



**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**

<b>ISSUED:</b>	<b>CORR. #</b>	<b>EFFECTIVE:</b>
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507	4	539	24	571	4B	603	4	635	11
508	4A	540	19	572	7	604	4A	636	12
509	4B	541	15	573	8	605	4B	637	17
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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.

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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, unless otherwise noted.

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 OF DELINQUENT ACCOUNTS**

**1. PAYMENT OF COSTS FOR COLLECTION OF DELINQUENT ACCOUNTS**

When delinquent accounts are assigned to a third-party collection agency, they will be subject to an additional charge to cover the Port’s cost of collection not exceeding the limit per RCW 19.16.250, as may be amended.

**2. ATTORNEY’S FEES IN SUITS FOR COLLECTION**

Unless otherwise stated in an agreement, if the Port brings suit for collection of a delinquent account, the prevailing party shall be paid by the other party actual attorney’s fees not to exceed 50% of the amount claimed in such suit.

**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.

**\$4.62 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.

**\$5.78 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>	\$ 4.62	\$ 5.78 <sup>6</sup>
<b>Ramp Tower Fee Per Landing</b>	\$ 10.86	\$ 13.58
<b>Passenger Airline Apron Fee Per 1,000 Pounds (if applicable)</b>	\$ 0.67	\$ 0.84
	<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	\$ 360.73	\$ 450.92
<b>Group B</b>		
Ticket Counters	\$ 208.59	\$ 260.74
Baggage Claim	\$ 208.59	\$ 260.74
Baggage Makeup	\$ 208.59	\$ 260.74
Publicly-Accessible Offices, VIP Lounges	\$ 208.59	\$ 260.74
Security Checkpoint Areas	\$ 208.59	\$ 260.74
<b>Group C</b>		
Non-Publicly-Accessible Offices	\$ 143.25	\$ 179.06
<b>Group D</b>		
Closed Storage	\$ 103.17	\$ 128.96
<b>Group E</b>		
Open Storage	\$ 26.89	\$ 33.62
<b>Preferential Use Gate Rental Rate</b>	\$ 1,514,258	N/A <sup>1</sup>
<b>Per-Turn Fee on Common Gates<sup>2</sup></b>		
Class 1 (Widebody, Dual-Aisle Aircraft)	\$ 1413.22	\$ 1766.52
Class 2 (Narrowbody, Single-Aisle, Over 100 Seats)	\$ 706.61	\$ 883.26
Class 3 (Regional and Commuter, 100 or Fewer Seats)	\$ 353.30	\$ 441.63
<b>Baggage Claim Fee Per Domestic Deplaned Passenger<sup>3</sup></b>	\$ 0.97	\$ 1.21
Baggage Claim Charge Per Carrier	\$ 183,491	N/A <sup>1</sup>
<b>Baggage Makeup Device Space</b>		
Preferential Space Rate	\$ 208.59	N/A <sup>1</sup>
Rate Per Outbound Bag on Common Device	\$ 4.33	\$ 5.41

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**SCHEDULE OF AIRLINE RATES AND CHARGES (CONTINUED)**

	<b>Signatory Rate</b>	<b>Non- Signatory Rate<sup>5</sup></b>
<b>Baggage Makeup System Fees</b>		
Rate Per Outbound Bag on BMU System	\$ 1.89	\$ 2.36
BMU Equipment Charge Per Carrier	\$ 90,670	N/A <sup>1</sup>
<b>Common Use Ticket Counter Rate Per Hour Per Position</b>	\$ 18.95	\$ 23.68
<b>Passenger Loading Bridge Fee (for Port-Owned PLBs)</b>		
Preferential Use Loading Bridge Rental Rate	\$ 87,116	N/A <sup>1</sup>
Per Turn on Port-Owned PLBs	\$ 53.10	66.37
<b>FIS Fee Per Deplaned International Passenger<sup>4</sup></b>	\$ 21.45	26.82

<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.

