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## **Port of Seattle Commission**

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# **Ground Transportation Principles and Goals Policy Directive**

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**As Adopted/Amended  
Month D, YYYY**

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*Document last updated Month D, YYYY*

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13 **SECTION 1. Purpose.**

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15 This policy directive establishes guidance on ground transportation at the Seattle-Tacoma  
16 International Airport (Sea-Tac) including principles, goals, monitoring, and reporting; creates an  
17 Annual Ground Transportation Progress Report; affirms airport commute-trip-reduction (CTR)  
18 goals; and establishes a transportation management association.

19

20 **SECTION 2. Definitions.**

21

22 When used in this policy directive, the following words and phrases shall have the meanings  
23 given below unless the context in which they are included clearly indicates otherwise:

24

25 “Commute-trip reduction (CTR)” refers to the regulations developed under the Washington  
26 Administrative Code 468-63-010, with the intent to reduce automobile-related air pollution,  
27 traffic congestion, and energy use through employer-based programs that encourage the use of  
28 alternatives to single occupant vehicles travelling during peak traffic periods for the commute  
29 trip.

30

31 “Ground transportation” means non-aviation activities that relate to travelling to and from the  
32 airport.

33

34 “Scope 3 greenhouse gas (GHG) emissions” refers to the GHG Protocol Corporate Standard that  
35 classifies a company's GHG emissions into three 'scopes'. Scope 1 emissions are direct  
36 emissions from owned or controlled sources. Scope 2 emissions are indirect emissions from the  
37 generation of purchased energy. Scope 3 emissions are all indirect emissions (not included in  
38 scope 2) that occur in the value chain of the reporting company, including both upstream and  
39 downstream emissions.

40

41 **SECTION 3. Scope and Applicability.**

42

43 This policy directive applies to all activities related to ground transportation to and from Sea-  
44 Tac.

45

46 **SECTION 4. Responsibilities.**

47

48 The Executive Director shall engage in the following activities in pursuit of this policy directive,  
49 either directly or by appropriate delegation of authority:

50

51 A. Ensure the Ground Transportation principles are applied to decisions on ground  
52 transportation at the appropriate time and manner.

53

54 B. Shall strive to achieve the goals enumerated below.

55

56 C. Provide an Annual Ground Transportation Report to the Commission.

57 **SECTION 5. Policy.**  
58

59 A. Ground Transportation Principles. The Federal Aviation Administration regulatory  
60 guidance directs an airport fee and rental structure designed to make the airport as  
61 self-sustaining as possible. In this context, self-sustaining is generally interpreted as  
62 applying fair market value commercial rates under the particular airport's  
63 circumstances. This reduces the airport's reliance on federal funds and local tax  
64 revenues. In developing recommendations to the Commission governing ground  
65 transportation, Port staff shall, alongside the regulatory guidance, use the following  
66 guiding principles in managing ground transportation activities at Sea-Tac.  
67

68 (1) Reduce passenger and commuter trips and lower carbon emissions to  
69 achieve Port GHG-reduction goals and reduce negative community impacts.  
70

71 (2) Reduce airport drive and roadway congestion, improve ease of access to the  
72 airport, increase transportation options, and improve the customer  
73 experience.  
74

75 (3) Support equity considerations by promoting living wage jobs, equal business  
76 opportunities, and accessibility for people with disabilities.  
77

78 B. Ground Transportation Goals. Port staff shall apply the principles in Section 5(A) and  
79 implement strategies to achieve the following ground transportation goals.  
80

81 (1) Reduce curbside private vehicle pickup/drop off from 41 percent to 30  
82 percent of mode share by 2030.  
83

84 (2) Reduce Scope 3 GHG emissions from passenger vehicles to 50 percent of  
85 2007 levels by 2030.  
86

87 (3) Maintain a maximum 15-minute travel time from the airport clock tower to  
88 terminal curb or parking garage.  
89

90 C. The Port is committed to airport employee CTR.  
91

92 (1) The Commission affirms the Port's commitment to achieving the drive-alone rate  
93 goal for Port employees at the Airport established by the CTR program currently  
94 set by the City of SeaTac at a 65 percent drive-alone rate.  
95

96 (2) The Port shall establish a Transportation Management Association (TMA) by  
97 2020 and make membership available to all employers operating at the Airport.  
98 The TMA will support commute reduction strategies that go beyond minimum  
99 CTR requirements and facilitate efficient movement of employees to and from

100 the Airport. The primary goal of the TMA will be to support the reduction of  
101 drive-alone rates for employees that work at the Airport.

102  
103 (3) The Port shall develop and implement parking management strategies and tools  
104 to help achieve airport CTR goals, reduce drive-alone rates, and achieve the  
105 desired mode split.

106  
107 **SECTION 6. Program Evaluation.**

108  
109 Port staff shall prepare and deliver to the Commission an Annual Ground Transportation  
110 Progress Report by June 30th of each year that includes progress and recommendations to  
111 better achieve the policy outlined in Sections 3 A. B. and C.

112  
113 **SECTION 7. Fiscal Implications.**

114  
115 Fiscal implications shall be reviewed by the Executive Director annually, at a minimum, to ensure  
116 the implementation of the policy directive is adequately resourced and shall submit a budget  
117 request as appropriate.

118  
119 **SECTION 8. Research Findings**

- 120  
121 A. Ground Transportation Access Study Report 7 – 20 – 18 (Table of Contents and  
122 Executive Summary – full report available on request)  
123 B. Ground Transportation Commission Study Session Briefing PowerPoint 7-10-2018  
124 C. Ground Transportation Commission Briefing PowerPoint 9-25-2018