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## INTRODUCTION

The inventory element of the Airport Master Plan is intended to gather and identify information needed to proceed with all subsequent study elements - particularly those concerning the Airport proper. In the case of the Sea-Tac/Communities Plan, the scope of the overall project is considerably broader due to the major emphasis on the Airport's surrounding vicinity. The Sea-Tac/Communities Plan is unique in several respects. Especially noteworthy is the thoroughness with which each aspect is being studied (e.g., environmentally, economically, sociologically, demographically, historically, compatibility of land uses, etc.). For this reason, all of the data collection phases that have occurred during the first six-month period of the project cannot be properly treated in a single element report geared primarily to the Airport proper. For example, the environmental studies conducted under Element 5.0 comprise in their initial phases, a very comprehensive series of inventory investigations. Such information will be included in reports supporting Element 5.0.

Inventory material included in the following report has, therefore, emphasized its use as a working introduction to the study program, the participants and sources of data. To implement a useful and efficient format for presentation of this study, we have included, in addition to the original FAA recommendations of what should be included in the Master Study Plan, several additional facets which we felt would be useful to those interested in examining in greater depth, a particular segment. One of these is the Data Use Guide which is a centralized list of sources and their representative contacts to make referencing easier.

The bibliography was also included as an aid for referencing. It was compiled as a complete reference list of documents, literature and research sources relevant to Sea-Tac, its vicinity and service area, and included factors which influence the environment of the Airport in terms of area planning alternatives.

Among the items identified in the inventory file guide is a fairly complete history of the Airport and environs in draft form as prepared by the Port research staff to accompany the economic and financial evaluations. These subjects will also be treated more thoroughly in a forthcoming publication concerning Sea-Tac's economic impact.

The work program design was an output of Element 1 (Study Design) in the Master Planning Study Elements as outlined in the FAA Planning Grant Program. It serves as the overall outline of the study program and delineates quite specifically the objectives, descriptions, and output of each study task included in each element. It details and coordinates each task so that unnecessary duplication is minimized.

## SEA-TAC/COMMUNITIES PLAN WORK PROGRAM

### PROJECT OVERVIEW

Under the provisions of the Airport and Airway Development Act of 1970, P.L. 91-258 dated May 21, 1970, the Port of Seattle and King County, Washington are conducting a Sea-Tac Communities Plan. Also participating in the Sea-Tac Communities Plan is the Federal Aviation Administration. The FAA funds provided for the project are "user" moneys from a trust fund generated by airline passengers, not tax dollars from the general populace. This fund is divided into the Planning Grant Program (PGP) and Airport Developmental Aid Program (ADAP), for airport planning and development, respectively. The FAA has provided a master planning grant to the sponsors for \$427,978.00, two-thirds of the \$642,000.00 study. This grant offer was accepted by the Port of Seattle Commission and the King County Council on January 29, 1973; the starting date for the project was March 19, 1972. Due to the fact that Sea-Tac is a long-established existing facility, some of the technical airport master planning elements authorized under this program have already been accomplished; e.g., demand forecasts, terminal(s) and other facility layouts. In most cases, however, the material will be revised and updated. In addition, some of the elements and technical studies to be completed have not been previously attempted by either the Port or County staffs.

Consultants have been hired through competitive proposals and will work in six different areas beyond the expertise of the sponsor staffs. They are: Peat, Marwick, Mitchell & Co. - Airport Master Plan and Management Consultants - \$126,368.00; Robin M. Towne, Inc., and MAN Acoustics and Noise, Inc. - Noise Exposure Study - \$107,042.00; Stevens, Thompson & Runyan, Inc. - Water Quality and Drainage Study - \$86,000.00, and Solid Waste Study - \$10,000.00; Environmental Systems Laboratory, Incorporated - Air Quality Study - \$51,148.00; and Battelle Institute - Public Opinion Survey - \$10,000.00.

The first major phase of the project will compile an inventory of existing conditions to be completed by the 30th week of the study, October, 1973. King County's planning staff will accomplish a portion of this existing inventory and will address itself to the study by the determination of the political jurisdictions, demographic features, natural determinants, (e.g., flora and fauna), development potential, land use inventory, and assessed evaluations using a 1/16 section or 40-unit parcel for the basis of their evaluation and ground transportation. The Port of Seattle, in this initial survey, will be compiling a data bank of all existing Port-generated material and data from other agencies. At the end of 6 months, the consultants hired for the purpose of this study will present preliminary data and findings on the environmental effects in the study area.

Community involvement is an essential part of the entire program. Both a citizens' advisory group, the King County Environmental Development Commission, and a technical advisory group are utilized. In addition, input from all citizens within the study area will be solicited and encouraged. The study process is intending to include appropriate hearings, informal meetings, work shops, and presentations necessary to afford communication and understanding with the community at large. The Sea-Tac Community Plan community office is within the study area to address the concerns of the community within their own environment. The office's location is 253 South 152nd Street, Burien, next to Highline High School. The telephone number of the office is 243-7033.

Most general public scrutiny will focus on the problem of noise exposure. The FAA, Port of Seattle, King County, and private consultants will work to measure, analyze, and determine the effects of aircraft noise at Sea-Tac. Noise data is to be collected on a comprehensive basis with 66 separate measurement locations. Attention will be given to flight operations with specific reference aircraft types, flight patterns, scheduling, and intensity of operation as well as compilation of an ambient background noise climate. Although development of quieter models of existing planes is the most effective noise suppressant, operational modification and land use planning around the Airport contribute to isolating the Airport-generated noise from the immediate vicinity. Noise exposure impacts will be reviewed, and, through Actual Noise Exposure (ANE) methods, we will come up with a set of land use and operational alternatives.