<b>ISSUED:</b> AUGUST 31, 2017	<b>CORR. #</b> 525	<b>EFFECTIVE:</b> SEPTEMBER 1, 2017
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**SCHEDULE OF MAXIMUM GATE OCCUPANCY PERIODS  
AND GATE DELAY FEES**

<b>MAXIMUM GATE OCCUPANCY PERIODS / PERIODS OF USE*</b>			
<b><u>Aircraft Seats</u></b>	<b><u>Turnaround</u></b>	<b><u>Arrival Only</u></b>	<b><u>Departure Only</u></b>
400 or greater	180 minutes	75 minutes	120 minutes
200-399	150 minutes	60 minutes	90 minutes
100-199	120 minutes	60 minutes	75 minutes
Fewer than 100	90 minutes	45 minutes	45 minutes

\*Defined by Signatory Lease and Operating Agreement, Exhibit D

A Turnaround flight with a scheduled ground time in excess of the maximum specified in the table above will be treated as two separate flights: an independent Arrival Only and a separate independent Departure Only.

Flights scheduled at a gate beyond the prescribed Period of Use are required to maintain the ability to vacate the gate upon reasonable notification by the Port. Aircraft remaining on the gate beyond the defined Period of Use, as listed above, may reasonably be assessed fees by the Port, as noted in the table below, at the discretion of the Director or his/her designee.

<b>GATE DELAY TIME</b>		<b>FEE</b> (per each successive 15 minutes)
Each successive 15 minutes, or period thereof, beyond the defined Period of Use on gate up to and including 90 minutes	1-90 minutes	\$250.00
Each successive 15 minutes, or period thereof, beyond the defined Period of Use on gate after 90 minutes up to and including 240 minutes	91-240 minutes	\$500.00
After 240 minutes, each successive 15 minutes, or period thereof, beyond the defined Period of Use on gate until the aircraft is removed	>240 minutes	\$1,000.00

<b>ISSUED:</b>	AUGUST 28, 2019	<b>CORR. #</b>	567	<b>EFFECTIVE:</b>	SEPTEMBER 1, 2019
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**SCHEDULE OF AIRPORT CONFERENCE  
CENTER ROOM USE CHARGES**

<b>CONFERENCE ROOM<sup>1,2,3,4</sup></b>	<b>PRICE CEILING PER DAY</b>
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. Most rooms are equipped with built-in audio-visual equipment (included in room rental).



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**SCHEDULE OF AIRPORT CONFERENCE  
CENTER ROOM USE CHARGES (CONTINUED)**

Ancillary Equipment and Service Rates

<b>ITEM<sup>1</sup></b>	<b>FEE</b>	<b>UNIT</b>
After-Hours Charge (outside of business hours)	\$150.00	Per hour, per event
Banner Hanging	\$50.00	Per banner
Cleaning Fee	\$100.00-300.00	Per room
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
Room Reconfiguration	\$100.00-300.00	Per room
Screen	\$50.00	Each per day

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



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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.

<b>ISSUED:</b>	SEPTEMBER 29, 2017	<b>CORR. #</b>	528	<b>EFFECTIVE:</b>	OCTOBER 1, 2017
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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           \$ .10774/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 Capital Programs.
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 Capital Programs.

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

<b>ISSUED:</b>	DECEMBER 31, 2022	<b>CORR. #</b>	632	<b>EFFECTIVE:</b>	JANUARY 16, 2023
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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         \$ .10774/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 Capital Programs.
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 Capital Programs.

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

<b>ISSUED:</b>	DECEMBER 31, 2022	<b>CORR. #</b>	633	<b>EFFECTIVE:</b>	JANUARY 16, 2023
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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	\$ .10774/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 Capital Programs.
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 Capital Programs.

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

<b>ISSUED:</b>	DECEMBER 31, 2022	<b>CORR. #</b>	634	<b>EFFECTIVE:</b>	JANUARY 16, 2023
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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, Aviation Facilities and Capital Programs.
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, Aviation Facilities and Capital Programs.
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 Capital Programs.
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).

<b>ISSUED:</b>	DECEMBER 31, 2018	<b>CORR. #</b>	556	<b>EFFECTIVE:</b>	JANUARY 16, 2019
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**NATURAL GAS UTILITY RATE**

**\$100.00 per month minimum or \$1.04/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**

**\$ 15.29 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 31, 2022	<b>CORR. #</b>	610	<b>EFFECTIVE:</b>	JANUARY 16, 2023
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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> )	\$184.80
Each additional CCF over 10 (1 CCF = 100 ft <sup>3</sup> )	\$18.48

**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	\$150.00
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ALL TARIFF RATES, DEPOSITS, FEES, RENTALS AND CHARGES ARE SUBJECT TO ANNUAL AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

<b>ISSUED:</b>	DECEMBER 31, 2022	<b>CORR. #</b>	636	<b>EFFECTIVE:</b>	JANUARY 16, 2023
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**SCHEDULE OF PARKING CHARGES**

