are most likely to be left out and left behind. In community engagement this means including all appropriate community members and stakeholders in decision making processes, including families, leaders, elected officials, social service providers, community members who use languages other than English and advocacy groups. In internal processes, this means including junior staff, staff of color, and folks in support roles. Approaching all his work through the lens of racial and social equity, he specializes in engaging low-income, limited-English proficient, immigrant, refugee, or other historically underrepresented communities and creating strategic, organizational, and outreach plans to address seemingly disparate needs. Brett organizes and facilitates coalitions, collaboration, and one-on-one engagement, and ensures everyone has a meaningful opportunity to participate, especially those least likely to speak up without support. Brett has worked across PRR's sectors in the Pacific Northwest and in the mid-Atlantic.

With a diverse group of colleagues, Brett participates in PRR's internal anti-racism work. He earned a Bachelor of Arts degree in communications and women's studies from George Mason University.

## Project Experience

### **Racial Equity Consultant, Puget Sound region, WA**

#### **Sound Transit | June 2022-December 2023**

Person in charge. PRR is providing Sound Transit guidance and support to fulfill their commitment to becoming an anti-racist organization. Brett oversees the PRR team and the contract. He also manages the contractual relationship with sub-consultant, Racing to Equity (R2E). PRR and R2E reviewed, evaluated, and provided feedback on Sound Transit's anti-racist strategy, framework, and current commitments. Brett co-facilitated a two-meeting debrief on white accountability with a small group of Sound Transit staff. PRR and R2E reviewed Sound Transit job descriptions through an equity lens and made recommendations for revisions. PRR and R2E facilitated a three-day workshop with ST staff and developed a five-year work plan for the agency. The team is now working with ST to implement elements of that plan, including developing a benchmark assessment tool and supporting ST's HR team to implement a apply ST's racial equity toolkit to the performance management system.

### **Gunter Alternatives, Tukwila, WA**

### **King County Water and Land Resources Division | July 2023-present**

Facilitator and project manager. Brett is working with HDR and King County to plan and facilitate stakeholder workshops during alternatives analysis for the Gunter Alternatives project. The project has multiple stakeholders with strong interests in the project outcome, including the King County Flood Control District, the City of Tukwila, nearby property owners, and the Muckleshoot Indian Tribe. Brett advised HDR and the County on facilitation best practices – which have been evolving quickly due to the COVID-19 pandemic – to plan a workshop that supported project goals. In summer 2023, Brett facilitated a workshop to build understanding of the river and land conditions in the area and the project need, purpose, and constraints. The workshop provided



## **Education**

- B.A. Communications and Women's Studies, George Mason University, 1995

## **Special training**

- Technology of Participation (ToP) Facilitation Methods Course
- Forty hours of mediation training with the King County Alternative Dispute Resolution Center
- Forty hours of restorative circles training through the City of Seattle
- Train the Trainer: Strategies for Facilitating Courageous Conversations on Race led by Cultures Connecting
- People's Institute Undoing Institutional

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stakeholders with a forum to raise ideas for alternatives. The project stakeholders participated robustly, and those participants with the greatest perceived difference in their interests left with a clearer understanding of each other's perspectives and a shared idea for how the project can meet both of their needs. Project team members left the workshop with the information they needed to do the next stages of planning.

### **2024 work planning preparation facilitation, King County, WA**

#### **Hazardous Waste Management Program – King County | October 2023-December 2023**

Lead facilitator. Brett and co-facilitator, Lauren Whalley-Hill, developed and implemented two facilitated sessions for the Haz Waste Communication Team. The larger work group had been reorganized and the Communication Team was restructured in that process. Brett and Lauren met with the newly formed leadership team and with individual members of the team to understand the group's needs and dynamics. They developed session agenda that included significant opportunities for the newest members of the leadership team to lead, establishing them in their roles. The sessions included large group conversations, presentations, and small group work. Through this work, the Communications Team has a foundation for their 2024 work planning, including a greater understanding of each others needs and workstyles and a commitment to work together to address barriers to the team's success.

#### **EWEB Public Meeting Review and Recommendations. Eugene, OR Eugene Water & Electric Board | August 2023-November 2023**

Facilitation lead. EWEB reached out to PRR to help them improve their public meetings. PRR reviewed a recording of a May 16 public meeting, met with key staff and several commissioners, and developed a set of recommendations to facilitate public meetings about controversial projects more effectively. Brett led this effort.

#### **City of Bellevue, Procurement Diversity and Inclusion Plan Update Facilitation, Bellevue, WA City of Bellevue | September 2023-November 2023**

Project manager and facilitation lead. In 2023, The City of Bellevue initiated an update of their Procurement Diversity Inclusion Plan. PRR facilitated a series of meetings for small business partners to inform the plan update. Brett supported City staff in their planning and facilitated three virtual meetings.

#### **DBE Advisory Committee, statewide Oregon Department of Transportation | June 2022-July 2023**

Lead facilitator. PRR facilitated a Disadvantaged Business Enterprise (DBE) advisory group established by Oregon DOT's Office of Equity and Civil Rights (OECR) to identify barriers to participating in ODOT contracts and make suggestions on how to overcome these barriers. Brett led the development of the committee goals, objectives, and structure and designed an equity-focused facilitation approach, including cohorts in future years and a consent-based decision-making process. Brett worked with the project team and advisory committee members to develop the committee charter, recruit committee members, and outline desired outcomes. Brett facilitated the advisory group meetings. The group reviewed known barriers, prioritized barriers to address during this cohort, drafted recommendations for ODOT action, and worked with technical advisors on ODOT staff to develop realistic workplans. Brett worked closely with agency partners, DBE business owners, large firms that often prime contracts with DBE subs, industry partners that support DBE firms in the state, and regulators, to track progress toward project objectives. The PRR team transitioned this work in July 2023 to ODOT OECR staff to continue to the next cohort.

#### **Commercial Aviation Coordinating Commission Communications, Tumwater, WA Washington State Department of Transportation | 2021-June 2023**

Diversity, equity, and inclusion strategic advisor and facilitator. Brett provided insights and advised on equity and inclusion for WSDOT's Commercial Aviation Coordinating Commission (CACC), which was tasked with providing the legislature with a preferred option for accommodating aviation demand in the state. Brett advised the project team on engaging community-based organization and language access for an online open house, partner toolkits, and Puget Sound- and statewide-focused outreach campaigns to let residents know about the project and solicit input. Brett supported the development of an equity analysis of the overall engagement effort and decision-making process. Brett provided counsel on facilitating virtual drop-in sessions and facilitated the final CACC meeting, a hybrid meeting with participants in-person, on Zoom, and on the phone. The meeting included formal public comment.

#### **Collaborative Roadmap Phase III Recommendations, Washington state**

### **Washington State Department of Commerce | September 2021-May 2023**

Facilitator and principal in charge. Brett oversees PRR's work to lead engagement for a legislative proviso-funded project to convene a task force and collect input from affected and interested parties on Washington's land use framework, including the growth management act. PRR is convening working groups of people from historically marginalized communities to inform the task force's recommendations. Brett is facilitating the task force and guiding the recommendations process.

### **Diversity 2 Belonging, Hanford, MD**

#### **Maryland Department of Transportation | July 2022- December 2022**

Facilitator. The Maryland Department of Transportation has an employee engagement program, Diversity to Belonging, designed to build diversity, inclusion, and belonging across the MDPT organization. Brett co-facilitated the third of six cohorts, including supporting the cohort members to present recommendations to the Maryland Secretary of Transportation and other organizational leaders. He developed and delivered content in inclusion, anti-racism, and diversity.

### **Change Management Facilitation, Seattle, WA**

#### **King County | May 2022-November 2022**

Facilitator. PRR worked with a King County group that was going through significant reorganization, a move that was affecting many staff. King County brought the PRR team was brought in to walk new leadership through a change management process to help build trust and support for the reorganization, and to develop a process to provide staff members opportunities to voice their questions and concerns about the changes. With PRR co-facilitator, Malika Klingler, Brett coached leaders, developed messaging, and created agendas for a series of meetings with staff members and managers. Meetings were held virtually, and included breakout rooms where smaller groups could have thoughtful conversations. At the conclusion of the meetings, PRR delivered a summary of recurring themes to the leadership team and offered recommendations to continue to foster and build trust with employees through the change.

