



COMMISSION REGULAR MEETING AGENDA

Port of Seattle Commission

Tom Albro
Stephanie Bowman
Bill Bryant
John Creighton
Courtney Gregoire

Port of Seattle
Seattle-Tacoma International Airport
Airport Office Building
International Auditorium – Mezzanine Level South
Seattle, Washington 98158

REGULAR MEETING

Date: June 25, 2013

Chief Executive Officer

Tay Yoshitani

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Meeting and Agenda
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Our Mission:

The Port of Seattle is a public agency that creates jobs by advancing trade and commerce, promoting industrial growth, and stimulating economic development

Strategic Objectives:

- Position the Puget Sound region as a premier international logistics hub
- Advance this region as a leading tourism destination and business gateway
- Use our influence as an institution to promote small business growth and workforce development
- Be the greenest, and most energy efficient port in North America

ORDER OF BUSINESS

- 12:00 noon**
1. Call to Order
Recess to:
 2. Executive Session, if necessary*
- 1:00 p.m.**
3. Approval of Minutes
 4. Special Order of Business
 5. Unanimous Consent Calendar
 6. Division, Corporate and Commission Action Items
 7. Staff Briefings
 8. New Business
 9. Policy Roundtables
 10. Adjournment

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. EXECUTIVE SESSION* - Pursuant to RCW 42.30.110, if necessary.

3. APPROVAL OF MINUTES – Any minutes available for approval will be listed on the Unanimous Consent Calendar below.

4. SPECIAL ORDER OF BUSINESS

4a. 2013 Fly Quiet Awards. ([memo enclosed](#))

5. UNANIMOUS CONSENT CALENDAR

Notice: There will be no separate discussion of Consent Calendar items as they are considered routine by the Port of Seattle Commission and will be adopted by one motion. If a Commissioner or a member of the public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

5a. Approval of the minutes of the special meetings of April 24 and 25 and May 14, 28, and 29, 2013.

5b. Approval of the claims and obligations for the period of the May 1, 2013, through May 31, 2013, in the amount of \$39,046,220.43. ([memo enclosed](#))

5c. Authorization for the Chief Executive Officer to (1) advertise and execute a major construction contract in an amount not to exceed \$1,595,319 for the Parking Garage Emergency Lights Project at Seattle-Tacoma International Airport and (2) authorize the use of Port crews to perform construction services. The total cost of the project, including expense, is \$4,683,370 (CIP #C800230). ([memo enclosed](#))

5d. Authorization for the Chief Executive Officer to execute a professional services indefinite delivery, indefinite quantity contract for project control services in the amount of \$1,000,000 with a contract duration of three years and an ordering period of three years in support of upcoming capital improvement and major expense projects for Aviation, Seaport and Real Estate Divisions. There is no budget request associated with this authorization. ([memo enclosed](#))

* *An Executive Session may be held at any time after the convening time, if necessary.*

** *Please silence all personal electronic devices during the Public Session.*

PUBLIC TESTIMONY: The Commission will take public testimony at this time consistent with the procedures noted at the bottom of this agenda.

