



## BURIEN AIRPORT COMMITTEE (BAC) AGENDA

**Tuesday, February 20, 2018 at 6:00 p.m.**  
**Burien Community Center, Chelsea Room**  
**14700 – 6<sup>th</sup> Ave SW, Burien, WA 98166**

**COUNCIL COMMITTEE MEMBERS:** Mayor Jimmy Matta; Councilmember Pedro Olguin

**BUSINESS COMMITTEE MEMBERS:** Jill Esau; Matthys van Leeuwen

**RESIDENT COMMITTEE MEMBERS:** John O. Creighton; Sharyn Parker

**SUPPORT STAFF:** Lori Fleming, Management Analyst, Phone #206-248-5518, E-mail: [Lorif@burienwa.gov](mailto:Lorif@burienwa.gov)

**EX OFFICIO MEMBER:** Brian Wilson, City Manager

1. **CALL TO ORDER**
2. **PUBLIC COMMENT**
3. **REVIEW DRAFT MINUTES from October 17, 2017 (pages 2-3)**
4. **BUSINESS AGENDA**

Item	Time	Page #
a. Responses received to Resolution No. 396 addressing aviation capacity needs. (State Transportation Secretary and Puget Sound Regional Council (PSRC)).	10 min.	6-10
b. Update of various airport study efforts: 1) PSRC leading a new regional aviation baseline study. 2) Port of Seattle Stakeholder Advisory Roundtable (StART). 3) Quiet Skies Burien. 4) Interlocal Agreement with four cities to respond to Sustainable Airport Master Plan (SAMP) Environmental Impact Statement (EIS) 5) Washington State Air Cargo Movement Study.	30	11  12-19  20-49
c. Update on Burien Airport Committee (BAC) Vacancies. (Appointments scheduled for March 19, 2018)	10	
d. Discuss Items that Burien Airport Committee should work on next.	10	
e. Next Meeting Time. Next meeting: Tues., March 20, 2018 at 6:00pm. Regular meeting time: 3rd Tuesday of each month at 6:00pm	5	
f. Other Business?	10	

### 5. ADJOURN

Attachments:

- A. Minutes from October 17, 2017 (pages 2-3)
- B. Resolution No. 384 creating the Burien Airport Committee. (pages 4-5)
- C. Resolution No. 396 addressing aviation capacity needs in western Washington. (pages 6-8)
- D. Letter from State Transportation Secretary (pages 9-10)
- E. Update on Puget Sound Regional Council, StART, and Quiet Skies (page 11)
- F. Interlocal Agreement with four cities to respond to Sustainable Airport Master Plan (SAMP) Environmental Impact Statement (EIS) (pages 12-19)
- G. Washington State Air Cargo Study Presentation (pages 20-49)



City of Burien  
400 SW 152nd Street  
Suite 300  
Burien, WA 98166-1911

P 206.241.4647  
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[burienwa.gov](http://burienwa.gov)

**Burien Airport Committee (BAC)  
October 17, 2017  
Draft Meeting Minutes**

**Present:** Nancy Tosta, Deputy Mayor (Chair); Lucy Krakowiak, Mayor; Debi Wagner, Councilmember; Matthys van Leeuwen; John O. Creighton; Sharyn Parker; Brian Wilson, City Manager; and Lori Fleming, staff support.

**Absent:** Jill Esau

**Guests:** Larry Cripe; Katie Halse, Port of Seattle

1. **CALL TO ORDER:** The meeting was called to order at 6:05 pm.
2. **PUBLIC COMMENT:** No public comments.
3. **REVIEW DRAFT MINUTES.** Minutes from September 19, 2017 meeting were approved.
4. **BUSINESS AGENDA**

Discussion occurred regarding the October 16, 2017 Port of Seattle letter which provided clarifications to the Burien Airport Committee (BAC) draft White Paper dated September 19, 2017. Since the BAC White Paper was a draft document from a City Advisory Committee, a response was not expected from the Port of Seattle. The BAC White Paper is considered a background document that helped form draft Resolution No. 396 on aviation capacity needs in western Washington.

**a. Input from Mayor's Roundtable.**

City Manager Brian Wilson reported on the September 19, 2017 Mayors Roundtable Meeting. The Mayors Roundtable includes the cities of Burien, Des Moines, Normandy Park, and SeaTac. Discussion at the Mayors Roundtable included a general overview of various issues affecting those cities and how they can collaborate. Issues included Sea-Tac Airport's impact, emergency management, public safety, pending Sea-Tac Airport Master Plan and Environmental Impact Statement (EIS), Score Jail, Highline School District Impact fees, Quite Skies, and SR509 funding.

The Burien Airport Committee (BAC) further discussed how to consolidate and provide a common voice on the cities feedback to the EIS. The Mayors Roundtable may be a forum to do this. The full release and scoping process for the EIS is scheduled to occur in 2<sup>nd</sup> quarter 2018; there are 24 different categories of the EIS. BAC members were tasked with starting to compile a list of scoping questions/recommendations to request the Port of Seattle to address in the EIS.

**b. Review Draft Resolution No. 396.**

Burien Airport Committee (BAC) members reviewed Draft Resolution No. 396 addressing aviation capacity needs in western Washington. Revisions were made to some of the "Whereas" clauses. Additional changes to the Resolution were requested to be forwarded to Committee Chair Nancy Tosta. A concern was brought up about asking too many entities to do something, and to consider making the request more specific. Draft Resolution No. 396 is scheduled to be reviewed by the Burien City Council at their November 27, 2017 Study Session. The next meeting of the Burien Airport Committee is November 21, 2017, so the Resolution will need to be finalized at that meeting. If Resolution No. 396 is adopted by the Burien City Council, it was recommended to send it to other nearby airport impacted cities and ask that they adopt a similar resolution for their city. It could also be included on the City's legislative agenda.

**c. BAC Membership**

Resolution No. 384 establishing the Burien Airport Committee (BAC) was reviewed. The members are appointed for two year terms. There are two vacancies on the Committee, one from the business community and another Burien resident one. The Burien City Council should be asked to fill these two openings.

**d. Next Meeting and Topics to Consider**

Discussion occurred on what the next tasks of the Burien Airport Committee (BAC) should be. There are other groups meeting on airport issues, i.e. Quiet Skies and Mayors Roundtable. BAC members were requested to review the Committee's purpose which is set out in Section 1 of Resolution No. 384; and bring ideas to the next meeting on next tasks for the Committee.

**e. Other Business**

Update by Katie Halse, Port of Seattle, that there is a Port of Seattle Commission meeting next week, Tuesday, October 24, 2017 at 1:00pm.

The next Burien Airport Committee Meeting is Tuesday, November 21, 2017 at 6:00pm at the Burien Community Center, Shorewood Room.

Follow-up items include:

- Finalize Resolution No. 396 addressing aviation capacity needs in western Washington.
- List of scoping items for EIS.
- What the BAC should work on next.
- How to address the two vacancies on BAC.

**5. ADJOURN:** The meeting was adjourned at 7:17 pm.

## CITY OF BURIEN, WASHINGTON

## RESOLUTION NO. 384

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**A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON,  
ESTABLISHING A COMMITTEE TO ADDRESS ISSUES RELATED  
TO SEATTLE TACOMA INTERNATIONAL AIRPORT**

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WHEREAS, the City Council of the City of Burien finds that it is appropriate to create a committee to address issues related to Seattle Tacoma International Airport (hereafter "Airport");

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Committee Established. A Burien Airport Committee ("Committee") is hereby established to act in an advisory capacity to the City Council with the following purposes:

1. To discuss both the positive and the negative impacts of the Airport on the City of Burien;
2. To discuss land use issues related to the Airport, including impacts on the City of Burien, including but not limited to the South Aviation Support Area (SASA), the International Arrivals Facility, and Airport access;
3. To discuss agreements between the City of Burien and the Port of Seattle related to the Airport including, but not limited to interlocal agreements;
4. To discuss mitigation of Airport impacts including but not limited to traffic mitigation, surface water management, parking, and the payment of impact fees;
5. To make recommendations to the City Council regarding ways to protect residents and businesses from negative Airport impacts;
6. To make recommendations to the City Council regarding ways for residents and businesses to take advantage of positive Airport impacts;
7. To address other Airport related issues as deemed appropriate by the Committee or the City Council.

Section 2. Meetings. The Committee will meet on an as-needed basis.

Section 3. Committee Composition. The Committee shall be comprised of the following:

1. Three Councilmembers, one of which shall be the Chair. Councilmembers and the Chair of the Committee shall be selected by random drawing if more than three express interest in serving.
2. A maximum of three members from the Burien business community, who shall be appointed by the Council. Business community members shall serve two year terms.
3. A maximum of three members who reside in the City of Burien shall be appointed by the Council. Resident members shall serve two year terms.

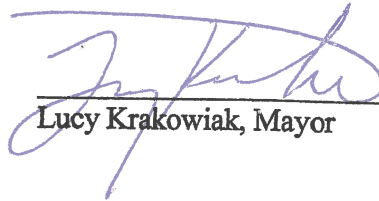
Section 4. Staff Liaison. The City Manager shall appoint a staff liaison to the Committee. The Committee shall also have additional staff support as the City Manager deems appropriate.

Section 5. Committee Meetings Open to the Public. All Committee meetings shall be open to the public pursuant to the Washington State Open Public Meetings Act, RCW 42.30 et seq.

Section 6. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 19<sup>TH</sup> DAY OF DECEMBER, 2016.


