



AGENDA

Burien Airport Committee

Tuesday, October 18, 2022 – 6:00 p.m.

Zoom Webinar

Public Access Link: <https://bit.ly/3RIItMO>

Staff Liaison: Nathan Hawthorne, Paralegal | Email nathanh@burienwa.gov

NOTE: As the state is still in a declared state of emergency for COVID-19 under [Proclamation 20-05](#), agencies have the option to conduct remote meetings, or to limit in-person, under this revision to the law. In an effort to encourage our community to continue to view and participate in Advisory Body Meetings, we request that you contact the Advisory Body Staff liaison for more information regarding meeting access.

1. CALL TO ORDER

2. ROLL CALL

Deputy Mayor Kevin Schilling, Chair
Karen Veloria, Vice Chair
Mayor Sofia Aragon
Councilmember Jimmy Matta
Holly Mouser-Guerra
Savannah Sly
Stephen Wydick
Jeff Harbaugh
City Attorney Garmon Newsom II, Ex-Officio Member

3. APPROVE MINUTES

a) **Minutes of the September 20, 2022 Burien Airport Committee Meeting.**

3 - 4

 [September 20, 2022, BAC Draft Minutes](#)

4. BUSINESS AGENDA

a) **Climate Action Plan Updates – Written budget proposal to Council to fund community air filter event.**
(Savannah Sly, BAC Member)

5 minutes

b) **Update on StART (SEA Stakeholder Advisory Round Table) Activities.**
(Garmon Newsom II, City Attorney)

5 minutes

- c) **Federal Legislative Updates**
(Mayor Sofia Aragon)

10 minutes

- d) **Review of Committee Workplan Draft**
 **(Karen Veloria, BAC Vice Chair)**

5

10 minutes

[BAC Workplan - Jan. 2022 \(draft\)](#)

- e) **Volunteers for Comprehensive Plan Advisory Committee**
(Garmon Newsom II, City Attorney)

5 minutes

- f) **Discussion about resuming in-person BAC meetings**
 **(Deputy Mayor Kevin Schilling)**

7 - 10

10 minutes

[Conducting Advisory Body Meetings Memo](#)

5. PUBLIC COMMENT

There are three ways to provide public comment: Email (preferred) Text, or Online. Public comment shall be limited to two minutes per speaker.

1. **Email (preferred):** You can provide a public comment in advance by sending an email to AirportCommittee@burienwa.gov. The Staff Liaison will read your comment aloud during the meeting. Cutoff for emails will be at 4:45 p.m. on the day of the meeting.
2. **Text:** Send a text to AirportCommittee@burienwa.gov (simply enter the email address in the "To:" line of the text) and the Staff Liaison will read your comment aloud during the meeting. Cutoff for emails will be at 4:45 p.m. on the day of the meeting.
3. **Online (Zoom):** If you are unable to provide public comment via email or text, and would still like to provide public comment during the meeting, you will need to login to the Zoom meeting that begins at approximately 6:00 p.m.

6. ADJOURNMENT

The next Burien Airport Committee meeting is scheduled for Tuesday, November 15, 2022, at 6:00 p.m. via Zoom webinar.

Staff Liaison: Nathan Hawthorne, Phone 206-439-3165 | Email nathanh@burienwa.gov



DRAFT MINUTES

Burien Airport Committee

Tuesday September 20, 2022 – Zoom Webinar

NOTE: In accordance with Governor Inslee’s [Proclamation 20-28.15 - Open Public Meetings Act and Public Records Act Proclamations](#), Burien was required to provide a remote meeting public attendance option, and requirements for in-person meetings were suspended. In an effort to encourage our community to continue to view and participate in council meetings, Burien requests that you visit our website for more information regarding [Virtual Meeting Access](#).

1. CALL TO ORDER

Mayor Sofia Aragon called the Burien Airport Committee meeting to order at 6:05 p.m.

