

**FINAL HIGHLINE FORUM AGENDA**  
**March 28, 2012 - Wednesday - 2:30 pm to 4:30 pm**  
**SeaTac City Hall Council Chambers**  
**4800 South 188<sup>th</sup> Street, SeaTac**

**Directions to SeaTac City Hall from I-5 heading south** - Take the S. 188th St./Orillia Road exit (#152). Stay to the left and follow the sign that reads Orillia Road (do not go to the right to S. 188th St., the off-ramp will take you past the access to the building). At the bottom of the exit, turn right. Heading west on S. 188th St., go through the lighted intersection of S. 188th St. and Military Road S. Stay in the right lane. You can access the building directly from S. 188th.

**Directions to SeaTac City Hall from I-5 heading north** - Take the S. 188th St. exit (#152) and stay in the two left turn lanes. At the light, turn left onto S. 188th Street. Heading west on S. 188th St., go through the lighted intersection of S. 188th St. and Military Road S. Stay in the right lane. You can access the building directly from S. 188th.

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<b>2:30 pm</b>	<b>Open Meeting</b>	<i>Co-chairs</i>
<b>2:32 pm</b>	<b>City of SeaTac Welcome</b>	<i>SeaTac</i>
<b>2:35 pm</b>	<b>Nomination &amp; Election of New Community Co-chair</b>	<i>All</i>
<b>2:40 pm</b>	<b>Approval of November Minutes</b>	<i>Co-chairs</i>
<b>2:42 pm</b>	<b>Public Comments</b>	<i>Audience</i>
<b>2:50 pm</b>	<b>Highline Forum Business</b>	
	<ul style="list-style-type: none"><li>• Prep for Refining the Highline Forum</li></ul>	<i>Co-chairs</i>
<b>3:00 pm</b>	<b>Century Agenda Conversation</b>	<i>Comm. Creighton &amp; Tarleton</i>
<b>3:30 pm</b>	<b>Lora Lake Progress Report</b>	<i>David South, DOE</i>
<b>4:00 pm</b>	<b>Update on Community Issues</b>	<i>All</i>
<b>4:15 pm</b>	<b>Update on Port Issues</b>	<i>All</i>
<b>4:25 pm</b>	<b>Upcoming 5/23 Forum Agenda Items</b>	<i>All</i>
<b>4:30 pm</b>	<b>Meeting Adjourned</b>	<i>Co-chairs</i>

**DRAFT HIGHLINE FORUM Meeting Minutes**  
**November 16, 2011**  
**2:30 pm to 4:30 pm**  
**Tukwila Community Center -- Arts Room A**  
**City of Tukwila**

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**Attendees:** **Burien:** Rose Clark, Mike Martin, Dan Trimble; **Des Moines:** Tony Piasecki; **Federal Way:** Skip Priest, Linda Kochmar; **Normandy Park:** Sean McEvoy; **SeaTac:** Todd Cutts; **Tukwila:** Joan Hernandez, David Cline; **Port of Seattle:** John Creighton, Rob Holland, Stan Shepherd, Marco Milanese, Diane Summerhays, Kym Sulman

**Presenters:** Dave Suomi, Federal Aviation Administration (FAA); Sheryl Ice, FAA; Brian Schimpf, FAA

**Tukwila Welcome**

Soon to retire Tukwila Councilmember Joan Hernandez welcomed the Forum members to Tukwila and introduced the City's newly hired City Administrator, David Cline.

**Approval of September Minutes**

Highline Forum Co-chair and Port Commissioner John Creighton called for the approval of the September 28, 2011 Highline Forum minutes, and SeaTac City Manager Todd Cutts seconded the motion. The minutes were approved unanimously by a voice vote.

**Public Comments**

Normandy Park resident Stuart Jenner requested time to address the members of the Highline Forum. Stuart raised his concerns with the number of over-flights over the City of Normandy Park, particularly those described as missed approaches/go-arounds. He stated he had written two letters to the airport's Noise Office but had not heard back as of yet.

