



**SEA-TAC INTERNATIONAL AIRPORT  
AIRPORT TARIFF NO. 1**

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**NAMING  
RATES AND CHARGES  
FOR  
USE OF AIRPORT FACILITIES  
AND SERVICES**

**Effective: January 1, 1981**

**Issued by The Port of Seattle Commission on September 24, 1980**

**ISSUED:**

**CORR. #**

**EFFECTIVE:**

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ISSUED: DECEMBER 28, 2017    CORR. # 529    EFFECTIVE: JANUARY 1, 2018



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## INFLATION ADJUSTMENTS

All tariff rates, deposits, fees, rentals and charges shall be automatically adjusted each year (beginning in 1999), effective each December 1, to reflect inflation increases which have occurred since the previous rate adjustment as measured by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for Seattle-Tacoma Bremerton (or successor index or reasonable substitute if no successor index is readily identifiable). Inflation adjustments shall be calculated as the average annual percentage change in the index for all reporting periods during the previous 12-month period ending in October. All inflation adjustments shall be rounded to the nearest 25 cents for ease of administration. The Executive Director may waive implementation of all or a portion of the automatic annual inflationary increase in any year for a specific tariff or tariff item, if such increase would result in market imbalance, or would be technologically infeasible or otherwise detrimental to Port interests.

**NOTE:** Some items are described in prices that are small such that rounding up to the nearest 25 cents is either not possible or feasible on a CPI-W adjustment. Since the intent was to make it easier for the Port administratively to take increases by rounding up, the Port may, at its option, take the actual CPI-W increase on specific items, no matter how small the actual increase is.

**ISSUED:** JANUARY 27, 2000      **CORR. #** 224      **EFFECTIVE:** DECEMBER 30, 1999



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## INTEREST CHARGES ON DELINQUENT INVOICES

Invoices covering charges in this tariff as issued by the Port of Seattle are due and payable 30 calendar days after the date of invoice.

Any invoice issued for any charge or charges prescribed by this tariff remaining unpaid for a period of thirty (30) calendar days after the date of invoice, is delinquent and shall be subject to a delinquency charge.

A delinquent invoice is subject to an interest charge of one and one-half percent (1-1/2%) per month (18% APR) on the overdue amount, or a \$5.00 flat fee per month, whichever is greater, beginning on the first day such invoice is delinquent and continuing monthly thereafter so long as such invoice remains unpaid.

## COLLECTION FEES ON DELINQUENT ACCOUNTS

Delinquent accounts will be subject to an additional charge to cover the Port's cost of collection as follows:

### When Amount Due is:

\$0 - \$500.00

\$500.01 - \$1,000.00

\$1,000.01 - \$2,000.00

\$2,000.01 and up

### Additional Charge Shall be:

50% of amount due

25% of amount due

20% of amount due

15% of amount due

## NON-SUFFICIENT FUND (NSF) CHARGES

A \$40.00 per-transaction fee or the face amount of the check or electronic payment, whichever is less, will be charged and due within 15 days on payments returned by the bank (except for bankruptcy) for non-collection per RCW 62A.3-515.

## SERVICE FEE

Rate(s) charged under this tariff and paid by "debit or credit card" may include a service fee for the added transaction processing costs as required by RCW 36.29.190.

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## SCHEDULE OF LANDING FEES – SIGNATORY AIRCRAFT

This tariff applies to airlines that have a Signatory Lease and Operating Agreement with the Port of Seattle (“Signatory Airlines”). Landing fees will be levied upon a Signatory Airline based upon the aggregate certificated maximum gross landed weight of all aircraft operated by the Signatory Airline at Sea-Tac Airport. Landing fees are payable upon departure of the aircraft.

**\$4.22 per 1,000 pounds of maximum gross landed weight**

## SCHEDULE OF LANDING FEES – NON-SIGNATORY AIRCRAFT

This tariff applies to airlines, firms or individuals who do not have a Signatory Lease and Operating Agreement with the Port of Seattle (“Non-Signatory Airlines”). Landing fees will be levied upon a Non-Signatory Airline based upon the aggregate certificated maximum gross landed weight of all aircraft operated by the Non-Signatory Airline at Sea-Tac Airport. Landing fees are payable upon departure of the aircraft.

**\$5.28 per 1,000 pounds of maximum gross landed weight,  
with a minimum fee of \$15.00 and a minimum invoice amount of \$25.00.**

Maximum gross landed weight shall mean the maximum gross weight which an aircraft may lawfully have at the time of landing at any airport in the United States (under the most favorable conditions which may exist at such airport and without regard to special limiting factors arising out of the particular time, place, or circumstances of the particular landing, such as runway length, air temperature, or the like).

## EXCEPTIONS TO THE LANDING FEE TARIFF REQUIREMENT

1. Government (Federal and State) owned and operated aircraft on official business are exempt from payment of landing/parking fees.
2. Airlines, firms or individuals landing at Sea-Tac Airport for international entry or clearance purposes where landings do not include taking or discharging passengers or cargo or commercial activity, are exempt from payment of landing fees.
3. Signatory Airlines are exempt from payment of landing fees on non-revenue landings.

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## SCHEDULE OF AIRLINE RATES AND CHARGES

	<b>Signatory Rate</b>	<b>Non- Signatory Rate<sup>5</sup></b>
<b>Landing Fee per 1,000 Pounds</b>	\$ 4.22	\$ 5.28 <sup>6</sup>
<b>Ramp Tower Fee Per Landing</b>	\$ 6.70	\$ 8.37
<b>Passenger Airline Apron Fee Per 1,000 Pounds (if applicable)</b>	\$ 0.42	\$ 0.52
	<b>Signatory Rate</b>	<b>Non- Signatory Rate<sup>5</sup></b>
<b>Airline Terminal Rates Per Square Foot Per Year</b>		
<b>Group A</b>		
Gates	\$ 270.36	\$ 337.95
<b>Group B</b>		
Ticket Counters	\$ 155.40	\$ 194.25
Baggage Claim	\$ 154.46	\$ 193.07
Baggage Makeup	\$ 154.46	\$ 193.07
Publicly-Accessible Offices, VIP Lounges	\$ 154.46	\$ 193.07
Security Checkpoint Areas	\$ 154.46	\$ 193.07
<b>Group C</b>		
Non-Publicly-Accessible Offices	\$ 101.86	\$ 127.33
<b>Group D</b>		
Closed Storage	\$ 92.84	\$ 116.05
<b>Group E</b>		
Open Storage	\$ 23.19	\$ 28.99
<b>Preferential Use Gate Rental Rate</b>	\$ 950,703.00	N/A <sup>1</sup>
<b>Per-Turn Fee on Common Gates<sup>2</sup></b>		
Class 1 (Widebody, Dual-Aisle Aircraft)	\$ 1,176.89	\$ 1,471.11
Class 2 (Narrowbody, Single-Aisle, Over 100 Seats)	\$ 588.44	\$ 735.55
Class 3 (Regional and Commuter, 100 or Fewer Seats)	\$ 294.22	\$ 367.78
<b>Baggage Claim Fee Per Domestic Deplaned Passenger<sup>3</sup></b>	\$ 0.77	\$ 0.97
Baggage Claim Charge Per Carrier	\$ 147,994.00	N/A <sup>1</sup>
<b>Baggage Makeup Device Space</b>		
Preferential Space Rate	\$ 154.46	N/A <sup>1</sup>
Rate Per Outbound Bag on Common Device	\$ 2.59	\$ 3.24