CITY OF BURIEN

  
\_\_\_\_\_  
Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Monica Lusk, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Lisa Marshall, City Attorney

Filed with the City Clerk: December 19, 2016  
Passed by the City Council: December 19, 2016  
Resolution No. 384

**CITY OF BURIEN, WASHINGTON**

**RESOLUTION NO. 396**

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**A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, REQUESTING THE KING COUNTY COUNCIL, THE PUGET SOUND REGIONAL COUNCIL, THE STATE LEGISLATURE, AND THE GOVERNOR'S OFFICE TO TAKE ACTION TO ADDRESS LONG-TERM AVIATION CAPACITY NEEDS IN WESTERN WASHINGTON.**

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WHEREAS, the City of Burien ("City") is a community adjacent to Sea-Tac Airport; and

WHEREAS, the City has experienced considerable and disproportionate health and environmental impacts due to proximity to Sea-Tac Airport ("Sea-Tac"); and

WHEREAS, the City recognizes that Sea-Tac is an engine for economic growth for the region; and

WHEREAS, the City has formed the Burien Airport Committee ("BAC") to examine potential opportunities and impacts associated with Sea-Tac; and

WHEREAS, the BAC has examined Sea-Tac growth (average 9% annual rate from 2013-2016) and believes that the expected timeframe for Sea-Tac to exceed capacity is likely to be by 2025 and not 2034 as outlined in the Sea-Tac Sustainable Airport Master Plan (SAMP); and

WHEREAS, since 1989, various governmental agencies tasked by state statute with planning and decision-making related to ensuring future aviation and airspace capacity have failed to identify or promote any alternatives;<sup>1</sup> and

WHEREAS, the financial costs and environmental impacts of continued expansion at Sea-Tac are not sustainable; and

WHEREAS, the SeaTac footprint, transportation infrastructure, and air space capacity will constrain future growth and compromise safety; and

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<sup>1</sup> Puget Sound Air Transportation Committee, "Flight Plan," June 17, 1992 (see: <http://www.historylink.org/File/4201>); Puget Sound Regional Council, "PSRC Supplemental Airport Site Search," October 27, 1994 (see: <http://www.historylink.org/File/4204>); Washington State Department of Transportation, "Washington State Long-Term Air Transportation Study" (LATS), July 1, 2009 (see: <http://www.wsdot.wa.gov/aviation/LATS.htm>); Washington Department of Transportation, Washington Aviation Strategic Plan (WASP), July 2017 (see: <https://www.wsdot.wa.gov/aviation/Planning/>)

WHEREAS, various other airports exist within the greater Puget Sound and Western Washington region that could potentially accommodate some aviation growth, and that coordination among these facilities is limited; and

WHEREAS, the BAC believes that immediate action is needed to coordinate plans for long-term aviation capacity for the greater Puget Sound and Western Washington region to ensure the ability to accommodate anticipated growth and to minimize further impacts on Burien and adjacent communities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Action Requested. The City Council of the City of Burien herein requests that the King County Council, the Puget Sound Regional Council, the State Legislature, and the Governor's Office take deliberate action to fund and implement the means to cooperatively update an existing or, as needed, develop a new plan that will address the region's long-term aviation capacity needs. This effort will serve the purposes of both future economic development and reduction of health-related impacts for communities proximate to airport facilities. To address capacity needs, this effort must be launched as soon as possible.

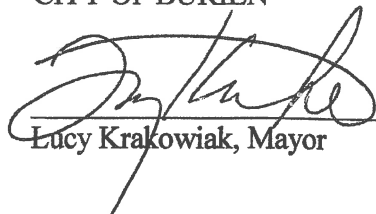
Section 2. Burien's Cooperation. The Burien City Council is willing to assist or participate with the effort outlined in Section 1 as necessary.

Section 3: Responses Requested. The Burien City Council requests that the entities named in Section 1 respond to the Council of their intended actions no later than sixty days from receipt of this resolution.

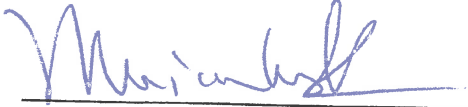
Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 4<sup>TH</sup> DAY OF DECEMBER, 2017.

CITY OF BURIEN

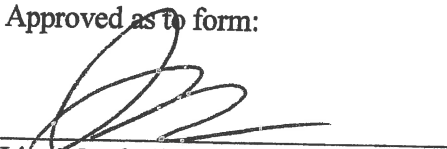
  
\_\_\_\_\_  
Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:



Monica Lusk, City Clerk

Approved as to form:



Lisa Marshall, City Attorney

Filed with the City Clerk: DECEMBER 4, 2017  
Passed by the City Council: December 4, 2017  
Resolution No. 396

Copies to be distributed to:

- The Honorable Joe McDermott, Chair, King County Council
- Josh Brown, Executive Director, Puget Sound Regional Council
- The Honorable Joe Fitzgibbon, Washington State Legislature
- The Honorable Tina Orwell, Washington State Legislature
- The Honorable Mia Gregerson, Washington State Legislature
- The Honorable Karen Keiser, Washington State Legislature
- The Honorable Jay Inslee, Washington Governor





**Washington State  
Department of Transportation**

Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

January 23, 2018

Maiya I. Andrews, Director  
Public Works  
City of Burien  
400 SW 152<sup>ND</sup> Street, Suite 300  
Burien, WA 98166-1917

Dear Director Andrews,

Thank you for your letter and City Council Resolution No. 396, requesting action to address the long-term aviation capacity needs in Western Washington. Governor Inslee asked me to provide a response on his behalf. There are a number of efforts currently underway considering the aviation needs across Washington State.

The recently adopted Washington State Aviation System Plan emphasizes the need for continued partnerships with the FAA, Washington State Transportation Commission, and others. The priority of these partnerships is to develop viable solutions for adequate future capacity in order to accommodate growth in commercial service demand throughout the state.

The Joint Transportation Committee is currently conducting a study of air cargo movement at Washington airports and recently held a kick off meeting in December 2017. The study will evaluate current and projected capacity of the system and various airports, identify market forces contributing to cargo service movement, and evaluate ways to more effectively use existing capacity throughout the state. The final report from the study is due in December 2018.

Additionally, the Washington State Department of Transportation (WSDOT) recently submitted an application for a grant under the Small Community Air Service Development Program. The goal for the grant is to develop practical strategies with commercial airport sponsors to ensure restoration, retention, and growth of new service in areas where there is growing demand for passenger service away from Seattle-Tacoma International Airport (Sea-Tac).

The Puget Sound Regional Council (PSRC), the FAA's NW Mountain Region, WSDOT Aviation Division and other interested parties are actively discussing the long-term baseline needs of aviation within the region.

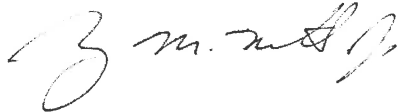
As the resolution points out, Sea-Tac has experienced significant growth. The airport is in the midst of its Airport Master Plan update, which will provide current information on expected forecasts for their facility. In addition to Sea-Tac, Renton Municipal Airport and King County International Airport (Boeing Field) are also updating their master plans and are evaluating their forecasts. Any planned study to meet long term regional aviation needs may benefit greatly from these studies.

Director Maiya I. Andrews  
January 23, 2018  
Page 2

These combined efforts should provide a better statewide picture of where aviation needs are constrained, as well as identify opportunities to develop a strategy for accommodating the long-term aviation needs for Washington State. My office will continue to monitor these ongoing activities while actively working with key stakeholders like the FAA, King County, PSRC, and the State Legislature to address the issues raised in the City's resolution.

I look forward to working with Burien and other communities as we strive to address the transportation needs of our State.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Millar". The signature is fluid and cursive, with a large initial "R" and a stylized "M".

Roger Millar, PE, AICP  
Secretary of Transportation

Cc: Governor's Office

City of Burien, Washington

Update on Airport Related Activities

(from February 1, 2018 City Manager's Report to Council)

**1) Puget Sound Regional Council**

I have been advised by Executive Director Josh Brown that the PSRC Executive Board will be addressing a request by the FAA to lead a new regional aviation baseline study that will build upon those emerging master plans and set a regional stage for future planning. PSRC staff are working with the FAA to develop and finalize a scope for the Regional Aviation Baseline Study which will be presented to the PSRC Executive Board on February 22, 2018. The proposed study would be funded by the FAA, launched later this year, and be complete by the end of 2019. Mr. Brown stated the following, "It is a timely opportunity to understand the dynamics of the region's growing aviation activity, the unique role of the regional aviation system in supporting this global center for aerospace manufacturing, the economic impact of the region's airports, and the impact of airport activities on surrounding communities..." We will plan to meet with PSRC prior to the February 22<sup>nd</sup> meeting.

**2) Port of Seattle SEA Stakeholder Advisory Roundtable (StART)**

The Port of Seattle has initiated the StART roundtable with meetings beginning in February 2018. Representatives from Burien will include Mr. John Parnass, Mr. Terry Plumbe, and City Manager Brian Wilson. The meetings are designed to encourage dialog on airport activities, inform decision-making, and increase knowledge of airport operations. Membership includes community members, city staff, and representatives from airlines, air cargo, and the FAA. A facilitator has been retained by the Port to assist in the preparation, management, and summation of StART meetings.

**3) Quiet Skies Burien**

Staff has met with Quiet Skies Burien representatives regarding the pending Sustainable Airport Master Plan (SAMP) Environmental Impact Statement (EIS) process and the proposed Interlocal Agreement between Burien, Des Moines, Normandy Park, and SeaTac to respond to this process. A briefing was also provided regarding the City's petition regarding turbo-prop flights over Burien. A response from the FAA regarding the City's concerns is anticipated in March 2018.



## Agenda Bill

City Council Special & Regular Meeting - 05 Feb 2018

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**Department**

City Manager

**Staff Contact**

Brian Wilson, City Manager (206) 248-5503

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**Agenda Bill Title**

Discussion and Potential Action on Interlocal Agreement for Review of the Sea-Tac Airport Sustainable Airport Master Plan (SAMP).

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**Summary**

The Port of Seattle is currently drafting a "Sustainable Airport Master Plan" ("SAMP") that will plan for airport growth over the next 20 years; growth that could have significant negative impacts on surrounding cities. Pursuant to the National Environmental Policy Act ("NEPA") and the Washington State Environmental Policy Act ("SEPA"), the Port of Seattle may prepare, for agency and public review and comment, environmental documents, up to and including an Environmental Impact Statement.

Analysis of the environmental documents associated with the SAMP may be conducted in a phased manner subject to the type of environmental review. The initial phase will include scoping and determination of the appropriate review steps and environmental review. The designated Environmental Official from each City will be involved in this process. This Interlocal Agreement ("ILA") will be jointly funded by the Cities of Burien, Des Moines, Normandy Park, and SeaTac. Each City will provide initial funding at the rate of \$1.50/per capita.

The City Managers of ILA cities have determined that it is in their best interest to coordinate their review, analysis, and responses concerning the environmental review process and the impacts that are addressed in environmental documents issued by the Port of Seattle.