### **Facilitation Training, King County, WA**

#### **Hazardous Waste Management Program – King County | August 2021-December 2021**

Trainer. Brett developed and implemented a training program for the Haz Waste Communication Team. He

interviewed team members to learn their existing skills and interests in facilitation, delivered two training workshops, and provided technical assistance and support for team members as they facilitated processes and meetings with their internal clients.

### **Bonney Lake-Sumner Housing Action Plan**

#### **City of Bonney Lake | April 2020-October 2020**

Facilitator and community engagement lead. Brett coordinated with the cities of Bonney Lake and Sumner to develop a combined engagement approach. He facilitated the project's diverse advisory group.

### **Climate Pledge Arena Noise Variance Public Meeting, Seattle, WA**

#### **ArenaCo | May-October 2020**

Facilitator. Brett facilitated virtual public hearing on a noise variance request by the Climate Pledge Arena developers. Brett led City staff and the developers through the process of developing standards and expectations for virtual hearings and providing City staff technical training and support on virtual hearing facilitation.

### **Integrated Resource Plan Facilitation, Tacoma, WA**

#### **Tacoma Power | January 2020-September 2020**

Facilitation oversight and project manager. Brett developed the facilitation plan to effectively engage technical experts and interested community members to provide input to the delivery system planning process and evaluate new energy storage and delivery solutions. He oversaw the PRR team.

### **Taylor Way, Tacoma, WA**

#### **City of Tacoma | June 2018-January 2019**

Facilitator. Brett facilitated quarterly Stakeholder Advisory Groups to support the road improvement project. Stakeholders include the Puyallup Tribe of All Indians, the City of Tacoma, the Port of Tacoma, Teamsters, the City of Fife, Tacoma Fire and Rescue, and local business owners.

### **Seattle Arena Noise Variance Public Meeting, Seattle, WA**

#### **Perkins Coie | September-October 2018**

Facilitator. Brett facilitated public hearing on a noise variance request by the Seattle Arena developers.

### **Ground Transportation Access Study, Seattle, WA**



### **Port of Seattle | August 2017-March 2018**

Facilitator and equity Lead. Brett led the effort to start to define equity for the Port and to ensure equitable engagement in the study. He facilitated a series of community conversations with ground transportation service providers at the airport to learn about their interests and concerns. His effort was incorporated into a larger study to assess ground transportation access to the airport, ensuring the study considered vulnerable populations.

### **Tacoma Mason Gulch Meeting Facilitation, Tacoma, WA**

#### **City of Tacoma, Environmental Services | March 2016-December 2016**

Facilitator. Brett facilitated four public meetings to discuss property management of public lands. He planned agendas, prepared meeting materials, facilitated meetings, developed meeting summaries, and coordinated with the engineering firm and City outside of meetings.

## **INTERNAL PRR FACILITATION EXPERIENCE**

### **White staff anti-racist facilitators in training**

*PRR | January 2021 – present*

Brett collaborated with another PRR staff member and a consultant to develop a white staff anti-racist facilitators program. The work included identifying 14 staff members to participate in a training cohort, co-developing two training workshops, two convenings of the white anti-racist working group for the cohort, and two convenings of the company's white anti-racist working group. As part of this work, Brett and his collaborator worked in partnership with the coordinators of the caucuses for people who are Black, people who are multi-racial, and people who are non-Black people of color, for direction and input to ensure the group's work centered the experiences of people who are Black, Indigenous, and people of color, (BIPOC) leading to appreciable positive impacts on BIPOC staff at PRR.

### **Project debriefs**

*PRR | January 2020 – present*

Brett collaborated with the project management program manager to create an internal process and program for project debriefs. He leads a small group of PRR facilitators in facilitating debrief processes at the end of PRR projects and at key milestones for longer term projects.

### **Company-wide anti-racism vision statement**

*PRR | July 2020 – June 2021*

Brett co-facilitated conversations with a small group of staff who coordinate PRR's racial identity caucus programming to develop a draft anti-racism vision statement to present to company leadership. The group used recommendations and statements from the staff who participated in the caucus for staff who are Black and the caucus for staff who are non-Black people of color. After developing the draft, Brett led the development of the presentation to the company management team and co-facilitated the presentation to that group. Through this effort, PRR now has clear anti-racist vision statement to guide our work.

### **Leadership diversity and inclusion series**

*PRR | June 2018 – December 2019*

Brett convened PRR's executive team for monthly conversations about leadership's role in PRR's pathway to being a more inclusive organization with a strong social justice lens for all our work. The group has tackled a wide range of conversations including policy change, recruitment processes, personal bias, organizational culture, and privilege.

### **Social Awareness and Inclusion Conversations (SAIC)**

*PRR | January – December 2018*

Brett developed and led a small group of PRR staff in facilitating company-wide conversations about social justice issues, including immigration, racism, sexism, economic policies, and transportation equity. Brett facilitated several of these companywide conversations and supported other facilitators for some conversations.

# Jenny Thacker

## Associate Director of Facilitation

Jenny Thacker has 23 years of facilitation, project management and project support experience in the consulting, non-profit, higher education and private sectors. When working with diverse groups to solve difficult problems, she is adept at helping participants come together to find where their interests align.

Jenny strives to give community members a voice in changes that will impact their lives. She is currently leading teams on projects as diverse as designing a new transportation corridor, planning efforts for public transportation networks across Washington State, facilitating a statewide Opioid Settlement Advisory Group, planning for traffic safety improvements throughout Washington State, designing a local community center, reducing emissions at a local airport, and researching and developing model legislation to reduce exposure to toxic materials.

At PRR Jenny co-directs PRR's internal facilitation practice group. In this leadership role, Jenny develops standards and guidelines for PRR's 29 facilitators, ensures that facilitation best practices are clearly defined and applied across PRR, and develops and supports facilitation training for staff.

Prior to joining PRR, Jenny worked with environmental advocacy groups, policy makers, funders and farmers to advance environmental education and sustainable food systems at Tilth Alliance.

### Project Experience

#### **Public Transportation Plan, Washington State**

**Washington State Department of Transportation | June 2023 - present**

Facilitation lead. Jenny is partnering with WSDOT to develop a comprehensive plan for statewide community engagement of people WSDOT has historically had difficulty reaching in its planning efforts. This includes people in rural areas, people who rely on public transportation, people of color, people living on low incomes, people who are living without shelter, and people who speak languages other than English. To date, Jenny has facilitated 8 community coalition briefings to introduce the project to community-based organizations across the state and used feedback from those coalition briefings to inform 20 key interviews of people working in the communities WSDOT is trying to reach. The focus of the briefings and the key interviews is to learn how WSDOT can best organize outreach and engagement to get feedback from these populations who have historically not been included in planning



### Education

- M.P.A, University of Washington, 2008
- B.A. International Studies, University of Washington, 1999

### Professional associations

- Board secretary, IAP2 Puget Sound Chapter. 2019-present
- Member, Techniques of Participation Network. 2020 - present

processes. Jenny and PRR staff are using the learnings from this discover process to create a community engagement plan that will guide the two-year planning effort.

#### **Opioid Settlement, Prevention, Treatment, and Recovery Advisory Board**

**Oregon Health Authority | May 2023 - present**

Facilitation lead. Jenny partners with the board co-chairs and OHA staff to plan and facilitate monthly meetings of the OSPTR advisory board. The board is made up of experts in the fields of public health, substance use disorder, substance use treatment, behavioral health, the justice system, law, local governance, and representatives from communities impacted by substance use disorder. Jenny is working with the board to develop and implement a plan to equitably and efficiently allocate over \$80 million in settlement funds during the 2023-2025 biennium.

