



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

**APPROVED MINUTES
COMMISSION REGULAR MEETING JANUARY 26, 2016**

The Port of Seattle Commission met in a regular Tuesday, January 26, 2016, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Albro, Bowman, Creighton, Felleman, and Gregoire were present. Commissioner Albro was excused after 3:21 p.m. to attend to other Port business. Commissioner Bowman was absent after 3:53 p.m.

1. CALL TO ORDER

The meeting was called to order at 12:02 p.m. by Commission President John Creighton.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting was immediately recessed to an executive session estimated to last 60 minutes to discuss three matters relating to litigation and legal risk and one matter relating to performance on a publicly bid contract. Following the executive session, which lasted approximately 60 minutes, the public meeting reconvened at 1:12 p.m. Commissioner Creighton led the flag salute.

3. SPECIAL ORDERS OF BUSINESS

3a. Transportation Security Administration Partnership Awards Presentation.

Presenter(s): Port of Seattle Police Chief Colleen Wilson and Albert L Kao and Jeff Holmgren of the Transportation Security Administration (TSA).

There was a presentation on the purpose of the award, which was only awarded to four recipients in 2016, and the relationship between the TSA and its airport partners to ensure the security of the traveling public.

A recording of this part of the meeting has been made available online.

Agenda item 3b was removed from the agenda prior to publication.

3c. January 26, 2016, CEO Report.

Ted Fick, Chief Executive Officer, reported on completion of net shed compliance construction at Fishermen's Terminal, efforts to extend paid parental leave to the Port's collective bargaining units,

and progress of the Port's 2016 wellness rewards program. Mr. Fick introduced new Aviation Managing Director Lance Lyttle, who made brief remarks.

A recording of this part of the meeting has been made available online.

4. UNANIMOUS CONSENT CALENDAR

[Clerk's Note: Items on the Unanimous Consent Calendar are considered routine and are not individually discussed. Port Commissioners receive the request documents prior to the meeting and may remove items from the Consent Calendar for separate discussion and vote in accordance with Commission bylaws.]

At the request of Port staff, agenda item 4a was removed from the Unanimous Consent Calendar and was laid on the table without objection.

- 4b. Approval of [claims and obligations](#) for the period of December 1-December 31, 2015, in the amount of \$65,148,840.60 including accounts payable check nos. 908209-908872 in the amount of \$7,525,489.46; payroll check nos. P-181166-182224 in the amount of \$16,581,617.38; wire transfer nos. 013829-013888 in the amount of \$11,609,295.68 and EFTs nos. 039063-039737 in the amount of \$29,432,438.08 for a fund total of \$65,148,840.60.**
- 4c. Authorization for the Chief Executive Officer to enter into a new memorandum of agreement with Seattle Department of Construction and Inspections to fund city staff that will provide liaison services to expedite permitting and land use actions under the jurisdiction of the City in an amount not to exceed \$360,000 over three years. Costs are covered in project funding. No new funding is requested.**

Request document(s) included a Commission agenda [memorandum](#).

The motion for approval of consent items 4b and 4c carried by the following vote:

In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)

A recording of this part of the meeting has been made available online.

5. PUBLIC TESTIMONY

Public comment was received from the following individual(s):

- Eddie Rye Jr., National Association of Minority Contractors, regarding discrimination at the Port of Seattle. Mr. Rye submitted correspondence from state legislators, which is included here as minutes [Exhibit A](#) and is available for public review.
- Jerry Dinndorf, Associated General Contractors of Washington, regarding concerns over a draft of a Port construction labor relations resolution. Mr. Dinndorf submitted written materials, which are included here as minutes [Exhibit B](#) and are available for public review.
- Jon Pettit, Western Washington resident, regarding freedom of consumer choice when selecting ground transportation options. Mr. Pettit submitted written materials, which are included here as minutes [Exhibit C](#) and are available for public review.

