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APPROVED MINUTES COMMISSION SPECIAL MEETING APRIL 26, 2016

The Port of Seattle Commission met in a special meeting Tuesday, April 26, 2016, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Albro, Bowman, Creighton, Felleman, and Gregoire were present. Commissioner Bowman was present until 5:15 p.m.

1. CALL TO ORDER

The meeting was called to order at 11:32 a.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 90 minutes to discuss two matters related to litigation and legal risk, one matter related to national security, litigation, and legal risk, and one matter related to performance of a public employee. Following the executive session, which lasted approximately 110 minutes, the public meeting reconvened at 1:38 p.m. Commissioner Creighton led the flag salute.

A recording of the part of the meeting following 1:38 p.m. has been made available online.

ANNOUNCEMENT

Commissioner Creighton announced that the Port Commission had convened an unannounced special meeting on Thursday, April 14, 2016, at 4:00 p.m. for the purpose of holding an executive session to discuss an emergency personnel matter. No notice of this meeting was posted in advance as described in RCW 42.30.080. It was not noted whether all Commissioners were in attendance, and no notice or agenda was posted to the Port's web site, displayed at the meeting location, or sent to parties with a request on file to receive notices of special meetings.

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

3. SPECIAL ORDERS OF BUSINESS

3a. April 26, 2016, CEO Report.

CEO Ted Fick introduced new Tourism Director Ron Peck and commented on Century Agenda environmental efforts, including use of electrical ground support equipment at the Airport.

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

3b. Energy and Sustainability Committee Call for Advisors.

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

Commissioners Gregoire and Felleman announced the organization of the Energy and Sustainability Committee, an ad hoc committee of the Port Commission. They noted the initial focus of the committee would deal with Century Agenda goals for reductions in greenhouse gas emissions. Commissioner Bowman opined that the purview of the committee is too narrow and that she hopes to see efforts on water quality, habitat restoration, land use, and other environmental issues, with rotating committee leadership. She requested a report from the CEO at the next meeting regarding a plan for producing an environmental scorecard for Commission review. Commissioner Albro commented on his hope for development of a more sophisticated model for measuring the Port's carbon footprint without compromising other environmental efforts already undertaken.

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

3c. Recognize the 2015 Seattle-Tacoma International Airport Green Gateway Environmental Excellence Award Winners.

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

Presenter(s): Elizabeth Leavitt, Director, Aviation Planning and Environmental Services, and Jeremy Webb, Environmental Program Manager, Aviation Environmental Programs.

The Commission presented awards to Alaska Air Group, HMS Host, and Hudson News for their environmental leadership at the Seattle-Tacoma International Airport in 2015.

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

3d. Local Legislative Update for April 26, 2016.

Presenter(s): Lindsay Wolpa, Regional Government Affairs Manager, Public Affairs.

Ms. Wolpa provided an update on a proposal pending before the City of Seattle to vacate a portion of South Occidental Avenue in connection with development of a new sports arena in the SODO neighborhood. The matter is expected to be considered by the full council on Monday, May 2. Commissioners commented on inadequacy of the project's environmental impact statement, the lack of rationale for the timing of the street vacation, the need to encourage the City to consider transportation in SODO as a system, rather than making isolated decisions in individual streets, potential pressure advocating for future closure of Holgate Street related to rail activity, and the need to work collaboratively with the City to increase family-wage jobs in Seattle and support Washington's trade-dependent economy.

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.]

4a. Approval of the minutes of the regular meeting of April 12, 2016.

4b. Approval of the [Claims and Obligations](#) for the period March 1-March 31, 2016, in the amount of \$47,334,300.93 including accounts payable check nos. P-182574-182765, 182782 in the amount of \$7,689,748.47; payroll check nos. P-180138-180398 in the amount of \$7,962,255.32; wire transfers nos. 11,689,552.58 in the amount of \$11,689,552.58; and EFTs nos. 040721-041469 in the amount of \$19,992,744.56 for a fund total of \$47,334,300.93.