The purpose of this Agreement is for the Cities to establish a process for review, analysis, and responding to the environmental process, impacts and concerns related to the SAMP, including those issues raised during the Port's SEPA and NEPA processes. By coordinating their efforts, the Cities will be in a better position to evaluate and respond to the Port's environmental review process. The Cities may jointly hire and fund consultants to assist with review and preparation of formal comments regarding the environmental review process and the SAMP's environmental impacts. This Agreement establishes a process for the selection and funding of these consultants.

Each City retains the right to hire their own consultants at their own expense to complete work necessary for the project, so long as the work does not conflict with the Project. In such

cases, the results of any consultant work will be shared with the other Cities. Cities do not have an affirmative duty to share work product prepared by legal counsel for a City with the other Cities.

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**Options**

N/A

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**Advisory Board Recommendation**

N/A

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**Administrative Recommendation**

Authorize the City Manager to sign an Interlocal Agreement between the cities of Burien, Des Moines, Normandy Park, and SeaTac for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan.

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**Suggested Motion**

Authorize the City Manager to sign an Interlocal Agreement between the cities of Burien, Des Moines, Normandy Park, and SeaTac for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan.

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**Fiscal Impact**

FUND: General Fund - City Manager  
COST OF PROPOSAL: Initial Cost \$76,500  
AMOUNT BUDGETED: \$250,000  
ADDITIONAL REQUIRED: Not at this time.

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**Attachments**

[SAMP ILA](#)  
[SAMP Environmental Review - Consultant Solicitation](#)

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**INTERLOCAL AGREEMENT BETWEEN THE CITIES  
OF BURIEN, DES MOINES, NORMANDY PARK AND  
SEATAC FOR ENVIRONMENTAL REVIEW OF THE  
SEA-TAC AIRPORT  
SUSTAINABLE AIRPORT MASTER PLAN**

Pursuant to RCW 39.34, the Interlocal Cooperation Act, this Agreement is entered into between the City of Burien, a municipal corporation, hereinafter referred to as “Burien,” the City of Des Moines, a municipal corporation hereinafter referred to as “Des Moines,” the City of Normandy Park, a municipal corporation hereinafter referred to as “Normandy Park,” and the City of SeaTac, a municipal corporation hereinafter referred to as “SeaTac,” and all four cities collectively referred to as the “Parties” or “Cities”, for the purpose of review and commenting on the environmental review process, analysis and documents prepared for the Port of Seattle’s the Sea-Tac Airport Sustainable Airport Master Plan.

1. **Background.** The Port of Seattle (“Port”) operates the Sea-Tac International Airport (“Airport” or “Sea-Tac”). The Port is currently drafting a “Sustainable Airport Master Plan” (“SAMP”) that will plan for airport growth over the next 20 years; growth that could have significant negative impacts on surrounding cities. Pursuant to the National Environmental Policy Act (“NEPA”) and the Washington State Environmental Policy Act (“SEPA”), the Port may prepare, for agency and public review and comment, environmental documents, up to and including an Environmental Impact Statement. The Parties have determined that it is in their best interest to coordinate their review, analysis, and responses concerning the environmental review process and the impacts that are addressed in environmental documents issued by the Port.
2. **Purpose.** The purpose of this Agreement is for the Parties to establish a process for review, analysis, and responding to the environmental process, impacts and concerns related to the SAMP, including those issues raised during the Port’s SEPA and NEPA processes. By coordinating their efforts, the Parties will be in a better position to evaluate and respond to the Port’s environmental review process. The Parties may jointly hire and fund consultants to assist with review and preparation of formal comments regarding the environmental review process and the SAMP’s environmental impacts. This Agreement establishes a process for the selection and funding of these consultants.
3. **Review and Commenting.** The environmental review process will include opportunities for the Parties to provide formal comments to the Port. This could include commenting on the Port’s selected environmental review process and any documents which may be issued as part of that process. The Parties agree to coordinate their comments at each of these steps

and to issue a single comment letter signed by each Party's designated representative.

4. **Consultant Selection.** It may be in the best interest of the Parties to jointly hire a consultant to assist with review and commenting on the SAMP's environmental review and impacts. If it is agreed to hire a consultant, the Parties will work cooperatively and collaboratively on every aspect of the consultant selection process and shall be in mutual agreement prior to moving to the next step. It is anticipated that only one consultant will be retained, with the understanding that the retained consultant may use sub-consultants to complete specific tasks. Generally, the steps will be as follows:
  - a. Determine what consultant expertise is needed;
  - b. Determine which Party will be the lead for contract administration;
  - c. Determine project budget and contribution amount from each Party;
  - d. Drafting a Request for Qualifications (RFQ);
  - e. Publish/Circulate Notice Requesting Statement of Qualifications;
  - f. Review of statements and selection for interviews;
  - g. Conducting interviews, with interested Parties represented;
  - h. Final consultant selection;
  - i. Developing a final Scope of Work;
  - j. Negotiation of consultant contract;
  - k. Approval of Consultant Contract by the lead City in accordance with its contract approval procedures.
  
5. **Consultant Funding.** If consultants are hired as contemplated in Section 4 of this Agreement, the Parties will individually commit to a level of funding to be provided. These funds must be committed prior to requesting Statements of Qualifications as noted above. The management of these funds will be as described in Section 8. Such funding determinations shall be documented in writing.
  
6. **Joint Roles and Responsibilities.** Each Party shall be responsible for the following:
  - a. Each Party shall assign a representative(s) ("Party Representative(s)") to help prepare and/or participate in review of draft work products. The Party

Representative administering any consultant contract will communicate any changes to schedules, budgets, and any other pertinent information in a timely manner so as to keep each jurisdiction apprised of the status of the consultant's work.

- b. Time is of the essence for the review of environmental documents. The Parties shall work expeditiously and in good faith to achieve the smooth progress of review and commenting. This includes allocating adequate staff time and providing all necessary data and other information or materials needed for timely review and commenting.
- c. The Party Representatives shall receive copies of consultant invoices. All concerns with consultant billing shall be communicated to the contract administrator in a timely manner.
- d. Should any Party wish to file an appeal of any Port environmental decision, the Party Representatives shall discuss whether such an appeal should be pursued jointly. If an individual jurisdiction appeal is filed, the appeal shall be immediately transmitted to all Parties, so that they can decide whether to intervene in the appeal in order to provide assistance.
- e. The Parties shall work together in good faith to assure comments are made within the deadlines prescribed by law.

7. **Contract Management.** Contracts for consultant(s) shall be administered by the City of SeaTac. These responsibilities include monitoring of work of the consultant in terms of content and timeliness; coordinating with the City of Burien regarding the consultant invoices and payments; arrangement of meetings to address the comments of the Parties; etc.

8. **Fiscal Management.** Management of fiscal matters associated with this Agreement shall be administered by the City of Burien. These responsibilities include processing consultant invoices and payments on a monthly basis; invoicing other Parties to the agreement; periodic fiscal reports to the Parties; etc.

9. **Additional Consultant Services.** Each Party retains the right to hire their own consultants at their own expense to complete work necessary for the project, so long as the work does not conflict with the Project. In such cases, the results of any consultant work will be shared with the other Parties. Nothing herein shall be construed as an affirmative duty to share work product prepared by legal counsel for a Party with the other Parties.



10. **Administration of Agreement.** Supervision and administration of this Agreement shall be the responsibility of each Parties' City Manager or his/her respective designee.
11. **Duration.** This Agreement shall be effective upon execution by each party and shall remain in full force and effect through completion of the SAMP environmental review process or December 31, 2020, whichever comes first. This Agreement may be extended upon mutual agreement of all Parties.
12. **Termination.** Any party may withdraw from this Agreement, effective upon thirty (30) days written notice to the other parties. However, the withdrawing Party shall still be responsible for the payment of any costs incurred prior to the effective date of withdrawal.
13. **Modification.** This Agreement may be modified by further written agreement upon mutual acceptance by all parties.
14. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS.
15. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of transmittal, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
16. **Hold Harmless.** Each party to this Agreement shall defend, indemnify and hold the other party, its appointed and elected officers and employees, harmless from claims, actions, injuries, damages, losses or suits including attorney fees, arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement to the extent caused by the fault or negligence of the indemnitor, its appointed or elected officials, employees, officers, agents, assigns, volunteers or representatives.
17. **Non-Discrimination.** The Parties shall not discriminate in any manner related to this Agreement on the basis of race, color, national origin, sex, religion, age, marital status or

disability in employment or the provision of services.

- 18. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of both parties.
- 19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**CITY OF BURIEN**

**CITY OF DES MOINES**

\_\_\_\_\_  
Brian J. Wilson, City Manager

\_\_\_\_\_  
Michael Matthias, City Manager

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lisa Marshall  
City of Burien City Attorney

\_\_\_\_\_  
Tim George  
City of Des Moines City Attorney

**CITY OF NORMANDY PARK**

**CITY OF SEATAC**

\_\_\_\_\_  
Mark E. Hoppen, City Manager

\_\_\_\_\_  
Joseph Scorcio, City Manager

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jim Haney, City of Normandy Park  
City Attorney

\_\_\_\_\_  
Mary Mirante Bartolo, City of SeaTac  
City Attorney



4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605

City Hall: 206.973.4800  
Fax: 206.973.4809  
TDD: 206.973.4808

January 16, 2018

Mr. Michael Matthias, City Manager  
City of Des Moines  
21630 11th Avenue S., Suite A  
Des Moines, WA 98198

Mr. Brian Wilson, City Manager  
City of Burien  
400 SW 152nd Street, Suite 300  
Burien, WA 98166

Mr. Mark Hoppen, City Manager  
City of Normandy Park  
801 SW 174th Street  
Normandy Park, WA 98166

**Re: Environmental Review of SAMP – Consultant Solicitation**

Gentlemen,

This is to memorialize our recent discussions regarding the need to proceed with the process of soliciting consultants to assist our cities in the environmental review of the Sea-Tac Sustainable Airport Master Plan (SAMP). Although we are still in the process of finalizing the Interlocal Agreement between our cities, it is prudent to begin the RFP/RFQ solicitation process now. As the SAMP environmental documents may be released as early as the second quarter of 2018, we should have our consultant(s) selected by March 15, 2018. Therefore, time is of the essence.

