



Renton Airport Advisory Committee

March 23, 2010

MINUTES (Approved June 8, 2010)

The Renton Airport Advisory Committee (RAAC) meeting was called to order at 5:38 p.m. by Ryan Zulauf, Airport Manager. Mr. Zulauf advised the group that the Chairman, Mike O'Halloran, had telephoned him say that he would not be attending tonight's meeting due to illness. The Co-Chair (Mike Rice) was going to chair the meeting but he notified Ryan that he was stuck in Federal Way, awaiting a tow truck. With both the Chair and Co-chair for tonight's meeting unable to attend, the meeting was turned over to Councilwoman Marcie Palmer for the evening.

I. Welcome

Ms. Palmer began the meeting by welcoming the members and thanking them for all of the hard work and time they have donated as a team member on the RAAC. She then welcomed and introduced Mark Hancock who was covering for Marlene Mandt because she was unable to attend tonight.

II. Approval of Previous Minutes

Next, Ms. Palmer called for any corrections, comments, or notations to the previous minutes of February 16, 2010. There was a brief discussion about going over the minutes while at the same time trying to quickly go through the updated Airport Regulations and Minimum Standards to check for the proper edits. The recording secretary explained she had typed up the minutes from her notes and Jonathan had incorporated them into this "final draft" that was before them now. After that was said, Mr. Ingersoll moved to approve the minutes as written and the motion was seconded by Mr. Chicoine. Motion carried.

~~~~~

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

Ms. Palmer directed our attention to the night's task at hand. The members would be going through the final draft of the revised *Airport Regulations and Minimum Standards* to see that all items have been sufficiently addressed to everyone's satisfaction.

Ms. Palmer asked if anyone had any comments or questions about this document.

Diane Paholke offered to go first with her list.



Ms. Paholke directed our attention to article 2.1.4 b, on page 6, and questioned the City's authority to make changes without first going through the RAAC for approval.

Mr. Zulauf explained that, for the most part, any changes made would not overtly impact the current leaseholders or operators. He explained the City Council does have the ultimate authority to address any issues that might arise and the RAAC was established as an advisory group and it operates accordingly. He further stated he believes any item(s) that might come up would be relatively minor in nature and noted the RAAC could be re-convened if deemed necessary. He also noted that one of the mandates the RAAC previously arrived at was to review this document a minimum of every five years to ensure it is kept current.

Ms. Paholke moved on to article 2.2 Commercial Activities, on page 7, and questioned if the document takes into mind the possibility of a mechanic working from the trunk of a car and the inherent insurance problems that would create, let alone circumventing the Airport's authority and possibly unfairly competing with a licensed operator or business on the Airport.

Mr. Zulauf responded that insurance requirements are listed in Appendix B (with its own column) and elsewhere within the document.

It was decided the insurance requirements should be cross-referenced and listed under article 2.2 as well. (When referring to hangar-keepers insurance please see article 3.6.7 Insurance and Bonding, item a.4. on page 33, as well as Appendix B.)

During these discussions there was confusion as to what page Ms. Paholke was referring to when she was describing a particular article. It was determined that Ms. Paholke was using a different document from the one that was handed out at tonight's meeting and they both had the same title.

After more discussion it was determined the document that was printed out and distributed at tonight's meeting was not the intended document to be presented. An error had occurred where the tracked changes had not been removed so there were duplications and numerous errors throughout the entire sets the rest of the members were reviewing. Ms. Paholke was referring to the version that Mr. Wilson had sent out by email on March 11th, which tracks the changes in an altogether different manner. Therefore we were reviewing the same document, but in two different formats, and the page numbers do not match up.

Ms. Palmer asked Ms. Paholke to continue with her review comments. The rest of the members would cross-reference to the article number in order to locate the page and they could then discuss the comments and arrive at a consensus.

Referring to article 2.6.1 Certificates of Insurance, Ms. Paholke wanted to know where the 45 day advance notification came from and suggested the time limitation was too restrictive.



The 45 day prior notice is a requirement of the City's Risk Management section and applies to the insurance company, not the leaseholder or operator. Ms. Paholke is concerned that it puts a burden on the businesses to have to track this type of information, let alone the length of time it may take an insurance company to respond.

Mr. Zulauf reiterated that this was an issue between the insurance company and the City of Renton as an additional insured, and it shouldn't present any issues for the businesses on the Airport.

The next item for Ms. Paholke dealt with article 2.6.2 Flying Clubs, section a.10, (insurance). She requested hangar-keepers insurance be added to both this section and in Appendix B. It was agreed to include it in both areas. (When referring to hangar-keepers insurance please also see article 3.6.7 Insurance and Bonding, item a.4. on page 33, as well as Appendix B.)

Ms. Paholke mention that she was asked to pass on a request to install signage to block vehicles and people from entering the grassed infield areas of the Airport while the banner towing craft is in operation.

Mr. Zulauf advised that there is already a prohibition in place to prevent anyone and/or their vehicles from entering, let alone resting or staying on, the grassed infield areas at any time, with the only exception being the banner towing operations.

Ms. Paholke responded that while that may be so, from time to time individuals and vehicles have been on the infield grassed areas and this is dangerous when the banner towing operation is working.

Mr. Zulauf and Mr. Wilson conferred and suggested that perhaps the signage could be moved outward more toward the edge of the pavement to make it easier to read and be used as a type of blockade at the same time.

Ms. Paholke asked if the document couldn't be made to appear more welcoming and friendly. She opined that as it currently stands it appears to be very cold and rigid in both its structure and nature.

Ms. Palmer agreed and suggested the document have a page or two in the front covering the Airport's heritage, perhaps where the seaplane base and field received their names from, along with a welcoming to Renton Municipal Airport statement at the beginning.

She asked Ryan if he would prefer to have the Communications Department handle this effort and he responded that he would like to take care of it on his own and keep it within the realm of the Airport.



It was agreed that he would provide the information and have it combined with the rest of the document before it gets distributed by email to the RAAC members.

That was the end of the evening's formal document review.

The question was raised of what happens next in this process.

Mr. Wilson will assemble the introductory information and insert it at the beginning of the document and incorporate the items from this meeting. He will then save the entire document in its final version with all of the tracked changes accepted. After that, he will email it out to all of the RAAC members in its final form that will be published and distributed after City Council approval. The RAAC members will have another chance to review it while the City Attorney's office is concurrently reviewing it.

Mr. Zulauf went on to say that once the document gets compiled and is in its final version he will forward it on to Assistant City Attorney Zanetta Fontes for her approval. After her approval the document will return to the RAAC for a final okay before it moves on to Council.

While the RAAC meeting is pending, Ms. Fontes will generate a resolution for Council consideration. Also, once her approval has been received, Mr. Zulauf will author an agenda bill to go along with the resolution to get the matter placed on the City Clerk's docket for an upcoming Renton City Council meeting. The agenda bill will carry with it a referral to the Transportation/Aviation Committee for review and approval by that body. Once the document has made it that far it will be heard (discussed) in Committee and then referred out of Committee and brought before the entire Council for discussion, approval, and adoption. The entire process could take two months or more, depending on Ms. Fontes' and the Council schedules.

Ms. Palmer noted that the Transportation/Aviation Committee meeting is a public forum and invited the RAAC members to feel free to sit in and view the process if they so desired.

Mr. Wilson advised the RAAC members should receive a clean final draft version in the email within the next few days.

