



Renton Airport Advisory Committee

January 19, 2010

MINUTES (draft)

Renton Airport Advisory Committee (RAAC) Chair Mike O'Halloran called the meeting to order at 5:39 p.m.

I. Welcome

The Chair started the meeting by welcoming the members and visitors.

II. Approval of Previous Minutes

The Chair called for any corrections, comments, or notations to the previous minutes of December 15, 2009. None were forthcoming and the Chair declared them approved as presented.

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III. Airport Regulations and Minimum Standards Draft Discussion

Marlene Mandt requested an electronic copy of the Airport Leasing Policies. Mr. Wilson will see that one is provided to her.

Mr. O'Halloran clarified that the items to be re-visited and re-written are ongoing actions. The committee will be reviewing them at the next meeting. He then directed our attention to the night's task at hand. The members would be going through *the Airport Regulations and Minimum Standards* starting tonight at Section 3.6 on page 23 of and work through the end of Section 3.8 on page 32.

Page 23:

Section 3.6: Requirements Applicable to all Operators

3.6.1 Requirement of a Written Lease or Operating Permit

General: Wording within the title shall be capitalized.

a. This paragraph will be re-visited. It needs to reference back to the Airport Leasing Policies.

- b. In the last sentence, after the word “to” delete the words “any existing and future” and insert the word “the”.
- c. This paragraph needs to be re-visited. Mr. Zulauf compared this to which came first – the chicken or the egg, when discussing the length of time needed to obtain an operating permit. Discussion centered on the need to begin operations before the permit was actually in hand. It is not uncommon for it to require six months or longer to finalize the process.

Marcie Palmer questioned whether the process could be shortened. Mr. Zulauf explained the full process involves legal approvals for all parties, followed by Council action. It is the entire process that is necessary and responsible for the lengthy delays.

Diane Paholke would like to see a sunset clause worked into the re-write.

Section 3.6.2: Annual Reporting Requirements and Notification of Changes

General: Wording within the title shall be capitalized.

The first sentence is changed to read: “Operators shall report within 30 days any changes pertaining to the information listed in 3.6.1, above.”

Section 3.6.2: Site Development and Maintenance Standards for FBOs and SFBOs

General: Wording within the title shall be capitalized.

- b. Delete the word “incumbent” and insert the words “existing leaseholder”.
- c. Staff needs to check the reference back to Title 14 CFR for accuracy as to intent.

There was also discussion about the recently re-done taxiways now encroaching upon some of the lessees’ properties and the possibility of becoming “grandfathered” insofar as their previously approved property/building lines.

Page 24:

No changes were noted by the committee.

Page 25:

Under item 10, delete the word “will” and insert the word “shall”.

Section 3.6.4 Personnel

- a. Change the sentence to read: *"Each operator shall provide a fully qualified, competent, experienced on-site manager during operating hours who shall supervise and direct the performance of all services provided by the operator."*

Page 26:

Section 3.6.5 Security

Delete paragraph c.

3.6.7 Insurance and Bonding

General: Wording within the title shall be capitalized.

- a.4. Change this sentence to read: *"Hangarkeeper's liability coverage where the operator operates a fixed base, or specialized fixed base, operation or whoever does maintenance work on aircraft."*

Page 27:

5. In the first sentence, after the word *"maintain"* insert the words *"storage tank liability insurance"* followed by a comma (,).

In the second sentence, delete the words *"on-site"* and insert the words *"on-Airport"*.

The next correct sequence should read *"b"*, not *"c"*.

Delete the first six words in the second sentence (*"The contract shall be protected by"*) and insert *"The City may require"* in their place.

Ryan Zulauf is to verify with the City Attorney that the remaining language in b. is still appropriate as written.

3.6.8 Environmental Compliance

General: Wording within the title shall be capitalized.

- a. In the last sentence of the second paragraph, insert the words *"for a minimum of three (3) years"* between the words *"operator"* and *"and"*.

Page 28:

3.6.9 Certifications

There was discussion of the necessity for this paragraph because the certifications are already a requirement of the FAA. The need to provide copies of the certificates appears to be redundant. Ryan Zulauf will investigate the reasoning or intent of this paragraph.