**GENERAL PARKING RATE SCHEDULE**

0 – 1 Hour	\$8.00	3 – 4 Hours	\$32.00
1 – 2 Hours	\$16.00	4 – 24 Hours	\$37.00
2 – 3 Hours	\$24.00		

**TERMINAL DIRECT PARKING RATE SCHEDULE**

0 – 1 Hour	\$10.00	3 – 4 Hours	\$40.00
1 – 2 Hours	\$20.00	4 – 24 Hours	\$47.00*
2 – 3 Hours	\$30.00		

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

GENERAL PARKING AND TERMINAL DIRECT 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.

**EXCEPTIONS**

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

1. Adjustments to public parking fees as needed per internal policy and procedures.
2. Under normal operating conditions, grace periods of 10 to 60 minutes which allow customers time to exit the garage after paying.
3. Under emergent operating conditions, grace periods will be determined per internal policy and procedures.
4. Discounted or complimentary parking for public events such as grand openings, and for Airport Conference Center conferences.
5. Variable parking rates based on website, coupon or other promotional programs.
6. 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>	MAY 1, 2023	<b>CORR. #</b>	645	<b>EFFECTIVE:</b>	JUNE 1, 2023
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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 (General Parking)</u>	
A. <u>Monthly Parking</u>	\$500 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.	\$100 per access card
7. <u>Passport Gold Parking Program (Terminal Direct)</u>	
A. <u>Monthly Parking</u>	\$1000 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.	\$100 per access card
8. <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.



<b>ISSUED:</b>	MAY 1, 2023	<b>CORR. #</b>	646	<b>EFFECTIVE:</b>	AUGUST 1, 2023
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**SCHEDULE OF PARKING CHARGES (CONTINUED)**

**SPECIAL TRANSACTIONS (CONTINUED)**

<b><u>DESCRIPTION</u></b>	<b><u>CHARGE</u></b>
9. <u>Weekly Parking Rate</u> – Discounts from daily General Parking rate begins to accrue after 6 days. Daily General Parking rates apply for each additional day over 7 days until subsequent maximum weekly rate is achieved. Weekly parking rate does not apply to Terminal Direct.	\$222 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.

<b>ISSUED:</b>	MAY 1, 2023	<b>CORR. #</b>	647	<b>EFFECTIVE:</b>	JUNE 1, 2023
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**SCHEDULE OF RENTAL CAR CHARGES**

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

**\$7.25 per transaction**

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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:

7.5 CCF or less (1 CCF = 100 ft <sup>3</sup> )	\$130.50 (effective 1/16/2023)
Each additional CCF over 7.5 (1 CCF = 100 ft <sup>3</sup> )	\$17.40 (effective 1/16/2023)

Total discharge shall be assumed to be equal to the total metered water consumption per individual water meter servicing the leased space during the same period.

**SURFACE WATER MANAGEMENT FEE** (effective 1/1/2023)

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

**\$267.96 per month per acre**

**INDUSTRIAL WASTE SYSTEM FEE**

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

**\$1247.43 per month per acre** (effective 1/1/2023)

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).

<b>ISSUED:</b>	DECEMBER 31, 2022	<b>CORR. #</b>	637	<b>EFFECTIVE:</b>	JANUARY 1, 2023
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**ENVIRONMENTAL**

The following applies to operations or occurrences in violation of the Section 4: Environmental rules contained in the SEA Schedule of Rules and Regulations, No. 5,. This fee is to be assessed independently of any other fees.

1. Any Airport Department, tenant, or person observed to be in violation of the Port’s Stormwater Pollution Prevention Plan (SWPPP), Tenant Water Pollution Control Plan (WPCP), "Best Management Practices" (BMPs) contained therein, or of any other part of Section 4, will be notified in writing by Port Environmental (ENV) staff or their designees, and a remedial plan and schedule will be jointly developed by the responsible Airport Department, tenant, or person and the ENV 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 the SWPPP WPCPs, BMPs contained therein, or of any other part of Section 4, 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 the SWPPP, WPCPs, BMPs contained therein, or of any other part of Section 4, results in the imposition of a penalty on the Airport by t any 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>	DECEMBER 31, 2022	<b>CORR. #</b>	627	<b>EFFECTIVE:</b>	JANUARY 1, 2023
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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:

**\$81.00 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.

**\$20.00 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**

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

**\$2.65 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).

<b>ISSUED:</b>	DECEMBER 30, 2022	<b>CORR. #</b>	621	<b>EFFECTIVE:</b>	JANUARY 1, 2023
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**SCHEDULE OF GROUND TRANSPORTATION  
SERVICE CHARGES**

<b>OPERATOR CLASS</b>	<b>FEE AMOUNT</b>	<b>FEE TYPE</b>	<b>EFFECTIVE DATE</b>
All Permitted Vehicles	\$ 45.00	Daily Per-Vehicle Permit	January 1, 2023
All Permitted Vehicles	\$ 105.00	Weekly Per-Vehicle Permit	January 1, 2023
All Permitted Vehicles	\$ 218.00	Monthly Per-Vehicle Permit	January 1, 2023
Courtesy Vans and Crew Vans	\$ 1.90	Per Trip	January 1, 2023
Charter Vans (<30 occupancy)	\$ 24.30	Per Trip	January 1, 2023
Charter Coaches (30+ occupancy)	\$ 70.50	Per Trip	January 1, 2023
Airporter Vans (<30 occupancy)	\$ 2.30	Per Trip	January 1, 2023
Airporter Coaches (30+ occupancy)	\$ 4.20	Per Trip	January 1, 2023
Belled-In Taxis	\$ 470.00	Annual Per-Vehicle Permit	January 1, 2023
Belled-In Taxis Wheelchair Accessible	\$ 47.00	Annual Per-Vehicle Permit	January 1, 2023
Pre-Arranged Limousines	\$ 750.00	Annual Per-Vehicle Permit	January 1, 2023
Parcel Carriers and Delivery Companies	\$ 280.00	Annual Transferable Permit	January 1, 2023
Shared Ride Vans	\$ 2.75	Per-Trip	January 1, 2023

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>	DECEMBER 31, 2022	<b>CORR. #</b>	638	<b>EFFECTIVE:</b>	JANUARY 1, 2023
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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.)

Ground Transportation Services Violation fines are not subject to delinquent charges specified on page 3C.

<b>\$50.00 Per Violation</b>	<b>\$100.00 Per Violation</b>	<b>\$150.00 Per Violation</b>		<b>\$500.00 Per Violation</b>
Blocking Courtesy Vehicle Entrance	Expired For-Hire License	Expired Permit		AVI Tag on Vehicle appears to have been removed and replaced (e.g., corners of tag bent, wrong placement, fibers underneath tag, etc.)
Driver Not with Vehicle	Unauthorized Pick Up	No DOL Certification		
Expired Driver Pass	No AVI Tag	No For-Hire License		
Loading in Wrong Drive/Lane/Zone	Other	No Permit		
No Trade Dress		Self-Dispatching		
Not Checking In		Not Obeying Instructions of GT Personnel		
Exceeded Time Limit		Refusing to Show For-Hire License		
Speeding		Refusing a Fare		
Unloading in Wrong Drive/Lane/Zone	No TNC Decal	Soliciting		
Unauthorized Parking/Waiting		Not Logged into Dispatch System		

		No WUTC Certification		
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Lost, stolen or damaged Automated Vehicle Identification (AVI) Tag replacement fee:  
**(Refer to individual Operating Agreements and Instructions)**

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

<b>ISSUED:</b>	JANUARY 15, 2023	<b>CORR. #</b>	641	<b>EFFECTIVE:</b>	FEBURARY 1, 2023
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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 UNIFIED 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 must obtain pest control services under the Port’s Unified Pest Management (UPM) Program upon payment of the following UPM rates:

	<b>Per Square Foot Per Year</b>
<b>Dry Area Concessions and Non-Concession Tenants</b>	\$0.66
<b>Wet Area Concessions</b>	\$1.64

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” locations** are those that do not prepare food and/or beverage products for sale or service to the public. **“Wet area” concessions** are those tenants involved in food and/or beverage preparation, service, or sale to the public.

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**SCHEDULE OF IDENTIFICATION AND ACCESS CONTROL**  
**BADGE CHARGES**

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

<b>Fee for All Badges (New and Renewal)</b>	<b>\$160.20</b>
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This fee 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).



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<b><u>SCHEDULE OF IDENTIFICATION AND ACCESS CONTROL</u></b>
<b><u>BADGE CHARGES (CONTINUED)</u></b>

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)	\$350.00
Job No Longer Requires Badge	\$350.00

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 AUTOMATIC ADJUSTMENTS FOR INFLATION (SEE PAGE 3B).