Our joint cooperation is necessary to our success as we work on this issue, which is very important to our respective jurisdictions. The City of SeaTac will coordinate this joint effort; prepare draft documents for mutual review, finalize and release the RFP/RFQ, and serve as clearinghouse for the submittals.

Please signify your commitment to proceed jointly in the matter that I have detailed above.

Sincerely,

Mayor  
Michael J. Stiefkes

Deputy Mayor  
Pam Fernald

Councilmembers  
Rick Forscher  
Joel Wachtel  
Peter Kwon  
Clyde Hill  
Erin Sitterley


City Manager  
Joseph Scorcio

City Attorney  
Mary Mirante Bartolo

City Clerk  
Kristina Gregg

  
\_\_\_\_\_  
Joseph Scorcio, City Manager  
City of SeaTac

 1-17-2018  
\_\_\_\_\_  
Brian Wilson, City Manager (Date)  
City of Burien

  
\_\_\_\_\_  
Michael Matthias, City Manager (Date)  
City of Des Moines 1-17-18

 1-17-18  
\_\_\_\_\_  
Mark Hoppen, City Manager (Date)  
City of Normandy Park

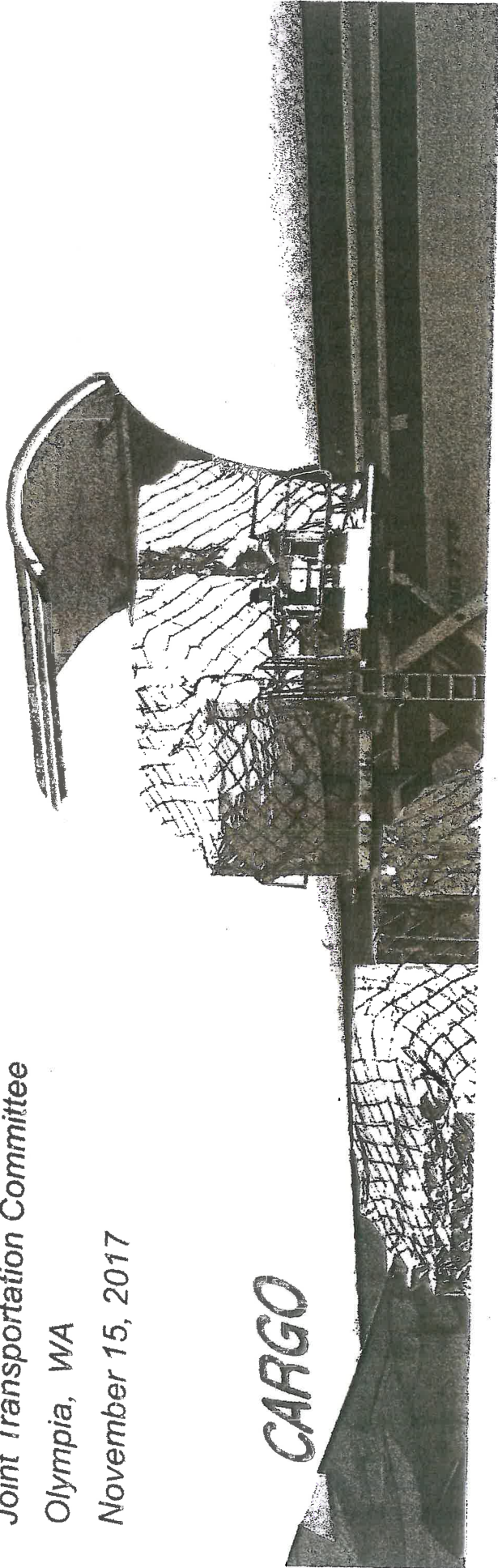
WSP

# Washington State Air Cargo Movement Study

Joint Transportation Committee  
Olympia, WA  
November 15, 2017

ATTACHMENT G

**CARGO**



## Agenda

- Introductions/Roles on Study
- Project Purpose and Objectives
- Review Work Plan and Schedule
- Air Cargo Background
- Next Steps
- Discussion

## **Project Purpose and Objectives**

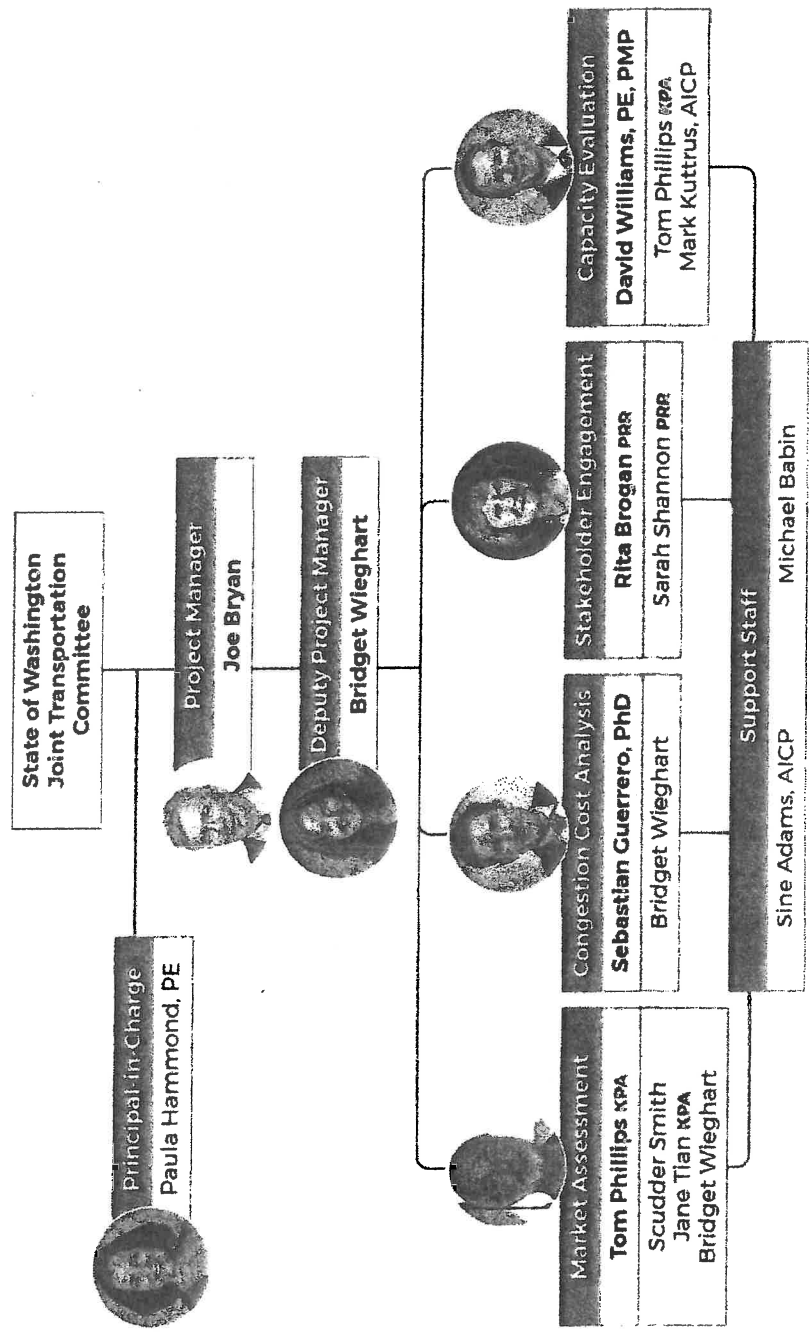
**Purpose:** Evaluate the current and future capacity of the statewide air cargo system

### **Objectives:**

1. Educate policy makers about air cargo movement at Washington airports;
2. Explore possibilities for accommodating the growing air cargo market at more airports around the state; and,
3. Identify the State's interest and role in addressing issues arising from air cargo.

WSJ

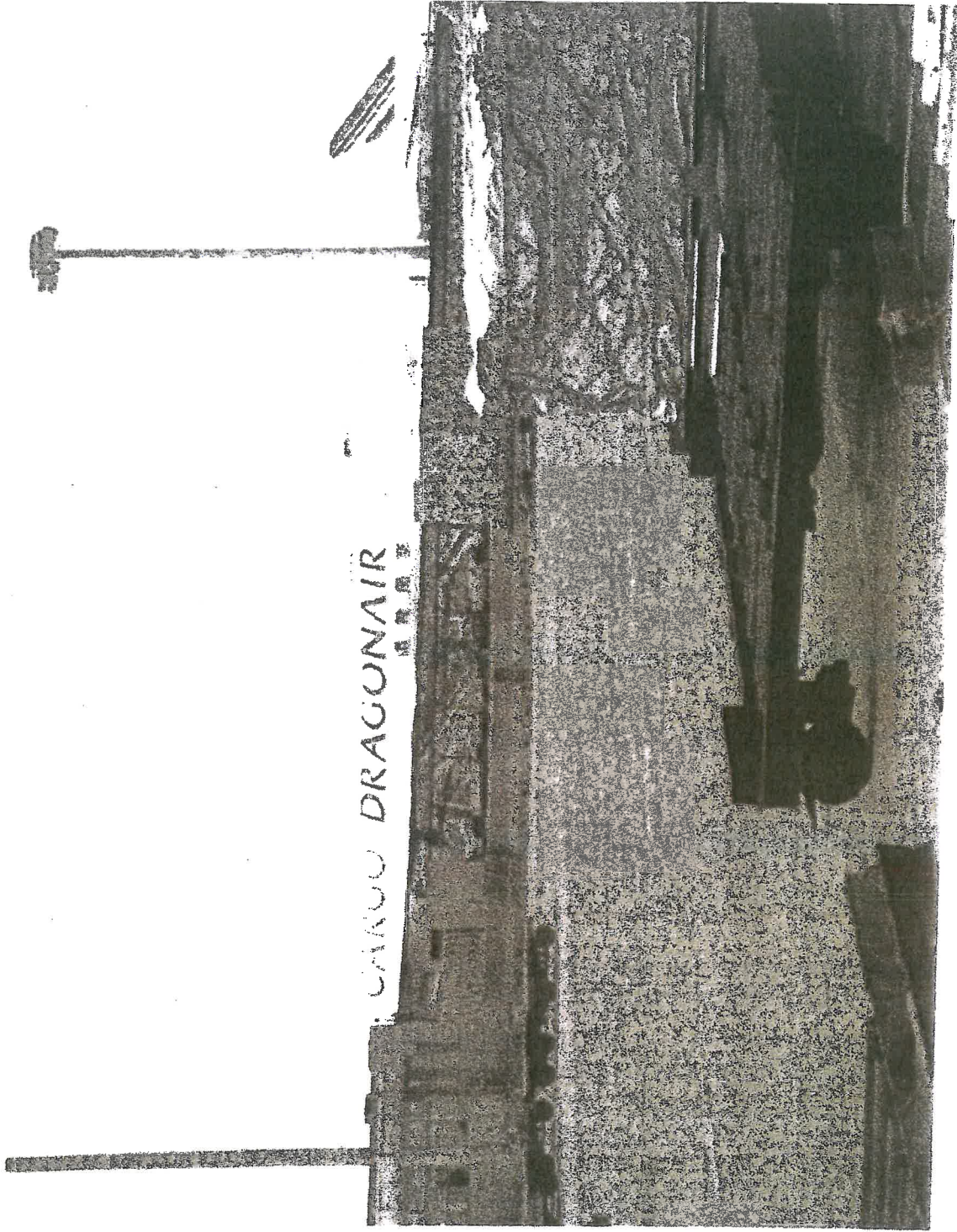
# Organizational Chart



All staff are WSP unless noted. KPA Keiser Phillips Associates PRR PRR, Inc.