2. ROLL CALL

Members Present:

Deputy Mayor Kevin Schilling

Jeff Harbaugh

Jimmy Matta

Holly Mouser-Guerra

Karen Veloria

Savannah Sly

City Attorney Garmon Newsom II, Interim Ex-Officio

It was noted that Mayor Sofia Aragon and Committee Member Steve Wydick would be absent and were excused upon a motion made by Committee Member Jeff Harbaugh, seconded by Committee Member Karen Veloria. The motion passed unanimously.

3. CONFIRM AGENDA

- a) **Agenda** of the August 16, 2022, Burien Airport Committee Meetings.

It was moved by Councilmember Jimmy Matta, seconded by Committee Member Karen Veloria, to confirm the agenda of the August 16, 2022, Burien Airport Committee. Motion passed unanimously.

4. APPROVE MINUTES

- a) **Minutes** of the August 16, 2022, Burien Airport Committee Meetings.

It was moved by Committee Member Councilmember Jimmy Matta, seconded by Committee Member Karen Veloria, to approve the minutes of the August 16, 2022, Burien Airport Committee meetings. Motion passed unanimously.

5. BUSINESS AGENDA

- a) **Climate Action Plan Update:** Committee Member Savannah Sly provided an update on implementing the Climate Action Plan into the work of the BAC. It was proposed that there could be a community event to build in-home air filters out of box fans to purify air of pollutants from wildfires and airport activity.

Committee Member Sly will present a written proposal to the committee to make a budget request to the City Council to fund this community event. The committee will vote on the written proposal being presented to the Council.

- b) **Update on StART (SEA Stakeholder Advisory Round Table) Activities:** City Attorney Newsom provided an update from the StART meeting, specifically that the meeting focused on sustainable and alternative jet fuels and questions about where airports could be expanded or built.
- c) **Committee Workplan Review:** There was a brief discussion whether the provided workplan was the most recent iteration. Review of the most recent draft workplan can continue next meeting.
- d) **Federal Legislative Updates:** No updates to provide for this meeting as Mayor Aragon was unable to attend.

6. PUBLIC COMMENT

Dave Kaplan, Port of Seattle, provided some additional context regarding the FAA reauthorization letter and encouraged Burien community organizations to apply for South King County Community Impact Fund, the Economic Recovery Grant program and the Environmental Grant program.

7. ADJOURNMENT

The next Burien Airport Committee meeting is scheduled for Tuesday, October 18, 2022, at 6:00 p.m. via Zoom webinar.

Meeting was adjourned at 6:40 p.m. by Deputy Mayor Schilling.

Nathan Hawthorne, Staff Liaison, Recorder

City of Burien, Washington
Burien Airport Committee (BAC)
2021-2022 DRAFT Workplan (Rev 1/11/22)