Although the existence of noise exposure problems around the Airport is already generally acknowledged, the importance of properly completing the other segments of the environmental study cannot be over-emphasized if an actual picture of total impact is to be obtained. For example, although considerable data is available concerning Sea-Tac's impact on the drainage basin in the areas of Miller and Des Moines Creeks, there are many potential opportunities to improve environmental relations in regard to the drainage function. Air quality will be examined; and aircraft, ground vehicles, and industrial pollution will be analyzed. Also, all aspects of aircraft maintenance and terminal-produced solid waste will be systematically investigated and updated by a separate study. All possible alterations or improvements to these systems and their environmental impact will be identified. Study considerations of a complex as large as Sea-Tac must also be included. The massive buildings and transportation access networks are as visible as the aircraft operation at the Airport, so the total environmental impact can be considered visual. The socioeconomic relationship between the Airport and its surroundings will be conducted by the King County Planning Department. The study will incorporate housing, education, and employment criteria that will help define and lead to better understanding in the residential community surrounding the Airport. Data comparisons with other segments of the greater King County population will also aid in evaluating the impact of the Airport on its residents. Any relationships between communities and their respective service districts, such as schools and utilities, as well as commercial and urban services, are also important considerations. As means are sought to better relate the Airport to its surroundings, potential change will be analyzed in terms of alternatives. Vital questions must be addressed concerning improving or retaining viable community elements versus their loss, if land use changes are pursued.

The scope of the study is extensive because of the many technical Airport operational questions, as well as the complex social and environmental factors involved. Two plans will be produced - one for the Airport proper and one for the surrounding environs. These will, in turn, be combined in a composite Sea-Tac Communities Plan. This document will be a guide for future development at the Airport and to the surrounding communities. Through the course of the study, individual technical reports for each distant aspect of the study will be proposed.

All portions of the environmental inventory should be essentially completed after 15 months with preliminary data available 6 months after the study start. Within the allotted 18-month time frame, the program will allow integration of all phases of environmental impact into the Sea-Tac Communities Plan. Publication of the composite plan is scheduled for the Fall of 1974.

No applicable alternatives will be excluded from investigation by the study. In areas that are identified as irreparably impacted environmentally, land use conversion through acquisition is obviously a prime consideration. Changes of land use and zoning are affected by suitability of access, land availability, utilities, industrial suitability, and the effects produced on the surrounding land use. Modification of loan insurance programs from the VA and FHA could alleviate some financial uncertainty in the area and different taxation procedures may also afford opportunities. Technical and operational changes in the aircraft industry and at Sea-Tac may bring about noise and air pollution exposure improvement which must be documented for the specific areas affected. In order to achieve some of these, we may have to stimulate new administrative and legislative action at the local, state, and federal levels. Where possible, some problem-solving steps will be initiated prior to the forward completion of the 18-month study program.

Major new programs to establish standards and guidelines to identify and solve airport environmental problems are anticipated from the Federal Government. The Sea-Tac Communities Plan is designed to establish a local framework which can become a vehicle to demonstrate the effectiveness and workability of federal programs. It will contain not only the necessary data base for solutions, but will have taken the additional step of formulating a community-based implementation program which, coupled with appropriate authority and financial support from other levels of government, will achieve as compatible Airport/community relationships as can be achieved.

In summary, the Sea-Tac Communities Plan will be a series of technical reports leading to a two-element master plan examining Sea-Tac International Airport's planned development and its relationship to its surrounding communities, as well as comprising a plan for those communities. Cooperative participation by King County, the Port of Seattle, the Federal Aviation Administration and other agencies can result in the first program to successfully address Airport environmental problems nationwide.

## ELEMENT 1.0 INVENTORY

The Port of Seattle shall compile an inventory of information, personal contacts, and background material available to all study personnel. This "data bank" will contain in particular:

- (a) Historical review
- (b) Bibliography
- (c) Data use procedures
- (d) Inventory of facilities
- (e) Socioeconomic data
- (f) Financial inventory

To accomplish this element, the Port of Seattle shall perform the following specific tasks:

### MASTER PLAN SUB-TASK BREAKDOWN

#### Task 1.1 Research Airport/Environs History

- Objective: Compile a historical review of events leading to the present day Sea-Tac development.
- Description: Assemble and organize data descriptions and public sentiment regarding the development of Sea-Tac as a major international air hub.
- Output: A history of the siting, construction, and interaction of Sea-Tac Airport and the area and population it serves.

#### Task 1.2 Assemble and Organize Existing Data

- Objective: Compile a bibliography of literature, documents, and data sources currently in existence of relevance to Sea-Tac and its service area.
- Description: Through research at various libraries, the University of Washington, City, County, and Port documents and records, (newspapers) and any other available source, obtain a reference listing of all material of relevance to Sea-Tac and the Seattle-Tacoma area. This information would include area planning efforts and Airport facilities as well as other sources of influence on the Airport.
- Output: A bibliography of relevant information available on Sea-Tac and its service area.

### Task 1.3 Establish Data Use Procedures

Objective: To establish a procedure for obtaining and using located data sources.

Description: A work plan and guidelines must be made so a coordinated effort can name sources (with validity established) and personnel contacts for reference within the Master Plan Study. Needless duplication is minimized when a single representative speaks for a source.