Burien resident Debbie Wagner requested time to address the members of the Highline Forum and spoke about the general incompatibility of airports and residential areas. Debbie advocated for the construction of a wall on the Westside of the airfield to dampen noise and cut emissions. She provided a copy of her recent book for the Port's library.

**Four Post Plan Refresher**

Sheryl Ice, FAA ATCT Air Traffic Manager, described the genesis of the Four Post Plan back in 1990 – designed to improve safety and heighten the efficient use the Puget Sound's air-space. She described the Four Post Plan in both north and south flow operations and used maps to show the typical pathways of aircraft from the four points to and the airport.

Federal Way Mayor Skip Priest stated he believed not enough consideration went into where the four posts were located particularly in regards to the impact it would have on the people living directly below. Some confusion was expressed by a number of Forum members about the Four Post Plan and so staff from Sea-Tac Airport agreed to send out

the explanatory historic documents describing the procedures and a map detailing the location of the four posts.

The Four Post Plan refresher led to a more general discussion about aircraft noise. The following bullets summarize some of the major noise-related topics that arose:

- Normandy Park Mayor Shawn McEvoy expressed concern about the number of missed approaches/go-arounds over his City.
- Mayor Skip Priest requested a historic analysis of wind patterns and how they correlates to north and south flow. He further stated he hoped the decision on whether to fly in north or south flow was based on impartial criteria. Port staff and the FAA's Brian Schimpf confirmed the flow is dependent on winds and Port staff agreed to provide the entire Forum with the statistics confirming as such.
- Federal Way Councilmember Linda Kochmar reiterated her belief that the Marine Hills area is experiencing a higher percentage of over-flights than it had in the past.
- Members of the Forum recommended a future Forum briefing on the airport's noise abatement procedures.

### **Greener Skies Initiative Update**

David Suomi, the FAA's acting Regional Administrator, Northwest Mountain Region, started his Greener Skies update with an explanation of Next Gen, the comprehensive transformation of the nation's airspace system. He then went into a description of the Greener Skies project with an explanation of how Required Navigational Performance (RNP) approaches work and the associated environmental benefits. He described Optimized Profile Descent (OPD) operations which would allow aircraft to descend continuously at idle and the associated environmental benefits. He ended with how the sophistication and uniqueness of the Puget Sound region makes Seattle a perfect spot to launch the Greener Skies Initiative. If successful, the plan is to implement the procedures and the technology nationwide.

High-level responses to David Suomi's presentation:

- Commissioner John Creighton asked David Suomi about a timeframe for completion. David responded that initial implementation should be complete in 2013.
- Follow-up by Councilmember Kochmar spurred Brian Schimpf with the FAA to explain in detail the technological advances associated with Greener Skies and what it would mean for the communities below the Sea-Tac arrival corridors including Federal Way.
- Brian Schimpf with the FAA ended with a mention of the upcoming scoping meetings for Greener Skies in Federal Way and Shoreline.

### **Thinking Beyond the Part 150 Study**

Burien Councilmember Rose Clark opened up the discussion reminding the members that it stems from the Mayor's Roundtable with the Commission from earlier in the year. Councilmember Clark stated that the parameters of a Part 150 Study limit the options available to the airport when it comes to mitigating for aircraft noise. So, Councilmember Clark challenged the Forum membership to come up with possible fixes or improvements that can be championed by the airport communities as a whole. Mayor

Skip Priest responded with agreement about the importance of working together and said the first step was to get a thorough understanding of what is actually occurring in terms of air traffic over their communities. He then focused specifically on the EVA Air late night flight over Federal Way and used it as one example of where the Port Commission could take a leadership role and fight for the livability of the airport communities.