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**EFFECTIVE:** JANUARY 1, 2018

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## SCHEDULE OF AIRLINE RATES AND CHARGES (CONTINUED)

	Signatory Rate	Non- Signatory Rate <sup>5</sup>
<b>Baggage Makeup System Fees</b>		
Rate Per Outbound Bag on BMU System	\$ 1.27	\$ 1.59
BMU Equipment Charge Per Carrier	\$ 67,046.00	N/A <sup>1</sup>
<b>Common Use Ticket Counter Rate Per Hour Per Position</b>	\$ 13.05	\$ 16.31
<b>Passenger Loading Bridge Fee (for Port-Owned PLBs)</b>		
Preferential Use Loading Bridge Rental Rate	\$ 65,001.00	N/A <sup>1</sup>
Per Turn on Port-Owned PLBs	\$ 33.48	\$ 41.86
<b>FIS Fee Per Deplaned International Passenger<sup>4</sup></b>	\$ 6.15	\$ 7.69

<sup>1</sup>N/A = not applicable to non-signatory carriers.

<sup>2</sup>Use of gates will be scheduled by the Airport Communications Center, which may require aircraft to be moved to another location after scheduled use of gate at aircraft operator's expense and responsibility.

<sup>3</sup>These charges do not apply under the following circumstances: a) deplaning operations which are subject to the International Facilities Charge; and b) operations of noncommercial aircraft.

<sup>4</sup>This charge will be assessed against companies or individuals who are the owners/operators of aircraft disembarking passengers at the airport. This charge is for each passenger disembarking from an aircraft and using space made available for the inspection and examination of aircraft passengers and property by Customs and Border Protection, U.S. Immigration and Customs Enforcement, the Public Health Service, the Bureau of Entomology and Plant Quarantine, and other governmental agencies (regardless if passenger is terminating in Seattle or continuing to another domestic airport).

<sup>5</sup>Non-signatory carriers are subject to Annual to Actual Settlement. The recalculation of rates and charges are on the basis of actual Capital costs, O&M expenses, airline activity, and other factors affecting the prescribed calculations.

<sup>6</sup>Non-signatory carriers are charged for non-revenue landings. Signatory Airlines are exempt from payment of landing fees on non-revenue landings.

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## **SCHEDULE OF PASSENGER HARDSTAND AREA PARKING FEES**

### **\$100.00 per use up to 4 hours**

Aircraft will be charged \$100.00 for each use (up to 4 hours) of a remote hardstand for an arrival, departure, or turn of a passenger aircraft in lieu of an available Common Use Gate. Remain Over Night Charges will accrue following expiration of the use period granted for aircraft hardstand use as applicable.

### **REMAIN OVER NIGHT FEE**

**\$200.00 per each of first two 12-hour periods**

**\$5,000.00 per each additional 12-hour period**

Remain Over Night Charges will accrue following expiration of the use period granted for aircraft gate use as applicable, as defined in Per-Turn Fee on Common Gates (Schedule of Airline Rates and Charges). Aircraft will be charged \$200.00 for each of the first two 12-hour periods, and \$5,000.00 for each additional 12-hour period, or portion thereof, for parking of passenger aircraft at Common Use gates and hardstands.

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**CORR. #** 525

**EFFECTIVE:** SEPTEMBER 1, 2017



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## SCHEDULE OF AIRPORT CONFERENCE

### CENTER ROOM USE CHARGES

CONFERENCE ROOM <sup>1,2,3,4</sup>	PRICE CEILING PER DAY
Tokyo	\$1,000.00
Seoul	\$1,000.00
Beijing	\$1,500.00
Amsterdam	\$1,500.00
London	\$1,500.00
International Auditorium (Beijing/Amsterdam/London)	\$4,500.00
International A Auditorium (Amsterdam/London)	\$3,000.00
International B Auditorium (Beijing/London)	\$3,000.00
Central Auditorium	\$3,000.00
	<b>MAXIMUM CHARGE</b>
Open Area Below Lobby on Ticketing	\$1,000.00
Port of Seattle Properties Vacant Space	\$5,000.00

<sup>1</sup>Price ceiling listed is the maximum allowable charge for each room.

<sup>2</sup>Negotiated pricing discounts may be offered depending upon fluctuating business volume and to maintain a competitive advantage in the market.

<sup>3</sup>Rates and charges are subject to cancellation fees as determined by the Port of Seattle in the room rental contract.

<sup>4</sup>Prices are for Monday through Friday 7:30am-5:00pm. Any meetings/events outside of these hours are subject to additional charges. After hours labor charge is \$125.00 per hour. Room rental for additional time over 8 hours is \$150.00 per hour.

#### Most rooms are equipped with (included in room rental):

- In-room PC, LCD Projector, Drop-Down Screen
- Internet Connection for One Computer (in-room computer or guest laptop)
- Podium, Podium Microphone
- VCR, DVD and/or CD Players
- One Wireless Handheld Microphone
- Regular Telephone with Speaker Capability
- One Flipchart with Easel

<b>ISSUED:</b>	AUGUST 18, 2017	<b>CORR. #</b>	523	<b>EFFECTIVE:</b>	AUGUST 21, 2017
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## SCHEDULE OF AIRPORT CONFERENCE

### CENTER ROOM USE CHARGES (CONTINUED)

#### Ancillary Equipment and Service Rates

ITEM <sup>1</sup>	FEE	UNIT
Banner Hanging	\$50.00	Per banner
Cleaning Fee	\$100.00-300.00	Per room
Conference Services Labor	\$75.00	Per hour
Copies – Black and White	\$0.10	Per copy
Copies – Color	\$0.25	Per copy
Dedicated AV Technician	\$75.00	Per hour
Digital Recorder Package (with USB Stick)	\$50.00	Each per day
Additional Flipchart Package: Easel, Adhesive Pad and Pens	\$50.00	Each per day
Additional Flipchart Paper Pad	\$30.00	Each per day
Gooseneck or Wired Handheld Microphone	\$50.00	Each per day
Laptop/PC	\$150.00	Each per day
LCD Projector	\$250.00	Each per day
Mixer – 16-Channel	\$150.00	Each per day
Mixer – 22-Channel	\$200.00	Each per day
Mixer – 4-Channel	\$50.00	Each per day
Notepads and Pens	\$2.00	Per pad+pen
PA System Package (2 Speakers, 1 Microphone, 1 Podium)	\$300.00	Each per day
Package Handling Fee (up to and including 40 lbs.)	\$10.00	Per Package
Overweight Package Handling Fee (over 40 lbs.)	\$20.00	Per Package
Package Storage Fee	\$20.00	Per Package
Partitions	\$50.00	Each per day
Projector Package (Screen, LCD Projector, VGA Cable, Labor Charge for Set-Up)	\$450.00	Each per day
Projector Package with Laptop (Screen, LCD Projector, VGA Cable Laptop, Labor Charge for Set-Up)	\$550.00	Each per day
Riser (4' x 8')	\$100.00	Each per day
Room Reconfiguration	\$100.00-300.00	Per room
Screen	\$50.00	Each per day
Tripod Display Easel	\$20.00	Each per day

<sup>1</sup>Negotiated pricing discounts may be offered on ancillary items.