Output: A list of participating agencies and contact personnel will be compiled along with the data they will supply.

### Task 1.4 Inventory Physical Facilities

Objective: To determine the current nature, extent and status of all facilities, airspace, ground access, and on-site land uses associated with the Sea-Tac International Airport.

Description: Perform detailed inventories of physical facilities and existing land use at the Project Airport. These inventories will include the following items, as a minimum:

Airspace - Air traffic control; navigation aids; airways and air traffic patterns; aircraft performance characteristics; obstructions.

Airfield - Runways; taxiways; aprons; lighting; fueling facilities.

Terminal Complex - Passenger, including facilities for international passengers; cargo; maintenance; ancillary service facilities.

Support and Access - Parking facilities, internal circulation roadways, and access roads including traffic volumes as available; fire and crash rescue facilities; utilities; existing land use.

Output: Internal working papers which document the above detailed inventories in tabular and narrative form, as appropriate.

## Task 1.5 Inventory Socioeconomic and Air Trade Data

Objective: To obtain all available information concerning historical and forecast socioeconomic factors likely to have a significant impact on the demand for air transportation service at the Sea-Tac International Airport.

Description: (Sub-Task 1.5-1) Survey, review and organize appropriate information about socioeconomic trends and conditions of relevance to the Project Airport. Key data requirements include the composition, characteristics, distribution, and growth patterns of:

- o population
- o economic base (business, income and employment)
- o present and projected land uses
- o existing and planned highway and other surface transport systems

In addition, review local, regional and statewide development plans and studies to determine their impact upon projected aviation activity levels and related air transportation requirements.

Description: (Sub-Task 1.5-2) Survey, review and organize appropriate information concerning scheduled air carrier, general aviation and military aviation activity at the Sea-Tac facility. Information of this nature, which is available as a result of regional and statewide airport system planning efforts now in progress, will be utilized to the maximum extent possible. In particular, assessments will be made in connection with:

- o historical airline traffic growth, including volumes of passengers, cargo, and mail
- o passenger origin and destination patterns (both local and city pair O and D)
- o volume and type of aircraft operations
- o type, frequency, and composition of airline service
- o number of based aircraft by type of aircraft
- o geographic distribution of aircraft owners
- o predominate use, by aircraft type and location (e.g., business, recreation, training, etc.)
- o volume of traffic (annual, peak period, etc.)



Output: Internal working papers which describe the above socio-economic and air trade inventories in graphic and narrative form, as appropriate.

#### Task 1.6 Inventory Financial Material

Objective: To obtain and organize essential financial information associated with the operation and development of Sea-Tac International Airport.

Description: (Sub-Task 1.6-1) Assemble and review information pertaining to such matters as:

- o Airport financial statistics (landing weights, revenues, etc.)
- o Annual reports and back-up data
- o Recent periodic reports (since last annual report)
- o Leases and lease abstracts (airline, concessions, fueling, etc.)
- o Terminal space analyses
- o Capital improvement programs
- o ADAP applications
- o Personnel and administrative/legal data
- o Terms and conditions of outstanding indebtedness

Description: (Sub-Task 1.6-2) Investigate the range of financing concepts which are available under legislation applicable to the Port of Seattle. This investigation will be performed by review of appropriate documents and consultation with appropriate state, regional, and municipal transportation officials.

Such issues as the following will be investigated:

- o public financing arrangements permitted and their relative merit;
- o private financing arrangements permitted and their relative merit;
- o federal and state financial assistance potentially available to support required facilities

Output:

- (a) Financial Inventory
- (b) An appraisal of alternative financing concepts and sources of financial assistance potentially available to the Port of Seattle in support of new facilities at Sea-Tac Airport

Task 1.7 Prepare Element Report and Procedures

Element 1 shall commence in the first week of the project (Week 1) and be concluded by or before the end of Week Fourteen (14), unless otherwise authorized in writing by the sponsor.

## ELEMENT 2.0 FORECASTS OF AVIATION DEMAND

### Summary Statement:

Peat, Marwick, Mitchell and Company (PMM) shall develop a forecast of future levels of air traffic and derivative demand that must be met in whole or in part by the Sea-Tac International Airport facility. In particular, the forecast will be used:

- (a) to determine what additional facilities (if any) will be required at Sea-Tac International Airport and when;
- (b) to provide a guide for the phasing and execution of indicated improvements;
- (c) as a basis for measuring the likely impact of aviation and related activities in the Airport vicinity at future points in time.

To accomplish this Element, PMM shall perform the following specific tasks:

### Task 2.1 Review and Analyze Existing Data

Objective: Review and analyze the existing data acquired or developed in Element 1, Task 1.5 (Inventory Socio-economic and Air Trade Data).

Description: The purpose of this review and analysis is to provide PMM with an in-depth understanding of historical trends and interrelationships of the socioeconomic and air traffic activity variables relevant to Sea-Tac International Airport.

Output: The existing data acquired or developed in Element 1, Task 1.5, shall be provided PMM by the Port of Seattle no later than four (4) weeks after the Study Work Program Start Date.

### Task 2.2 Forecast Aviation Demand

Objective: Projections of air traffic activity have recently been completed by the Puget Sound Governmental Conference (PSGC). In association with the Port of Seattle, PMM shall review these PSGC forecasts and, if found acceptable, shall use them as the primary source from which derivative forecasts of airline aircraft operations, peak period activity, aircraft gate positions, etc., will be made.