#### **Target Zero, Washington State Strategic Highway Safety Plan**

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### **Washington Traffic Safety Commission | August 2023 - present**

Community engagement lead. Jenny is leading the team conducting community engagement for Washington State's Strategic Highway Safety Plan, known as Target Zero. Jenny and her team worked with the client and community partners to develop and implement a survey and distribute it in Spanish and English via four in-person events, and in Spanish, Ukrainian, Russian, Somali, Tigrinya, and English through partnerships with community-based organizations. Future work will include building a website to share the draft and final plan, and partnering with community-based organizations to get feedback on the plan from people they serve.

### **Public Transportation Fixed Route Transit Study Process, Washington State**

#### **Washington State Department of Transportation | May 2022 – July 2023**

Facilitation lead. Jenny partnered with WSDOT Public Transportation Division (PTP) staff to identify stakeholders and design a process to develop definitions of frequent fixed route transit, identify who in Washington State is and is not well-served by frequent fixed route transit, and to come up with how to address those gaps. Jenny facilitated a technical advisory group and a policy advisory group through a series of virtual meetings and worked with PTP staff to develop agendas and presentations, document important meeting outcomes, ensure feedback was reflected throughout the process, and manage stakeholder expectations.

### **City of Bellevue Comprehensive Plan Strategy Team**

#### **City of Bellevue | June 2022 – July 2023**

Facilitation lead. Jenny led the team facilitating the City of Bellevue Comprehensive Plan Strategy Team as they provided feedback to the City's comprehensive planning process. The Strategy Team was made up of more than 40 representatives from Bellevue neighborhoods, community-based organizations, human service providers, developers, employers, and the business community who meet monthly to discuss and provide feedback on elements of Bellevue's comprehensive plan. Jenny and PRR's facilitation team worked with City of Bellevue staff to develop each meeting's objectives, plan the agendas, and facilitate the meetings so that members could effectively participate either virtually or in-person.

### **Statewide Highway System Plan, Washington State**

### **Washington State Department of Transportation | December 2021 – July 2023**

Project manager and lead facilitator. Jenny worked with WSDOT staff and community partners to design and implement a series of 17 virtual workshops and 7 in-person outreach events focused on the needs of overburdened populations throughout Washington State. The in-person engagement reached over 400 people across Washington state and gave highway users, community members, and transportation planners an opportunity to advise on how WSDOT should prioritize spending decisions over the next twenty years. In planning this outreach, the project team paid special attention to solicit and include the perspectives of historically underrepresented community members, including tribal members, people who speak languages other than English, people who are living on low-incomes, people who are living without shelter, and people of color.

### **Olympic Region Fish Passage Removal Project, Olympic Peninsula, WA**

#### **Washington State Department of Transportation | January 2021 – June 2023**

Project manager and facilitation lead. Jenny led outreach efforts to inform communities in the Olympic Peninsula about and involve them in WSDOT's work to remove 23 fish passage barriers under state-owned roadways. The goal of this work was to improve habitat and passage for fish and large land mammals. Jenny worked with WSDOT to create messaging and materials to educate and inform community members and facilitates virtual and in-person discussions with community groups, tribal members and representatives, business leaders, property owners and others who may be affected by the project.

### **Human Services Transportation Plan, Washington State**

#### **Washington State Department of Transportation | August 2020 – August 2022**

Facilitator. Jenny designed and facilitated a series of virtual listening sessions with human service transportation providers, community-based organizations, human service transportation users, and regional planning organizations across Washington State to understand the gaps in the current system and to imagine possible solutions to make the system work better for the most vulnerable community members.

### **I-90 / SR 18 Interchange Improvements, North Bend, WA**

## **Washington State Department of Transportation | August 2018-December 2021**

Project manager, lead facilitator, and public engagement lead. Jenny was responsible for all aspects of public engagement in this effort to improve a problematic interchange, widen a key corridor, and build a new Port of Entry weigh and inspection station. Jenny coordinated with the Washington State Department of Transportation to ensure the needs of the affected community were considered in the design of the project. Over the life of the project, this included conducting and analyzing stakeholder interviews to help establish baseline and contextual needs, collaborating with WSDOT to plan and facilitate regular meetings with an engaged stakeholder advisory group and executive advisory group, and conducting regular community briefings.

### **Prior Experience**

## **Director of Corporate, Foundation and Government Relations, Seattle, WA**

### **Tilth Alliance | January 2015- July 2018**

Director of Corporate, Foundation and Government Relations. Jenny assisted the board and staff in the development of policy positions through research and analysis, including interviews, focus groups, public meetings, and literature reviews. Jenny worked with internal staff and external partners to plan and implement projects to advance the policy positions of the organization. Jenny served on the leadership team to support the Tilth Alliance Board and Interim Executive Director through a complex reorganization process.

## **Director of Environment and Education Programs, Seattle, WA**

### **Tilth Alliance | July 2011- January 2015**

Director of Environment and Education Programs. Jenny oversaw all of Tilth Alliance's environmental stewardship, community gardening, and adult and children's education programs. This included program planning and implementation, program evaluation and reporting, fundraising and reporting to funders, resource planning, budgeting, and supervising and providing coaching to a staff of ten who were providing high quality hands-on environmental educational opportunities to people of all ages.

### **Employment History**

- Associate Director of Facilitation, PRR, Seattle, WA 2022 - present
- Senior Project Manager, PRR, Seattle, WA 2018-2022

- Director of Corporate, Foundation and Government Relations, Tilth Alliance, Seattle, WA, January 2015- July 2018
- Director of Environment and Education Programs, Tilth Alliance, Seattle, WA, July 2011- January 2015
- Project Manager, Burst for Prosperity, Seattle, WA, 2009-2011
- Consultant, Sound Policy Analysis and Consulting, Seattle, WA, 2008-2009
- Donor Research Analyst, University of Washington, Seattle, WA 2004-2008
- Development Assistant, University of Washington, Seattle, WA 2002-2004
- Employment Consultant, Another Source, SeaTac, WA 2000-2002

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# COMMUNITY COLLABORATION PLAN



**King County**

International Airport Boeing Field

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**King County**

International Airport Boeing Field

# Acronyms and Abbreviations

**AC:** Advisory Circular

**ACAP:** Airport Carbon Accreditation Program

**ARFF:** Aircraft Rescue and Fire Fighting

**CAA:** Civil Aeronautics Administration

**CAB:** Civil Aeronautics Board

**CFR:** Code of Federal Regulations

**FAA:** Federal Aviation Administration

**FOD:** Foreign Object Debris

**GA:** General Aviation

**KCIA:** King County International Airport

**NOTAMs:** Notice to Air Missions

**NPIAS:** National Plan of Integrated Airport Systems

**PIO:** Public Information Officer

**SEA:** Seattle - Tacoma International Airport

**UNICOM:** Universal Communications

**VFR:** Visual Flight Rules

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# About the Airport

In 1928, voters living in King County approved a \$950,000 plan to build the region's first municipal airport.

The King County International Airport Boeing Field (KCIA) began its operations in 1928. KCIA served as Seattle's main passenger airport from 1928 until 1944, when the Seattle - Tacoma International Airport (SEA) opened.

The Airport played a key role in World War II (WWII). On December 6, 1941, the airport was taken over by the United States Government due to its strategic location. There was a 24-hour around the clock schedule at KCIA with the goal of building B-17 and B-29 bombers to aid efforts in WWII. More than 7000 B-17 bombers flew from KCIA to serve in WWII. Federal Government occupation lasted until 1943.

After the last major passenger service left KCIA for SEA, the airport started to shift and have a major focus on General Aviation (GA). Today, KCIA is home to 383 based aircraft and is part of the FAA's National Plan of Intergrated Airport Systems (NPIAS). The airport serves all sizes and types of aircraft, from commercial to recreational.

KCIA supports \$3.5 billion in local businesses, which supports more than 16,000 jobs. This creates \$2 billion in labor income for King County. The airport has a wide variety of tenants, and these tenants support more than 5,000 jobs in the regional economy. The airport is also home to three fixed-base operators (Modern Aviation, Signature Flight Support, and Skyservice), and several small airlines.

## Airport Leadership:

John Parrott, AAE - Director

David Decoteau, AAE, USAP - Deputy Director





# Airport Boundary Map

A portion of the airport is located in the city of Tukwila, and another portion is located in the city of Seattle.