~~~~~

The meeting took a short dinner recess to enjoy some pizza and soft drinks before returning to the business at hand.

~~~~~

When the meeting reconvened, Mr. Zulauf commented that he had a number of items to bring up tonight for the good of the order.



The first item of business is overall standing of the RAAC members. He noted that **several of the RAAC positions will expire on May 7th and will either need to be re-appointed or filled by volunteers appointed by the Mayor.** If you are one of these members, **please let the Airport Manager's office know if you wish to continue with your participation on the RAAC** and we will request your reappointment by the Mayor.

It was with a bit of remorse that Mr. Zulauf reported RAAC Chairman Mike O'Halloran, after 10 years with this group, has officially resigned from the RAAC so he could accept a position on the City's Planning Commission. Mr. O'Halloran's departure creates an opening for a citizen representative from the Highlands area and leaves the RAAC without a Chairman for the interim. Mr. Zulauf is unaware of any potential RAAC applicants from the Highlands.

Ms. Palmer asked the group if they had any ideas for a departure gift or memento that would be appropriate to acknowledge Mr. O'Halloran's dedication to the efforts on behalf of the RAAC. Please give it your consideration and forward your suggestions to Jonathan Wilson, Assistant Airport Manager.

As for the open Chair's position, it is preferred to keep the Chair open for a citizen representative with the Co-Chair selected from among the Owner/Operators on the Airport. Mike Rice is an Airport representative and current holds the Co-Chair position. Mr. Zulauf will send out an updated member's list so everyone can see the current status.

Both Ms. Palmer and Mr. Zulauf asked the Committee members to help in the search for a new member from the Highlands.

~ ~ ~ ~ ~

Mr. Zulauf proceeded to update the Committee on the upcoming events for 2010. He is hoping to get two major projects done at the Airport in 2010.

The first main project will be the Cedar River Hangars roof replacement. Mr. Wilson explained that we were fortunate that we didn't have the heavy snows we've seen in recent years as the roof would have been unable to handle a heavy load. The replacement work absolutely must be done before the wood rot gets much worse and becomes a safety hazard.

Mr. Zulauf announced that the money has already been budgeted and dedicated for this work to be done this summer, unless some major disaster comes up that needs to be handled immediately and requires use of these funds.

Going on, he stated the other main project is to dredge the Will Rogers/Wiley Post Seaplane Base. This is another urgent matter, but the funding isn't available yet. The FAA doesn't look at this as a runway (albeit waterway) repair. Instead, they look upon this as a maintenance item,



so there aren't any grant opportunities to apply for. Staff is hoping to locate the funding to get this work done during the fish window later on this summer.

In the meantime, staff is pursuing FAA grant opportunities to supplement funds needed to accomplish some of the other tasks within the Airport.

One of these projects is to lower the blast fence at the south end of the Airport. A fund of \$217,00 is available to start the design work and the consultant firm has been selected. There is a new design currently in use by Boeing here on the field for their run-ups. The air flow is redirected and instead of coming straight out of the back of the engines then up and over the blast fence, it goes straight upward after hitting the blast fence. Hopefully this type of construction will help save the southern neighborhood from a majority of the resultant fumes and pollution that comes along with the engines idling at the end of the runway while waiting for clearance to take off.

Another Airport project on the back burner is the design for the replacement pavement and storm drain system on Taxiway B.

Mr. Zulauf recounted how the 2001 Nisqually earthquake had disrupted the infield's storm drain line for the Black River culvert and how this recently resulted in flooding issues for the Airport. Airport staff had estimated the repairs to the infield system alone to cost in the neighborhood \$250,000, and this cost is just to repair one portion of the damaged system.

The long-term plan is to replace all of the drainage crossings along the path of Taxiway B when the pavement is being replaced. This would allow the Airport to use grant funds to cover the costs of replacing the damaged drainage system while repairing the taxiway.