Description: If the forecasts are determined by PMM to be unacceptable, and the Port of Seattle concurs, PMM in association with the Port of Seattle shall develop original forecasts of aviation demand relative to Sea-Tac International Airport.

In the event that original demand forecasts are deemed necessary, the forecast methodology to be utilized by PMM shall entail a determination of the historical significance and interrelationships between selected local and national socioeconomic and air transportation system variables using one or more correlation analyses techniques, as appropriate. These techniques range from relatively simple graphical approaches, to more complex methodologies such as multiple regression analysis.

Output: The forecast effort shall result in estimates of aviation demand for 1978, 1983, and 1993 including:

- (1) enplaned passenger volumes
- (2) enplaned air mail and cargo volumes
- (3) volume and mix of aircraft movements (scheduled airlines, general aviation, military)
- (4) aircraft gate positions (passenger terminal)
- (5) cargo apron positions
- (6) general aviation based aircraft

### Task 2.3 Prepare Element Report

Objective: To document aviation activity at Sea-Tac Airport.

Description: Prepare an Element Report in narrative and graphic form which documents the analyses performed in Tasks 2.1 and 2.2 and sets forth the incremental forecasts of schedule aviation, general aviation, and military aviation activity at Sea-Tac International Airport for the forecast years 1978, 1983, and 1993.

Output: A report delineating the Forecasts of Aviation Demand.

Element 2 shall commence by the beginning of Week Five (5) and be concluded by or before the end of Week Twenty-one (21), unless otherwise authorized in writing by the Sponsor.

## ELEMENT 3.0 DEMAND CAPACITY ANALYSIS

### Summary Statement:

To determine Airport capacities and aircraft delays associated with the present Airport facilities as well as proposed improvements.

### Task 3.1 Establish Technical Criteria

- Objective: In order to determine the demand capacity relationships to be formulated as part of Task 3.3.
- Description: Peat, Marwick, Mitchell & Company (PMM) shall establish appropriate technical criteria for evaluating the adequacy of various Airport facilities to meet forecast demands for the use of such facilities as developed in Element 2.0.
- Output: Establishment of technical criteria.

### Task 3.2 Identify Technical Constraints

- Objective: To identify technical constraints associated with facilities on the Project Airport, PMM shall perform the following specific sub-tasks:
- Sub-Task 3.2-1 Airspace/Air Traffic Control Analysis.
- Description: Evaluate airspace and air traffic control (ATC) requirements associated with present and potential conditions and operating procedures at Sea-Tac International Airport. In cooperation with the FAA, suggest solutions for present and potential airspace/ATC conflicts identified during the evaluation. This evaluation will be based on standards in "United States Standards for Instrument Procedures" (TERPS), February 1970, Federal Aviation Regulations Part 77, May, 1965 (FAR Part 77), and other relevant publications, such as FAA Handbook 8260.19 "Flight Procedures and Airspace," dated February, 1970. Current procedures for airports in the Seattle area, especially nearby Boeing Field, and also for airports outside the area that may affect or be affected by operations associated with Sea-Tac International Airport shall be analyzed. The nature and extent of noise abatement procedures (if any) involved in the development and application of prevailing operating procedures within the Seattle area shall also be examined.

Output:

Airspace and ATC criteria to be considered shall include the following:

- (1) Aircraft approach path conditions (final or missed approach segments)
- (2) Aircraft departure path conditions as set forth in TERPS and conformance with operational takeoff flight path criteria in applicable sections of FAR Parts 25 and 121 (second segments climb)
- (3) Airspace restrictions: controls or restrictions on airspace imposed by the existence of other airports or special use air spaces (such as military restricted airspace)
- (4) Noise abatement procedures
- (5) Meteorological condition
- (6) Topographic considerations

Sub-Task 3.2-2 Airport Site/Facilities.

Objective:

Formulate technical constraints, or capacities, associated with the Airport site and related facilities, using the technical criteria developed in Task 3.1, as well as physical inventory results obtained in Element 1, Task 1.4.

Description:

In particular, the technical constraints (or capacities) associated with the following facilities shall be identified:

- (1) airfield
- (2) terminal complex
- (3) support facilities
- (4) access and circulation

Output:

Documentation of Constraints in narrative and graphic form.

Sub-Task 15.1-1 Develop Cost Effectiveness Methodology and Procedures

Objective: Develop an analytical method and appropriate procedure for relating aircraft generated noise exposure levels to specific land uses in the Airport vicinity.

Description: The methodology entails development of a computer-programmed coordinate grid system of existing and forecast land use patterns.

Output: Computerized land use grid system.

Sub-Task 15.1-2 Establish Noise Acceptability Criteria

Objective: Determine noise acceptance criteria for various types of land use in the Airport vicinity.

Description: Based upon a review of the appropriate literature, the Consultants' findings in Tasks 5.4 and 5.8 and in consultation with the Port of Seattle and King County, develop comprehensive noise acceptability criteria for the study area.

Output: Working paper.

Sub-Task 15.1-3 Determine Existing/Forecast Noise Impact Values

Objective: To delineate the existing and possible future noise impact values for the Airport vicinity.

Description: Utilizing the Preliminary Report characterizing existing and forecast noise exposure levels, and the noise acceptance criteria of Sub-Task 15.1-2. Illustrate that noise impact relates noise exposure to noise acceptance values.

Output: Working paper.

Sub-Task 15.1-4 Identify and Evaluate Policy Alternatives

Objective: To maximize gain in terms of cost and effectiveness in reducing the noise impact of the Project Airport.