<b>ISSUED:</b>	DECEMBER 31, 2018	<b>CORR. #</b>	562	<b>EFFECTIVE:</b>	JANUARY 1, 2019
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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 non-security 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 non-security 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**

**B. SECURITY VIOLATION PROCEDURE**

(See also Sea-Tac International Airport Schedule of Rules and Regulations No. 5, Section 8, Enforcement, General Security Violation Penalties, subparagraph P.8.)

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.

Failure to Properly Display Airport-Issued ID Media: ID Media not displayed and/or ID Media does not meet the requirements of valid identification and does not fit into any other violation category.

- 1) First Offense: Airport-Issued ID Media confiscation for 1 day and a \$100.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 3 days and a \$200.00 fine. SIDA training class must be retaken by offender and offender’s manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credentialing Center.
- b) Third Offense: Airport-Issued Media revocation (2 years) / Must reapply in writing to the Airport Security Administrator (ASC). Display or Use of Invalid Airport-Issued ID Media which is Lost, Stolen, Deactivated, or Expired: Displaying and/or using an Airport-Issued Media that has been reported lost stolen or deactivated or expired will result in a violation.
- 1) First Offense: Airport Issued Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training classes must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender’s manager or supervisor. ID Media will not be returned until proof of retake is represented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- c) Bypassing TSA Checkpoint to Board a Flight: In accordance with 49 CFR 1540.107, when traveling, no individual may enter a Sterile Area or board an aircraft without submitting to the TSA screening and inspection of their person and accessible property. Airport-Issued Media holders shall never knowingly, willfully and intentionally bypass the TSA screening checkpoint to board a flight as a passenger. Civil penalties by TSA may also apply.

- 1) First Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- d) Using an Airport-Issued Media for Non-Official Business: Airport-Issued Media is for official business use only. Airport-Issued ID Media is for official business use only.
  - 1) First Offense: Airport-Issued Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be taken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued Media revocation (2 years) / Must reapply in writing to the ASC.
- e) Use of Another Person's Airport-Issued Media: The use of an Airport-Issued ID media by anyone other than the person it was originally issued to is strictly prohibited.
  - 1) First Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- f) Improper Use of Airport-Issued ID Media: Airport-Issued ID Media holders working for multiple companies must display and demonstrate access with the proper company Airport-Issued ID Media when representing each company.
  - 1) First Offense: Airport-Issued Media ID revocation (2 years) / Must reapply in writing to the ASC.
- g) Providing an Airport-Issued ID Media to Another Person: It is strictly prohibited to lend or share an Airport-Issued ID Media to another individual for any purpose.
  - 1) First offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- h) Duplication or Alteration of Airport-Issued ID Media: Duplication or alteration of an Airport-Issued ID Media is strictly prohibited.
  - 1) First Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- i) Unauthorized Use of Port Issued Keys: Port issued keys are for business use only and must never be used to gain access to Restricted Access Areas.
  - 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- j) Unauthorized Duplication of Port Issued Keys: It is strictly prohibited to duplicate Port issued keys.
  - 1) First Offense: Airport-Issued ID Media revocation (2 years) / Revocation of security keys / Must reapply in writing to the ASC.
- k) Loaning of Borrowing Port Issued Keys: It is strictly prohibited to lend or share Port issued keys.
  - 1) First Offense: Airport-Issued ID Media revocation (2 years) / Revocation of security keys / Must reapply in writing to ASC.

- l) Failure to Challenge: All Airport-Issued ID Media holders have the responsibility to challenge individuals without clearly visible Airport-Approve or Airport-Issued ID Media in the Restricted Access Areas unless the individuals are clearly under escort.
  - 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued Media revocation (2 years) / Must reapply in writing to the ASC.
- m) Failure to Respond to a Challenge: If the person being challenged fails to comply to the challenge or fails to present an Airport-Issued ID Media, report the incident immediately to Aviation Security.
  - 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued Media revocation (2 years) / Must reapply in writing to the ASC.
- n) Piggybacking: "Piggybacking" occurs when an Airport-Issued ID media holder fails to ensure that a door or gate closes behind them and a person gains unauthorized access.
  - 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued Media revocation (2 years) / Must reapply in writing to the ASC.
- o) Failure to Follow Stop & Wait Procedures: Failing to ensure that a security door is secured before leaving the area, opening a gate or door to a Restricted Access Area and leaving the area without securing the gate or door is a security violation.
  - 1) First Offense: Airport-Issued ID Media confiscation for 1 day and a \$100.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center
  - 2) Second Offense: Confiscation of ID Media for 3 days and a \$200.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.