# Air Cargo Basics



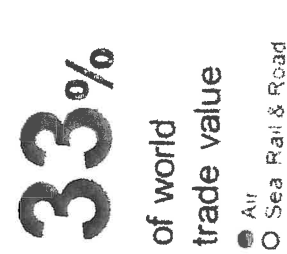
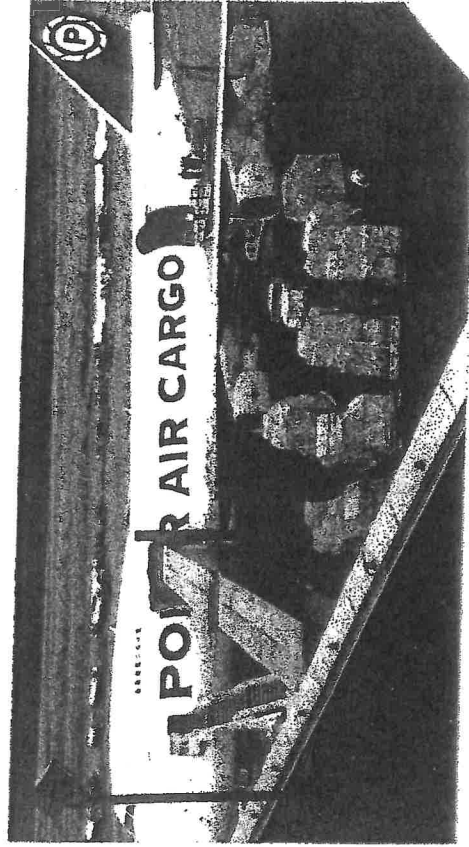
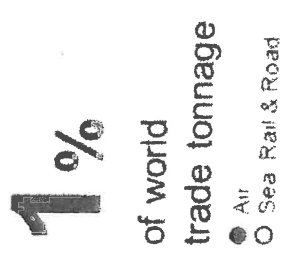


## **Air Cargo is Big Business**

- Over \$100 billion air freight & express market
- \$60 billion US domestic market
- Freight traffic growing 3-5% per year worldwide
- Market size has doubled every ten years
- Integrator/express carriers control 65% of the US domestic cargo market
- Cargo share of total airline revenues:
  - 5% for US domestic majors
  - 15% for European majors
  - 20-50% for Asian majors

The logo for WSP, consisting of the letters 'WSP' in a stylized, bold, sans-serif font.

Air cargo forms a small portion of global tonnage...  
 ...but a large part of global trade value



**Air cargo is extremely  
 valuable to world trade**



# Work Plan and Schedule

1151

## **TASK 1: DESCRIBE THE AIR CARGO SYSTEM IN WASHINGTON STATE**

Profile the air cargo market and air facilities that make up the air cargo system in Washington

### **Outcomes:**

1. Overview of existing facilities and services
2. Interviews with existing Washington air cargo users
3. Review of global, national, regional and local air cargo flows and types of commodities being moved by air in Washington

## TASK 2: AIR CARGO CONGESTION

- Air cargo congestion threatens the competitiveness of important economic sectors
- Washington's airports compete with other airports and modes
- Define and estimate the costs of air cargo congestion

## **TASK 3: EVALUATE HOW TO USE EXISTING CAPACITY ACROSS WASHINGTON STATE**

### **Site Visits**

### **Review Opportunities and Constraints**

#### **Develop criteria to:**

- Compare competitive airports to Washington airports
- Evaluate the potential for Washington airports to attract:
  - *Non-integrated all-cargo carriers*
  - *Integrated all-cargo carriers*
  - *International air freighter operators (scheduled and charters)*
  - *Third-party logistics companies*

**Evaluate the potential to market State airports to different carrier types based on strengths, weaknesses, opportunities and threats**

## **TASK 4: RECOMMENDATIONS AND IMPLEMENTATION STRATEGIES**

Create a vision and strategy for air cargo and logistics services development in Washington

- Provide a list of actions necessary to implement the vision
- Identify priorities and responsibility for each action
- Include performance measures and proposed budget

The Washington State Air Cargo and Logistics Business Development Strategic Plan will include:

- Ways to provide capacity relief for Sea-Tac
- Role of other Washington airports in capacity relief
- Guidance to regional airports for expanding their markets



## **TASK 5: STAKEHOLDER PANEL AND STAFF WORKGROUP**

### **Staff Workgroup**

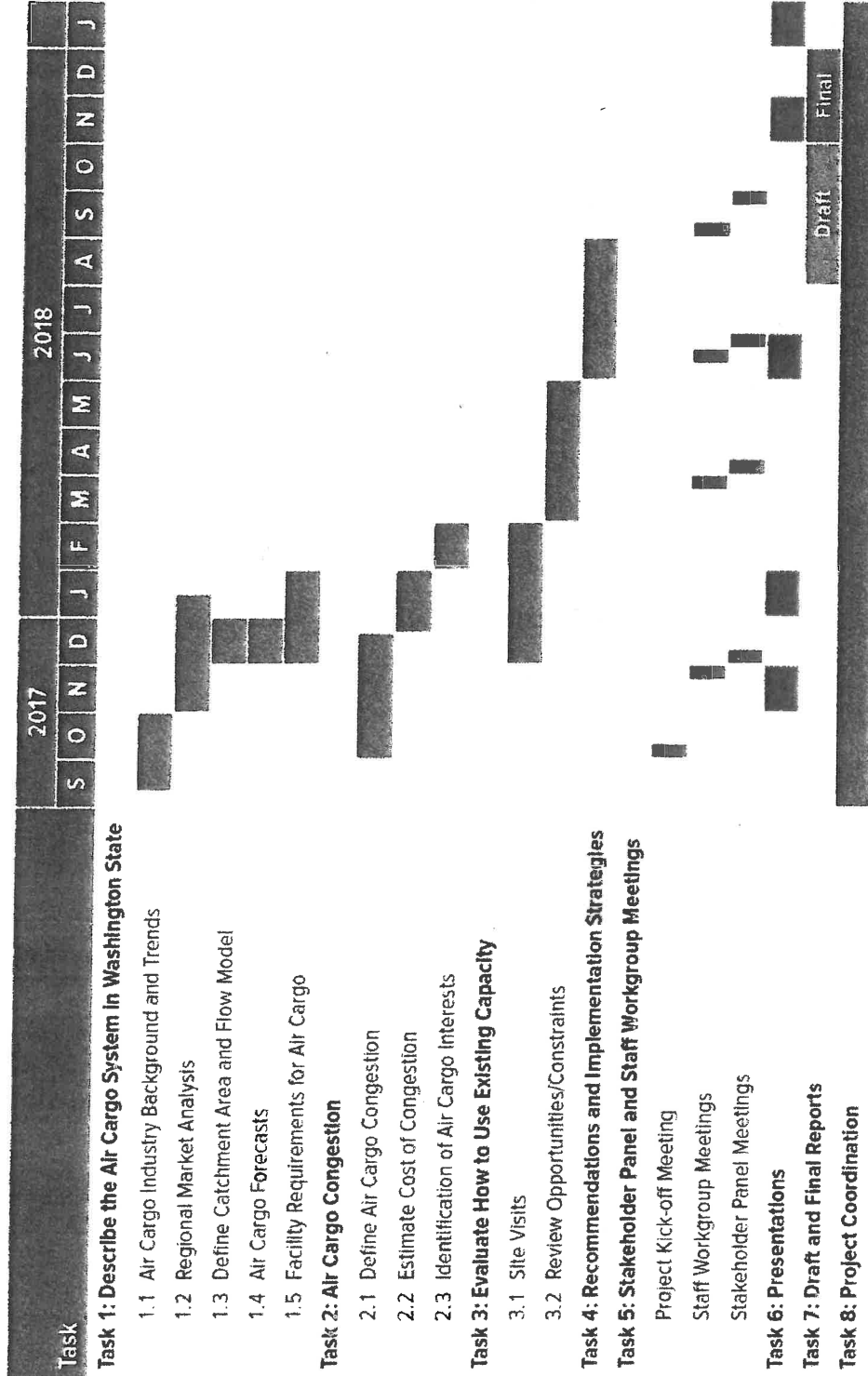
- Mostly legislative and agency staff members
- Guidance and input to technical methods and results
- Insight into the interests of their agencies/committees
- Collaborate on recommendations to the stakeholder panel

### **Stakeholder Panel**

- Legislators, top agency officials and industry representatives
- Review the results and recommendations at a high level
- Focus on implications for their constituents
- Input on recommendations to JTC, the legislature and the governor, who will make final decisions