Description: Using the available data from the Consultants, and from relevant data from other Element 5, the Sponsors shall develop the optimal means of reducing noise impact.

Output: Working paper.

Sub-Task 15.1-5 Document Cost Effectiveness Findings and Conclusions

Objective: Prepare a report documenting findings and conclusions of the cost effectiveness analysis.

Description: Using the data from 15.1-1 - 15.1-4 describe and document the cost effectiveness analysis to be used within this planning effort to include descriptions of methodology, noise acceptability criteria, forecasts, and policy alternatives.

Output: Working paper of cost effectiveness findings and conclusions.

Task 15.2 Describe Selected Plan Alternative

Objective: To portray in narrative and graphic form the plan alternative selected for implementation of the Sea-Tac Communities Plan.

Description: The selected plan alternative will be a combination of the selected Airport and plans developed in Element 7.0 and 8.0 respectively. Description of the steps in this procedure are as follows:

Sub-Task 15.2-1 Describe Selected Vicinity Plan Alternative

Objective: To identify in detail the plan selected through the study process that maximizes relationships of community elements, social, economic, and environmental.

Description: Written and graphic explanation and presentation of the selected plan alternative for the "vicinity" portion of the Sea-Tac Communities Plan. This process is not conducted independently from the "Airport" plan, but within the coordinated framework of the planning process.

Output: Working draft of Task 16.2, Airport Vicinity Plan.

Sub-Task 15.2-2 Describe Selected Airport Plan Alternative

Objective: To document the selected Airport "Master Plan" reflecting the current Airport Layout Plan and development throughout the study period.

Description: Presentation of the selected Airport plan alternative in detail with specific forecast figures and technological change assumptions (as accepted by the Sea-Tac Communities Plan) documented in the report.



Graphic and narrative report will be developed through interface and coordination with the selected vicinity plan alternative and all study participants.

Output: Working draft of Task 16.1, Airport Master Plan.

#### Task 15.3 Identify Joint Implementation Activities

Objective: To document a set of steps necessary to accomplish the Vicinity and Airport selected alternative plans.

Description: A series of activities that could aid in the implementation of the composite plan. These actions are unrestrained by financial or legislative bounds, but must be in adherence with goals and objectives developed through the Sea-Tac Communities Plan. The "Who" and "How" of the recommended acts will be defined further in the implementation program.

Output: A list of possible activities used to implement the selected Airport and Vicinity Plans.

#### Task 15.4 Identify Joint Implementation Cost Possibilities

Objective: To investigate all cost alternatives possible to implement and accomplish the accepted joint implementation program.

Description: In close coordination with Elements 12.0 - 14.0 and Task 15.1, a series of practical and possible cost alternatives will be developed. This list will document all phases of plan implementation and should identify the least cost programs that do not compromise the selected plans social and environmental factors.

Output: An annotated list of cost allocations necessary for implementation of the selected plan alternative.

#### Task 15.5 Establish Joint Implementation Responsibilities

Objective: To identify and allocate decision-making and implementation procedures needed to achieve the selected plan alternative.

Description: Through the process of the Sea-Tac Communities Plan, establish the responsibilities and priorities of implementation of the selected plan. The process will identify what procedure a designated organization must accomplish in order to implement the composite program. Close coordination between study participants is encouraged both before and after this task to monitor progress and recommend additional changes.

Output: An indentification or evaluation of recommended citizen and agency actions responsible for implementation of the selected plan alternative.

Task 15.6 Develop Composite Plan Implementation Program

Objective: To develop a schedule of activities for any agency responsible for a portion of the implementation plan and the coordination of the program in entirety.

Description: Establish a program of preliminary plan implementation procedures, activities, and responsibilities for carrying out the selected composite plan.

Output: A working paper drafting an implementation program for the selected Sea-Tac Communities Plan.

Task 15.7 Document Recommended Implementation Program

Objective: To finalize the implementation program and to designate the responsible agencies charged with implementation tasks.

Description: Document the recommended actions required from the designated groups (Task 15.3 - 15.4) needed to implement the selected plan alternative (Task 15.2) for the composite Sea-Tac Communities Plan.

Output: An Element Report summarizing the Composite Implementation Program of the selected plan.

Element 15.0 shall commence at the beginning of Week Twenty-Nine (29), and be concluded on or before the end of Week Eighty-Two (82), unless otherwise authorized in writing by the Sponsor.

## ELEMENT 16.0 PREPARATION OF REPORTS

Objective: To prepare completed report texts of all summary volumes of the Master Plan Study.

Description: After all individual study elements have been completed and integrated as required, into definitive plan alternatives and recommendations, two individual technical report volumes will be prepared. One will deal with the Airport proper and the other with the Airport vicinity. In addition to these technical summary volumes, a composite master plan report will be prepared. This document will represent the basic study report. In turn, a summary brochure for more extensive distribution will be derived from the composite report.

Output: Output will consist of two technical volumes, one composite master report and one summary brochure.

### Task 16.1 Airport Master Plan Technical Report

Objective: To prepare a completed text and coordinate publication of an Airport Master Plan Technical Summary Report.

Description: Utilizing the material provided by each completed element report pertaining to the Airport Master Plan, a summary technical report will be prepared. This document will incorporate in sufficient detail all of the data and recommendations developed throughout the entire study process. It will be adequately inclusive and provide appropriate depth to insure that all technical elements of the plan process are clearly identified as to their methodology, data content and pertinent conclusions. It will depict where applicable, the various alternatives which were considered in achieving recommendations, and will indicate in detail the reasons for selecting those alternatives which prove most desirable.