**ISSUED:** AUGUST 18, 2017

**CORR. #** 524

**EFFECTIVE:** AUGUST 21, 2017





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<b>ISSUED:</b>	FEBRUARY 25, 2015	<b>CORR. #</b>	486	<b>EFFECTIVE:</b>	FEBRUARY 27, 2015
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## **SCHEDULE OF CHARGES FOR GROUND SERVICE PROVIDERS AND AIRCRAFT FUELING OPERATORS**

The following applies to all ground service providers and aircraft fueling operators.

### **FEES:**

Annual License Fee - \$1,000.00 per provider/operator

Providers/operators are required to complete an application and present proof of active and acceptable insurance and a letter of tenant/carrier support at time of license purchase.

Annual Equipment Storage Fee – Rate equivalent to that paid by Signatory Airlines for gate ramp space.

Providers/operators must store equipment in an area that is either leased by provider/operator or where provider/operator has permission from another entity that leases such space and has given permission for provider/operator to store the subject equipment in that leased area.

Any provider/operator that does not store equipment in accordance with the above paragraph shall pay the Port for the area the equipment consumes (including any mandated clearances with regard to the equipment) at the same rate as Signatory Airlines for Gate Position Aircraft Parking, as defined on Page 6 of this Tariff No. 1.

Providers/operators may be required to execute an Equipment Storage Area Use Agreement or Land Lease, at the Port's option, to document the equipment subject to this Equipment Storage Fee.

### **IMPOUNDMENT CHARGES**

Owners/operators of aircraft, ground service and/or aircraft fueling equipment and vehicles impounded for violation of these Rules and Regulations shall be assessed as follows:

An impound fee equivalent to current landing fees prescribed for that type of aircraft, or \$25.00, whichever is greater.

An impound fee of \$100.00 per vehicle/piece of ground service and/or aircraft fueling equipment. Operator is responsible for any applicable towing charges.

A daily storage fee of \$25.00 per vehicle/piece of ground service and/or aircraft fueling equipment.

<b>ISSUED:</b>	JANUARY 31, 2011	<b>CORR. #</b>	391	<b>EFFECTIVE:</b>	FEBRUARY 1, 2011
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## SCHEDULE OF PARKING/ CARGO OPERATIONS AREA

### CHARGES

Cargo operations areas are those non-exclusive air cargo hardstands as designated by the Manager, Airfield Operations, used to load and unload air freight. They are scheduled on a first-come, first-served basis.

Charges for use of a Cargo Operations Area are in addition to landing fees. Owners/Carriers will be charged a fee, depending on aircraft size, and type of operation, while conducting a loading and/or unloading operation or occupying the cargo operations area. General Aviation operations are restricted to the designated General Aviation area only. Cargo operations area fees are as follows:

#### General Aviation

<b>Aircraft Size (wing span in meters)</b>	<b>First 12 Hours</b>	<b>Each Additional 12 Hours</b>	<b>Aircraft Model Category (most typical models listed)</b>
0 m – 20.00 m	\$ 15.00	\$ 6.00	Light Aircraft (general aviation)
20.01 m – over	\$100.00	\$500.00	Larger Private Business Jets

#### Cargo Use Fee

<b>Aircraft Size (wing span in meters)</b>	<b>4 Hours</b>	<b>Each Additional 12 Hours</b>	<b>Aircraft Model Category (most typical models listed)</b>
20.01 m – 43.00 m	\$100.00	See Remain Over Night Fee	Narrow Body (e.g., DC-9, MD-80, B-727, B-737, B-757, A-320)
43.01 m – over	\$175.00	See Remain Over Night Fee	Wide Body (e.g., DC-10, MD-11, B-747, B-767, A-300, A-310, AN-124)

Use of cargo operations hardstands will be scheduled by the Airport Duty Manager of Airport Operations or his/her designee for each operation. Airport Operations personnel may restrict cargo hardstands to actual loading and unloading operations. In such cases, aircraft shall be moved to another location at the aircraft owner's expense and responsibility as requested by Airport Operations.



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**SCHEDULE OF COMMON-USER AIR CARGO LOADER CHARGES**

A Port of Seattle common-user air cargo loader is available for airline use on a first-come, first-served basis. Charges for use thereof are as follows:

For minimum one (1) hour use, or portion thereof	\$200.00
Additional one-half (1/2) hour use, or portion thereof	\$100.00

The user will be responsible for providing a properly trained and qualified operator.

Use of air cargo loader will be scheduled by the Operations Department.

**SCHEDULE OF TECHNICAL STOP OPERATIONS CHARGES**

A technical stop is defined as an aircraft that is only uplifting fuel and/or exchanging flight crew personnel.

**Up to two (2) hours                      \$100.00**

Should passengers or freight be uploaded or downloaded, or if the aircraft parking duration is in excess of two (2) hours, the aircraft will be subject to other parking fees in this tariff.

<b>ISSUED:</b>	DECEMBER 31, 2014	<b>CORR. #</b>	472	<b>EFFECTIVE:</b>	JANUARY 1, 2015
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## **ELECTRICAL SERVICE RATES**

**(for Sale of 60-hertz Alternating Current Only)**

### **GENERAL SERVICE: (NO DEMAND)**

Base Monthly Charge    \$36.50  
Energy Charge            \$ .09395/KWH

### **Availability**

1. This schedule is available to any Customer for general electric energy requirements whose estimated or actual demand is less than or equal to 10KW.
2. Customers with Billing Demand over 10KW twice in the previous twelve (12) consecutive months (January 1 through December 31) are not eligible for service under this schedule.
3. Deliveries at more than one point will be separately metered and billed.
4. Single phase motors greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the Port of Seattle, Director, Aviation Facilities and Maintenance.
5. Highly intermittent loads such as welders, X-ray machines and elevators and similar loads which may cause undue lighting fluctuation shall not be served under this schedule unless approved in writing by the Port of Seattle, Director, Aviation Facilities and Maintenance.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:**        DECEMBER 28, 2017    **CORR. #**        533    **EFFECTIVE:**        JANUARY 15, 2018



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**ELECTRICAL SERVICE RATES**

**(for Sale of 60-hertz Alternating Current Only)**

**SMALL DEMAND GENERAL SERVICE**

Base Monthly Charge    \$36.50  
Demand Charge         \$ 5.85/KW >10KW  
Energy Charge         \$ .09395/KWH

**Availability**

1. This schedule is available to any Customer for general electric energy requirements whose estimated or actual demand is less than or equal to 350KW.
2. Customers with less than twelve (12) consecutive months billing history and Billing Demand over 350KW twice (January 1 through December 31) are not eligible for service under this schedule.
3. Deliveries at more than one point will be separately metered and billed.
4. Single phase motors greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the Port of Seattle, Director, Aviation Facilities and Maintenance.
5. Highly intermittent loads such as welders, X-ray machines and elevators and similar loads which may cause undue lighting fluctuation shall not be served under this schedule unless approved in writing by the Port of Seattle, Director, Aviation Facilities and Maintenance.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:**        DECEMBER 28, 2017    **CORR. #**        534    **EFFECTIVE:**        JANUARY 15, 2018

