

## **Renton Airport Advisory Committee**

December 15, 2009

### **MINUTES**

Renton Airport Advisory Committee (RAAC) Chair Mike O'Halloran called the meeting to order at 5:37 p.m.

#### **I. Welcome**

The Chair started the meeting by introducing himself and welcoming the members and visitors. Mr. Ulf Goranson and Mr. Robert (Bob) Braham were both officially appointed to the RAAC at the Council meeting last night, December 14, 2009. Both gentlemen were present and introduced to the rest of the members.

#### **II. Approval of Previous Minutes**

The Chair called for any corrections, comments, or notations to the previous minutes of November 17, 2009. Several items were discussed.

A correction was made to the first paragraph under Revenues on page 1: add the words "flowage fees" immediately after the word "fuel" so it reads "fuel flowage fees;...".

Mr. Middlebrooks corrected the attendance sheet by removing his name from those present at the meeting of November 17, 2009.

Reference page 9 of the Minutes, 2.3.1 Compliance with Ordinance, Section c – several members had questions concerning the verbiage. The statement in general appears to put the burden onto the Airport's management staff of policing aircraft on the premises to ensure compliance with State law.

Mr. Zulauf clarified that the statement basically means Airport staff is required to tell tenants that they have to be in compliance with State law.

Reference page 12 of the Minutes, under Page 13, 8 – members determined the words "of 25 gallons or less" should be deleted from the document. It was also pointed out that the FAA does not have a definition for the term "adequate".



With the above corrections incorporated into official Minutes, the Chair declared the November 17, 2009 minutes approved. (The minutes have been adjusted to reflect the changes.)

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### III. Airport Regulations and Minimum Standards Draft Discussion

Mr. O'Halloran 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 2.5 on page 14 of and work through the end of page 22.

It was decided in general, to substitute the word "*their*" for the words "*his*" or "*her*" throughout this document.

#### **Page 14:**

#### **Section 2.5: Airport Charges**

##### 2.5.1 Ground Lease

- a. Insert a comma (,) after the words "*Airport Manager*"; exchange the word "*or*" for the word "*and*"; insert a comma (,) after the words "*City Council*" and insert "*including, but not limited to, the City's permitting requirements and/or in accordance with the terms and conditions of the lease.*"
- b. Change the word "*Policy*" in *Airport Leasing Policy* to read "*Policies*"<sup>1</sup> and add a document and revision number as appropriate.

##### Section 2.5.2: Hangar, Building, Office and Tie-down Leases – City-owned

General:

Wording within the title shall be capitalized.

- a. and b. Again, change the word "*Policy*" in *Airport Leasing Policy* to read "*Policies*".

#### **Page 15:**

##### Section 2.5.2: Hangar, Building, Office and Tie-down Leases – City-owned

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<sup>1</sup> This change needs to be incorporated throughout this document.

- d. Delete the second and third words ("*stored in*") and insert the word "*using*" in their place. Change the period (.) to a comma (,) after the word "*Transportation*" and add "*unless exempt from registration.*"

Also, there is no allowance for any short-term stays of 2 or 3 months for individuals with short-term projects or work in this area (i.e., surveyors, aerial photos, film production, etc.).

## 2.6 Miscellaneous

### 2.6.1 Certificates of Insurance

Begin the second sentence by adding the words "*The City shall be named as an additional insured, and...*" so it reads "*The City shall be named as an additional insured, and the insurance certificate shall ...*"

### 2.6.2 Flying Clubs

Capitalize the word "*clubs*" in the title.

- a. 1. In the first sentence, substitute the word "*association*" for the word "*corporation*".  
The second sentence contradicts the first sentence.

Note: It was decided that this entire paragraph needs to be revisited.

- a. 2. Substitute the word "*proportionately*" for the word "*ratably*".

- a. 3. Insert the word "*other*" between the words "*aircraft*" and "*than*" so it reads "*... the use of its aircraft other than the amount ...*"

- a. 5. In the last sentence, after the words "*A CFI who is a club member*" add the words "*and who is not engaged in commercial flight instruction , ...*"

Note: It was decided that this entire paragraph needs to be revisited.