# Schedule

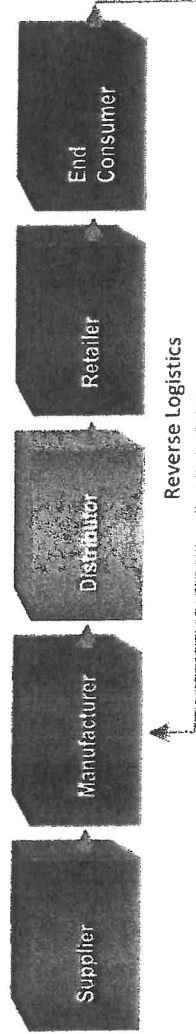


# Air Cargo Background

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# Cargo Industry Players

## Supply-Distribution Chain

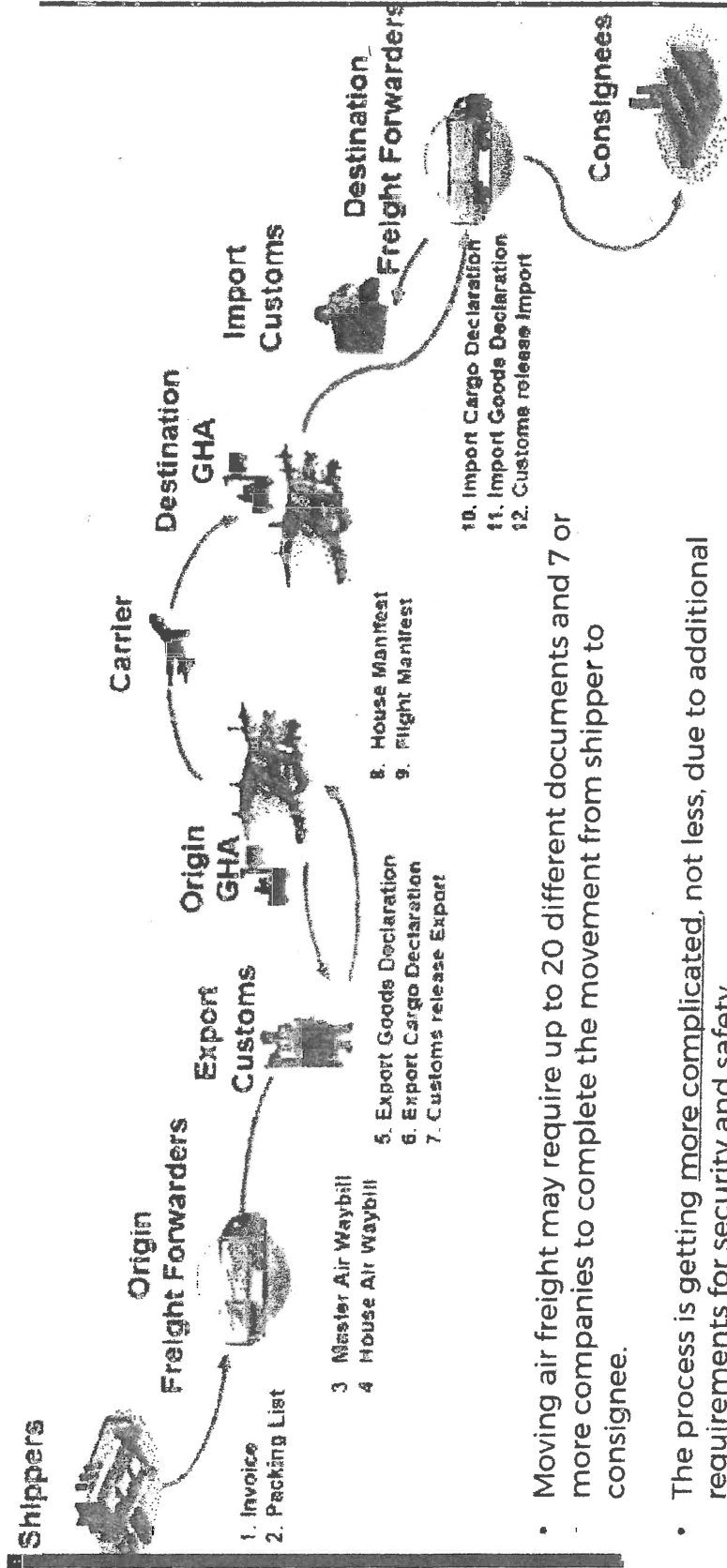


## Air Transportation/Logistics

- Shippers
  - Forwarders (3PLs/4PLs)
  - Customs brokers
  - Consolidators
  - Indirect carriers
  - General Sales Agents
  - Gov. postal authorities
- Motor carriers
  - Air carriers
  - Airports
  - Cargo/Ground handlers
  - Federal Inspection Agencies
  - Consignees



# Air Cargo Supply Chain is Complex



- Moving air freight may require up to 20 different documents and 7 or more companies to complete the movement from shipper to consignee.
- The process is getting more complicated, not less, due to additional requirements for security and safety.

Source: IATA e-freight fundamentals

GHA = Ground Handling Agent

WSP

## Air Cargo Carriers

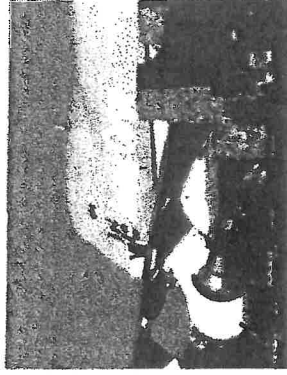
- **Combination Carriers (airport to airport)**

- ▶ **Belly Cargo Carriers:**

- Delta, United, American, Southwest, etc.

- ▶ **Pax Belly Cargo & Freighter Operators:**

- Korean Air, China Airlines, Air China, EVA, etc.



- **All-Cargo Carriers**

- ▶ **Integrator / Express (door to door)**

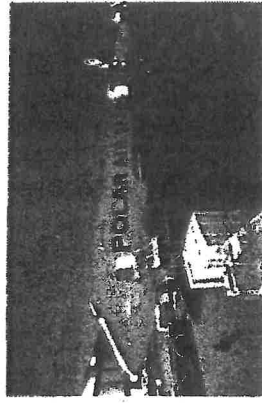
- FedEx, UPS, SF

- ▶ **Integrated Forwarder (door to door)**

- BaxGlobal, DHL, TNT, Amerex, Amazon.com, etc.

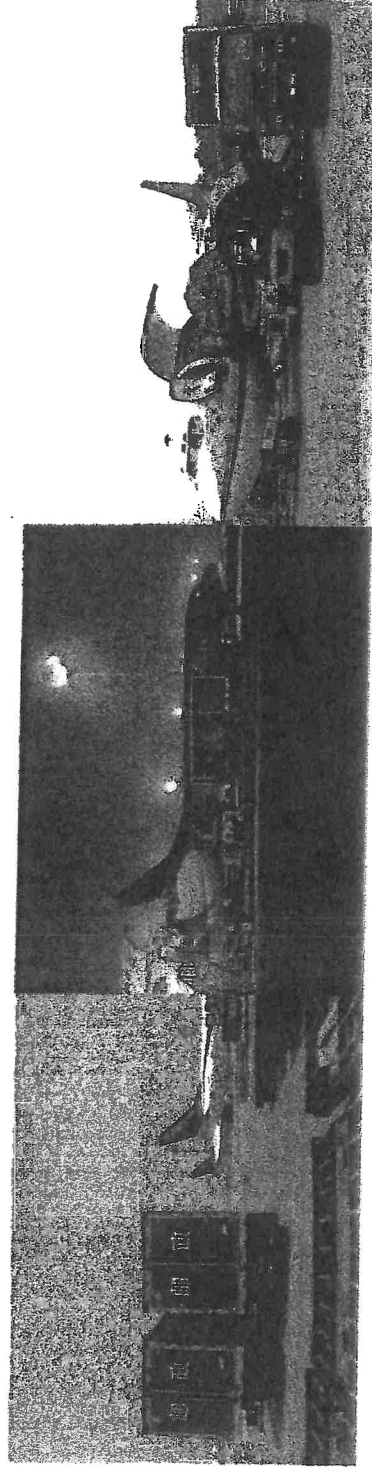
- ▶ **Traditional Line Haul (airport to airport)**

- Kalitta, Cargolux, Polar, Yangtze River Express, etc.