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## ELECTRICAL SERVICE RATES

(for Sale of 60-hertz Alternating Current Only)

### LARGE DEMAND GENERAL SERVICE

Base Monthly Charge	\$36.50
Demand Charge	\$ 6.00/KW >10KW
Energy Charge	\$ .09395/KWH
Reactive Power Charge	\$ .125/reactive Kilovolt Ampere Hour (KVARH)

### Availability

1. This schedule is available to any Customer for general electric energy requirements whose estimated or actual demand is greater than 350KW.
2. Customers whose Billing Demand is 350KW or less for eleven (11) of the most recent twelve (12) consecutive months (January 1 through December 31) are not eligible for service under this schedule.
3. Deliveries at more than one point will be separately metered and billed.
4. Single phase motors greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the Port of Seattle, Director, Aviation Facilities and Maintenance.
5. Highly intermittent loads such as welders, X-ray machines and elevators and similar loads which may cause undue lighting fluctuation shall not be served under this schedule unless approved in writing by the Port of Seattle, Director, Aviation Facilities and Maintenance.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

ISSUED: DECEMBER 28, 2016 | CORR. # 535 | EFFECTIVE: JANUARY 15, 2018

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## ELECTRICAL SERVICE RATES

(for Sale of 60-hertz Alternating Current Only)

### MISCELLANEOUS GENERAL SERVICE:

1. **All electric vending machine areas** shall pay at least the minimum **monthly charge** whether metered or not. Electric vending machines shall be required to display the Port of Seattle electrical decal issued for the machine by the Port of Seattle, Director, Facilities and Maintenance Department.
2. **All electric powered vehicles using rechargeable batteries** shall pay at least the minimum **monthly rate** whether metered or not. Electric powered vehicles using rechargeable batteries shall be required to display the Port of Seattle electrical decal issued for the machine by the Port of Seattle, Director, Facilities and Maintenance Department.
3. **All tenants** shall pay at least the minimum **monthly charge** for each electrical service not otherwise negotiated in writing, whether metered or not, unless expressly authorized otherwise in writing by the Port of Seattle, Director, Aviation Facilities and Maintenance Department.
4. Electrical demand charges shall be waived for all electric Ground Support Equipment (eGSE) charging stations.

### ***BILLING EXAMPLE:***

Monthly Charge = \$36.50

\$36.50 = \$36.50/Item

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

ISSUED: APRIL 12, 2013

CORR. # 432

EFFECTIVE: APRIL 15, 2013





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**STEAM CHARGES**

This schedule covers all steam used by tenants at Sea-Tac International Airport on a monthly basis:

**All quantities--\$12.08 per 1,000 lbs.**

**NATURAL GAS UTILITY RATE** (effective 1/15/2018)

**\$100.00 per month minimum or \$0.610/Therm,  
whichever is greater**

**GREASE INTERCEPTOR CLEANING UTILITY RATE**

Class 1 Tenant:	\$ 500.00 per year per store
Class 2 Tenant:	\$1,000.00 per year per store
Class 3 Tenant:	\$2,000.00 per year per store
Class 4 Tenant:	\$4,000.00 per year per store

**GARBAGE COMPACTOR FEE** (effective 1/1/2018)

**\$ 9.40 per use**

Compactor Keys      \$20.00 per key

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

<b>ISSUED:</b>	DECEMBER 28, 2017	<b>CORR. #</b>	536	<b>EFFECTIVE:</b>	JANUARY 1, 2018
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## DOMESTIC WATER AND FIRE PROTECTION CHARGES

### Domestic Water

Domestic water shall be metered and charged monthly based on the following schedule.

10 CCF or less (1 CCF = 100 ft <sup>3</sup> )	\$137.10
Each additional CCF over 10 (1 CCF = 100 ft <sup>3</sup> )	\$13.71

### Fire Protection Service\*

The rates for fire protection service shall be for one month or fractional part thereof in accordance with the following schedule. These are service charges, and no water shall be used from fire service connections except in the case of fire or testing.

<u>High Flow Systems</u> per facility's required GPM (for facilities with required gallons per minute [GPM] greater than 3,000)	\$0.04
<u>Low Flow Systems</u> per facility's required GPM (for facilities with required gallons per minute [GPM] 3,000 or less)	\$0.03

\*This charge will apply to firms or individuals not having lease agreements otherwise covering this item with the Port of Seattle.

### Backflow Device Testing

Per Department of Health requirements all backflow prevention devices including double detector check devices shall be tested annually for the following fee.

Annual Testing Fee	\$45.00
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ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:** DECEMBER 28, 2017 | **CORR. #** 537 | **EFFECTIVE:** JANUARY 15, 2018



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**ISSUED:** AUGUST 1, 2013

**CORR. #** 439

**EFFECTIVE:** AUGUST 1, 2013

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## SCHEDULE OF PARKING CHARGES

### GENERAL PARKING RATE SCHEDULE

0 – 1 Hour	\$4.00	5 – 6 Hours	\$24.00
1 – 2 Hours	\$8.00	6 – 7 Hours	\$28.00
2 – 3 Hours	\$12.00	7 – 8 Hours	\$30.00
3 – 4 Hours	\$16.00	8 – 9 Hours	\$30.00
4 – 5 Hours	\$20.00	9 – 24 Hours	\$30.00*

### TERMINAL DIRECT PARKING RATE SCHEDULE

0 – 1 Hour	\$5.00	5 – 6 Hours	\$30.00
1 – 2 Hours	\$10.00	6 – 7 Hours	\$35.00
2 – 3 Hours	\$15.00	7 – 8 Hours	\$37.00
3 – 4 Hours	\$20.00	8 – 9 Hours	\$37.00
4 – 5 Hours	\$25.00	9 – 24 Hours	\$37.00*

\*A charge exceeding a 24-hour period is calculated using the hourly increments.

GENERAL AND TERMINAL DIRECT PARKING ARE LIMITED TO THIRTY (30) DAYS OR LESS WITHOUT SPECIAL ARRANGEMENTS. VEHICLES WITHOUT SPECIAL ARRANGEMENTS ARE SUBJECT TO TOW.

WASHINGTON STATE SALES TAX AND CITY OF SEATAC PARKING TAX INCLUDED.  
A parking tax is imposed on each commercial parking transaction as defined by City of SeaTac Ordinance #16-1028, and is included in the rate structure.

The Port of Seattle may authorize, at its discretion, the following exceptions to the above parking rates:

- Adjustments to public parking fees as needed per internal policy and procedures.
- Under normal operating conditions, grace periods of 10 to 30 minutes which allow customers time to exit the garage after paying.
- Under emergent operating conditions, grace periods will be determined per internal policy and procedures.
- Discounted or complimentary parking for public events such as grand openings, and for Airport Conference Center conferences.
- Discounted parking based on coupon or other promotional programs.
- Complimentary parking options for: Port of Seattle employees; Contractors and Consultants; Government agencies which support the airport; Airport tenants based on a predetermined allocation; and up to 4 hours of free parking per visit for U.S. Department of State registered Consular Vehicles.