- Matthew Janda, Uber X, regarding charging every passenger dropped off at the Airport a \$1 fee and allowing all ground transportation modes to compete for business at the Airport.
- Melinda B. Miner, Uber X, regarding the opportunity for transportation network companies to pick up fares at the Airport.
- Jill Anderson, Uber X, regarding transportation network company access to the Airport and the benefits of using TNCs.
- Frederick Rice, Uber X, regarding technological innovation changing the competitive environment for traditional on-demand services.
- Kerri Hofmann, Uber X, in support of transportation network company access to the Airport.
- Craig Williams, Uber X, in support of transportation network company access to the Airport.
- Dwayne Bowerman, Uber X, regarding the right of customers to use TNCs to travel to the Airport.
- Ted Hanley, Uber X, regarding TNC access to the Airport and use of technology to reduce deadheading.
- Bakari Brock, Lyft, in support of transportation network company access to the Airport.
- Ahmad Egal, Uber X, in support of transportation network company access to the Airport.
- Ramon Negrin, Uber X, in support of transportation network company access to the Airport.
- Travis Simmons, Uber X, in support of transportation network company access to the Airport.
- Katrina Obata, Uber X, in support of transportation network company access to the Airport.
- Stephen Henry, Uber X, in support of transportation network company access to the Airport.
- Ronald C. Harding, Uber X, in support of transportation network company access to the Airport and his desire to continue to operate as a contractor.
- Mitchel Matthews, Uber X, regarding creative solutions to environmental concerns afforded by transportation network companies.
- Dawn Gearhart, Teamsters 117, regarding safety and income security available to cab drivers working with organized labor.
- Jim Kelly, Manager, United For Hire, in opposition to TNC access to the Airport.

A recording of this part of the meeting has been made available online.

6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS

Agenda item 6a was removed from the agenda prior to publications.

6b. Motion of the Port of Seattle Commission establishing an energy and sustainability policy committee and providing policy direction to the committee.

Request document(s) included a [draft motion](#).

Commissioners discussed the purpose of the committee to develop policy directives related to reducing greenhouse gas emissions, climate change, and other environmental concerns in the context of the Commission's general delegation of authority to the CEO. Commissioners invited innovative, thoughtful, and measurable environmental proposals from the committee for consideration by the Commission at large.

The [motion](#) for approval of agenda item 6b carried by the following vote:

In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)

A recording of this part of the meeting has been made available online.

6c. Transportation Network Companies Update.

Presenter(s): Michael Ehl, Director, Airport Operations; Elizabeth Leavitt, Director, Aviation Planning and Environmental Services; and Jim Schone, Director, Aviation Business Development.

There was an update on discussions with transportation network companies regarding terms. Environmental requirements for emissions controls were discussed and the experiences at other airports were noted. Commissioners requested clarifications and there was a discussion of how to arrange for greater sharing of data between transportation network companies and the Port. Commissioners provided direction about priorities as an agreement with transportation network companies is ironed out.

There was no final action taken on agenda item 6c.

A recording of this part of the meeting has been made available online.

Commissioner Albro was excused after 3:21 p.m. to attend to other Port business.

6d. Authorization for the Chief Executive Officer to (1) proceed with the Sea-Tac Mobile Application & Indoor Navigation project at Seattle-Tacoma International Airport; (2) procure required hardware, software, and vendor services; (3) use Port staff for implementation; and (4) procure vendor services for maintenance, for a total project cost not to exceed \$500,000.

Request document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).

Presenter(s): David Soike, Director, Aviation Facilities and Capital Program; Peter Garlock, Chief Information Officer; and David E. Wilson, Chief Aviation Technologist.

The proposed project was described in terms of meeting customer service needs based on current trends in technology use by passengers. The project's features were summarized. Commissioners provided direction regarding use of technology to deliver relevant, useful information to passengers and the importance of making it clear to the traveling public that the Port will not sell data and that the Port will not solicit email prior to customers' connecting to Wi-Fi. There was a discussion of using the application to identify accessibly routes through the Airport.