Commissioner John Creighton responded that though the Part 150 Study itself and the state auditor's findings limit what the Port's statutory authority is when it comes to mitigating for noise, he is open as a Commissioner to work with the other communities to see if the Port's legal authority can be expanded to encompass greater leeway on where funds are spent. Councilmember Clark summarized her idea of reviving the idea of a regional tax to help with insulation outside of the 65 DNL. Mayor Shawn McEvoy advocated for the construction of a Ground Run-up Enclosure (GRE) and a noise wall on the airport's Westside. Commissioner Creighton responded that there has been resistance to the GRE by the airlines but he believes that the Port and airlines can work through their differences. He ended the discussion with an explanation for why the Part 150 Study ruled out a wall on the Westside and representatives from the FAA and Port of Seattle confirmed his interpretation.

#### **Update on Community & Port Issues**

- Port of Seattle Community Development Director Diane Summerhays, who is retiring, announced this would be her last Forum and that Linda Stewart, her replacement would be at the next Forum.
- Councilmember Kochmar updated the group on two expected large-scale development projects in downtown Federal Way.
- Mayor Shawn McEvoy said the Sylvester Bridge rebuild is nearing completion.
- Councilmember Rose Clark talked about the city of Burien's budget process.

#### **Highline Forum Business/Upcoming Agenda Items**

- Mayor Shawn McEvoy requested the next Highline Form include an agenda item on the Lora Lake contamination investigation and clean-up process.

**DRAFT**  
**Meeting Notes from the Highline Forum – January 27, 2005**

On January 27, 2005, the Highline Forum met from 1:00 p.m. – 4:30 p.m. in the London Room of SeaTac Airport. Forum members who attended can be found as Attachment A.

Facilitator Rhonda Hilyer welcomed the group and thanked the members for providing her candid and helpful background information as she prepared for the meeting. She noted that Dr. McGeehan succinctly summed up the essence of what many members said regarding the purpose of the Forum, "To build a constructive future together."

She reviewed the meeting agenda (Attachment B), outlining the focus of the meeting to be: what the Forum's work will be and how it will operate. The members approved the suggested Forum Participation Guidelines (Attachment C) provided by the facilitator.

**Purpose Statement:** Rhonda asked the group to consider a draft Forum purpose statement developed by joint staff and presented at a December 13, 2004 meeting. Forum members discussed additions and deletions to the proposed purpose statement, including adding other entities, listing environmental priorities in the statement, collaboratively sharing information and resources among Forum entities, and leaving open—for further discussion—how the Forum operates in relation to other South County efforts.

One Member raised the question of whether this group was duplicative of other South County efforts. It was acknowledged that key differences were 1) the composition of the Forum had elected officials and ~~higher-level administrators from Southwest King County~~; 2) the Forum was a public venue; 3) and that other groups weren't working on NEST, transportation, or infrastructure issues. Another key difference noted between the Forum and Southwest King County Economic Development Initiative was the Initiative's assistance provided to small businesses via their office at Highline Community College.

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The members noted that their purpose will evolve over time, but for now, agreed to a revised Purpose Statement (Attachment D).

**Forum's Initial Areas of Focus:** Next, the members brainstormed a list of initial topic areas upon which to focus their efforts:

- Transportation issues, like Hwy. 518, 509, First Ave., South Access to Airport; I-5, 405; light rail; high capacity transit; 509/518 intersection; 518/405; third lane on 518
- Education partnerships and sharing talent and resources

- Shared environmental issues (storm and surface water management; noise; basin planning, shared streams, salmon restoration)
- Developing a joint legislative agenda for Olympia and Washington, D.C.
- Economic development opportunities
- Funding opportunities
- Housing—how are we going to deal with stigma of living next to airport; single-family housing loss to multi-family
- Develop branding for SW King County
- Monitoring progress and correcting along the way
- Coordinate and understand how local priorities fit into Port's regional development priorities
- Identify joint opportunities that can be leveraged

After discussion of each of these items, the group consensed around 4 strategic efforts:

- Staff from the Port, cities and School District will brief the Highline Forum on local, regional, emerging and overlapping issues from which the group could set priorities for a future work plan
- Achieve win-win successes from which to build on future efforts
- Develop a legislative strategy around funding transportation projects that are important to Southwest King County, like Highways 518 and/or 509
- Have more in-depth discussion on a "branding" identity for Southwest King County

Additionally, discussion included developing a briefing paper for Forum members to take to the Association of Washington City's (AWC) lobbying days in Olympia.