# Community Demographics

Population of communities around the airport:

Communities	Population
Allentown, WA	5,161
Beacon Hill, WA	2,122
Georgetown, WA	1,949
SeaTac, WA	30,927
South Park, WA	23,759
Tukwila, WA	21,569
White Center, WA	15,479

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# Community Demographics

A diverse community demographic is crucial as it encourages inclusivity and promotes a sense of belonging.

## Racial Demographics in Allentown:

American Indian & Alaska Native: 2.7%  
Asian: 22.7%  
Black or African American: 14.2%  
Hispanic or Latino: 15.8%  
Native Hawaiian & Pacific Islander: 6.2%  
White: 30.3%  
Two or More Races: 3.2%  
Other: 4.8%

## Racial Demographics in Beacon Hill:

American Indian & Alaska Native: 0.1%  
Asian: 45.5%  
Black or African American: 11.9%  
Hispanic or Latino: 9.6%  
Native Hawaiian & Pacific Islander: 0.4%  
White: 27.5%  
Two or More Races: 5.1%  
Other: 0%

## Racial Demographics in Georgetown:

American Indian & Alaska Native: 1.9%  
Asian: 11%  
Black or African American: 1.9%  
Hispanic or Latino: 16.9%  
Native Hawaiian & Pacific Islander: 0%  
White: 65.8%  
Two or More Races: 2.5%  
Other: 0%

## Racial Demographics in SeaTac:

American Indian & Alaska Native: 0.7%  
Asian: 16.2%  
Black or African American: 24.3%  
Hispanic or Latino: 21.1%  
Native Hawaiian & Pacific Islander: 3.2%  
White: 29.8%  
Two or More Races: 7.6%  
Other: 0.24%

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# Community Demographics

A diverse community demographic is crucial as it encourages inclusivity and promotes a sense of belonging.

## Racial Demographics in South Park:

American Indian & Alaska Native: 0.7%  
Asian: 11.8%  
Black or African American: 4.3%  
Hispanic or Latino: 46.3%  
Native Hawaiian & Pacific Islander: 5.6%  
White: 26.2%  
Two or More Races: 5%  
Other: 0%

## Racial Demographics in Tukwila:

American Indian & Alaska Native: 1%  
Asian: 24.4%  
Black or African American: 17.4%  
Hispanic or Latino: 22.2%  
Native Hawaiian & Pacific Islander: 3.4%  
White: 31.8%  
Two or More Races: 7.1%  
Other: 9%

## Racial Demographics in White Center:

American Indian & Alaska Native: 1%  
Asian: 21.7%  
Black or African American: 10%  
Hispanic or Latino: 26%  
Native Hawaiian & Pacific Islander: 0%  
White: 37%  
Two or More Races: 5%  
Other: 1%

## Top Languages Spoken Around the Airport:

Amharic  
Arabic  
Chinese (Simplified & Traditional)  
English  
Mandarin  
Spanish  
Tagalog  
Vietnamese

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# Languages Spoken Around KCIA

Recognizing the diversity of languages in our communities promotes cultural inclusivity and enables effective communication with a wider range of community members.

## Top Languages Spoken Around the Airport

- Chinese (Simplified & Traditional)
- English
- Khmer
- Spanish
- Tagalog
- Vietnamese

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# Community Collaboration Plan Objectives

KCIA aims to facilitate effective communication between the airport and the communities it serves.

**Enhancing Communication:** KCIA wants to facilitate effective and transparent communication between the airport and the diverse communities around the airport. Our goal is to ensure that important information that impacts our communities is relayed.

**Addressing Community Concerns:** The airport wants to identify concerns and issues raised by our local communities such as noise, environmental impacts, and safety matters.

**Building Trust and Relationships:** The airport wants to foster a positive relationship with communities and interested parties around the airport in order to promote trust, collaboration, and a mutual understanding.

**Seeking Community Input:** We want to involve the community in the decision making around our planning and design process of our capital projects.

**Promoting Transparency:** KCIA strives to provide accessible and understandable information about our airport projects and initiatives to our communities.

**Mitigating Impacts:** The airport wants to work collaboratively with our communities and agencies to minimize impacts of our airport operations.

The objectives of our Community Participation Plan aim to foster an inclusive and cooperative relationship between the airport and the surrounding communities. KCIA will review and update the plan as needed, and if you have any suggestions regarding the plan, you can email us at [KciaCommunityOutreach@kingcounty.gov](mailto:KciaCommunityOutreach@kingcounty.gov).

# Community Engagement

## Different ways to get involved.

**Roundtable Advisory Committee:** The Roundtable is an advisory board that makes recommendations to the airport's administrators, the King County Executive, and the King County Council. Its membership includes representatives of aviation-related businesses and communities interested in airport issues. These meetings are open to the public and have a public comment period as part of the agenda. To register for these meetings, please follow the [link](#).

**Project-Specific Meetings:** The airport plays a vital role in these communities, so we always want to inform community members about large airport projects. You can also use this [link](#) to let us know of future project-specific meetings.

**Project Working Groups:** KCIA utilizes working groups for specific capital projects around the airport. Project working groups are comprised of community members, and they are selected from the list of community members who have signed up through our community engagement sign-up [form](#).

**Plane Talk Newsletter:** Stay up to date with events and projects at the airport. The airport sends out a newsletter on the first Friday of each month. This is a great way to stay informed about what's happening at the airport. You can register for the newsletter at the following [link](#).

**Community Meetings:** Airport staff regularly attend community meetings. A list of airport staff meetings will be posted on the airport's website.

If you would like KCIA to attend any community events, please email us at [KciaCommunityOutreach@kingcounty.gov](mailto:KciaCommunityOutreach@kingcounty.gov).

# Community Engagement in KCIA Projects

KCIA follows King County's guidance and determines where every project will fall on the community engagement continuum below during the pre-planning stage of the process.

Due to the heavily regulated nature of airports, most airport projects fall within County Informs, County Consults, or the County Engages in Dialogue. These projects will either be briefed to the round table or specific public meetings held depending on the total dollar value and type of project.

When projects fall in County and Community Work Together or Community Directs Action, the airport will develop community and tenant working groups for the projects. For these projects, the airport works to establish a charter for the project with the community and tenants who want to be more heavily involved in the project.

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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				
<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One interaction</li> <li>Term-limited to event</li> <li>Addresses immediate need of county and community</li> </ul>	<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One to multiple interactions</li> <li>Short to medium-term</li> <li>Shapes and informs county programs</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	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



# KCIA Standard Project Development

## Phases of an Airport Capital Project

**Pre-Planning:** The major goal of this stage of project development is to determine if a conceptual project idea becomes viable and authorized. Pre-planning starts when a project is identified and ends when that project is added to the approved Biennium Budget. There are 5 steps to completing this phase.

- **Project Idea:** A project idea is submitted with a high-level scope of work and budget estimate. Each project will be evaluated by airport leadership to determine if the project should move forward to being a part of the airport Capital Improvement List.
- **Project Idea Approved:** Airport Leadership Approves a project and ranks it against other priorities on the airport's capital improvement list. Just because a project makes it on the list does not guarantee that it will be funded or constructed. As part of the approval process, an initial determination will be made on where the project falls on the community engagement continuum.
- **Agency Proposed Budget:** The Airport Leadership Team moves projects from the CIP Proposed Project List into the proposed budget to be funded as a CIP Project.
- **Executive Proposed Budget:** The County Executive reviews and submits the whole County's budget to the County council for approval.
- **Council Adopted Budget:** Only at this stage is a project approved to start.

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# KCIA Standard Project Development

## Phases of an Airport Capital Project

**Planning:** This phase of the project involves reviewing different alternatives and evaluating compliance with all FAA standards. Depending on the type of project, a National Environmental Policy Act (NEPA) Determination will also be made. Some projects are just planning-level projects and conclude after this phase. It's during this phase that the final determination is made on where the project falls into the community engagement continuum and where the appropriate level of community and tenant engagement is proposed and budgeted.

