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**Exhibit A to Resolution 3759**

**Port of Seattle Commission**

**Ground Transportation Principles and  
Goals Policy Directive**

**As Proposed  
July 9, 2019**

14 **SECTION 1. Purpose.**

15

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

20

21 **SECTION 2. Definitions.**

22

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

25

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

31

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

34

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

41

42 **SECTION 3. Scope and Applicability.**

43

44 This policy directive applies to all activities related to ground transportation to and from  
45 Seattle-Tacoma International Airport.

46

47 **SECTION 4. Responsibilities.**

48

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

51

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

54

55 B. Strive to achieve the goals enumerated below.

56

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

58 **SECTION 5. Policy.**

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

- 69  
70 (1) Reduce passenger and commuter trips and lower carbon emissions to  
71 achieve Port GHG-reduction goals and reduce negative community impacts.  
72  
73 (2) Reduce airport drive and roadway congestion, improve ease of access to the  
74 airport, increase transportation options, and improve the customer  
75 experience.  
76  
77 (3) Support equity considerations by promoting living wage jobs, equal business  
78 opportunities, and accessibility for people with disabilities.  
79

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

- 82  
83 (1) Reduce curbside private vehicle pickup/drop off from 41 percent to 30  
84 percent of mode share by 2030.  
85  
86 (2) Reduce Scope 3 GHG emissions from passenger vehicles to 50 percent of  
87 2007 levels by 2030.  
88  
89 (3) Maintain a maximum 15-minute travel time from the airport clock tower to  
90 terminal curb or parking garage.

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

- 93  
94 (1) The Commission affirms the Port’s commitment to achieving the drive-alone rate  
95 goal for Port employees at the Airport established by the CTR program currently  
96 set by the City of SeaTac at a 65 percent drive-alone rate.  
97  
98 (2) The Port shall establish a Transportation Management Association (TMA) by  
99 2020 and make membership available to all employers operating at the Airport.  
100 The TMA will support commute reduction strategies that go beyond minimum  
101 CTR requirements and facilitate efficient movement of employees to and from

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

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

108  
109 **SECTION 6. Program Evaluation.**

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

114  
115 **SECTION 7. Fiscal Implications.**

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

120  
121 **SECTION 8. Research Findings**

122  
123 The following attachments document the research findings of this policy directive:

124  
125 Attachment 1: Ground Transportation Access Study Report dated August 20, 2018 (Table of  
126 Contents and Executive Summary – full report available on request)

127  
128 Attachment 2: Ground Transportation Commission Study Session Briefing PowerPoint of  
129 July 10, 2018

130  
131 Attachment 3: Ground Transportation Commission Briefing PowerPoint of September 25, 2018