<b>ISSUED:</b>	APRIL 13, 2017	<b>CORR. #</b>	521	<b>EFFECTIVE:</b>	APRIL 14, 2017
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## SCHEDULE OF PARKING CHARGES (CONTINUED)

### SPECIAL TRANSACTIONS

<u>DESCRIPTION</u>	<u>CHARGE</u>
1. <u>POS Validations</u>	
A. Authorized parking for Port of Seattle business purposes. Tickets must be for less than 24 hours. (Three airport tenants – the USO, Airport Lost and Found, and Port Jobs – are authorized to distribute validations for parking stays fewer than 13 hours.)	No Charge
B. Authorized parking for Port of Seattle employees traveling on <u>approved</u> business trips of over 24 hours.	No Charge
2. <u>Returned Rental Cars</u> - Rental returns taken to public parking area in error, less than twenty-four (24) hours.	No Charge
3. <u>POS Vehicles</u>	No Charge
4. <u>Lost Tickets</u>	Daily Rate Minimum
5. <u>Insufficient Funds Service Charge</u>	\$35
6. <u>Passport Parking Program</u>	
A. <u>Monthly Parking</u>	\$375 per month
B. <u>Lost, Stolen or Damaged Access Card Fee</u>	\$25
C. <u>Access Card Early Termination Fee</u> – If program membership is cancelled within 90 days of start date on the primary program application, or within 90 days of activation of a secondary program account (access card) under an existing program membership. Fee charged per access card terminated.	\$50
7. <u>Emergency Service Vehicles</u> – Performing service on vehicles, e.g., battery jumps, tire repair, etc., and for tow vehicles who are picking up vehicles on impounds or for service, etc. This validation should not exceed one (1) hour.	No Charge

**NOTES:** (1) All rates include applicable taxes.

**ISSUED:** JUNE 27, 2018

**CORR. #** 541

**EFFECTIVE:** JULY 1, 2018

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## SCHEDULE OF PARKING CHARGES (CONTINUED)

### SPECIAL TRANSACTIONS (CONTINUED)

<u>DESCRIPTION</u>	<u>CHARGE</u>
8. <u>Premier Corporate Parking Program</u> – for companies with 200 or more employees.	
A. <u>Daily Parking</u>	\$22 per 24-hour period or part thereof, starting at time of entry.
B. <u>Access Card Activation Fee</u> – Fee charged per access card activated.	\$25
C. <u>Lost, Stolen or Damaged Access Card Fee</u>	\$25
D. <u>Access Card Reactivation Fee</u> – To reinstate program membership and/or reactivate access card if cancelled due to 120 days of program inactivity. Fee charged per access card reactivated.	\$25
9. <u>Weekly Parking Rate</u> – Discounts from regular daily General Parking Rate begin to accrue after 4 days, 5 hours. Normal Daily General Parking Rates apply each additional day until maximum weekly rate is achieved. Weekly parking rate does not apply to Terminal Direct Parking.	\$140 maximum charge per week
10. <u>Complimentary Parking Program</u>	
A. <u>Daily Parking</u>	No Charge
B. <u>Lost, Stolen or Damaged Access Card Fee</u>	\$25

**NOTES:** (1) All rates include applicable taxes.

**ISSUED:** JUNE 27, 2018

**CORR. #** 542

**EFFECTIVE:** JULY 1, 2018



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**SCHEDULE OF RENTAL CAR CHARGES**

Consolidated Rental Car Facility Transportation and Facility Charge  
(for Rental Car Facility Non-Tenants):

**\$6.00 per transaction**

**ISSUED:** OCTOBER 11, 2013 | **CORR. #** 441 | **EFFECTIVE:** OCTOBER 15, 2013

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## SEWERAGE RATES

The rates for sewage discharged by tenants, whose leases specify such utility payments and who are served by the Port of Seattle, shall be for one month or fractional part thereof, in accordance with the following schedule:

10 CCF or less (1 CCF = 100 ft <sup>3</sup> )	\$119.60 (effective 1/15/2018)
Each additional CCF over 10 (1 CCF = 100 ft <sup>3</sup> )	\$11.96 (effective 1/15/2018)

Total discharge shall be assumed to be equal to the total metered water consumption during the same period.

### SURFACE WATER MANAGEMENT FEE (effective 1/1/2018)

The Port will charge the following fees for surface water management:

**\$194.87 per month per acre**

### INDUSTRIAL WASTE SYSTEM FEE

The Port will charge the following fees for the industrial waste system:

**\$850.87 per month per acre** (effective 1/1/2018)

For direct discharge into the Industrial Waste System the following rates apply:

**\$11.49 per 1,000 gallons**

For BOD concentrations greater than 300 PPM the following surcharge also applies:

**\$ (Flow/748) x (.001059) x (Concentration – 300)**

(Flow = gallons)

(Concentration = mg/L)

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:** DECEMBER 28, 2017 | **CORR. #** 538 | **EFFECTIVE:** JANUARY 1, 2018



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## **FINES FOR MISUSE OF SANITARY SEWER SYSTEM, STORM DRAINAGE SYSTEM, AND INDUSTRIAL WASTE SYSTEM**

The following applies to operations or occurrences in violation of the Sanitary Sewer System, Storm Drainage System, and the Industrial Waste System rules contained in the STIA Schedule of Rules and Regulations, No. 4, Section 3, Paragraph 14. This fee is to be assessed independently of any other fees.

1. Any Airport Department, tenant, or person observed to be in violation of its Water Pollution Control Plan (WPCP), "Best Management Practices" (BMPs) contained therein, or of any other part of Paragraph 14, will be notified in writing by Port Health, Safety, and Environmental Management (HSEM) staff or their designees, and a remedial plan and schedule will be jointly developed by the responsible Airport Department, tenant, or person and the HSEM staff.
2. At the conclusion of the agreed remediation period, the supervising Airport Department or tenant shall be assessed a fine, by written notification, of \$2,500 per day for any violations of WPCPs, BMPs contained therein, or of any other part of Paragraph 14, that continue beyond the conclusion of the remediation schedule.
3. Following remediation of any such violation, additional penalties shall be assessed for recurrent violations in an amount of up to \$5,000 per day.
4. Notwithstanding, and in addition to the preceding, in the event any violation of WPCPs, BMPs contained therein, or of any other part of Paragraph 14, results in the imposition of a penalty on the Airport by the Washington Department of Ecology, U.S. Environmental Protection Agency, or any other governmental authority or jurisdiction, the responsible tenant(s) shall reimburse the Airport for the amount of the penalty and Airport response and administrative costs related thereto.

<b>ISSUED:</b>	NOVEMBER 29, 1999	<b>CORR. #</b>	204	<b>EFFECTIVE:</b>	DECEMBER 1, 1999
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## SCHEDULE OF TENANT EMPLOYEE PARKING CHARGES

This schedule covers the issuance of parking cards to Sea-Tac Airport tenants and their employees on a monthly basis, as follows:

**\$76.00 monthly (includes sales tax)**

Employee Rider Program Membership Card. Allows Airport tenant employees use of Port of Seattle Parking shuttle buses from bus stops at Airport main terminal and locations along Air Cargo Road, extending to the North Employee Parking Lot. This membership covers transportation privileges only, and not personal vehicle entry into the North Employee Parking Lot.