**Preliminary Design:** Preliminary Design starts when a project's selective alternative is approved and ends when the project's baseline is approved. The project's selected alternative is moved to the 30% to 40% design level and establishes a project baseline scope, schedule, and budget.

- **Project Baseline:** means the scope, schedule, and budget set at the conclusion of the preliminary design phase when the preferred alternative has been selected, and the design has progressed adequately to make a reasonable and informed commitment. The project baseline is used as a basis for variance reporting and performance measurements for the entire project.

**Final Design:** The Final Design Phase of a project starts when the project's baseline is approved and ends when the project's design package is approved to be advertised.

**Implementation:** The Implementation Phase begins when the construction contract procurement process is initiated and ends when the contractor reaches substantial completion.

**Project Close Out:** Closeout begins when a Notice of Substantial Completion is issued and ends when all permitting, financial and grant reporting is complete, and project documents are archived.

# Project Notification

Below is a table for how the county will engage the community and tenants if the project falls into one of the following categories on the King County Community Engagement Continuum

- County Informs
- County Consults
- County Engages in Dialogue

<p><b>Airport maintenance projects, New CIP Projects less than 1 million dollars, new technology projects that are less than 10 million dollars and all tenant-funded projects.</b></p> <p><b>Project Examples:</b></p> <ul style="list-style-type: none"> <li>• Pavement Replacement</li> <li>• Storm Water Pipe Lining</li> <li>• Light Replacement</li> <li>• Tenant Hangar Construction</li> </ul>	<p>Written Notification</p> <p>This could be an email, Newsletter notice or a notice at the airport round table prior to the start of consution.</p>
<p><b>New capital airport projects between 1 - 5 million dollars.</b></p> <p><b>Project Examples:</b></p> <ul style="list-style-type: none"> <li>• Installation of In-pavement Runway Guard Lights</li> <li>• Demolition of current building</li> <li>• Installation of Electric Vehicle Charging Stations</li> </ul>	<p>Airport staff will brief the Roundtable and provide project updates at monthly meetings.</p> <p>Updates will be provided during the project's pre-planning, planning, design, implementation, and close-out phases.</p>
<p><b>New projects over 5 million dollars and all airport funded projects over 10 million dollars.</b></p> <p><b>Project Example:</b></p> <ul style="list-style-type: none"> <li>• Runway 14L/32R Rehabilitation</li> <li>• Runway 14R/ 32L Rehabilitation</li> <li>• Addition of New Airport Maintenance Building</li> </ul>	<p>Airport staff will notify the Airport Roundtable members and hold at least three specific project outreach meetings.</p> <p>Project Outreach Meetings will be held during the pre-planning process, early design, and after the final design but before implementation.</p>

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# Community Working Groups

For projects that fall into one of the following categories on the King County Community Engagement Continuum, a working group will be formed of both community members and airport tenants.

- County and Community Work together
- Community Directs Action

When a project falls into one of these categories and the gate committee approves it to be funded, airport staff will message all who have registered via the following link to let airport staff know they are interested in serving on a project working group.

In the first email, airport staff will send high-level information about the project and its anticipated duration, along with instructions on what to do if you are interested in being part of that specific project working group.

A charter will be created once the project's working group is formed, but before the project officially kicks off. In the charter, a project budget will be established by airport staff.

At the working group's conclusion, community members and airport staff will present their findings and recommendations to airport leadership, who will determine if additional steps should be taken.

**Due to FAA regulations, the airport cannot pay community members for being in a working group or attending working group meetings.**

An example of a recently completed working group would be the airport's Northwest Fence Line Replacement Project, where community members and staff members worked together to determine the best type of fence that runs along some of the Georgetown neighborhoods while still being compliant with FAA standards. You can find more about that project [here](#).

# Get Involved with KCIA

It's important for us to provide clear ways for our communities to contact us in order to foster open communication, address concerns, provide support, and build strong relationships with those we serve.

Ways to Get Involved	Information
Front Desk Phone Number	(206) 296-7380
24/7 Operations Phone Number	(206) 296-7334
Community Outreach Email	KciaCommunityOutreach@kingcounty.gov
Facebook	@KingCountyAirport
Instagram	@KingCountyAirport
King County International Airport Website	<a href="http://www.kingcounty.gov/airport">www.kingcounty.gov/airport</a>
Airport Roundtable Advisory Committee	<a href="#">Join our monthly Roundtable Meetings</a>
Careers at King County	<a href="#">Visit the King County Career Page</a>
KCIA Plane Talk Newsletter	<a href="#">Subscribe to Plane Talk</a>
Stay Informed on KCIA Projects	<a href="#">Sign up to be informed about future Airport Projects</a>
Visit our Community Engagement Website	<a href="#">KCIA Community Engagement Website</a>

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# Media Inquiries

For Media Inquiries, you can email [KciaMedia@kingcounty.gov](mailto:KciaMedia@kingcounty.gov). You can also call (206) 263-9758 or (206) 409-7840 to get in touch with one of our Public Information Officers (PIO).

# Draft

# Website Links

(1): Airport Roundtable Advisory Committee:

<https://kingcounty.gov/services/airport/airport-roundtable.aspx>

(2): Stay Informed on the Planning and Designing of Capital Projects at BFI:

[https://forms.office.com/Pages/ResponsePage.aspx?id=mgXlUVB210mZlnLf6V1px71-TkD\\_Fu5KqUzpm8iOEVNUMFZEQ1hWQkNJT1pPVUNPUkZEUVJDMIFGNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=mgXlUVB210mZlnLf6V1px71-TkD_Fu5KqUzpm8iOEVNUMFZEQ1hWQkNJT1pPVUNPUkZEUVJDMIFGNC4u)

(3): Subscribe to Plane Talk:

<https://content.govdelivery.com/accounts/WAKING/bulletins/3800b08>

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Thank you for supporting the  
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## Contact

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King County International Airport Boeing Field  
7277 Perimeter Rd. S. Ste. 200  
Seattle, WA 98108  
(206) 296-7380

[www.kingcounty.gov/airport](http://www.kingcounty.gov/airport)  
[KciaCommunityOutreach@kingcounty.gov](mailto:KciaCommunityOutreach@kingcounty.gov)



Number	Name	PM	YTD Actuals	\$ Annual Variance	% Annual Variance	Key Activities - Current Quarter	Key Activities - Next Quarter	Closely Monitored Issues and Key Risks
1135085	RUNWAY 14L-32R REHAB	Miller	\$33,705		0%	Execute the construction contract, and contractor will mobilize to the site and begin site preparation and pavement demo.		If we continue to experience delays with central procurement & Permitting, the projects schedules will be delayed. If the projects schedule is delayed this will jeopardize our FAA funding. FAA has not committed any AIP discretionary funds to the project in writing. FAA has not previously submitted timely reviews, if timely responses are not received this could further delay the project. Current project forecast is roughly \$9m over the project appropriation, the difference between the forecast and appropriation is due to the addition of a PM Services, inflation, and additional scope items that were added by stakeholders at 30%. Invoices from RS&H have been severely delayed and they are roughly 11 months behind in billing. Ginny and I met with RS&H on 6/7/2023 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.
1139512	TAXIWAY B TOFA SAFTY CORR	Miller	\$2,940		0%	Execute contract and develop a critical path schedule with the consultant and begin design.		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.
1141114	A11 CONNECTOR RECONST	Miller	\$29,765		0%	Open construction bids, evaluate the bids and execute the construction contract.		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.
1141122	STRMWTR PIPE REPLCMT PH III	Dumaliang	-\$25,806		0%	Execute Construction and CM contracts. Notice to proceed and start of construction. Design Phase III is executed for CA and closeout.		Procurement schedule for rebid.
1141128	AIRPORT WAY STORMWATR INPUT	Dumaliang	\$9,206		0%	Start design process.		FAA NEPA review timeline will extend to next year. Design contract to be extended to March 2023..
1141154	CARBON ACCREDITATN STUDIES	Miller	\$2,021		0%	Finalize coordination with tenants and begin drafting the Level 3 certification docs.		KCIA has to continually demonstrate emission reductions, which is currently not shown in our emission trends.
1141164	AIRFD ELEC SYS UPGDE PH III	Dumaliang	-\$155,025		0%	Execute Construction and CM contracts. Notice to proceed and start of construction. Design Phase III is executed for CA and closeout.		Procurement process includes contract and CM services. These will need to be completed by 2Q 2024.
1141172	ASSET MGT FRAMEWORK	Dumaliang	\$1,287		0%	Complete Phase II Implementation Plan		Seeking feedback from leadership on priorities for implementation plan
1141350	STRMWTR FACLTY CLEANING	Dumaliang	\$0		0%	None		Review status of universal contract.
1141353	STRMWATR LINE/CB CLEANING	Dumaliang	\$0		0%	Conduct line cleaning and CCTV.		Work with Contracts on the use of the VPC contract.
1141355	SLIP 4 SOURCE CONTRL INVEST	Dumaliang	\$0		0%	Perform work.		None
1142941	ART PERMITTING	Khalili	\$15,549		0%	Support King County ART Permitting		NA
1143915	RUNWAY 14R-32L REHAB	Miller	\$2,197		0%	Execute both contracts, and work with consultants to develop a critical path schedule and begin work.		FAA ADO is required to review and approved the Scope and fee before the contract can be executed. This process can take months, which would delay the project. Timely responses from the FAA ADO are required.
1143917	WANG SITE REHAB	Miller	\$3,950		0%	Begin on-site activities		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