4c. Authorization for the Chief Executive Officer to add scope to (1) design the replacement of the passenger loading bridge (PLB) at Gate C17; (2) procure 1 new PLB; and (3) use Port crew labor and small works contractors to perform site work and complete replacement of the PLB at Gate C17. The previously authorized budget for the original five-PLB project covers this added scope (CIP 800653).

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

4d. Authorization for the Chief Executive Officer to execute a contract for Airline Technical Representative Services for an amount not to exceed \$2 million for a duration up to five years (three year base with two one-year options).

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

4e. Authorization for the Chief Executive Officer to complete design and permitting of 420 feet of replacement fender system at Terminal 91 in the amount of \$308,000 for a total preliminary estimated project cost of \$2,470,000 (CIP # C800675).

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

The motion for approval of consent items 4a, 4b, 4c, 4d, and 4e 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):

- Kate Martin, Campaign Director, Seattle Initiative 123, regarding alternatives for development of the downtown waterfront. Ms. Martin provided written materials, which are included here as minutes [Exhibit A](#) and are available for public review.

- James Johnson, General Manager, Whidbey/Sea-Tac Shuttle, regarding impacts of the International Arrivals Facility project on ground transportation support facilities.
- Jason Wyles, Manager, Wenatchee Valley Shuttle, regarding removal of shuttle staging facilities to accommodate the International Arrivals Facility project.
- Patience Malaba, Organizer, SEIU (Service Employees International Union) Local 6, regarding safety concerns of employees of Menzies Aviation, a contractor with Alaska Airlines.
- Cindi Laws, Director, Wheelchair Accessible Taxi Association, regarding fares, signage, and provision of appropriate staging for wheelchair-accessible taxis at the Airport. Ms. Laws provided written materials, which are included here as minutes [Exhibit B](#) and are available for public review.
- Sheila Stickel, Puget Sound Dispatch, regarding continued cooperation with the Port and modification of Yellow Cab's technology and driver behaviors to improve service. Ms. Stickel provided written materials, which are included here as minutes [Exhibit C](#) and are available for public review.
- Van Collins, President and CEO, American Council of Engineering Companies, regarding implementation of procurement process improvements at the Port.

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

6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS

6a. Authorization for the Chief Executive Officer to execute an amendment to the Procurement Excellence Services contract for an estimated amount of \$3,760,000 and commence the implementation phase of the Procurement Excellence initiative.

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

Presenter(s): Dave Caplan, Senior Director, Strategic Initiatives; Nora Huey, Director, Central Procurement Office; and Daniel Acosta, Boston Consulting Group.

Commissioner Gregoire noted her association with Mr. Acosta as a family friend and clarified that she was not personally involved in selection of Boston Consulting Group as a consultant on the procurement excellence project.

The objectives of the procurement excellence initiative were summarized, including increasing small business utilization, improving the Port's environmental footprint, improving customer service, and hastening procurement delivery, among others.

Commissioners discussed opportunities for improving procurement performance among small, minority, and women-owned businesses and the collection of relevant data from companies doing business with the Port. Commissioners requested clarifications and provided direction on program implementation.

The motion for approval of agenda item 6a 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.

7. STAFF BRIEFINGS

7a. Long Range Plan update by the Environmental team.

Presentation document(s) included a Commission agenda [memorandum](#) and presentation [slides](#). A proposed environmental scorecard was provided to Commissioners at the meeting, is marked minutes [Exhibit D](#) and is available for public review.

Presenter(s): Dan Pike, Strategic Planning Program Manager, Office of Strategic Initiatives; Stephanie Jones Stebbins, Director, Maritime Environment and Sustainability; and Leslie Stanton, Manager, Environmental Programs, Aviation Environmental Programs Group.

The proposed long-range plan to achieve Century Agenda environmental goals was summarized. Inclusion of the Northwest Seaport Alliance in measuring energy use and other environmental factors was discussed, as were limitations on information available to the Port on energy use at Port terminals operated by third parties. Commissioners expressed interest in comparison with city and county environmental performance, requested clarifications, and provided direction, including a request to describe emissions performance based on a per enplanement or other per capita expression.