	Topic	Priority	Term	Committee Leads
A	Sustainable Airport Master Plan (SAMP) <ol style="list-style-type: none"> 1) SAMP Review by Committee when released early 2022. 2) Presentation by Port staff on SAMP Process at July 20, 2021 BAC meeting. 3) Review projections for future airport use, community impacts, cargo flight increase. 4) Review siting efforts for new airport. 	High	Short term	Holly, Javier, Jeff, Stephen
B	Sustainable Aviation Fuel (SAF) <ol style="list-style-type: none"> 1) Presentation by ASCENT, WSU research lab on aviation jet fuel at August 17, 2021 BAC meeting. 2) Review SAF efforts and legislation. 	High	Medium term	CM Schilling, Jeff, Javier
C	Port of Seattle Partnerships <ol style="list-style-type: none"> 1) Improve relationship and information sharing with Port. 2) Develop list of Port of Seattle funding provided directly to Burien for environment, education, health, economic development, etc. 3) Invite Port Staff/Commission to attend BAC meeting for Port updates on noise mitigation, health concerns, and post COVID projections. 4) Provide public comment at Port Commission meetings. 	Medium	Long term	Jeff
D	Noise mitigation efforts <ol style="list-style-type: none"> 1) Review solutions to reduce noise such as late-night flights, engine thrust use, etc. 2) Presentation by Port staff on Noise Insulation Program at November 16, 2021 BAC meeting. 	High	Medium term	
E	Land use and zoning <ol style="list-style-type: none"> 1) Review land use/zoning in airport impacted areas; industrial zoning, SR509 expansion. 2) Develop zoning map of Burien overlaid with Port Noise data. 3) Presentation by City Staff on Burien zoning/land use near airport at September 21, 2021 BAC meeting. 4) Presentation by City Staff on Ambaum Corridor and Boulevard Park Community Plans at November 16, 2021 BAC meeting. 	Medium	Long term	Holly, Jeff
F	City's Climate Action Plan <ol style="list-style-type: none"> 1) Presentation by City Staff on City's Climate Action Plan at July 20, 2021 BAC meeting. 2) Recommend including connection to the climate impacts of airport in the Plan. 3) Explore HEAL Act and how it may benefit Burien. 	Medium	Short term	
G	Health mitigation efforts <ol style="list-style-type: none"> 1) Provide education to help reduce airport related health impacts. 2) Presentation by Public Health on Community Health and Airport Operations Pollution at April 20, 2021 BAC meeting. 3) Presentation by Rep. Tina Orwall on UW Healthy Air, Healthy Schools Study at December 21, 2021 BAC meeting. 4) Explore health equities zones and how they may benefit Burien. (possible presentation) 	High	Long term	

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Memorandum

To: Staff Liaisons of City of Burien Advisory Bodies

- Arts Commission | Gina Kallman, Cultural Arts Supervisor
- BEDP | Chris Craig, Economic Development Manager
- Burien Airport Committee | Nate Hawthorne, Paralegal
- Human Services Commission | Colleen Brandt-Schluter, Human Services Manager
- Parks and Recreation Advisory Board | Casey Stanley, Recreation Manager
- Planning Commission | Nicole Gaudette, Senior Long-Range Planner

From: Heather Dumlao, City Clerk *hd*
 Cathy Schrock, Administrative Services Director *cms*

Cc: Adolfo Bailon, City Manager
 Carolyn Hope, PaRCS Director
 Garmon Newsom II, City Attorney
 Susan McLain, Community Development Director

Date: October 10, 2022

Re: Conducting Advisory Body Meetings Post COVID-19 Emergency Order

DEFINITIONS

Advisory Body Members ([City Policy 400-01](#)). Individuals appointed by the Burien City Council and represented through the Planning Commission (PC), Business and Economic Development Partnership (BEDP), Parks and Recreation Advisory Board (P-RAB), Arts Commission, and Human Services Commission (HSC).

Arts Commission ([BMC 2.50.010](#)). The Burien city council created the arts commission to provide advice to the city council on arts, culture programs, and projects; initiate or sponsor programs to increase public awareness of and interest in fine and performing arts and cultural activities; obtain private, local, state, and federal funds to promote art projects in Burien; advise the council and Burien staff on obtaining or purchasing artwork for municipal installation; and work with local schools and arts organizations for Burien's benefit.

Burien Airport Committee ([Resolution No. 405](#)). The Burien city council adopted Resolution No. 384, which created a committee to address the issues related to Seattle Tacoma International Airport.

Business and Economic Development Partnership “BEDP” ([BMC 2.50.010](#)). The Burien city council created the Burien business and economic development partnership to provide advice to the city council on Burien’s economic development through the analysis, consideration, improvement, and review of economic development components of Burien’s comprehensive plan, and to make recommendations to the city council on economic development programs and priorities.

Governing Body ([RCW 42.30.020](#)). The multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

Human Services Commission ([BMC 2.50.010](#)). The Burien city council created the human services commission to provide advice to the city council on human services issues in Burien and human services funding allocations by reviewing human services requests and making funding allocation recommendations; to review the performance of Burien-funded human services agencies and programs, and to make recommendations on how human services can be more effectively, cost-efficiently, or better provided in Burien.