**\$19.00 monthly**

Lost, stolen or damaged Parking Terminal Access Card, Kontrol Kard, and permit fee:

**\$15.00 (includes sales tax)**

Per transaction fee charged on all checks returned by the bank for any reason of non-collection:

**\$15.00**

Carpooling Value Pass Card. Allows Airport tenants up to eight (8) entries per month to North Employee Parking Lot when unable to commute via public transportation or carpool.

**\$30.00 monthly (includes sales tax)**

Special Event and Overflow Parking in locations as assigned by Airport Landside Operations.

**\$2.50 daily per vehicle**

The scheduled charges are subject to periodic review and adjustment, on approval of the Senior Manager, Airport Operations, Landside, based on operational costs.

Inflation adjustments for this tariff will be rounded to the nearest dollar.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:** DECEMBER 30, 2016 | **CORR. #** 516 | **EFFECTIVE:** JANUARY 1, 2017

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## SCHEDULE OF GROUND TRANSPORTATION

### SERVICE CHARGES

OPERATOR CLASS	FEE AMOUNT	FEE TYPE	EFFECTIVE DATE
All	\$ 40.00	Daily Per-Vehicle Permit	February 1, 2018
All	\$ 90.00	Weekly Per-Vehicle Permit	February 1, 2018
All	\$ 190.00	Monthly Per-Vehicle Permit	February 1, 2018
Courtesy Vans and Crew Vans	\$ 1.40	Per Trip	February 1, 2018
Charter Vans (<30 occupancy)	\$ 8.00	Per Trip	February 1, 2018
Charter Coaches (30+ occupancy)	\$ 31.50	Per Trip	February 1, 2018
Airporter Vans (<30 occupancy)	\$ 1.60	Per Trip	February 1, 2018
Airporter Coaches (30+ occupancy)	\$ 5.35	Per Trip	February 1, 2018
Belled-In Taxis	\$ 660.00	Annual Per-Vehicle Permit	February 1, 2018
Pre-Arranged Limousines	\$ 675.00	Annual Per-Vehicle Permit	February 1, 2018
Parcel Carriers and Delivery Companies	\$ 280.00	Annual Transferable Permit	February 1, 2018
Shared Ride Vans	\$ 2.60	Per-Trip	February 1, 2018

Ground Transportation rates are calculated each year by dividing budgeted operating and capital costs associated with each operator type by the forecasted trips for that operator type. GT operators on annual permits have their calculated per trip fees converted to annual permit prices.

The Ground Transportation industry is undergoing significant changes. As a result of the volatility in the industry, costs associated to each GT operator category and the volume of trips by operator category may change significantly year-over-year.

The cost recovery methodology relies on estimates which are based on the best available data when the tariff rates are developed. Due to the volatility in the industry, actual results may vary from the estimates used when the tariff rates were developed.

The Port may revise the GT tariff rates during the year, if projected levels of GT activity are expected to vary significantly (higher or lower) from actual results. The Port will provide at least thirty (30) days advance written notice of any adjustments to be made mid-year to the GT tariff rates.

<b>ISSUED:</b>	JANUARY 30, 2018	<b>CORR. #</b>	540	<b>EFFECTIVE:</b>	FEBRUARY 1, 2018
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## SCHEDULE OF GROUND TRANSPORTATION SERVICES

### VIOLATION FINES AND OTHER FEES

This schedule applies to ground transportation services that pick up or drop off passengers at Seattle-Tacoma International Airport. All Commercial Ground Transportation Operators must have an Operating Agreement to operate at Seattle-Tacoma International Airport.

Fines shall be assessed for Operating Agreement violations. Refer to individual Operating Agreements and Instructions for details of these violations. (Excludes the violation for operating without an Operating Agreement.)

<b>\$50.00 Per Violation</b>	<b>\$100.00 Per Violation</b>	<b>\$150.00 Per Violation</b>	<b>\$500.00 Per Violation</b>	<b>\$1,000.00 Per Violation</b>
No Permit Displayed	Driver Not with Vehicle	No DOL/WUTC Sticker	Automated Vehicle Identification (AVI) Tag Tampering	No Operating Agreement
Unloading in Wrong Drive/Lane/Zone	Parking/Waiting on Drives	No For-Hire License		
Loading in Wrong Drive/Lane/Zone	Unauthorized Pick Up	No Permit or Expired Permit		
Speeding	Not Checking In	Not Obeying Instructions		
Self-Dispatching	Other	Operating in Authorized Area/Zone		
Parking/Waiting in Cell Phone Lot		Refusing a Fare		
Exceeded Time Limit		Soliciting		
Operator Information Not Updated		Not Logged in to Dispatch System		
Parking/Waiting on Airport Freeways				

Lost, stolen or damaged Automated Vehicle Identification (AVI) Tag replacement fee:

**(Refer to individual Operating Agreements and Instructions)**

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:** SEPTEMBER 15, 2017 | **CORR. #** 526 | **EFFECTIVE:** SEPTEMBER 18, 2017

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## SCHEDULE OF NEWSPAPER VENDING MACHINE

### GUIDELINES FEES

New newspaper vendor one-time permit application fee: \$50.00 per newsrack or location

Newspaper vendor additional location permit fee: \$50.00 per newsrack or location

Newspaper vending machine impoundment fee: \$50.00 per machine, together with accruing charges of \$5.00 per day on and after the seventh (7th) day of impoundment, up to a maximum of thirty (30) days. The impoundment fee must be paid before the newspaper vendor or other responsible person may claim the newsrack.

## SCHEDULE OF INTEGRATED PEST MANAGEMENT CHARGES

In those tenant areas where the applicable lease agreement does not allocate responsibility for pest control to the tenant, there is no separate charge for pest management services. In those areas where the applicable lease agreement allocates responsibility for pest control to the tenant, the tenant may obtain pest control services under the Port's Unified Pest Management (UPM) Program upon payment of the following UPM rates:

	Per Square Foot Per Year
<b>Dry Area Concessions and Non-Concession Tenants</b>	\$0.07
<b>Wet Area Concessions</b>	\$0.18

The charge will be calculated by multiplying the appropriate rate ("wet area" vs. "dry area") by the square footage as set forth in the lease agreement. Where the square footage of a leased space (unit) is not clearly defined or unavailable, the area will be determined by the most recent CAD drawings of a given unit. **"Dry area" concessions** are those concession tenants that do not prepare food and/or beverage products for sale to the public. **"Wet area" concessions** are those concession tenants involved in food and/or beverage preparation and service for sale to the public.

<b>ISSUED:</b>	APRIL 19, 2013	<b>CORR. #</b>	433	<b>EFFECTIVE:</b>	APRIL 22, 2013
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## SCHEDULE OF IDENTIFICATION AND ACCESS CONTROL

### BADGE CHARGES

- A. Employers are charged according to the following fee structure for all badges and one complimentary accessory. Additional accessories are charged at cost.

BADGE FEES	ILLUSTRATION ONLY			
	BADGE TYPE	Fingerprint Processing Fee	Security Threat Assessment Fee	Badge Processing Fee
Sterile Area	Included	Included	\$127.50	\$127.50
Restricted Area	Included	Included	\$127.50	\$127.50
Restricted Area Plus Driving	Included	Included	\$127.50	\$127.50

This fee structure is used to charge all companies operating at the airport, with the exception of Port of Seattle.

