

**Background and purpose**

The current adopted King County International Airport/Boeing Field Master Plan has fulfilled its primary goals and objectives, while guiding the Airport to the present level of development. The 15-year Capital Improvement Program identified in the Master Plan has been essentially completed, as well as additional projects identified during the 10-year development period. The 2004 adopted Plan has successfully guided the Airport through major airfield and landside capital projects as well as policy decisions.

The Master Plan Update will guide airport land use development, CIP program, including AIP-eligible and non-eligible projects supported from the AIP grant program for the 10-year, 15-year, and long-term planning horizon. The CIP project must also be identified on the Airport Layout Plan.

New FAA sustainability policies are complementary with the County's Strategic Plan, Climate Change and Energy Policies. The FAA sustainability goals include energy reduction, renewable energy, such as solar, Green House Gas reduction, stormwater management, potable water management, recycling throughout the airport's operation, construction, and passenger services, composting, and green materials for construction, maintenance and operations. The Noise Contours are also updated. The Updated Plan will incorporate the policy guidance provided in the County's Strategic Plan and Airport Strategic Business Plan. In an effort to be inclusive of all communities regardless of race or class, the update process will also integrate goals from the King County Equity and Social Justice Ordinance and the federal Executive Order 12898 on Environmental Justice for Low Income & Minority Populations.

Project goals include:

- Provide policy, plan, and decision-making criteria to guide future sustainable development
- Integrate County Strategic Plan and Airport Strategic Business Plan goals into the master plan update
- Provide a plan that is supported by the Airport Working Group (AWG) and community
- Foster a transparent, inclusive process that to the maximum extent practicable addresses community interests and concerns reflected through the AWG and supports community development and economic growth
- Provide a comprehensive Facilities and Capital Improvement Program to be supported by the FAA Airport Improvement Program and local resources
- Provide a FAA-accepted Master Plan Update and adopted Airport Layout Plan for landside/airside uses
- Provide the Airport and County an adopted Master Plan Update

This group is supported by King County Department of Transportation (KCDOT).

This charter is presented to include information on the AWG scope, membership and operating guidelines. In addition, the meeting plan serves as a reference to all working group members, airport partners, supporting County staff, and the facilitation team throughout the review process.

AWG objectives and scope

The AWG will provide meaningful input on technical issues and related policies as third-party experts by reviewing prepared working papers which document Master Plan update analyses, landside and airside alternatives and a preferred package of updates. This group is charged with tracking technical and policy issues articulated in the series of working papers that will be developed as part of the airport planning analysis process. Working papers will be discussed in a series of AWG meetings. Based on these discussions, AWG members may offer comments and other input to address their constituents' interest and/or concerns in the Master Plan update. The group's feedback will be considered by the Planning Team and incorporated into the ongoing Master Plan update documentation. Regular updates will be provided to the DOT and FMD Directors, the County Executive, and King County Council, as well as other jurisdictional partners, with any resulting policy guidance to be shared with AWG members to support their ongoing deliberations. The final Master Plan will undergo review with the King County Executive. King County Council will have role in review and adoption of the Master Plan.

AWG membership

AWG members include tenant representatives, stakeholders from the Airport Roundtable and representatives from other business, labor, economic development, community and environmental interests. The AWG is being convened specifically to consider the Master Plan update process, the findings of airport inventory and forecast analyses, and the development and analyses of several airside and landside alternatives. The AWG will work to review and understand the scope of the issues, potential solutions, and impacts of these options on the airport, tenants, business, surrounding community and environment, and the broader County.

AWG member	Affiliation	Interest
Peter Anderson	Galvin Flying	General aviation
Maria Batayola	Beacon Hill	Community
Tim Cosgrove	UPS	Tenant
Joel Funfar*	SPEEA	Labor
Ben Humbert	Signature Flight Support	Tenant
Kristi Ivey	National Business Aviation Association	Tenant
Brad Jurkovich	Seattle Chamber of Commerce (Airport Policy/Tomorrow@SeaTac)	Business
Holly Krejci	Georgetown Community Council	Community
Wendy Langen*	Mente LLC	Tenant
Rick Lentz*	Washington Pilots Association	General aviation
Lawrence (Ed) Parks*	Beacon Hill/Rainier Valley	Community
Larry Reid	Georgetown Merchants Association	Business
Art Scheunemann	PSRC Freight Mobility Roundtable	Business
Doug Wilson	FBO Partners	General aviation
Tom Ysasi*	Magnolia	Community

**KCIA Roundtable Member*

Airport partners

While the AWG is the official body for providing input to inform the Plan’s formulation and representing community interests and concerns throughout the Master Plan update process, the planning team will also engage airport partners to gain access to jurisdictional perspectives, technical and community relations resources, coordination across policy and land use regulations, and other emerging issues related to the Master Plan update. King County will convene these partners at project milestones and distribute working papers to keep them informed of project progress, however this group will not represent the community at large, nor will it have any decision-making authority. See table below for membership.