In addition to textual material necessary to clarify the plan, the technical report will include such graphic depictions, charts, tables and other presentation formats as may be required to adequately test the content of the report. Because of the more technical nature of this document, there will be more emphasis on inclusive detail than on highly finished graphic presentation quality - in contrast with the composite summary report and summary brochures intended to serve less technically-oriented purposes. An analysis of probable distribution requirements indicates that at least 100 copies of the Airport Master Plan Summary Technical Report will be required.

Output: Output will consist of 100 copies of an Airport Master Plan Summary Technical Report.

Sub-Task 16.1-1 Prepare Preliminary Draft

Objective: To compile all the relevant data concerning the Airport Master Plan Technical Material into a rough draft form in preparation for final publication.

Description: Taking the reports of the field consultants, the Port staff shall incorporate this data into a form for review and publication.

Output: Rough draft of Airport Master Plan Technical Report.

Sub-Task 16.1-2 Review Draft

Objective: To review the preliminary draft in preparation of final publication.

Description: The study staff shall review and edit the rough draft to further refine the presentation of the technical data gathered by the field consultants.

Output: Refined draft of the preliminary report.

Sub-Task 16.1-3 Prepare Report In Final Form

Objective: To complete in an inclusive and comprehensive manner all the data from the various study elements which are pertinent to the Airport Master Plan.

Description: Once completing the drafting and review phases of this task, compile and place in presentation form all technical, process and methodology material required.

Output: Report in final form.

Task 16.2 Airport Vicinity Plan Technical Report

Objective: To prepare a completed text and accompanying publication of an Airport vicinity plan technical summary report.

Description: A Summary Technical Report will be prepared using material provided by each of the Element Reports which relate to the Airport Vicinity Plan. This report will provide a detailed composite of all data and recommendations which have been developed throughout the entire study process. In order to insure that all technical elements are identified clearly in terms of their methodology, data content and conclusions; the report will be an in-depth study and will include various alternatives considered in arriving at recommendations as well as justifications for selecting alternatives which are shown to be most desirable.

The Technical Report will include, along with a detailed text, maps, charts, matrices and other graphic aids which are necessary to support the content of the report. Since this is a technical document, more emphasis will be placed on inclusive detail, while the composite summary report and summary brochures provide highly finished graphic presentations and a less technically-oriented text.

It is estimated that 75-100 copies of the Airport Summary Plan Technical Report will be required for distribution.

Output: Output will consist of 75-100 copies of an Airport Vicinity Plan Summary Technical Report.

Sub-Task 16.2-1 Prepare Preliminary Draft

Objective: To compile all the relevant data concerning the Airport Vicinity Plan Technical Material into a rough draft form in preparation for final publication.

Description: Taking the reports of the field consultants, the Port staff shall incorporate this data into a form for review and publication.

Output: Rough draft of Airport Vicinity Plan Technical Report.

Sub-Task 16.2-2 Review Draft

Objective: To review the preliminary draft in preparation of final publication.

Description: The study staff shall review and edit the rough draft to further refine the presentation of the technical data gathered by the field consultants.

Output: Refine draft of preliminary report.

Sub-Task 16.2-3 Prepare Report in Final Form

Objective: To complete in an inclusive and comprehensive manner all the data from the various study elements which are pertinent to the Airport Vicinity Plan.

Description: Once the drafting and review phases of this task are completed, compile and place in presentation form all technical, process and methodology material required.

Output: Report in final form.

Sub-Task 18.3-2 Monitor Project Work Schedule

Objective: To ensure that the Airport project and retained consultants progress according to the agreed-upon schedule.

Description: Using approved methods such as CPM (Critical Path Method), the Consultant, P.M.M., and the Sponsors shall ensure that the other retained consultants progress per their agreements,

Output: Documentation of method for ensuring time schedule.

Sub-Task 18.3-3 Prepare Periodic Progress Reports

Objectives: To ensure clear channels of communication between the Sponsors, Consultants, and FAA.

Description: Monthly and six-month reports shall be written by the Sponsors and Consultants to keep the FAA abreast of the project's progress and development.

Output: Periodic reports, Element 18.0 shall commence no later than Week One (1), and conclude no later than Week Eighty-Five (85), unless otherwise authorized in writing by the Sponsor.

### Task 16.3 Composite Plan Summary Report

Objective: Prepare a summary report in appropriate narrative and graphic form which clearly describes the agreed upon Airport Master Plan, Airport Vicinity Plan, and Composite Implementation Program.

Description: Emphasis shall be given in this report to those plan recommendations that promote and encourage greater compatibility between the Airport and its environs. Primary inputs to the above summary report shall be the Airport Master Plan Technical Report prepared by the Port of Seattle, and the Airport Vicinity Plan Technical Report prepared by King County.

It is anticipated that a single sheet composite plan-map in color will be produced as part of the summary report. Designed to function as an attractive brochure that can be readily distributed, this plan-map will contain sufficient text to describe the Airport and Vicinity Master Plan in concise, understandable terms.

Output: The summary report, tentatively entitled "Sea-Tac International Airport and Vicinity Master Plan," shall be prepared by the Consultant in a form suitable for printing and reproduction by the Sponsor.

The two input reports shall be provided, (in a form suitable for printing and reproduction), to the Consultant by the respective agencies no later than sixty-five (65) weeks after the Study Work Program Start Date.

#### Sub-Task 16,3-1 Prepare Preliminary Draft

Objective: To compile all the relevant data concerning the Airport Master Plan Technical Material and Airport Vicinity Plan into a rough draft form in preparation for final publication.