The motion for approval of agenda item 6d carried by the following vote:

In favor: Bowman, Creighton, Felleman, Gregoire (4)

Absent for the vote: Albro

A recording of this part of the meeting has been made available online.

6e. Authorization for the Chief Executive Officer to proceed with design of an expansion for the existing Gate C3 passenger holdroom at Seattle-Tacoma International Airport in an amount not to exceed \$555,000 of a total estimated project cost of \$3,300,000.

Request document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).

Presenter(s): Michael Ehl, Director, Airport Operations; Michelle Brantley, Airport Operations Development Manager; and Sean Anderson, Capital Project Manager.

The motion for approval of agenda item 6e carried by the following vote:

In favor: Bowman, Creighton, Felleman, Gregoire (4)

Absent for the vote: Albro

A recording of this part of the meeting has been made available online.

6f. Authorization for the Chief Executive Officer to (1) proceed with design of a passenger ramp for Gate D6 at Seattle-Tacoma International Airport; (2) execute a contract to purchase the inclined walkway, furniture, casework, and equipment required; and (3) use Port Construction Services to install the inclined walkway and complete related work. This single authorization is for \$1,713,000 of a total estimated project cost of \$1,733,000.

Request document(s) included a Commission agenda [memorandum](#), and presentation [slides](#).

Presenter(s): Michelle Brantley, Airport Operations Development Manager, and Sean Anderson, Capital Project Manager.

The motion for approval of agenda item 6f carried by the following vote:

In favor: Bowman, Creighton, Felleman, Gregoire (4)

Absent for the vote: Albro

A recording of this part of the meeting has been made available online.

RECESSED AND RECONVENED

The meeting was recessed at 3:53 p.m. and reconvened at 4:03 p.m., chaired by Commissioner Creighton.

Commissioner Bowman was absent after 3:53 p.m.

7. STAFF BRIEFINGS

7a. Sustainable Airport Master Plan Planning Update.

Presentation document(s) included a Commission agenda [memorandum](#) and revised presentation [slides](#).

Presenter(s): Elizabeth Leavitt, Director, Aviation Planning and Environmental Services; Clare Gallagher, Senior Manager, Public Affairs; and Dave McFadden, Managing Director, Economic Development Division.

The Commission received an update on the status of the Sustainable Airport Master Planning process, including discussion of airside simulation modeling, four major plan concepts, the evaluation process for considering multiple future terminals versus a single terminal, and likely related project phasing. Mid-term strategies for airport growth were also presented. Airport economic development opportunities and community outreach were described and a planning schedule through 2017 was presented.

A recording of this part of the meeting has been made available online.

RECESSED AND RECONVENED

The meeting was recessed at 5:05 p.m. and reconvened at 5:10 p.m., chaired by Commissioner Creighton.

7b. Office of Strategic Initiatives Update.

Presentation document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).

Presenter(s): Dave Caplan, Senior Director, Strategic Initiatives; Nora Huey, Director, Central Procurement Office; Wesley Henrie, Process Improvement Program Manager, Office of Strategic Initiatives; and Dan Pike, Strategic Planning Program Manager, Office of Strategic Initiatives.

Commissioners were presented a view of initiatives designed to alter Port organizational culture to expeditiously achieve Century Agenda goals and increase the agency's capacity to handle future needs based on rapid growth. Plans to address improvement in procurement processes and better strategic alignment through application of long-range planning efforts were described.

In the interest of condensing the day's presentation, consideration of material related to continuous process improvement efforts and plans was deferred to a future session.

A recording of this part of the meeting has been made available online.

Without objection, the following agenda item –

7c. Construction Labor Relations.

– was laid on the table.

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Without objection, the following agenda item –

7d. South Satellite Narrow-body Aircraft Gating.

– was laid on the table.

8. ADDITIONAL NEW BUSINESS – None.

9. ADJOURNMENT

There was no further business, and the meeting adjourned at 5:56 p.m.

Stephanie Bowman
Secretary

Minutes approved: March 8, 2016.