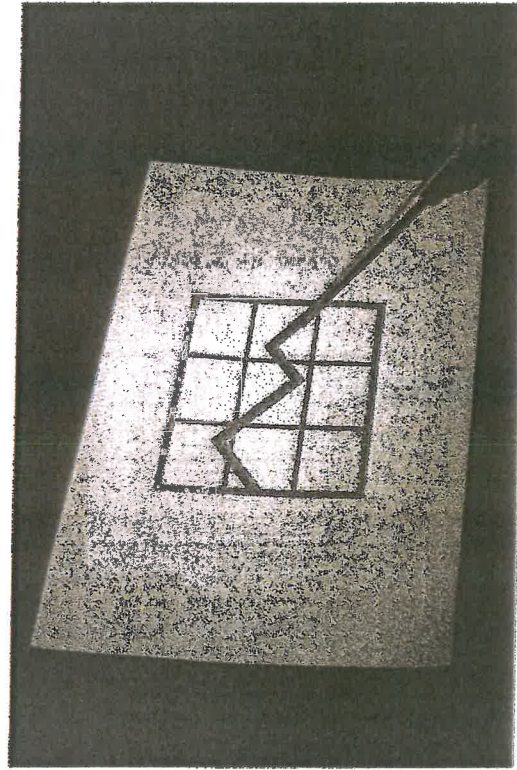


## Road Feeder Service

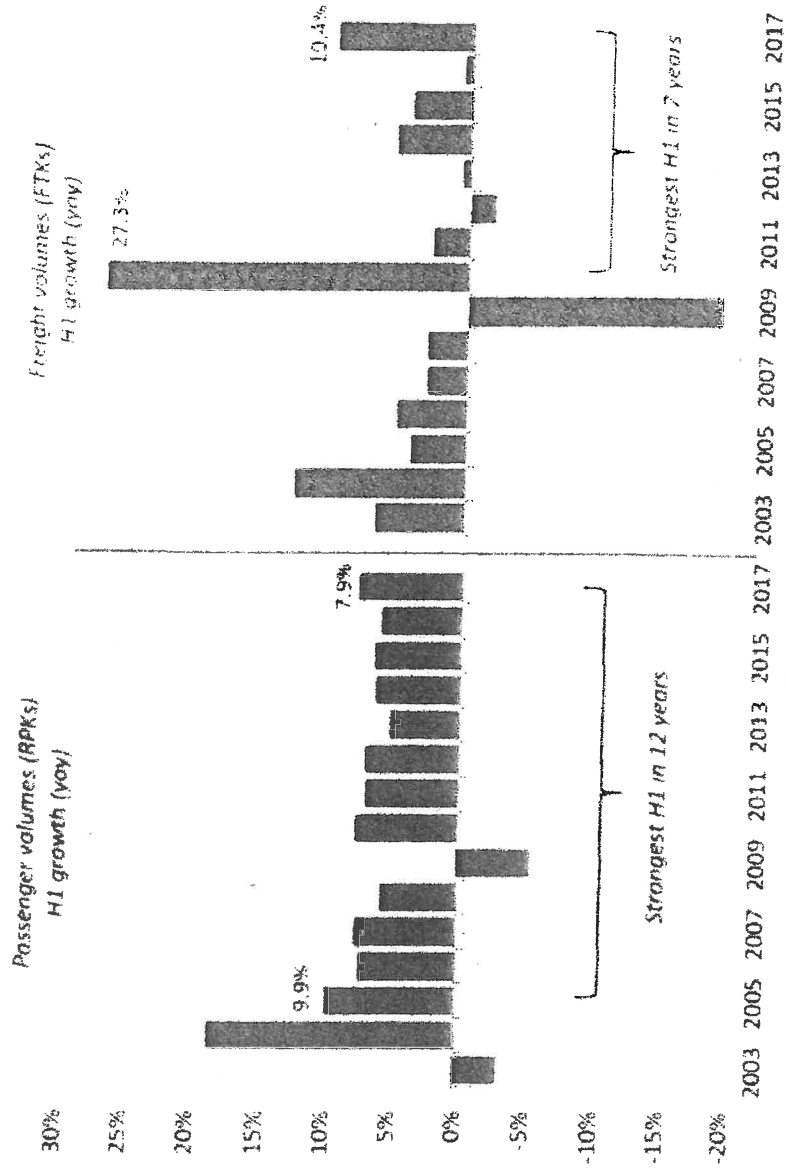
- Offered by a scheduled cargo operator to move its carried goods to and from the aircraft and/or terminal by road, allowing the carrier to offer service to a city to which it does not fly
- Purpose: To efficiently and effectively expand the global air cargo supply chain



## Cargo Industry Status



# Cargo growth more variable than passenger but recovering from the Great Recession



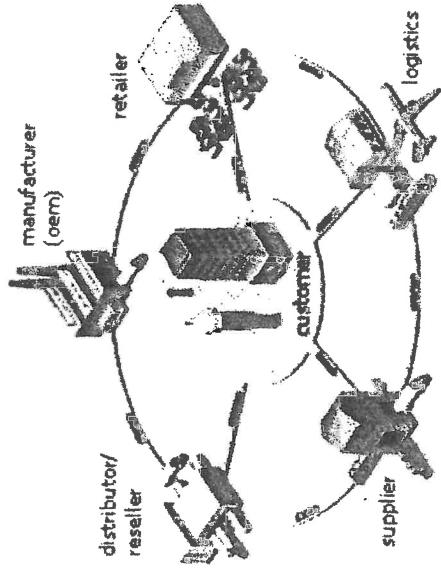
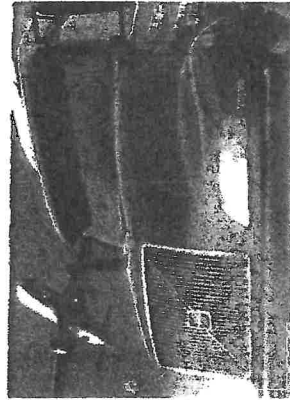
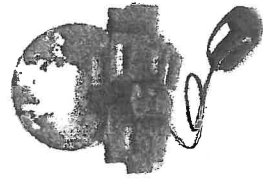
Source: IATA





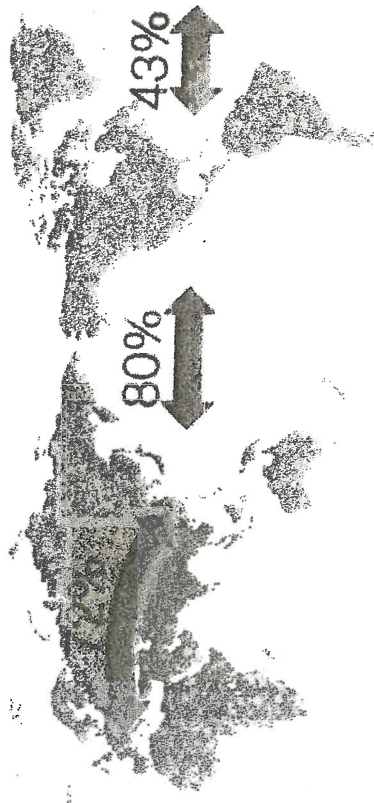
## Some Trends of Significance

- Continued use of freighters
- Restructuring of airline and forwarder business models
- Increased regulation and security compliance requirements
- Single Window Customs Entry
- B2C e-commerce
- E-freight initiatives



# Freighters will remain the main players

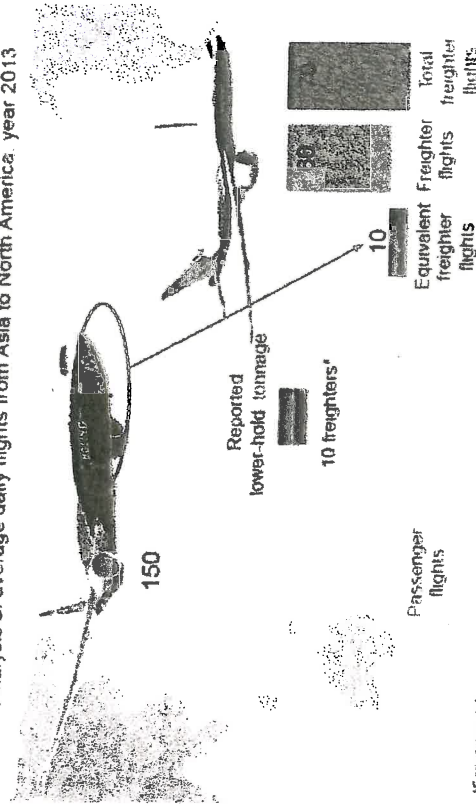
Total air cargo traffic carried by freighters by percentage



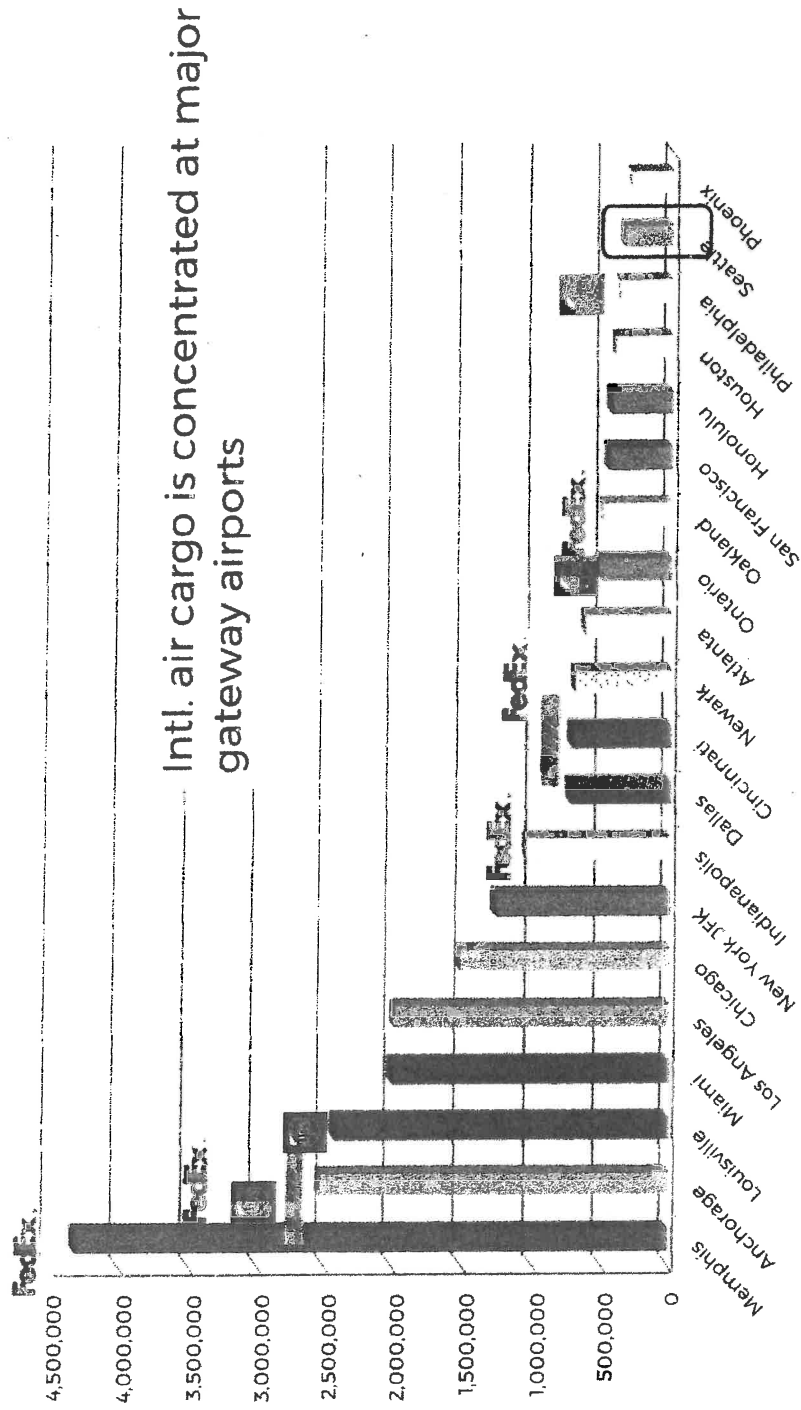
60% of air cargo traffic carried on freighters