Description: Taking the reports completed of Airport Vicinity Plan by King County, and Airport Master Plan by Port of Seattle, the consulting firm of Peat, Marwick, Mitchell & Co. (PMM), and the Port staff shall incorporate this data into a form for review and publication.

Output: Rough draft of the Sea-Tac Communities Plan.

#### Sub-Task 16,3-2 Review Draft

Objective: To review the preliminary draft in preparation of final publication.

Description: The Port and county staffs, and Peak, Marwick, and Mitchell personnel shall review and edit the rough draft to further refine the presentation.

Output: Refined draft of the preliminary composite plan.

Sub-Task 16.3-3 Prepare Report in Final Form

Objective: To complete in an inclusive and comprehensive manner all the data from the various study elements which are pertinent to the Sea-Tac Communities Plan.

Description: All technical information, processes and methodology will be compiled, reviewed, and placed in presentation form.

Output: Report in final form.

Task 16.4 Printing

Objective: Publication of the previously-mentioned three reports: 100 copies of the Airport Master Plan Summary Technical Report and the Sea-Tac Vicinity Master Plan Summary Report, 500 copies of the Composite Summary Report tentatively titled: "Sea-Tac Communities Plan," and a summary brochure for public disposition.

Description: Brochures will be assembled by a local printer. No decision has been made about colors, format or material.

Output: 100 copies of each technical report, 500 copies of the Composite Summary Report, and a yet undecided number of summary brochures.

Sub-Task 16.4-1 Print Airport Master Plan Report

Objective: To document in final form the Airport Master Plan Report.

Description: Taking the final Airport Master Plan Report to be printed at the rate of 100 copies.

Output: 100 copies of the Airport Master Plan.

Sub-Task 16.4-2 Print Airport Vicinity Plan Report

Objective: To document in final form the Airport Vicinity Plan Report.

Description: Using the final Airport Vicinity Plan Report, print at the rate of 100 copies.



Output: 100 copies of the Airport Vicinity Plan Report.

Sub-Task 16.4-3 Print Composite Summary Report

Objective: To print in combination the Airport Master Plan and Airport Vicinity Plan to create the Sea-Tac Communities Plan.

Description: Print previously-mentioned reports in composite form at the rate of 500.

Output: 500 copies of the Sea-Tac Communities Plan.

Element 16.0 shall commence at the beginning of Week Sixty-One (61), and be concluded by or before the end of Week Eighty-Five (85), unless otherwise authorized in writing by the Sponsor.

ELEMENT 17 PUBLIC INFORMATION PROGRAM

Summary Statement: The Public Information Program consists of design and implementation of a community involvement process which will operate for the duration of the study. This component seeks to assure informed citizen input into planning process.

Sub-Task 17.1-1A Identify Community Organizations

Objective: To recognize the organizational structure of the community for participatory and communicative purposes.

Description: Obtain lists of service clubs, community clubs and councils, special interest groups and other groups which comprise community-based memberships and their mailing addresses,

Output: Mailing list of community organizations.

Sub-Task 17.1-1B Identify Community Participants

Objective: To identify those individuals within the community who will volunteer to engage in the planning process.

Description: Prepare survey format and review with Environmental Development Commission. Prepare cover letter and complete mailing list of those interested. Further attempts will be made to obtain information pertaining to the interest areas, purpose and focus in terms of planning involvement and meeting times.

Output: Mailing lists and agendas.

Sub-Task 17.1-2 Survey Identified Organizations

Objective: To obtain information pertaining to the membership, geographic representation, purpose, and focus in terms of planning involvement of identified community organizations (16.1-1) to aid in establishing community involvement structure.

Description: Prepare survey format and review with Environmental Development Commission. Prepare cover letter and complete mailing. Collect and compile results.

Output: Completed survey forms, summary tables and analysis of organizational structure.

#### Sub-Task 17.1-3 Establish Involvement Guidelines

Objective: To determine from the composite work program those tasks, activities, or outputs which require community involvement, understanding, or exposure.

Description: Review the descriptions, objectives and outputs of all tasks and activities of the study work program. Meet with consultants to determine the process and the types of output for each task, i.e., analytical, graphic, observational, prognostic, etc. Determine areas of particular need for community involvement in the process and areas which require interpretation into a simplified manner for lay use and understanding.

Output: Statements and recommendations for each task of the work program on its relationship to community involvement. Guidelines for simplified interpretation of technical studies and outputs.

#### Sub-Task 17.1-4 Identify Planning Area Sub-Units

Objective: To identify social units and/or geographic neighborhoods as planning sub-areas for purposes of organizing channels of communication, selecting community participants and recognizing specific problems.

Description: Review school and community organization service areas and statistical unit areas. Identify recognized meeting places and potential fast-forum stations within sub-units. Determine facilities that have closed circuit capabilities. Develop profiles for sub-units based on statistical information, community organization survey (17.1-2), which would be expanded later by results of community attitude survey (5.6 and 8.2-3). Examine geographic characteristics. Meet with community attitudes survey consultant to determine appropriate geographic breakdown of survey sub-units.

Output: Statistical profile studies, list of potential meeting places, map of planning sub-units.

#### Sub-Task 17.1-5 Allocate Available Resources

Objective: To determine from the Composite Work Program those resources which are available to the public information program; to explore special resources from other sources; and to allocate those resources to tasks in the operation activity (16.2).