1143948	VISION 2045/PART 150 STUDY	Bartley	\$118,171		0%	Consultant finish Aviation Forecast and submit to FAA for review. Draft inventory submitted to airport start noise exposure maps start environmental considerations start agis survey work Start facilities requirements documentation	Final Forecast Chapter Final Inventory Chapter Continue noise exposure maps. Start Land use impact analysis Finish environmental inventory Finish agis survey work, continue data collection Start facilities requirements documentation Start 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.
1146188	FSS HVAC SYS REPL & SOLAR	Miller	\$24,584		0%	Finalize the bid documents, evaluate the bids, and execute the construction contract.		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.
1146794	AIRPORT STRATEGIC PLAN	Bartley	\$1,547		0%	Mission Vision and Values workshops SWOT Analysis Desing Evaluation Framework	Community Meetings for draft and final documents	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.
1146861	PLANNING PRGM CIP ADMIN	Bartley	\$1,547		0%	Contract Management Budget Prep	Contract Management Budget Prep	Closing out old WOs and balancing work with new master WOs
1146863	LAP UPS AREA PNDING REMDTN	Khalili	\$3,392		0%	Construction Contracting will be starting end of May.		N/A
1146953	FAC SPU BACKFLOW	Khalili	\$14,994		0%	Construction Contract and start installation.		Water Shut down for couple of Hrs
1147071	SENSUS WATER METER INSTALL	Khalili	\$924		0%	Working with 3rd party to replace water meters		Delay from 3rd party installer



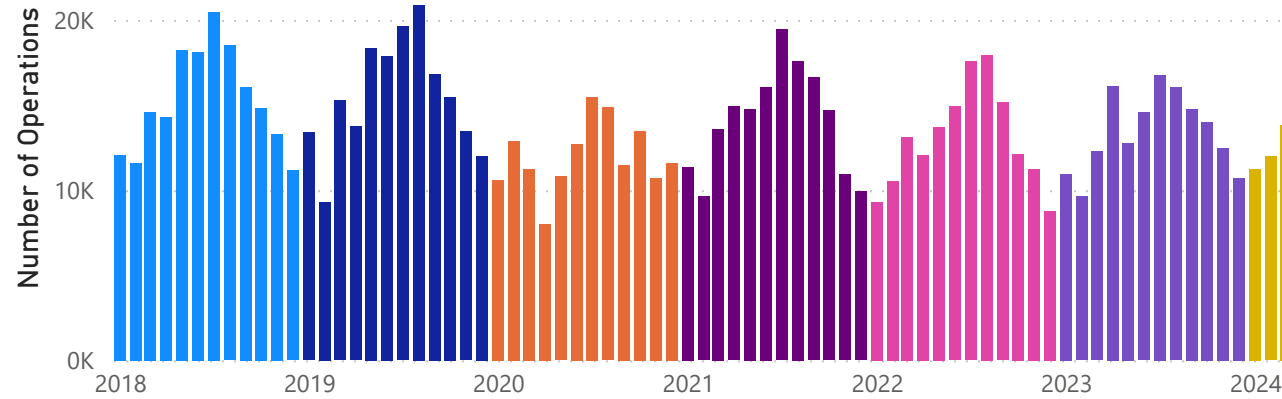






## Total Flight Operations 2018 - Present

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

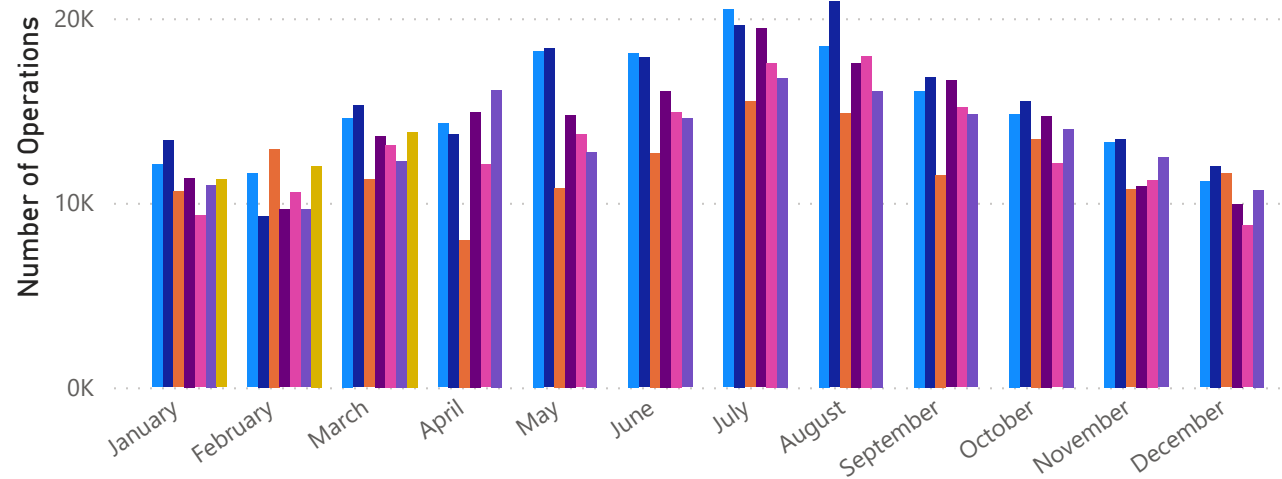


## Total Flight Operations 2018 - Present

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	
May	18,242	18,365	10,797	14,774	13,700	12,760	
June	18,133	17,876	12,715	16,072	14,919	14,562	
July	20,474	19,629	15,497	19,449	17,567	16,763	
August	18,506	20,903	14,869	17,575	17,955	16,045	
September	16,062	16,830	11,489	16,625	15,160	14,780	
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>37089</b>