3.6.10 Motor vehicles on the AOA change this to read:

3.6.10 Motor Vehicles on the Aircraft Operations Area (AOA)

Page 29:

- a. In the second sentence, after the words *"fuel fee"* and before the period (.), insert the words *"on fuel dispensed on the Airport"*.

Add language to this section pertaining to auditing records.

- b. In the first line, after the letters *"FBO"* delete the word *"must"* and insert the word *"shall"*. At the end of the sentence, move the period to end the sentence after the word *"batteries"* and delete the words *"and energizing starters"*.
- c. Insert *"listed in b, above"* before the comma (,).

3. Add the words *"or charter"* so it reads *"Aircraft rental or charter;"*

- d. After the word *"requirements"* and before the word *"and"*, insert a comma (,) and the words *"including insurance"* followed by another comma (,).
- e. Insert a period (.) after the words *"professional manner"* and delete the remainder of the sentence.

Page 30:

- i. Delete the word *"subtenants"* and insert the word *"lessees"* in its place. In the last sentence move the period (.) so the sentence ends after the word *"area"*, and delete the last four words *"and keep it clean"*.



Page 31:

In the first two lines of the page – Insert a period (.) after the words “*fueling activities*” and delete everything in sub-items 1 through 5 of this section (3.7 o.).

3.8 Requirements Related to Primary FBO Services

- a. 4. Delete the word “*and*” and insert the word “*or*”.
- a. 5. Change this sentence to read: “*Shall have all metering devices certified by personnel approved by the Certified Weights and Measures agency of the State of Washington or their designees.*”
- a. 7. Change this sentence to read: “*Maintain a spill prevention control plan (SPCP) which is a written plan for fuel spill prevention, countermeasures and control, and provide a current copy of the plan to the Airport Manager.*”

Page 32:

Delete item 10 and renumber the last two items appropriately (11 now becomes 10 and 12 now becomes 11).

That is the end of the evening’s formal document review.

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**IV. Next Meetings**

The homework assignments were again discussed and agreed upon (see below). At least two more meetings will be necessary. The location for each meeting will be at the Airport in the Quonset hut. The starting time for each meeting has been set at 5:30 p.m. The next meeting is set for February 16, 2010 and it will run until 7:30, if necessary to accomplish the task.

| <b>Meeting Date (Tuesdays)</b> | <b>Homework Assignment to be Discussed (<i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i>)</b>       |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| November 17                    | Cover <sup>1</sup> through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard (Done) |

<sup>1</sup> Revise the title and cover to include the Will Rogers/Wiley Post Seaplane Base



| <b>Meeting Date (Tuesdays)</b> | <b>Homework Assignment to be Discussed</b> ( <i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i> )                              |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 15                    | Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application (Done)                                           |
| January 19                     | Page 23, Section 3.6 Requirements Applicable to all Operators, through page 32, Section 3.8, Requirements Related to Primary FBO Services- (Done)       |
| February 16                    | Page 33, Section 3.9 Requirements for Secondary FBO Services at the Airport through the end of the document and re-visit the previously postponed items |

Any future meetings will be determined at the February 16 meeting.

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V. Adjourn

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jennifer Jorgenson
Recording Secretary



RAAC Members Attendance* for January 19, 2010:

Mike O'Halloran

~~Lee Chicoine~~

Ulf Goranson

Roger Lewis

~~Robert (Bob) Moran~~

Diane Paholke

Jennifer Ann Rutkowski

Jonathan Wilson

Al Banholzer

~~Bob Dempster~~

Robert Ingersoll

Marleen Mandt

~~Elliott Newman~~

Marcie Palmer

~~Michael Schultz~~

Ryan Zulauf

Robert Brahm

Matt Devine

Tom Lambro

~~John Middlebrooks~~

Michael O'Leary

~~Mike Rice~~

~~Karen Stemwell~~

Ben Johnson (citizen)

*Members whose names are crossed out were not in attendance at this meeting.