

Background and purpose

King County Code establishes the framework for Airport leasing. There are different and specific code requirements depending upon the length of the term and/or type of lease. Additionally, Airport leasing policies must comply with Federal Aviation Administration (FAA) Grant Assurances and FAA Compliance Manual. In early 2015, the Government Accountability and Oversight Committee (GAO) was provided a briefing on the Airport's 2015 appraisal process and results. The appraisal process is on a 3 year cycle. As a summary, Airport long-term and monthly ground lease rates "remained constant" from 2009 until the 2015 appraisal. Hangar rates, which are on monthly rental agreements (MRA), were "held constant" until 2012.

On March 11, 2015, the GAO Committee forwarded to Executive Constantine a request to convene a work group to review the proposed 2015 hangar and ground lease rental fee increases. The King County Department of Transportation (KCDOT) has been tasked with establishing the work group. The goal of the work group is to review the existing King County Code leasing requirements and to recommend reasonable and practical alternatives, if any, to improve the airport leasing framework. The alternatives will be forwarded to the Executive Leadership Committee.

The Lease Framework Working Group (LFWG) is organized reflecting the guidance in the March 11, 2015 GAO letter. The working group is supported by KCDOT and the King County Facilities Management Department (FMD).

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

LFWG objectives and scope

The Working Group will conduct a policy review of the current lease framework as well as identify and evaluate possible opportunities and alternatives to improve the leasing framework alignment with the Airport's Strategic Plan goals. The review will include, but will not be limited to, policies related to pricing and lease terms, exclusive rights, arbitration rights and procedures, investment credits and/or amortization of tenant investments, and assignment and transfer rights. These issues will be discussed over a series of meetings and identify alternatives, if applicable and feasible, in the form of potential policy or code changes.

The alternatives will be carried by the chair of the LFWG to the Executive Leadership Committee for consideration. The Executive Leadership Committee will evaluate any final proposals to be forwarded to the County Executive and King County Council.

LFWG membership

LFWG members include tenant representatives, stakeholders from the Airport Roundtable and representatives from the King County Council, KCIA, DOT, FMD and Prosecuting Attorney’s Office (PAO). The LFWG is being convened specifically to consider existing KCIA lease framework policies and code, consider policy implications of alternatives, and provide policy input and recommendations to the Executive Leadership Committee. The LFWG will work to review and understand the scope of the issues, potential solutions, and impacts of these options on the airport, tenants, and County.

LFWG member	Affiliation
Bill Ayer	Hangar tenant
H. Eugene (Gene) McBrayer	Hangar tenant
Chuck Kegley	Long-term lease tenant
Kevin Hoffmann	Long-term lease tenant
Richard (Rick) Lentz	Airport Roundtable
Rosemary Brester	Airport Roundtable
Thomas Ysasi [ALTERNATE]	Airport Roundtable
Bill Greene	King County DOT
Mike Colmant, Convening Chair	King County International Airport, Deputy Director
Gary Molyneaux	King County International Airport, Planning
Tom Paine	King County Facilities and Maintenance Division
Ian Taylor	King County Prosecuting Attorney’s Office
Beth Mountsier	King County Council Central Staff
Lise Kaye	King county Council Central Staff

Executive Leadership Committee

The Executive Leadership Committee is comprised of Bob Burke, Airport Director, Harold Taniguchi, DOT Director and Tony Wright, FMD Director. The role of the Executive Leadership Committee is to consider the identified alternatives, including policies and code changes presented by the LFWG. The LFWG Chair will periodically brief the Executive Leadership Committee and carry forward the group’s findings, as well as provide any feedback on interim work to the LFWG members. The Executive Leadership Committee will evaluate the findings and alternatives for transmittal to the County Executive and King County Council.

Facilitation Team

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

- Remain neutral.
- Not contribute substantive ideas.
- Help the LFWG accomplish their tasks.
- Suggest and implement process ideas.
- Help the LFWG abide by their adopted ground rules.
- Solicit and field input and observations on the LFWG processes and consider modifications to improve the processes.

Meeting Protocols

- LFWG meetings will be convened and led by the Airport Division and actively managed by the facilitator to ensure that discussions are consistent with the LFWG charter and that feedback and findings and alternatives are advanced in a timely manner.
- The LFWG chairperson role is to assist with management of the working group and bring forward working group findings and alternatives to the executive committee for consideration.
- Dialogue between LFWG 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 and up to twice monthly during the project's most active phase. Remote participation by phone/web conference will be accommodated upon request.
- Meetings are open to the public; however no public comment will be taken at meetings. Attending members of the public may share comments and ideas via email or comment card to the convening chair.
- 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 LFWG 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 agreement and tasks and assignments related to advancement of the team's work. Draft summaries will be distributed and team members 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.
- Members will not take actions or discuss issues in any way that undermines an open and transparent process.
- Members will notify the facilitator and LFWG chair of all requests from the media. LFWG-related documents are not to be shared with members of the media until they have been finalized and are ready for public distribution. If members do speak with the media, they will clarify that they are speaking as an individual and do not speak on behalf of the project or the advisory team, nor characterize the points of view of other members.
- 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.

Decision-making process

All members will be encouraged to take a proactive approach to this process and to look for creative solutions rather than problems. While it is important to identify problems, it is even more important to seek thoughtful solutions that advance the project.

Formal actions will be sought. Members will work together to fulfill the team charter and seek to achieve consensus to the extent possible. For the purpose of this effort, consensus is achieved when all members can say:

I am supportive of this decision or choice.

OR

*While I may not be fully supportive of this decision or choice,
I can live with it and I will not oppose it.*