## Total Flight Operations Comparison

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

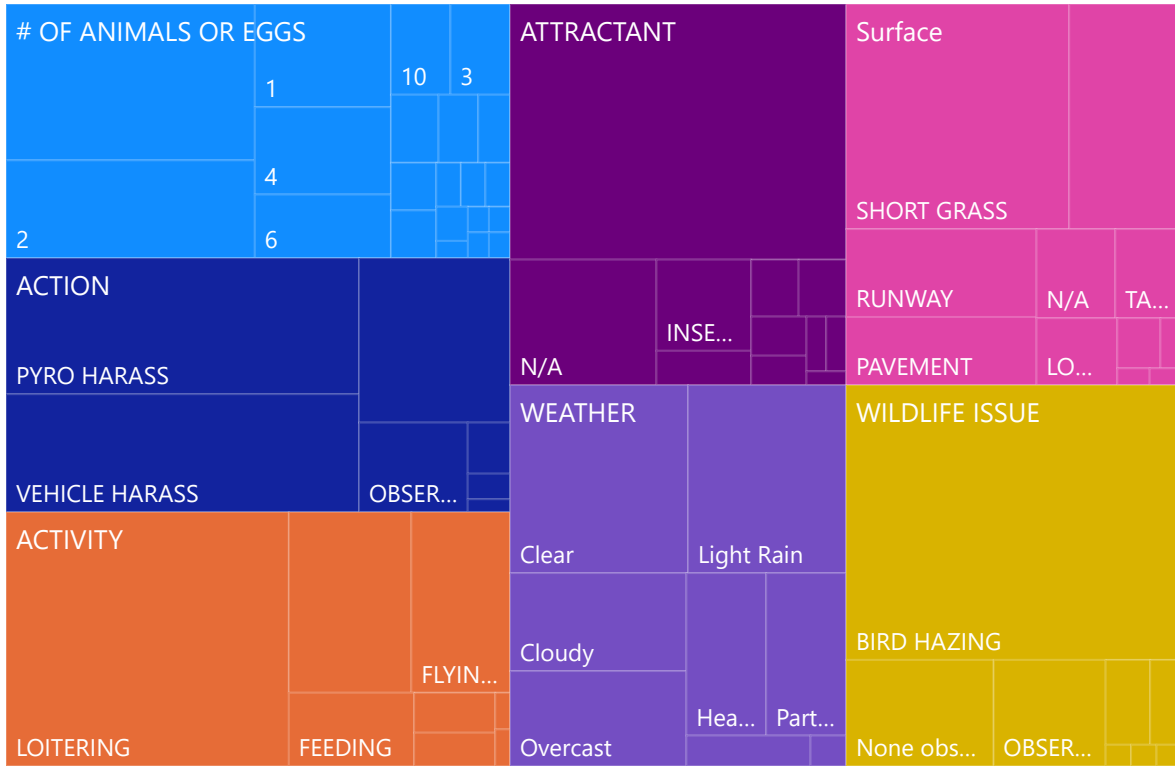


Year

Quarter

Month

# Count of REQUESTID by CUSTFIELDNAME and CUSTFIELDVALUE



INITIATEDBY  CATEGORY  CUSTFIELDNAME

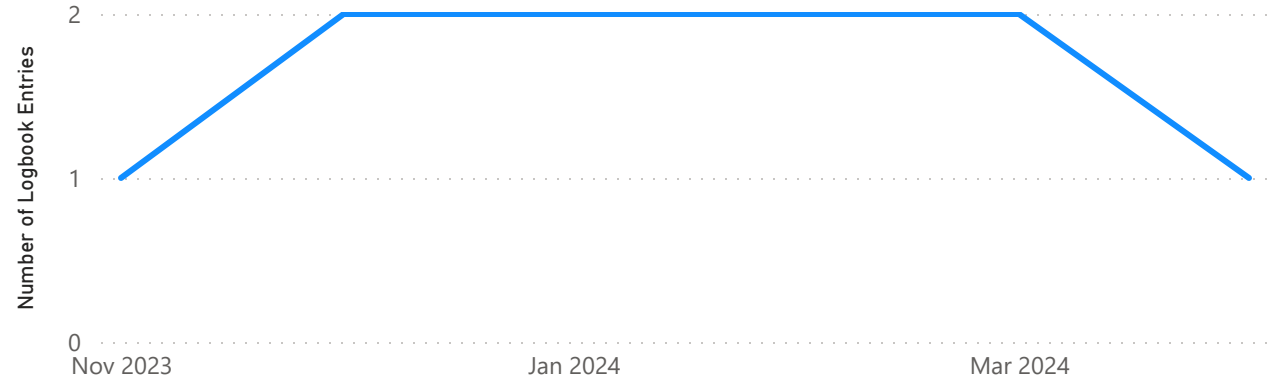
DATETIMEINIT

📅 11/11/2023 - 5/10/2024

# 237

Count of REQUESTID

## Number of Logbook Entries Created Over Time

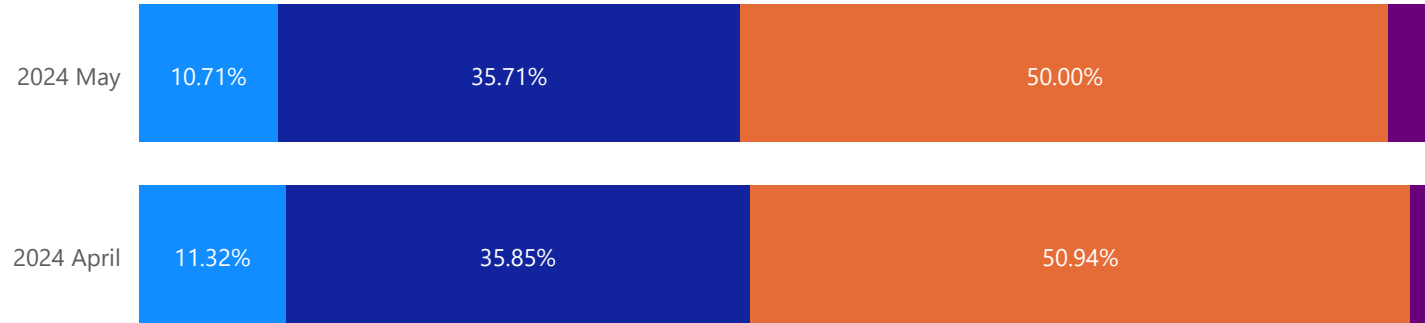


REQUESTID	# OF ANIMALS OR EGGS	ACTION	ACTIVITY	ATTRACTANT	Surface	WEATHER	WILDLIFE ISSUE
12840		VEHICLE HARASS	LOITERING		SHORT GRASS	Clear	BIRD HAZING
12835						Clear	None observed
12831		VEHICLE HARASS	FLYING LOCAL		SHORT GRASS	Cloudy	BIRD HAZING
12828	12					Light Rain	OBSERVED
12827	2	VEHICLE HARASS	LOITERING		SHORT GRASS	Light Rain	BIRD HAZING
12826	1	VEHICLE HARASS	LOITERING		PAVEMENT	Light Rain	BIRD HAZING
12818	1	VEHICLE HARASS	LOITERING		PAVEMENT	Cloudy	BIRD HAZING
12816	1	VEHICLE HARASS	LOITERING		TAXIWAY	Clear	BIRD HAZING
12812		PYRO HARASS	FLYING LOCAL		RUNWAY	Clear	BIRD HAZING
12811		PYRO HARASS	LOITERING		SHORT GRASS	Clear	BIRD HAZING