**Highline Forum Operating Procedures:** Next the members discussed operational questions developed by the facilitator and suggestions she garnered from telephone conferences and meetings with members. The revised, resulting document is Attachment E.

The group agreed that decisions will be based on consensus, which was defined as "something we can all live with and support." Recognizing that there may be instances where one entity may feel the need to opt out of a consensus decision, the rest of the members can still achieve consensus. However, members pledged not to actively or purposely undermine that consensus-based decision. They also acknowledged that consensus decisions will likely result from iterative discussions among the members and that the Chair will restate the decision and recognize consensus by finding no objections to the decision.

The members discussed other potential representatives to invite to be Forum members. They agreed that initially members would be from the Cities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila; along with Highline School District and the Port of Seattle. They agreed that, if later, the group decided to add new members they would develop criteria for other entities to join the Highline Forum at that time.

Forum representatives will be the Mayor or other Council member designee for the Cities; the President or other Commissioner designee for the Port; and the President or School Board designee for the School District. The Cities, Port, and School District will designate their own alternates, who will serve in the absence of their official representatives. A majority of representatives present at the meeting will constitute a quorum. Discussions will include staff (ex-officio members), but Forum representatives only will be the voting members of the Forum.

There will be two Co-Chairs of the Highline Forum rotating annually. One Co-Chair will be designated by the Port of Seattle, the second will be elected from the combined group of Cities and Highline School District. Members announced the two new Co-Chairs to be: Bob Edwards, representing the Port of Seattle and Mayor of Tukwila Steve Mullet, representing the Forum Cities/School District.

Duties and responsibilities of the Co-Chairs will be to coordinate meeting dates and locations, develop agendas, chair the meetings, etc. The group will agree to media messages and the Co-Chairs will act as spokespersons for the Forum. In addition, the Co-Chairs will agree on how they will run the meetings, and they'll also appoint subcommittee members.

Elected members of the Forum expressed that it was important for them to initially meet monthly to get started on their work plan and to demonstrate their strong support for this effort. Their meetings will be on the Third Wednesday of each month, from 3:00 to 5:00 p.m. Because the third Wednesday in February conflicts with the AWC's lobbying days in Olympia, the next meeting will be March 16. Forum Staff will also meet monthly. Locations will be rotated between the Port, Cities, and Highline School District.

The group discussed how costs would be shared among Forum members, including what would likely be future expenses, the host location providing refreshments for the meeting, and the need to discuss this further as projects/expenses arise. As for the cost of hiring the facilitator and her staff for this meeting, it was agreed that the entities would share the cost proportionately based on their annual operating budget, but that the School District would be exempt.

**No Surprises Notification Process:** With the addition of Highline School District, members of the Forum agreed to the December 16, 2004 draft for a "No Surprises" notification process (Attachment F) and to begin developing the contact information to share with each other.

**Other Procedures:** The group discussed inviting other elected officials or staff from their jurisdictions to attend Forum meetings. The group agreed to welcome others to their meetings as observers, but that discussion and decision-making remained with the Highline Forum representatives.

**Messages From Today's Meeting:** The Co-Chairs summarized the day's meeting as a productive and positive one where Forum members came together to chart how the group is going to function and what its work plan will be.

**Closing:** Forum members thanked and congratulated each other on their important progress. Mayor Frank Hansen offered SeaTac City Hall as the location for the next meeting.