OPMA ([RCW 42.30.090](#)). This chapter [[RCW 42.30](#)] may be known and cited as the Washington state open public meetings act or OPMA.

Parks and Recreation Advisory Board “P-RAB” ([BMC 2.50.010](#)). The parks and recreation advisory board was created to provide advice to the Burien city council on park-related concerns such as: the use and acquisition of land for parks, trails, and P-RAB facilities; the creation and objectives for P-RAB recreation programs; the identification and pursuit of grants for P-RAB purposes; and the care for trees and other vegetation on parks property.

Planning Commission ([BMC 2.50.010](#)). The planning commission was created to advise and make recommendations to the Burien city council on Burien’s future growth through analysis, review, and recommendations regarding Burien’s comprehensive plan and related land use documents.

BACKGROUND

Historically, the city’s governing body (City Council) and the city’s advisory bodies conducted in-person meetings in meeting rooms located at Burien City Hall, Burien Community Center, and Moshier Community Art Center.

Due to the COVID-19 pandemic, which limited public gatherings, the city’s governing body and the city’s advisory bodies conducted virtual meetings via Zoom Webinar to effectively maintain and conduct business. Currently, advisory bodies continue to conduct their meetings virtually.

With state-of-the-art technology, the City of Burien has paved the way – a leader among neighboring cities – in conducting hybrid (in-person and virtual) city council meetings.

City staff take great pride in creating equal accessibility for city staff, city council, and community members to attend/participate in-person or virtually at city council meetings. Community members can also share comments in-person, virtually, or submit written comments for the record.

ISSUE

On September 8, 2022, Governor Inslee issued an [announcement](#) to end the state of emergency by October 31, 2022 (see Proclamation [20-05](#)). Because an emergency will no longer be declared, the city must comply with the OPMA by providing a physical meeting location space for community members to attend advisory body meetings.

Conducting an efficient and effective meeting requires resources that staff liaisons must consider when transitioning from a virtual meeting environment to in-person or hybrid meeting environments, such as the following:

In-person Meetings:

1. What meeting room will the meeting be conducted?
2. How much time will you need to setup and takedown (e.g., chairs, tables, computer/presentation equipment)?
3. Are there hours of limitation for community members to access the building/meeting room?
4. How will community members share public comment?
5. Is interpretation necessary?
6. Are security personnel and elevator access necessary?

Hybrid Meetings:

In addition to all of the above items, regarding in-person meetings,

1. How will the virtual portion be managed/moderated, including public comment?
2. Will you need additional staff support?
3. What technology or equipment would be required?
4. What training would be required?

RECOMMENDATION

The city has taken great strides to provide hybrid city council meeting access; advisory bodies should strive to meet the city's current business standards (i.e., hybrid meetings). However, in accordance with the OPMA, the priority will be to provide community members a physical meeting location space to attend and participate in-person beginning on November 1, 2022.

With this deadline in mind and the items of consideration listed above, it is recommended that staff liaisons determine how they will conduct their advisory body meetings (in-person or hybrid) going forward with their current staffing/resource levels. The staff liaison shall update their advisory body at their next available meeting.

If conducting an in-person or hybrid meeting is not attainable by November 1, 2022, the staff liaison must produce a written plan documenting what plans and deadlines are in place to comply with the OPMA. The written plan must be filed with the City Clerk by October 31, 2022.

Lastly, it is encouraged for public agencies to make use of remote access tools as fully as practicable to encourage public engagement and better serve their communities (see [2022 c 115 § 1](#)). For this reason, staff liaisons shall report physical and virtual attendance numbers to the City Clerk after each advisory body meeting. The City Clerk will compile the data for review and evaluation with the advisory body staff liaison to determine how best to meet the service levels needed. The City Clerk will provide an attendance form, which is currently being developed, at a later date.

REFERENCES

Chapter 42.30 RCW – Open Public Meetings Act

Engrossed Substitute House Bill 1329

Burien Municipal Code 2.50 – Boards and Commissions

Orientation Handbook – Advisory Boards and Commissions