150 transpacific passenger flights carry the equivalent of only 10 freighter flights

Analysis of average daily flights from Asia to North America, year 2013



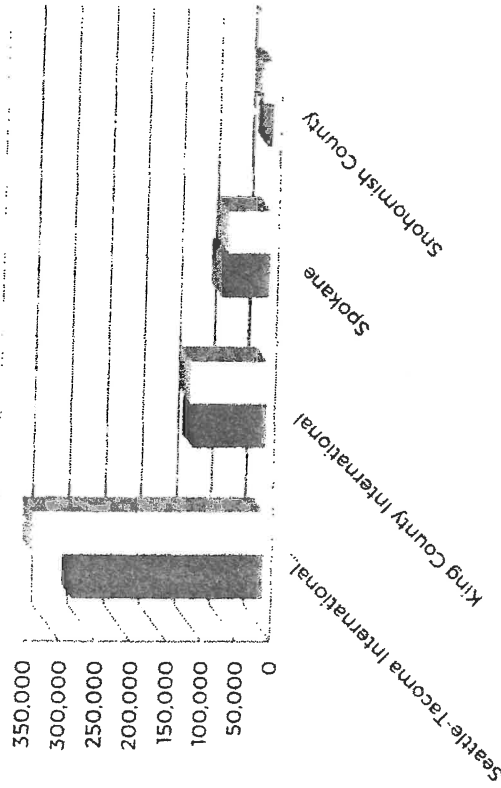
# Top 20 US Air Cargo Airports 2016



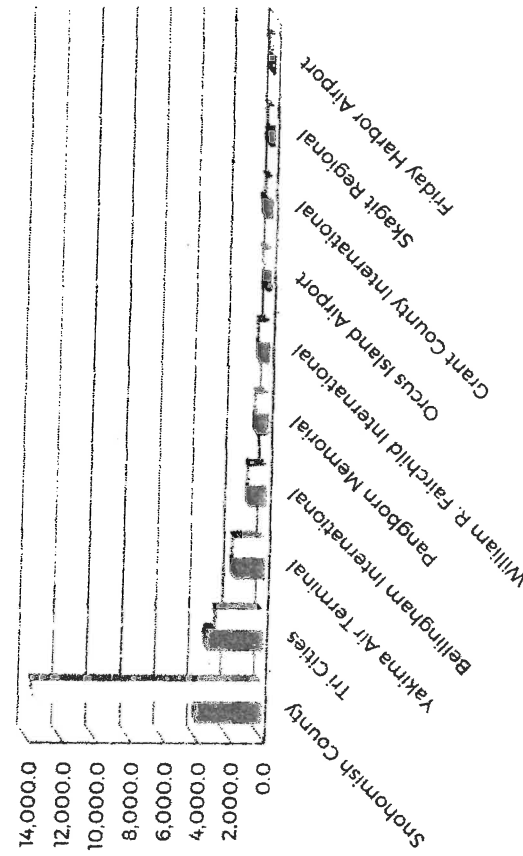
Source: ACI

slm

# Top WA State Air Cargo Airports 2014



■ 2009 Total Air Cargo (metric Tons)    2014 Total Air Cargo Metric Tons

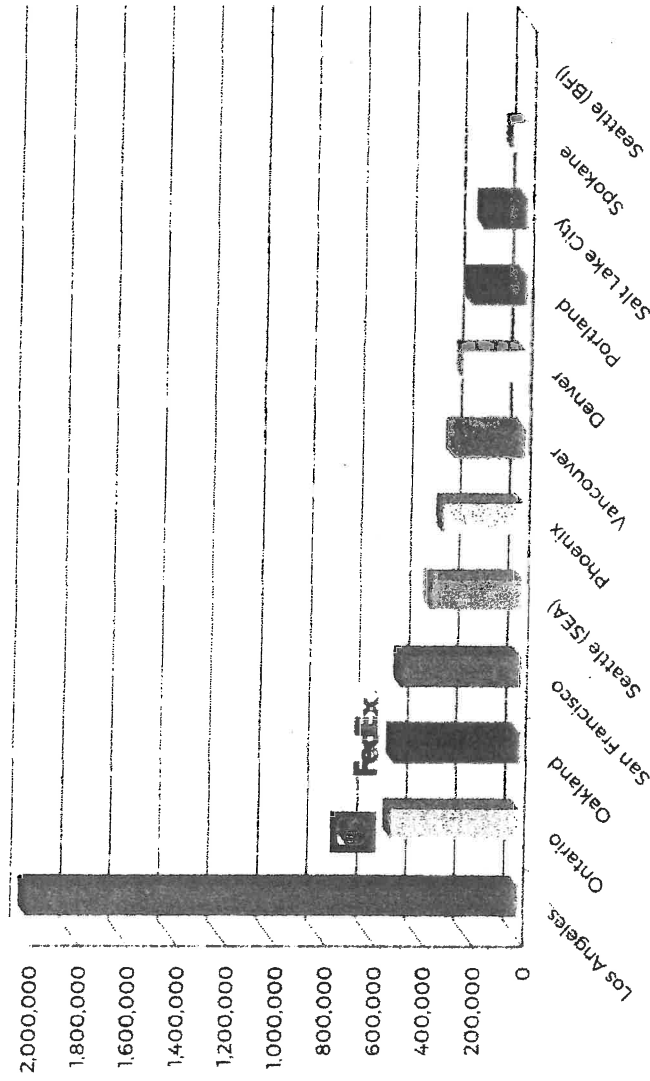


■ 2009 Total Air Cargo (metric Tons)    2014 Total Air Cargo Metric Tons

WSJ

Source: ACI and KPA analysis

# Top West Coast Air Cargo Airports 2016

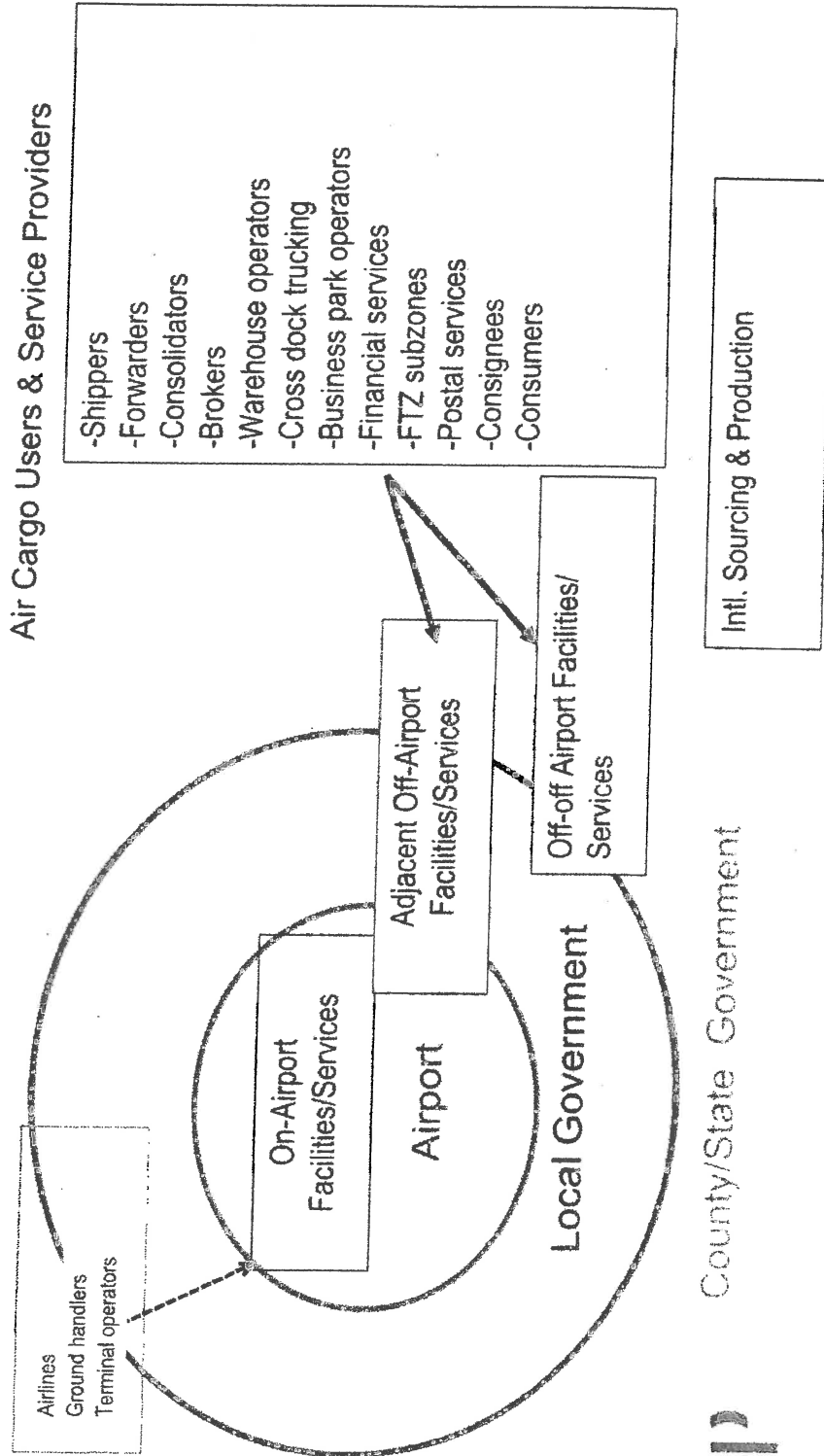


\*Note: BFI does not report data to ACI

Source: ACI



# The Airport Air Cargo Ecosystem



## Summary

- Air cargo growth has seen robust growth in 2016 but could be nearing a peak
- There are two major business models for air cargo carriers
  - *integrator/express model*
  - *airport-to-airport model*
- Trucking is of great importance to air cargo
- Airports should think beyond their boundaries in planning
- Airport cargo strategies are reliant on knowing your market and key airport and community objectives
- Partnering is a key to creating new airport business models

## Next Steps

- Update Industry Trends
- Define Air Cargo Congestion
- Conduct Regional Market Analysis
- Review and Update Air Cargo Forecasts Inventory Existing Facilities
- Staff Workgroup meeting - November 30
- Stakeholder Panel meeting - December 8



# DISCUSSION

