



**King County  
International Airport  
Boeing Field**

Department of Executive Services -- Airport Division  
Roundtable Meeting Minutes for January 10, 2022

5:10 p.m. Meeting called to order by John Parrott, Director

1. Welcome (John Parrott and Kelly Hafner)
2. Land Acknowledgement (Ellen Knowlen)
3. Public Comment: No public comments.
4. Approval of Minutes – We had a quorum; November’s meeting minutes were approved.
5. ARFF Report (Chief Thomas): Chief Greg Thomas oversees the Airport’s Aircraft Rescue and Fire Fighting (ARFF) Station and he is also a Captain with the King County Sheriff’s Office. That station provides police, state-certified fire service, and trained EMTs. The station is manned by 16 Deputies 24 hours a day. During the recent snow event ARFF personnel were assisting Operations and Maintenance staff.
6. Engineering Report (Shumit Vatsal): The Engineering team is working on the Airport’s capital improvement program and working with the Airport’s working groups community engagement. The internship program has six interns working at the Airport. The Engineering team is using Standard Work to develop and streamline their work processes.
7. Finance Report (Morlene Mitchell): Morlene reviewed the finance charts and how the Finance team is moving into the budgeting season. The Airport is compliant with 39 FAA grant assurances, long standing conditions of accepting FAA grant funding. The Airport is set up as an enterprise fund, the Airport stands alone financially accepting no money from the County general fund or tax funds and does not transfer funds to the general fund. The Airport has to earn revenue to cover our own expenses. In our financial reports 1/3 of our budget goes to other County agencies (KCSO, KCIT, Prosecutor’s Office, Risk Management, etc.). The Finance team is responsible for biennial budget, financial tracking/reporting, A/P, A/R, quarterly and annual tax reporting, annual inventory, etc. The procurement staff oversees contracts for architects, contractors, goods and services, consultants, etc.
8. Maintenance Report (Raleigh Salazar): Mx is staffed with 16 employees and consist of journey level trades and utility workers overseeing roadway and runway services. These staff are responsible for runways, hangars, the main Terminal, FAA Tower, ARFF station, and landscaping

on and around the Airport. We are now partnered with King County Fleet Services for light duty fleet repairs and acquisitions, and storeroom inventory. They also handle small construction projects and some tenant improvements and water system connections. Mx works closely with our Business Information Management, Engineering, and Operations sections on Airport projects. Mx is working on onboarding and training new staff, revamping the project manager program, taxiway pavement patching and crack sealing, runway rubber removal and the repainting of runway markings. The runway identifier systems are scheduled for end of month completion so the FAA can fly over and certify the system. Workers are on schedule for the replacement of the water system meters, these meters can be electronically read and will be provided to the tenants. The storm system (eight pumps and two stations) took a heavy load during the winter storm and three pumps have reached their 10,000 hour mark and need to be overhauled. Mx is working on repairing and re-sealing hangar floors before new tenants move in.

9. Operations Report (Davey Pilley): The Operations team consists of seven duty managers and two operations specialists (over 152 years of experience at 25 airports across the country). Their main priority is airfield safety, the Air Operations Area (AOA) consisting of over 600 acres. FAA Part 139 requires daily day and night inspections: checking airfield markings, edge lights, pavement, concrete (holes/cracks). From the pilot perspective that the airfield signs are working and visible, markings. Operations staff also follow Part 77 imagery surfaces (crane on the airfield or in close proximity) and issue a Notice to All Airman (NOTAM) making them aware of the situation/location. Perimeter security fence checks are also done daily (vehicle gates/pedestrian gates, checking doors from tenant facilities). Special inspections on aircraft alerts (mechanical malfunction/gear falling on the runway) and conduct FOD inspections. Aircraft fueller and fuel farm inspections and ensuring they are following safety protocols (truck/equipment, etc.) They oversee online airfield driver training for two locations, taxiways and runways and non-movement areas ramp space and tenant hangar space and vehicle service roads. Overseeing Part 139 annual training for all Airport ARFF, Maintenance, and Operations employees to maintain certification. Operations staff, along with ARFF personnel, will respond to emergency aircraft alerts and tenant incidents. Operations staff also haze wildlife on the airfield using pyrotechnics and vehicle sirens to chase birds away (and occasional coyote). Also responding to bird strikes reported by the pilot (occurring at their last airport or on approach to BFI) or notification from the FAA Tower. If the bird remains are not identifiable the blood sample will be collected and sent to the Smithsonian which tracks bird strikes at airports nationwide. Ops staff provide tenant assistance and outreach (tenant security working groups, winter operations preparations, monthly Boeing meetings, escorts for contract vehicles). Participating in Airfield construction pre-con meetings. They also oversee tenant leases and insurance documents for general aviation tie-downs and hangars. During winter runway snow removal Operations will have a duty manager (friction tester) for the braking action for aircraft. A duty manager will also man the snow desk to answer phone calls, keep the snow log, record what areas have been cleaned, what the surface has been treated with, what the surface conditions are, and coordinate with the Tower that the runway can be opened. The duty manager over seeing the snow team will do the final inspection after the Mx crew has left the runway. Airfield security is also a function of Operations (badging and access control) using a comprehensive security program. They monitor airfield cameras using mobile trailers. Noise monitoring is overseen by Operations staff, monitors are located around the local communities that provide noise data, and handle community noise complaints. Operations staff coordinate with the Blue Angels when they are here for SeaFair. The August 2021 FOD walk was coordinated by Operations staff and they assist with local school student learning events at the Airport. The Operations staff follow the guidelines in the Airport