## **Page 16:**

8. Change this paragraph to read as follows:

*A flying club shall maintain a membership record containing the names, addresses, and pilot license numbers and ratings of its current members, together with the date when their membership commenced. These records shall be made available for inspection upon request by the Airport Manager.*

10. Add a statement to the effect "These requirements are subject to change with ## days advance notification." (The ## needs to reflect a reasonable time-frame for the lessee to be able to comply and obtain any new documents that may be required.)

Also, what about Hangar Keepers? Do they need a special type of coverage? If so, what is it?

### 2.6.3 Specialty Non-commercial Aeronautical Activities

Capitalize all words in the title.

Delete the second paragraph.

#### **Page 17:**

List the first two paragraphs as "a." and "b."

- a. In the first sentence, insert the word "*and*" immediately after the word "*space*,"

In the second sentence, substitute the word "*shall*" for the word "*can*".

### 2.7 Severability

Delete the words "*this document*" and insert the words "*the Airport Regulations and Minimum Standards*".

(This section should be moved to the end of the Airport Regulations and Minimum Standards document. There should also be a disclaimer at the front of the document.)

#### **Page 18:**

### **Section 3: Minimum Standards for Commercial Aeronautical Service Providers**

#### 3.1 Purpose

- 3.1.6. Staff needs to check with the City's Legal Department to see if the wording should be changed.

In the last paragraph, after the words "*in coordination with*" insert "*the Renton Airport Advisory Committee (RAAC) and ...*"



**Page 19:**

3.2 Application of Minimum Standards

In the first sentence of the first paragraph, delete the words "*Planning, Building and*".

In the second paragraph, change the first sentence so it reads "*Pursuant to the Renton City Code, no person may conduct or operate ...*".

The third paragraph was confusing for the Committee members because it refers to the "City itself" as being exempt from these same Standards. Rather than spending a lot of time on the subject, the Committee decided to have Mr. Wilson re-write the paragraph and the Committee would re-visit it at another time.

**Page 20:**

In the 7th paragraph, correct the typographical error in the phrase "*case-by-base*" to read "*case-by-case*".

Also in the 7th paragraph, the word "*License*" is used. There is no definition for the word "license" listed in Section 1, Definitions. Add the appropriate definition to Section 1.

3.5 Application Requirements

It was discussed that most of this entire section is covered under the current Airport Leasing Policies document.

3.5.1 General Requirements for Commercial Aeronautical Activities

Insert a period (.) after the words "*Airport Manager*". Insert the sentence "*Please see Airport Leasing Policies for the specific requirements.*" Delete everything else in this section (pages 21 and 22).

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 January 19, 2010 and it will run until 7:30, if necessary to accomplish the task.

Meeting Date (Tuesdays)	Homework Assignment to be Discussed ( <i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i> )
November 17	<del>Cover<sup>2</sup> through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard (Done)</del>
December 15	<del>Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application (Done)</del>
January 19	Page 23, Section 3.6 Requirements Applicable to all Operators, through page 32, Section 3.8, Requirements Related to Primary FBO Services
February 16	Page 33, Section 3.9 Requirements for Secondary FBO Services at the Airport through the end of the document

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

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**V. Adjourn**

In a final closing comment, Mr. O'Halloran noted the sign-in sheet for tonight's meeting had not been passed around the table and he asked all members to please sign-in before leaving for the evening.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer Jorgenson  
 Recording Secretary

<sup>2</sup> Revise the title and cover to include the Will Rogers/Wiley Post Seaplane Base



RAAC Members Attendance for December 15, 2009:

Mike O'Halloran  
Bob Dempster  
~~Tom Lambro~~  
John Middlebrooks  
~~Michael O'Leary~~  
~~Mike Rice~~  
Jonathan Wilson  
Ulf Goranson

Al Banholzer  
Matt Devine  
Roger Lewis  
~~Robert (Bob) Moran~~  
Diane Paholke  
~~Michael Schultz~~  
Ryan Zulauf  
Bob Brahm

Lee Chicoine  
Robert Ingersoll  
Marleen Mandt  
~~Elliott Newman~~  
Marcie Palmer  
~~Karen Stemwell~~  
Ben Johnson