Mr. Zulauf went on to say that the City's Street Crews came up with an extremely innovative and cost-effective idea for a "temporary fix" until funding can be found to correctly rework the drainage on this side of the Airport. They accomplished the work in an amazingly short time and a minimal expenditure for the Airport, with excellent results.

Someone asked for an update on the status of the Airport utilities. Mr. Zulauf responded that they are now entirely off of Boeing's utilities and the electrical substation will be demolished within the next few months.

When asked about the current search for a new FAA office location, a member of the Committee noted there was a very good in-depth article on this in the Renton Reporter recently. Ms. Palmer explained that there are a number of available sites within Renton that would be very suitable to the FAA's requirements and noted the Southport location would appear to be ideal. She commented that the City's web site also has quite a lot of information available on it also.



Mr. Hancock gave an update on the February 24th meeting at Mt. Rainier High School in SeaTac. This was a meeting to discuss FAA Part 150 Plan concerning changing the flight paths and the issues arising from Sea-Tac International Airport. (Ms. Mandt had suggested he might want to attend to see what might be coming up in the near future.) The purpose of the meeting was to garner feedback to the proposed re-routing of aircraft traveling to and from Sea-Tac International Airport.

Mr. Hancock explained the meeting was very well attended and nicely organized. After a formal presentation the meeting broke into several small work groups to sit and discuss some of the issues and brainstorm for suggestions. He noted there would be more of this type of meetings to further cover these issues in the future.

Ms. Palmer thanked Mr. Hancock for taking an interest in these matters and taking the time to attend the meeting and report back to the RAAC.

~ ~ ~ ~ ~

#### **IV. Next Meeting**

It was agreed to set the next RAAC meeting date for May 11th, from 5:30 to 7:30, or longer if necessary to accomplish the task. We will again be meeting in the Quonset hut. Mr. Zulauf believes setting the meeting this far out should give the City Attorney enough time for a thorough review and approval. The meeting date can be adjusted to be held later on if necessary.



| Meeting Date (Tuesdays)              | Homework Assignment to be Discussed ( <i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i> )                                     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 17                          | Cover through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard                                              |
| December 15                          | Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application                                                  |
| 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 and re-visit the previously postponed items |
| March 23, 2010                       | Review all items that were postponed because of re-writes or clarification                                                                              |
| <del>May 11, 2010</del> June 8, 2010 | Review all items that were postponed because of re-writes or clarification                                                                              |

~ ~ ~ ~ ~

**V. Adjourn**

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jennifer Jorgenson  
 Recording Secretary

~ ~ ~ ~ ~



RAAC Members Attendance for March 23, 2010<sup>1</sup>:

|                                       |                                      |                           |
|---------------------------------------|--------------------------------------|---------------------------|
| <del>Mike O'Halloran (resigned)</del> | Al Banholzer                         | Robert Brahm              |
| Lee Chicoine                          | Bob Dempster                         | Matt Devine               |
| Ulf Goranson                          | Robert Ingersoll                     | <del>Tom Lambro</del>     |
| Roger Lewis                           | <del>Marleen Mandt</del>             | John Middlebrooks         |
| <del>Robert (Bob) Moran</del>         | <del>Elliott Newman (resigned)</del> | Michael O'Leary           |
| Diane Paholke                         | Marcie Palmer                        | Mike Rice                 |
| <del>Jennifer Ann Rutkowski</del>     | <del>Michael Schultz (vacant)</del>  | <del>Karen Stemwell</del> |
| Jonathan Wilson                       | Ryan Zulauf                          |                           |

Guest:

Mark Hancock, Marmmark@email.com

---

<sup>1</sup> \*Members whose names are crossed out were not in attendance at this meeting.