## Inspection Types by Month as a Percentage

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



INITIATEDDATE

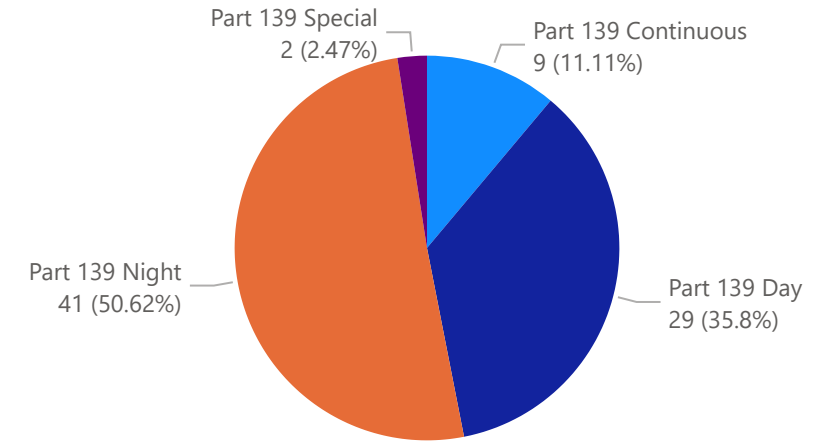
Last  Months

4/11/2024 - 5/10/2024

81

INSPECTIONID

## Part 139 Inspections by Type

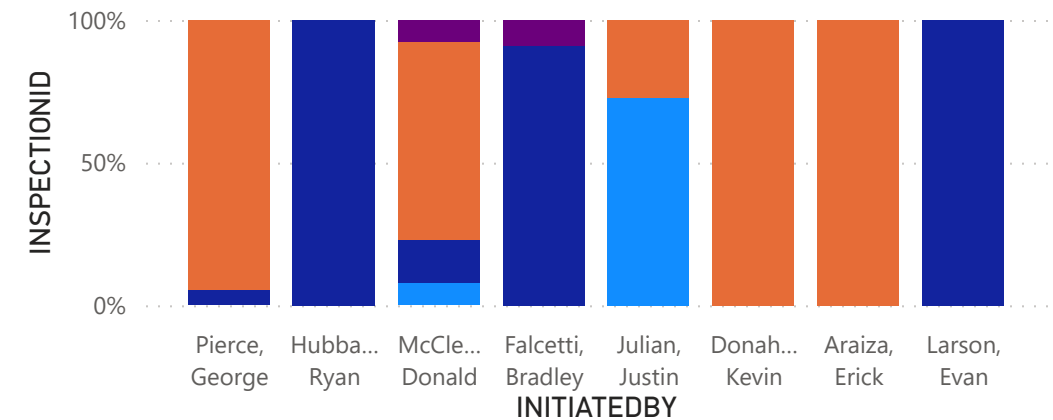


INSPECTIONID	INITIATEDDATE	INSPTEMPLATENAME	INITIATEDBY	INSPECTEDBY	CLOSEDBY	STA
<a href="#">6532</a>	05/10/2024	Part 139 Night	Pierce, George	Pierce, George		OPE
<a href="#">6531</a>	05/09/2024	Part 139 Night	McClendon, Donald	McClendon, Donald	McClendon, Donald	CLO
<a href="#">6530</a>	05/09/2024	Part 139 Day	Larson, Evan	Larson, Evan	Larson, Evan	CLO
<a href="#">6529</a>	05/09/2024	Part 139 Night	Pierce, George	Pierce, George		OPE
<a href="#">6528</a>	05/08/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLO
<a href="#">6527</a>	05/08/2024	Part 139 Day	Larson, Evan	Larson, Evan	Larson, Evan	CLO
<a href="#">6526</a>	05/07/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLO
<a href="#">6525</a>	05/07/2024	Part 139 Day	Larson, Evan	Larson, Evan	Larson, Evan	CLO
<a href="#">6524</a>	05/07/2024	Part 139 Continuous	Julian, Justin	Julian, Justin	Julian, Justin	CLO
<a href="#">6523</a>	05/06/2024	Part 139 Night	Donahue, Kevin	Donahue, Kevin	Donahue, Kevin	CLO

Total

## Inspection Types by Employee as a Percentage

Inspection Type ● Part 139 Conti... ● Part 139 Day ● Part 139 Night ● Part 139 Sp...



# All Logbook Entries



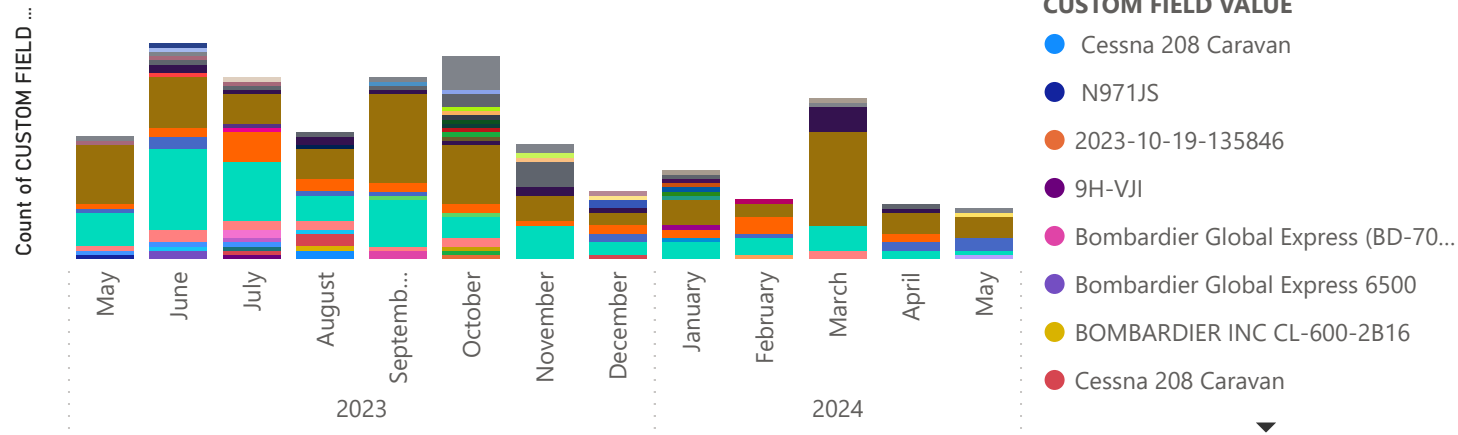
## How To Use This Report:

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.

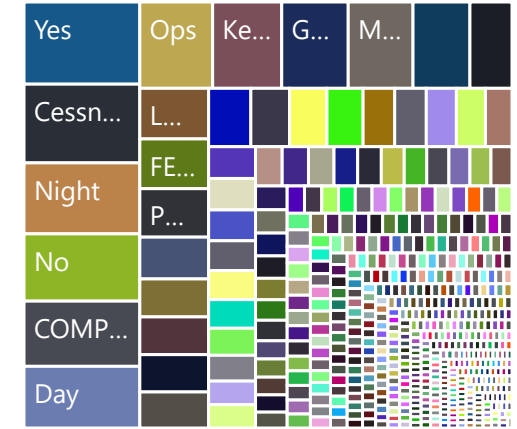
Date ▼

Last ▼ 1 Years ▼

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



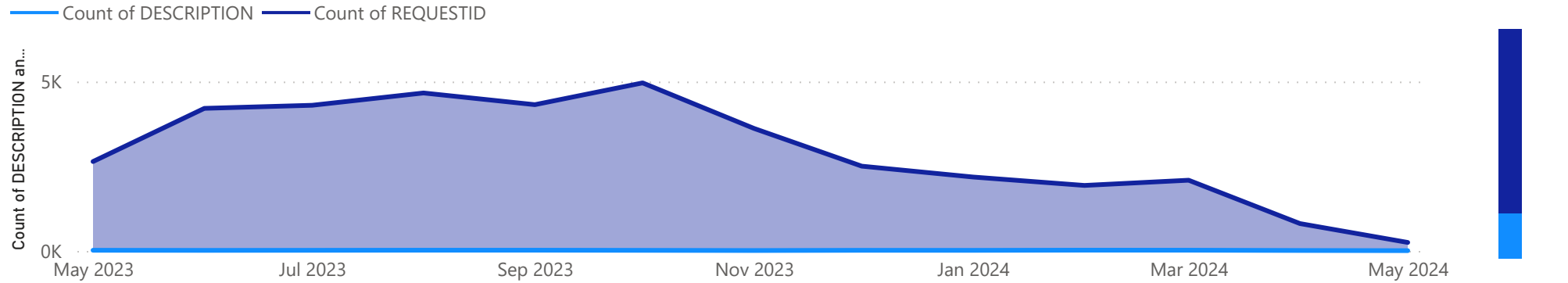
## Count of Custom Field Value and Logbook Entry



## 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 Reservation

## 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: **2597**

REQUESTID	# Birds Seen	# Birds Struck	# OF ANIMALS OR EGGS	# of Crew	# of Crew (archived)
12843					
12841					
12840					
12839					
12837					

## General Details Based on 'Description'

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

Count of Logbook Entries based on Description: **2700**

REQUESTID	DATETIMEINIT	DESCRIPTION	STATUS	DETAILS
<u>12843</u>	05/10/2024	Security Inspection	OPEN	Patrolled and inspected all airport ga No issues.
<u>12842</u>	05/09/2024	Snow and Ice	OPEN	Vehicle calibrated to summer specs.
<u>12841</u>	05/09/2024	Fuel Spill	OPEN	Roughly 160 gallons of jet A was

**Total**