*Notes submitted by Rhonda Hilyer and Ginny Ratliff, Agreement Dynamics, Inc.*



**ATTACHMENT A:**

Highline Forum members who attended the 1/27/05 meeting were:

Joan McGilton, Burien Deputy Mayor  
Jack Block Jr., Burien Councilmember  
Gary Long, Burien City Manager  
Bob Sheckler, Des Moines Mayor  
Tony Piasecki, Des Moines City Manager  
Linda Kochmar, Federal Way Deputy Mayor  
Dr. Joseph McGeehan, HSD Superintendent  
Matt Pina, HSD Boardmember  
Tom Slattery, Chair, HSD Board  
Shawn McEvoy, Normandy Park Mayor Pro Tem  
Merlin MacReynold, Normandy Park City Manager  
Bob Edwards, Chair, Port of Seattle Commission  
Pat Davis, POS Commissioner  
Mark Reis, Managing Director, Aviation  
Diane Summerhays Director, Community Development Dept.  
Frank Hansen, SeaTac Mayor  
Terry Anderson, SeaTac Deputy Mayor  
Bruce Rayburn, SeaTac City Manager  
Steve Mullet, Tukwila Mayor  
Rhonda Berry, Tukwila City Administrator

**Other Attendees:**

Mic Dinsmore, Executive Director, Port of Seattle  
Mike Merritt, Director, Commission Services  
Maria and Chris Cain, Observers

ATTACHMENT B:

AGENDA  
Highline Forum Meeting  
January 27, 2005  
SeaTac Airport (London Room – On Mezzanine)

Today's Focus:

What the Forum will do  
and  
How the Forum will operate

- 1:00 p.m. Welcome and introductions  
Participation Guidelines (provided by facilitator)  
Agenda review
- 1:30 Forum purpose<sup>1</sup>  
Discussion  
Agreements summarized and recorded
- 2:30 Break
- 2:45 Topics the Forum will focus on  
Discussion  
Agreements summarized and recorded
- 3:30 Participation ground rules  
Discussion  
Agreements summarized and recorded
- 4:00 Stretch break
- 4:10 Forum structure and operating procedures<sup>2</sup>
- 5:20 Next steps
- 5:30 Refreshments
- 6:00 Adjourn

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<sup>1</sup> Draft previously developed is attached as "food for thought"

<sup>2</sup> Procedural questions to be discussed are provided on attached pages. Additions and modifications may be made by participants. Draft contains suggestions received from Forum participants.

ATTACHMENT C:

## Forum Participation Guidelines

1. Stay focused on the future and on ways to change things for the better.
2. Treat the other person/group as problem-solving partners (not the enemy).
3. Explore various alternatives rather than demanding one way to resolve an issue. Look for win-win solutions.
4. Explain the reasons underlying statements, questions, actions (disclose your interests). Explore impasses—what is the source of our disagreement?
5. Really listen and work at understanding one another. (This does not mean you must agree.)
6. Check your assumptions and accept feedback.
7. Disagree with dignity (no personal attacks, put-downs, or interruptions).
8. Use “airtime” appropriately. (Don’t dominate or withhold participation.)
9. Clearly communicate intentions and expectations (no hidden agendas). Share information in an open, honest, and timely fashion.
10. Demonstrate trustworthiness. (Follow-through on commitments. What you say in the group is what you say outside the group.)
11. Work from the agenda as much as possible. Stay on track and on task.
12. Others? \_\_\_\_\_

**ATTACHMENT D:**

**DRAFT**

**Highline Forum Purpose Statement  
Developed at 1/27/05 Meeting**

**"Build a constructive future together."**

1. Promote economic development in Southwest King County
2. Collaborate on transportation, environmental, and infrastructure priorities
3. Provide an opportunity to communicate and form joint efforts on related actions of cities, school district, and Port of Seattle
4. Provide opportunities for members to share information and discuss operational and capital project issues
5. Explore joint use of agency resources
6. Discuss other issues placed on agenda by agreement of the co-chairs

**ATTACHMENT E:**

**DRAFT 1-27-05**

**Highline Forum Structure  
Operating Procedures**

**1. How will decisions be made?**

By Consensus

**2. Who are the initial Forum members?**

Membership: Cities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila; Highline School District, Port of Seattle