Airport Partner	Affiliation
Ron Borowski	Seattle Freight Advisory Board
Kenny Pittman	City of Seattle, Mayor’s Office
Robin Mayhew	Puget Sound Regional Council, Aviation Planning
Carter Timmerman	Washington State Department of Transportation, Aviation Division
Nora Gierloff	City of Tukwila
Jennifer Kendal	Federal Aviation Administration
Deepeka Parashar	Federal Aviation Administration
Rich White	The Boeing Company
Elizabeth Leavitt	Port of Seattle
Beth Mountsier	King County Council, Central Staff
Lisa Kaye	King County Council, Central Staff
Krista Camenzind	King County Council, Councilmember Balducci
Kristina Logsdon	King County Council, Councilmember Dembowski
Tom Goff	King County Council, Councilmember Dunn
Adam Cooper	King County Council, Councilmember Kohl-Welles
Jeff McMorris	King County Council, Councilmember Lambert
Shannon Braddock	King County Council, Councilmember McDermott
Jeff Muhm	King County Council, Councilmember Upthegrove
Sara Smith	King County Council, Councilmember von Reichbauer

Planning Team

The Planning Team is comprised of Gary Molyneaux (Airport Planning Manager), Randall Berg (Airport Director), Mike Colmant (Airport Deputy Director) and the Mead and Hunt-led consultant team. The role of the Planning Team is to consider the identified alternatives, including policy and technical input provided by the AWG. The Planning Team will evaluate conditions and alternatives, and provide information to stakeholders for transmittal to the County Executive and King County Council.

Facilitation Team

King County has contracted the services of a neutral third-party facilitation team from EnviroIssues (www.enviroissues.com) to support the AWG processes. The facilitation team supports the County and AWG members and maintains the integrity of the AWG process. Specifically, the facilitator will:

- Remain neutral.
- Not contribute substantive ideas.
- Help the AWG accomplish their tasks.
- Suggest and implement process ideas.
- Help the AWG abide by their adopted ground rules.

- Solicit and field input and observations on the AWG processes and consider modifications to improve the processes.

Meeting Protocols

- AWG meetings will be convened and led by the Airport Division and actively managed by the facilitator to ensure that discussions are consistent with the AWG charter and that feedback and findings and alternatives are advanced in a timely manner.
- Dialogue between AWG members will be supported by a number of non-committee resource staff from King County. Unless presenting information or responding to questions, staff will remain in a listening role.
- Members will establish meeting ground rules with the team's facilitator and agree to abide by them.
- Members will make their best effort to attend all meetings and notify the facilitator or KCIA staff in advance if unable to attend. Meetings will be scheduled in advance based on best availability. Remote participation by phone/web conference will be accommodated upon request.
- Meetings are open to the public. A brief public comment period will be taken at each meeting. Attending members of the public may also share comments and ideas via email or comment card.
- Meeting materials will be distributed a minimum of 48 hours in advance of the meeting. Members will be asked to review all materials in advance and come prepared to participate. The project staff will make every effort to ensure meeting materials are finalized at the time of distribution; however, there may be instances where materials or updated versions of materials are provided at the meeting.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the AWG will decide if the meeting should be extended or the discussion continued at the next scheduled meeting.
- Meeting summaries will be produced for each meeting by the facilitation staff to reflect team discussion, feedback, areas of both agreement and disagreement, and tasks and assignments related to advancement of the group's work. Draft summaries will be distributed and members will be given the opportunity to clarify or edit the summary to make sure it accurately reflects the meeting.

Communication

- Members are expected to share information with their organizations and/or constituents and gather information from their constituents to help inform discussions and recommendations.
- Members will not take actions or discuss issues in any way that undermines an open and transparent process.
- Members are asked to be respectful of confidentiality concerns and to only distribute documents that are explicitly identified for public distribution.
- Support staff is available at and between meetings to address questions, concerns and ideas. Staff will respond to all member inquiries in a timely manner.

Process considerations

All members will be encouraged to take a proactive approach to this process and upholding this charter, to look for creative solutions rather than problems, and to effectively engage and represent their communities.

Consensus in perspectives on Master Plan issues is not a necessary outcome. The planning team will work to understand the range of issues and opinions on alternatives and findings of analyses, and areas of agreement amongst stakeholders. All significant concerns and interests brought forth in AWG

meetings will be reflected in meeting summaries and communicated to the Planning Team. The Planning Team and King County will incorporate preferences identified by the AWG to the maximum extent practicable throughout the Master Plan Update process.