- p) Leaving a Security Door in Timed Override: Any security door placed in timed override for airline operations or construction activities must always be attended. The employee placing the door in timed override is responsible to ensure time override is cancelled.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- q) Leaving an Access Point Unsecured/Unattended: Failing to ensure that a security door is secured before leaving the area, opening a gate or door to a Restricted Access Area and leaving the area without securing the gate or door is a security violation.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- r) Forcing Open Security Door or Gate: An Airport-Issued ID Media or security key must be used to gain access to a Restricted Access Area. If proper access is not granted prior to entry and the Airport-Issued Media holder proceeds through the door into the Restricted Access Area, a forced door alarm will occur.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- s) Failure to Secure Restricted Access Area Door or Gate: Any Airport-Issued ID Media holder who has attempted to use their Airport-Issued ID Media to open an access-controlled point but finds a malfunction of the alarm or the locking mechanism reducing or negating control, must report the malfunction to the ACC immediately either by intercom or by phone.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or

supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.

- 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- t) Failure to Report an Incident That Could Be Detrimental to the Security of the Airport: It is the responsibility of all Airport-Issued ID Media holders to report any incident or accident that may be detrimental to the security of the Airport.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- u) Failure to Cooperate with a Security Investigation: It is the responsibility of the Airport-Issued ID Media holder to cooperate with Aviation Security investigations.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- v) Failure to Report Lost/Stolen Security Keys: The Airport-Issued ID Media holder to which the key(s) is assigned, and their respective Authorized Signatory have a responsibility to report lost/stolen security key(s).
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- w) Failure to Follow Employee Bypass Procedures: The employee bypass portal may be used only for official business. The use of the portal does not allow escorting at any time. In addition, no accessible property (backpacks, purses, luggage, carts, tools, etc.) may be taken through the portal.
- 1) First Offense: Airport-Issued ID Media confiscation for 1 day and a \$100.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.

- 2) Second Offense: Confiscation of ID Media for 3 days and a \$200.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- x) Firearms and Explosives: No persons, except authorized law enforcement officers and qualified Wildlife personnel employed or contracted by POS, may possess any firearms or explosives within Restricted Access Areas, including Full Employee Screening. Failure to comply with this requirement will result in a non-appealable Security Violation with a minimum of a 2-year Airport-Issued ID Media revocation. Criminal charges and civil penalties assessed by the TSA may also apply.
- 1) First Offense: Airport-Issued ID Media revocation (2 years) with no ability to appeal / Must reapply in writing to the ASC.
- y) Leaving Prohibited Items Unattended: A person who has an Airport-Issued ID Media may not possess or carry items into or within the Restricted Access Areas that are otherwise prohibited by the Transportation Security Administration regulations, including through security screening checkpoints. Tools relating to authorized construction projects and concessionaires may not be left unattended in the Restricted Access Areas unless they are secured in a room inaccessible to screened passengers or in a locked storage container larger than a carry-on bag.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- z) Failure to Comply with Airport Dining and Retail Prohibited Items Policy (ADRPIP) and Procedures: Concessionaires and restaurants operating in the Sterile Area are authorized to have certain inventoried and logged items that are listed on the TSA prohibited item list. All items must be "tools of the trade" and approved by Aviation Security Compliance. Failure to comply with the Airport Dining and Retail Prohibited Items Policy (ADRPIP) and procedures will result in a violation.
- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. SIDA training class must be retaken by offender and offender's manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
  - 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.
- aa) Violation of Escort Procedures: Escorting an unbadged individual must be conducted in compliance with the Port of Seattle Rules and Regulations wherein it states that the Airport-Issued ID media holder must maintain strict control over anyone being escorted



into Restricted Access Areas. Failure to comply will result in a violation and loss of escort privileges. A “V” will be placed on the individual’s Airport-issued ID Media.

- 1) First Offense: 2-Year loss of escorting privileges. Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Security Identification Display Area (SIDA) training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center.
- 2) WARNING: If you are found escorting an individual with a “V” on your badge it will result in a 2-Year badge revocation and must reapply in writing to the ASC.

bb) Failure to Comply with Authorized Signatory Requirements: As an Authorized Signatory, your responsibilities are outlined in the A.S. Agreement, A.S. Training, and the Airport-Issued ID Media Application.