Stormwater management and water quality actions were summarized and potential for certification of environmental achievement, such as Salmon Safe Certification, were discussed. The effects of emissions control area regulations and provision of shorepower at berth on achieving a drop in production of maritime diesel particulate matter was noted.

Opportunities for alternative energy production and factors affecting energy use at the Airport were discussed and strategies for anchoring urban/industrial land use and restoring habitat in the Green/Duwamish watershed and Elliott Bay were presented. Commissioners provided direction regarding the proposed environmental scorecard.

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

7b. Airport Annual Environmental Sustainability Progress Report.

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

Presenter(s): Leslie Stanton, Manager, Environmental Programs, Aviation Environmental Programs Group.

An overview of environmental programs at the Airport was presented. Commissioners commented on electric car charging, reporting of food donations, and aspirational goals for noise mitigation. It was noted that there is a tension between reduced aircraft noise and consolidation of flight corridors and the resulting increase in frequency of noise events in a particular location. Interest was shown in exploring management of Greener Skies improvements in order to spread out flight paths. Use of “green walls” – walls composed of live, hydroponically growing plants – at the Airport was discussed.

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

7c. Earth Day Briefing – Maritime Environment and Sustainability.

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

Presenter(s): Stephanie Jones Stebbins, Director, Maritime Environment and Sustainability; and George Blomberg, Senior Environmental Program Manager, Maritime Environment and Sustainability.

Maritime Green Gateway awards presented earlier in the year were summarized and the Port’s participation in the Green Marine Certification program was described. Habitat restoration efforts were noted. Commissioners highlighted the value of providing environmental expertise to habitat restoration on adjacent properties.

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

7d. 2016 Quarter 1 NorthSTAR Program and North Satellite Project Briefing.

Presentation documents included a Commission agenda [memorandum](#), presentation [slides](#), and video.

Presenter(s): Ralph Graves, Senior Director, Capital Development, and George England, Capital Program Leader, Aviation Project Management Group.

Accomplishments, variances, and updates in the NorthSTAR program were presented. The program budget has increased by about \$121 million since completion of 60 percent design, triggering a successful majority-in-interest vote of the airlines to increase the project budget to approximately \$542.9 million. Project scope has also been added. Future Commission authorizations were previewed. A portion of the increased program cost will be due to the Port’s potential purchase of 21 passenger loading bridges from Alaska Air Group, which represents a policy shift by Alaska within the larger program. Changes to Phase 2 scheduling were summarized. Additional scope and funding may be needed in the future to accommodate ongoing operations during Phase 2. The end of the North Satellite is expected to be removed at the end of 2016, and changes affecting passengers will be minimized.

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

7e. 2016 Quarter 1 International Arrivals Facility Briefing.

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

Presenter(s): Ralph Graves, Senior Director, Capital Development; David Brush, IAF Program Leader; David Soike, Chief Operating Officer; Mike Tasker, Senior Manager, Aviation Facilities and Infrastructure.

An overview of the status of the International Arrivals Facility program was presented. Noted particularly was an opportunity to modify IAF design in order to accommodate increased baggage system needs at the south end of the Airport. The baggage system requirements are not occasioned by the IAF program per se, but it was reported that modification of the IAF could provide a solution. A previous IAF design option would have used some of the space now planned to be used for outbound baggage for staging of shuttle bus operations. It was reported that maintaining the shuttle buses in this location was disfavored for reasons independent of the need for additional space for outbound baggage makeup.

Commissioners requested clarification on the selection of the space for baggage system improvement and on implications for other comprehensive baggage system optimization efforts at the Airport. Commissioners expressed concerns over the current proposal to relocate shuttle services.

It was also reported that an IAF design option previously deferred to connect two existing gates to the sterile international arrivals corridor is now being worked back into the current IAF design due to unexpected passenger growth.

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

8. ADDITIONAL NEW BUSINESS

Future action requests for the Airport Dining and Retail lease group number 3 and Airport Dining and Retail infrastructure modifications were previewed.

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

9. ADJOURNMENT

There was no further business, and the meeting adjourned at 6:10 p.m.

Stephanie Bowman
Secretary

Minutes approved: May 17, 2016.