6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS

- 6a. Authorization for the Chief Executive Officer to: (1) execute a Local Agency Agreement with the Washington State Department of Transportation, substantially as drafted and attached to this request, to accept a Congestion Mitigation Air Quality (CMAQ) grant; and (2) proceed with the CMAQ-funded project that will replace or upgrade drayage trucks to the emissions equivalent of a 2007 model-year engine. The total project amount requested is \$4,202,000, of which the Port will contribute \$667,000. ([memo](#), [letter](#), [agreement](#), and [attachment](#) enclosed)
- 6b. Authorization for the Chief Executive Officer to complete design, to purchase construction materials and equipment, to utilize Port crews, to award contracts as allowed by Washington law, and to construct the work necessary to install a stand-alone heat source for building heat and domestic hot water at the Pier 66 Cruise Terminal and Bell Harbor Conference Center for an estimated cost of \$1,350,000 bringing the total authorized amount of this project to \$1,400,000 (CIP #C800625). ([memo](#) and [attachment](#) enclosed)
- 6c. Authorization for the Chief Executive Officer to: (1) proceed with the construction phase of the Fishermen's Terminal Net Shed Buildings Code Compliance Project (enhanced Option 1) including use of Port crews to perform the work; and (2) execute contracts to purchase materials for the project for an estimated cost not to exceed \$2,300,000 bringing the total authorization of the project to \$2,950,000. ([memo](#), [attachment](#), and [presentation](#) enclosed)
- 6d. Authorization for the Chief Executive Officer to (1) execute a lease, substantially as drafted in the attached Exhibit 1, with the United Services Organization Northwest (USO) for a term of ten years, with two five-year options, for operation of the Airport service members' lounge located in the Main Terminal of the Seattle-Tacoma International Airport; (2) complete design of the Second Floor Utilities Preparations project at Seattle-Tacoma International Airport; (3) advertise and execute major construction contracts; and (4) utilize Port crews. The total amount of this request is \$2,666,000, which is also the total projected program cost (CIP #C800615). ([memo](#), [attachment 1](#), [attachment 2](#), [attachment 3](#), and [presentation](#) enclosed)
- 6e. Authorization for the Chief Executive Officer to execute a contract with Northwest Center, consistent with RCW 39.23, to provide janitorial services at Pier 69, for a total amount of \$1,017,125, for a five-year term with the option to extend for one additional five-year term. ([memo](#) enclosed)
- 6f. Authorization for the Chief Executive Officer to (1) proceed with the Security Checkpoint Wait Time Project at Seattle-Tacoma International Airport; (2) execute contracts to purchase hardware, software, vendor services, and construction design services; and (3) authorize the use of Port staff for implementation. The amount of this request is \$1,325,000. The total project cost is estimated to be \$3,600,000 (CIP #C800388). ([memo](#) enclosed)
- 6g. Approval of a motion adopting the Total Rewards Philosophy, which includes Overarching and Core Principles that guide management and administration of everything of value that the Port makes available to employees and their families as a result of their contributions to the Port's mission, including pay, benefits, learning and development, recognition, and participation in the Port experience. ([memo](#) and [motion](#) enclosed)
- ## **7. STAFF BRIEFINGS**
- 7a. Draft Northwest Ports Clean Air Strategy Update. ([memo](#), [attachment](#), and [presentation](#) enclosed)
- 7b. Quarterly Briefing – Update on the Airport's NorthSTAR Program. ([memo](#) and [presentation](#) enclosed)
- 7c. Briefing on the Port Property Insurance Renewal for the Policy Year beginning July 1, 2013. ([memo](#) and [presentation](#) enclosed)

8. NEW BUSINESS

9. POLICY ROUNDTABLE

None.

10. ADJOURNMENT

PUBLIC TESTIMONY PROCEDURES

The Port Commission will take public testimony after the unanimous consent agenda before considering action items or staff briefings, under new business, or during a public hearing. Any person wishing to speak must sign up to testify, identify the specific agenda item or topic they are addressing, and indicate whether they support or oppose the item. Public testimony will normally be limited to two minutes for individuals and representatives of organizations and is at the discretion of the Chair. In the interest of time, the Chair may limit the number of persons speaking on any topic, may further limit the time allotted to each person, or may limit testimony to those with new information to present. Written comments for any agenda item may be submitted to Commission Records staff at any time during the meeting for distribution to Commissioners and inclusion in the meeting record. The Port Commission does not engage in dialogue with testifiers during public meetings; however, questions or requests for information or documents may be made separately from the public meeting. All testimony is digitally recorded and made available via the Port's website and becomes a public record subject to disclosure under Washington's Public Records Act (RCW 42.56). The identity of each testifier will be noted in the minutes of the public meeting.