Description: Compile list of resources (manpower and fiscal) available from study participants and from other governmental agencies or community sources. Identify resource requirements for tasks defined in operation activity (16.2), and determine priority of tasks.

Allocate known resources to tasks, starting with those with highest priority. Conduct resource leveling.

Output: Resource allocation chart for community involvement program operation activity.

Sub-Task 16,1-6 Structure Organizational Participation

Objective: To define the role that the Environmental Development Commission and the community will play in the planning process; to define their relationship to the agencies and consultants participating in the planning study.

Description: Set up framework for involving the various elements in the community, seeking participation of community organizations and other interested individuals to work on a community task force through the planning program. The Environmental Development Commission will develop guidelines for selecting community task force participants.

Output: Organizational structure diagram.

Sub-Task 17.1-7 Prepare Operational Work Program

Objective: To program and structure coming events and activities of the community participants.

Description: The staff of the community office shall develop programs and activities which shall insure useful and productive citizen involvement.

Output: A more effective community involvement program.

Sub-Task 17,2-1 Establish Information Office in Community

Objective: Central place for the distribution and input of citizen concerns and information.

Description: Structure should be located in such a manner to facilitate the distribution of information and convenience of community proximity.

Output: Establishment of community office.

Sub-Task 17.2-2 Prepare Appropriate Program Materials

Objective: To provide the public information program with all visual presentation, handout, and questionnaire material.

Description: This material may include any or all of the following: (as determined by the on-going public information program.) Charts, maps, public handouts and questionnaires, brochures, video and audio tapes (made available to both the study staff and public), and photographic equipment.

Output: A more active and cohesive public information program.

Sub-Task 17.2-3 Conduct Community Involvement Program

Objective: To coordinate and administer the community involvement process.

Description: The overall purpose of the community involvement program is to implement a process through which the community has a direct and continuing role in the creation and implementation of physical and social changes emanating from the airport and airport environs planning processes which affect, or are of concern to the community.

The objective of this program operation activity is to coordinate the community involvement component of the planning process with the programs being undertaken by the other participating agencies and consultants.

The community task force will be set up with participants from community organizations and from geographic neighborhoods being selected to work in this group. The community task force and the Environmental Development Commission will work jointly to implement and monitor this activity.

It will be their role to establish and maintain continuing contact with the planning agencies and consultants thus being kept informed on the progress of various phases of the planning program. This will enable them to keep the community informed in order that community input may be based on adequate information.

Thus the community task force and Environmental Development Commission will provide an operational communication link between planning agencies and consultants and the community. As a continuing process, they will channel information from the agencies to the community and conversely, community response and input to the agencies. Thus both planning agencies and community will be able to utilize each others' inputs in their respective planning processes. To achieve a routine, regularized flow of communication, the community task force and Environmental Development Commission will set up and conduct meetings with planning agencies and the community at pertinent decision-making points in the planning process.

Much of the task force/Environmental Development Commission's efforts will be focused on initiating and carrying out tasks on the community level. It may divide into small work committees or work as a group, seeking participation from area residents or students to help perform their tasks.

The community task force (and Environmental Development Commission) will analyze data obtained from the community attitudes survey and from the aesthetic survey in order to define community perceptions and objectives as to the desired character and development of the area, and to determine how this affects, or is affected by development of the Airport Master plan. Thus the data and implications gained from the Community Attitudes Survey (Activity 5.6) will give direction to the on-going community involvement process. The task force and Environmental Development Commission will work as a group and with the community (through public meetings) to develop parameters to be applied in evaluating and selecting an alternative plan which reflects the community's needs and desires concerning future development of the area in relation to the Airport. To achieve this community-defined development concept for the Airport environs, the task force and Environmental Development Commission will provide the community information on the results of community attitudes survey, aesthetic survey, simplified technical studies. The community will be asked to give input, based on this information, as to their priorities for community development. Subsequent task force work and public meetings will seek further evaluation and/or modification of the community-defined development concept in light of response and more information from the planning agencies and consultants as the planning program progresses.

The other major effort to be undertaken by the community task force and Environmental Development Commission will be set up and monitor a continuing public information and communication program. As discussed above, they will schedule and sponsor public meetings periodically for more structured, formal presentations to the general community on simplified technical studies, progress reports on the activities of the planning agencies. These meetings will hopefully provide the general public with the opportunity to respond to and make input into the planning process as it is going on.

The task force will prepare, with the aid of the consultants, video tapes of lay technical reports, and reports on the Airport and Airport environs plans. They will present these taped programs in the community (library, schools) for groups and the general public.

To provide information and stimulate community interest and involvement, the task force will take the following steps:

They will set up and "man" a "storefront" information office in the community. This will serve as a community information base, making information easily accessible to people in the community.

They will compile and routinely update a complete information file on the studies and reports related to the airport planning study. This file will be kept at both the information office and the community library (or other identified community activity centers).

They will also generate informative articles for the local newspapers geared especially toward the goals and activities of the community involvement program.

Finally, the community task force and Environmental Development Commission will utilize the Fast Forum survey technique periodically to gain additional input from the community during the planning process. This survey process involves administering a short questionnaire to a selected sample and seeks response on a range of issues. The method does not provide for a statistically valid sample; however, it does provide an indicator of community sentiment. Its value lies in the fact that results can be tabulated quickly so that feedback can be incorporated into the planning process with little time lag.

Output:

Element 17.0 shall commence at the beginning of Week One (1), and be concluded by or before the end of Week Eighty-Five (85), unless otherwise authorized in writing by the Sponsor.