Certification Manual which covers the signage and marking plan, runway and taxiway safety areas, letters of agreement with the FAA Tower, any modifications of standards that apply to the airfield, self inspection checklist, fuel inspection, flight control plan, airport emergency plan, and wildlife plan. This is all part of the annual FAA inspection for our Airport Operating Certificate that is posted in the Terminal Front Desk.

10. Business Information Management (Vanessa Chin): The Business Information Management (BIM) staff will be updating the KCIT Comprehensive Plan that will help guide the airport on data technology tools for value supported data driven decision making. BIM does data analytics and visualization. Supporting Maintenance using Cityworks to develop tools based on data. In 2022 we will be adding the critical infrastructure for Maintenance and virtual asset management program using GIS and CAD tools. Along with business application support the team does system administration, configurations, and integrations. BIM will be replacing the Part 139 inspection tool in conjunction with Operations to capture wildlife and emergency management. BIM oversees Terminal building software intelligence systems like GBAC certification and property management. They can also do simulations for winter snow response planning working with Ops, Maintenance, and ARFF. The Airport's website will also be updated. BIM staff oversee records management and follow King County retention schedules. BIM staff participate in the Airport's internship program. They will also partner with Central Procurement with ESJ small jobs tools and community engagement software called Public Input.
11. Deputy Director's Comments (David Decoteau): David updated the members on the winter snow event that started on Christmas Day. Maintenance, Operations, and BIM staff worked 12-hour shifts to keep the airfield open. Snow removal continued for seven days working with below freezing temperatures and at times up to six inches of snow fall. Some staff were off during this event but came in to help keep the Airport open and running. Pavement failure (pavement buckled up) was evident at the Alpha 4 intersection from water run off and water intrusion. A planned night closure for pavement repairs is scheduled for Thursday night. Airport staff also had to deal with storm water issues, a king tide, and the large amount of run off from melting snow.
12. Chair's Report: Kelly shared that for 2022 what does 2030 mean to the advisory committee and asked members to share what they want to cover or learn more about in the meetings.

13. New Business -

\*Next meeting will be held on Monday, February 14, 2021

6:15 pm Motion to Adjourn. The motion passed.

*This meeting was attended via Zoom.*

*Roundtable members in attendance: Kelly Hafner, Holly Krejci, Tim Cosgrove, Matt Hayes, Lisa Krober, Joel Funfar, Eric Lynn, Evan Nelson, Ryan Tomasich, Dalan Angelo, Ali Lee, Guido Perla, and Erik Utter..*

*Roundtable excused members: Andy Wegman*

*DES staff in attendance: Cameron Satterfield*

*Public guests in attendance: Stephen Ratzlaff, Ian Marks, Rosemary Brester, Bob Thompson, Adam Schmidt, and Sean Greenlee.*

*KCIA staff in attendance: John Parrott, David Decoteau, Chief Greg Thomas, Raleigh Salazar, Davey Pilley, Gil White, Matt Sykora, Vanessa Chin, Eric Miller, Shumit Vatsal, Jorge Sanchez Yubero, Sam Priest, and Ellen Knowlen*

*KCIA staff excused: Mohamed Nimeri and Kevin Nuechterlein*

*This meeting was audio recorded.*