- B. No refunds or adjustments will be granted except in the event of an error by the Credential Center.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

**ISSUED:** DECEMBER 28, 2017 | **CORR. #** 539 | **EFFECTIVE:** JANUARY 1, 2018

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## **SCHEDULE OF IDENTIFICATION AND ACCESS CONTROL** **BADGE CHARGES (CONTINUED)**

### C. New Company Setup

- 1) A company establishing an account with the Airport Credential Center must complete a New Company Set-Up Package (available online or in the Airport Credential Center). A Company Set-Up fee of \$200.00 per company will be billed on the first statement. The account will remain active so long as at least one airport badge is issued to an employee of the company.
- 2) A company's account will become inactive in the Airport Credential Center badging system upon termination of the account or if no badge is issued to at least one employee for a period of 30 days or longer. In that event, a company must again complete a New Company Set-Up Package (available online or in the Airport Credential Center), and a Company Set-Up fee of \$200.00 per company will again be billed on the first statement after reactivation.

- D. All identification badges issued by the Port of Seattle are the property of the Port of Seattle. All badges must be returned to the Airport Credential Center upon change of employment status. Companies are responsible for unreturned badges and may be invoiced for these fees. Badges must be received in the Airport Credential Center within thirty (30) days from notification of status change or expiration. A fee will be assessed for a badge not returned as follows:

REASON	FEE
Separation of Employment (Not Expired)	\$250.00
Job No Longer Requires Badge	\$250.00

- E. All lost, stolen or otherwise unaccounted for badges must be immediately reported to:

- ◆ ID/Access Control Office: (206)787-6859 during business hours;
- ◆ Airport Duty Manager: (206)787-4682 after business hours.

OFFENSE TYPE	FINE*
1st Offense – Lost Badge Only	\$250.00
1st Offense – Stolen Badge Only**	Exempt (\$0)
2nd Offense – Lost or Stolen Badge	\$500.00
3rd Offense – Lost or Stolen Badge	Revocation

\*All fines in this Paragraph E must be paid in person in the Airport Credential Center.

\*\*All reports of "stolen" badges must be accompanied by a verifiable Police Report. Any Police Report filed online must include proof that a police investigation has been completed or is in process. Simple, online police reports are not accepted. The report must include officer name, precinct, case number, date of filing, and specifically list Port of Seattle ID Badge as stolen. ID Badges stolen out of vehicles are not covered in this exemption. This exemption applies only to the FIRST badge reported stolen.

ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL  
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**ISSUED:** DECEMBER 31, 2014    **CORR. #** 476    **EFFECTIVE:** JANUARY 1, 2015

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## SCHEDULE OF SECURITY KEY CHARGES

### A. SECURITY KEYS

#### Port/Tenant Contractors, Vendors, Consultants

All security/tracked keys supplied to Port/tenant contractors, vendors, consultants, and all others requiring access to restricted/secured areas require labor and material charges for each key that is cut.\* Security/tracked keys will not exceed \$8.00 each and nonsecurity keys will not exceed \$7.00 each. If the key is lost, replacement costs plus labor and material charge will apply. Security keys to restricted/secured areas may be issued only to persons holding a current, valid Port of Seattle ID badge authorizing access to restricted/secured areas accessible by key.

#### Port Tenants

All Port tenants who lease facilities with access to restricted/ secured areas will be provided two (2) keys per lock type for their leased area. (There is a separate labor and material charge for each additional key that is cut.\* Security/tracked keys will not exceed \$8.00 each and nonsecurity keys will not exceed \$7.00 each.) All security/tracked keys issued by the Port of Seattle are the property of the Port of Seattle and must be immediately returned under the following conditions. All Port tenants will be charged \$50.00 for each nonreturned/nonreported security/tracked key if conditions are not met.

- ◆ Upon separation of employment (for any reason).  
Airlines may transfer security keys to other employees as long as **ALL** the information is reported to the Identification/Access Control Division.
- ◆ When a job function no longer requires a Port of Seattle-issued ID badge.
- ◆ Upon demand of the Port of Seattle.

All security keys that are lost, stolen, or otherwise unaccounted for must be immediately reported to the Identification/Access Control Division.

\*ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

<b>ISSUED:</b>	DECEMBER 31, 2014	<b>CORR. #</b>	477	<b>EFFECTIVE:</b>	JANUARY 1, 2015
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## SCHEDULE OF SECURITY VIOLATION FINES

### A. SECURITY VIOLATION PROCEDURE

(See also Sea-Tac International Airport Schedule of Rules and Regulations No. 4, Section 8, Enforcement, Security Violation Procedure, subparagraph C.2.a.)

Violations of the following Airport Rules and Regulations may be cause for penalties.

1. If an offender does not commit a second offense within two (2) years, a future offense will be treated according to the rules as a first offense.

#### a) Failure to Display Proper Identification

ID badge not displayed and/or ID badge does not meet the requirements of valid identification and does not fit into any other violation category.

- 1) First Offense: Confiscation of ID badge for 1 day and a \$50.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 3) Third Offense: Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

b) Loaning/Borrowing an ID Badge to/from Another Person

Citation issued to owner of ID badge loaned to someone else and to the person borrowing (if already issued own Port of Seattle ID badge).

1) First Offense: Permanent confiscation of ID badge/access cancelled.

c) Display or Use of an Invalid ID Badge (Lost, Stolen, Deactivated, Expired)

Displaying and/or using an ID badge that has been reported lost or stolen, has been deactivated, or has expired.

1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.

2) Second Offense: Confiscation of ID for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

3) Third Offense: Permanent confiscation of ID badge/access cancelled.

d) Improper Use of Air Crew PIN

Anyone other than air crew using the PIN.

1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.

2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

3) Third Offense: Permanent confiscation of ID badge/access cancelled.

e) Abuse of Security Key Privilege (Loaning/Borrowing Keys to/from Others)

Citation issued to owner of a Security area key loaned to someone else and to individual borrowing from another (if already issued own Security key and/or ID).

1) First Offense: Permanent confiscation of Security area keys and ID badge/access cancelled.

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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

f) Failure to Follow Stop and Wait Procedures at Vehicle Gates, Pedestrian Gates, or Secured Doors

Opening a gate/door to a restricted and/or secured area and leaving the area without securing the gate/door. This includes vehicle gates which may or may not be staffed by Port of Seattle Security personnel.

- 1) First Offense: Confiscation of ID badge for 1 day and a \$50.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 3) Third Offense: Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

g) Leaving Security Door in "Timed Override" Unattended

Putting a door into timed override and leaving the area unattended.

- 1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 3) Third Offense: Permanent confiscation of ID badge/access cancelled.

h) Using Secured Doors for Other than Official or Authorized Use

Using the door when not on duty or for unofficial business.

- 1) First Offense: Confiscation if ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 3) Third Offense: Permanent confiscation of ID badge/access cancelled.

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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

i) Forcing a Door

Pushing a secured door or gate open instead of using an ID badge and/or key.

1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.