- 1) First Offense: Airport-Issued ID Media confiscation for 3 days and a \$200.00 fine. Authorized Signatory training class must be retaken. ID Media will not be returned until proof of retake is presented to the Credential Center
- 2) Second Offense: Confiscation of ID Media for 7 days and a \$400.00 fine. Authorized Signatory training class must be retaken by offender and offender’s manager or supervisor. ID Media will not be returned until proof of retake is presented to the Credential Center.
- 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.

cc) Failure to Submit to Inspection/Screening: Airport-Issued ID Media holders are subject to random inspection/screening by the Port of Seattle or the Transportation Security Administration when accessing, or present within, the Restricted Access Areas and Sterile Area of the Airport. Failure to submit to, or cooperate with such an inspection/screening, may result in the immediate suspension and revocation of the individual’s Airport-Issued ID Media.

- 1) First Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.

dd) Lost/Stolen Airport-Issued ID Media: It is your responsibility as an Airport-Issued ID Media holder to always keep your Airport-Issued ID Media secure. Never leave your Airport-Issued ID Media in your vehicle, bag, or anywhere it may be accessible to theft or loss.

- 1) First Offense: 48 hour waiting period in the event the Airport-Issued ID Media is located. \$250.00 fine
- 2) Second Offense: 48 hour waiting period in the event the Airport-Issued ID Media is located. \$500.00 fine.
- 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.

ee) Failure to Return Airport-Issued ID Media: Airport-issued ID Media is property of the Port of Seattle and must be surrendered upon termination of employment or conviction of any crime listed in CFR 1542-209 or surrendered upon demand by the Port of Seattle.

- 1) First Offense: \$250.00 fine
- 2) Second Offense: \$500.00 fine
- 3) Third Offense: Airport-Issued ID Media revocation (2 years) / Must reapply in writing to the ASC.

<b>ISSUED:</b>	DECEMBER 16, 2022	<b>CORR. #</b>	643	<b>EFFECTIVE:</b>	JANUARY 1, 2023
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**SCHEDULE OF SECURITY VIOLATION FINES (CONTINUED)**

ff) 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.

gg) 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.

hh) 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.

<b>ISSUED:</b>	FEBRUARY 18, 2003	<b>CORR. #</b>	259	<b>EFFECTIVE:</b>	FEBRUARY 1, 2003
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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.

<b>ISSUED:</b>	SEPTEMBER 28, 2007	<b>CORR. #</b>	322	<b>EFFECTIVE:</b>	SEPTEMBER 28, 2007
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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)**

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**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.



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**SCHEDULE OF RUN-UP PROCEDURE CHARGES**

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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.



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**SCHEDULE OF MISCELLANEOUS VIOLATION FINES**

Violations of Miscellaneous Rules and Regulations, and company/systemic non-compliance 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. Violators with more than one driving offense in six (6) months will have their driving privileges immediately revoked in the field until they can successfully complete retraining and as appropriate, suspensions served.

First Offense: Warning or Letter of Non-compliance: Correction of infraction by letter of noncompliance to company with notice that further occurrence of infraction or offending condition will result in escalating fines.

Second Offense: \$2,000 fine. Letter from tenant’s management acknowledging corrective action.

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

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

Fifth Offense: \$15,000 fine. Letter from tenant’s management acknowledging corrective action and notification of tenant’s customer of non-compliance status.

Sixth Offense: \$25,000 fine. Letter from tenant’s management and license renewal in jeopardy 12 month/1 year probation\* and notification of tenant’s customers of probational status.

\*License to Operate is placed on a One-year provisional status, conditioned upon improved performance and compliance. The thresholds of performance to be clearly set and evaluated on quarterly basis. Upon completion of the one-year provisional license performance review the Port will determine if the thresholds were met or not. Based on this review, license decision will be made, and tenant’s management will be notified. If no appreciable improvement is noted by 3<sup>rd</sup> quarter, License may not be renewed.



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**SCHEDULE OF MISCELLANEOUS VIOLATION FINES (CONTINUED)**

**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.

<b>ISSUED:</b>	DECEMBER 31, 2021	<b>CORR. #</b>	616	<b>EFFECTIVE:</b>	JANUARY 1, 2022
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