Forum Representatives:

Cities: Mayor or other Council member designee

Port of Seattle: President or other Commissioner designee

School District: President, School Board or Board designee

Staff as ex-officios:

City Managers, City Administrators

Port of Seattle, Airport Director

School District Superintendent

**3. How will co-chairs be selected and who will serve as initial co-chairs? Will co-chairs have specific terms of service? If so, how long will they serve?**

Elected co-chair annually from the pool of cities/School District; POS co-chair, designated by POS

Staff co-chairs also rotate annually (to same jurisdiction as elected Chair)

**4. What are the duties and responsibilities of the co-chairs? For example, they will coordinate meeting dates, places, develop agendas, chair meetings, serve as spokesperson.**

**5. How often and where will the forum meet?**

Monthly Elected Officials meeting (Third Wednesday of the month, from 3-5 p.m.)

Monthly Staff meeting

Rotate location between POS, Cities, and School District

**6. How will meetings be conducted? Are meetings public?**

The Forum is not intended to be a decision-making body or a new interlocal agency. It is an opportunity for Highline Cities, School District and the Port of Seattle to share information and work together on issues and opportunities related to Southwest King County. The public would be welcome to observe the discussions.

**7. What constitutes a quorum for purposes of conducting business?**

A majority of Forum representatives present

**8. How will Forum costs be allocated?**

To be determined for future projects/costs; 1/27/05 meeting to be shared proportionately based on annual operating budget of Cities and POS (School District exempt)

**9. Are there other initiatives or groups that may report to the Forum periodically?**

1. Basin Plan implementation teams:
2. SW King County Economic Development Initiative
  - a. Small business assistance program
  - b. Implementation of NEST study/redevelop airport properties
  - c. Marketing/branding Southwest King County area
3. Port-City economic/property development initiatives of interest to other parties of the Forum

**10. Other procedures? \_\_\_\_\_**

"No Surprises" (See Attachment F)

**ATTACHMENT F:**

**DRAFT DRAFT DRAFT DRAFT**  
**January 27, 2005**

**Highline Forum Policy and Procedures for a  
"No Surprises" Notification Process**

**Purpose of Procedures**

- ❖ The Highline Forum agencies have agreed to implement a "no surprises" policy and procedures that apply equally to all the cities, Highline School District, and to the Port of Seattle at Sea-Tac Airport. The purpose of the procedures is to enable each agency to respond in a timely, accurate way to elected officials, staff, residents and the media about activities that may affect or intrude upon the Highline Forum communities or upon the operation of Sea-Tac Airport.

**Contact Procedures and Information**

- ❖ Each agency will designate a contact person to facilitate easy and "one-stop" communication. The contact person shall communicate with each agency in a timely way as specified below.

**Subject Matter**

- ❖ The subject matter will cover issues and activities as outlined below. Notification applies to events that have already taken place or for activities that are being planned.
- ❖ Each agency agrees to use its best judgment in notifying others of issues that may not be on this list but which may have a noticeable impact on others.
- ❖ **After the event.** Within 24 hours after an event, notification will be provided for the following actions:
  1. Events or activities that may have affected street and highway traffic (i.e. construction, road closures, truck hauling)
  2. Airport failures of sediment and erosion control BMPs that result in turbid water releases to area creeks, or events within the cities that might result in impacts to the creeks.
  3. Failures of the Airport's wheel wash system and BMPs to prevent excessive soil track out onto roads
- ❖ **Prior notification.** When possible, notification will be provided in advance of the following actions in sufficient time to respond:
  1. Events or activities that may affect street and highway traffic (i.e. construction, road closures, truck hauling)
  2. Proposed legislative activity that may affect other agencies
  3. Planning studies encompassing issues of concern to other agencies
  4. Legal actions that would be of concern to Highline Forum members
  5. Media releases about joint activities or activities of concern to other Highline Forum members