2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

3) Third Offense: Permanent confiscation of ID badge/access cancelled.

j) Piggybacking

Piggybacking occurs when *someone follows* through an access point without using one's own ID badge or Security key (unless under proper escort procedures). If a person *knowingly allows someone* through an access point without the other person using his/her own ID badge/Security key, both persons will be cited for Piggybacking. If a person follows someone through an access point without using one's own ID/Security key and without the other person's knowledge, the *individual following is cited for Piggybacking* and the *other person is cited for Failure to Follow Stop and Wait Procedures*.

1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.

2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

3) Third Offense: Permanent confiscation of ID badge/access cancelled.

k) Challenging - Failure to Challenge or Failure to Respond to a Challenge

Failing to challenge someone in a restricted and/or secured area who is not displaying ID or who is piggybacking/tailgating. Failing to show ID when challenged.

1) First Offense: Confiscation of ID badge for 1 day and a \$50.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.

2) Second Offense: Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

- 3) Third Offense: Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

l) Violation of Airport Escort Procedures

Citation issued to the escorter. Escorting someone into a restricted and/or secured area and not following the procedures related to proper identification ("E" badge and multi-colored escort badge), vehicle signs, and the requirement to remain with the individual/vehicle being escorted.

**\*\*SPECIAL NOTE\*\***: If you have an ID badge but it is not in your possession (for reasons that may include: leaving it at home, left in vehicle, etc.), you may NOT be escorted. If this occurs both the escorter and escortee will be cited. You may obtain a Replacement Badge through the ID/Access Office during normal business hours to gain access.

The Airport Security Coordinator (ASC) or designee may review/evaluate emergency circumstances, and is the only official authorized to make exceptions to the escorting procedure with prior approval.

- 1) First Offense: Confiscation of ID badge for 3 days and a \$200.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Confiscation of ID badge for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 3) Third Offense: Permanent confiscation of ID badge/access cancelled.

m) Improper Signs on Vehicles

Vehicles must meet sign requirements. Signs must be of commercial design on both sides of the vehicle; firm names must appear in letters a minimum of two (2) inches (5 cm) high.

- 1) First Offense: Vehicle removed from AOA. Confiscation of ID badge for 1 day and a \$50.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) Second Offense: Vehicle removed from AOA. Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.

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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

- 3) Third Offense: Vehicle removed from AOA. Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- n) Violating the Five-Foot Clear Zone  
Signs are posted in areas where parking can be no closer than 5 feet from the perimeter fence line.
- 1) First Offense: Confiscation of ID badge for 1 day and a \$50.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
  - 2) Second Offense: Vehicle or equipment impounded. Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
  - 3) Third Offense: Vehicle or equipment impounded. Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- o) Duplicating/Reproducing Port of Seattle ID Media  
Knowingly, willingly, intentionally using materials, data, etc., to duplicate or reproduce Port of Seattle approved official ID media.
- 1) First Offense: Permanent confiscation of ID badge/access cancelled.
- p) Air Operations Area  
Any entity leasing, occupying or using space (including all tenants, subtenants, permittees, service providers, invitees and/or operators) in an area of the Airport with direct access to the Air Operations Area (such as cargo buildings, hangars, etc.) shall comply with all applicable requirements of the ASP and Part 1500 Title 49, Code of Federal Regulations. Failure to do so shall be a violation of these Airport Rules and Regulations.

<b>ISSUED:</b>	DECEMBER 9, 2009	<b>CORR. #</b>	357	<b>EFFECTIVE:</b>	DECEMBER 10, 2009
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## SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)

### q) Transportation Security Administration (TSA) Fines

Any TSA fines and/or penalties assessed against the Port for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant, subtenant, lessee, permittee, service provider, individual and/or operator named as the source of the violation of the TSA fine, but only after the Port exhausts its administrative remedies under the TSA appeal process.

### r) Other Security Violations

- 1) Any other violations of the ASP of Part 1500 of Title 49 Code of Federal Regulations that is not specifically listed in these Rules and Regulations incur the following penalties/fines.
  - (a) First Offense: Confiscation of ID badge for 1 day and a \$50.00 fine. SIDA training class must be retaken. ID badge will not be returned until proof of retake is presented to ID/Access Office.
  - (b) Second Offense: Confiscation of ID badge for 3 days and a \$100.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
  - (c) Third Offense: Confiscation of ID badge for 7 days and a \$300.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID badge will not be returned until proof of retake is presented to ID/Access Office.
- 2) A combination of more than three (3) security violations under this section "r" within a period of two (2) years, may result in permanent revocation of the violator's ID badge.
- 3) If a violator does not commit a violation within two (2) years of a previous violation, a subsequent violation will be treated as a first violation.
- 4) If a monetary fine/penalty is not paid within fourteen (14) calendar days, the violator's access to all restricted and/or secured areas will be revoked.

<b>ISSUED:</b>	DECEMBER 9, 2009	<b>CORR. #</b>	358	<b>EFFECTIVE:</b>	DECEMBER 10, 2009
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**SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)**

**B. APPEAL PROCESS**

An appeal process is available to those who receive Violation Notices. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Individuals cited by the Port for violations of the Rules and Regulations, the ASP, or Title 49, Code of Federal Regulations (CFR), Part 1500 will be granted fourteen (14) calendar days from the dated violation notice within which to file an appeal in writing before penalties are assessed. The Airport Security Appeals Board (consisting of agencies representing security) is the reviewing body for all such appeals. If no appeal is received, final penalties will be assessed based upon the offense cited.

<b>ISSUED:</b>	DECEMBER 9, 2009	<b>CORR. #</b>	359	<b>EFFECTIVE:</b>	DECEMBER 10, 2009
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**SCHEDULE OF RUN-UP PROCEDURE CHARGES**

The following applies to operations not in accordance with the Sea-Tac Run-Up Procedures contained in the Airport Rules & Regulations Section 7, Part D.7:

Carrier's first offense in a calendar year:

Letter of admonishment from Director of Aviation.

Carrier's second offense in a calendar year:

\$1,000 fine.

Carrier's third offense, and each offense thereafter in a calendar year:

The fine will double with each offense, not to exceed \$8,000.

<b>ISSUED:</b>	FEBRUARY 13, 2008	<b>CORR. #</b>	334	<b>EFFECTIVE:</b>	FEBRUARY 15, 2008
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## SCHEDULE OF MISCELLANEOUS VIOLATION FINES

Violations of Miscellaneous Rules and Regulations will be cause for the following progressive actions. If the offender does not commit another offense within three (3) years, a future offense will be treated according to the rules as a first offense:

First Offense: Correction of infraction, verbal warning followed by written warning.

Second Offense: \$250 fine. Letter from tenant's management acknowledging corrective action.

Third Offense: \$500 fine. Letter from tenant's management acknowledging corrective action.

## SCHEDULE OF CONSTRUCTION AND ALTERATION VIOLATION FINES

Violations of the Construction Rules and Regulations will be cause for the following progressive actions. All offenses require that immediate action be taken to correct the infraction and that there is reimbursement for all Port of Seattle costs directly or indirectly related to noncompliance.

First Offense: Correction of infraction, verbal warning followed by written warning.

Second Offense: \$5,000 fine. Letter from tenant's management acknowledging corrective action.

Third Offense: \$10,000 fine. Letter from tenant's management acknowledging corrective action.

ISSUED: AUGUST 10, 2000

CORR. # 228

EFFECTIVE: AUGUST 1, 2000

