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**APPROVED MINUTES
COMMISSION REGULAR MEETING JULY 12, 2016**

The Port of Seattle Commission met in a regular meeting Tuesday, July 12, 2016, at Port of Seattle Headquarters, Commission Chambers, 2711 Alaskan Way, Seattle, Washington. Commissioners Albro, Bowman, Felleman, and Gregoire were present. Commissioner Creighton was absent.

1. CALL TO ORDER

The meeting was called to order at 1:12 p.m. by Commission Vice President Tom Albro, who led the flag salute.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110 – None.

3. SPECIAL ORDERS OF BUSINESS

3a. July 12, 2016, CEO Report.

Ted Fick, Chief Executive Officer, provided an update on responses to the request for proposals for on-demand and for-hire ground transportation services at the Airport and issuance of an addendum to the RFP. Mr. Fick previewed several items on the day's agenda.

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 May 24, 2016.

4b. Authorization, in accordance with Section 4.2.3.4 of the General Delegation of Authority, for the Chief Executive Officer to execute a major public works construction contract with the sole responsive and responsible bidder to perform the C60 Interim TSA Search Room Expansion/Enhancement Project at Seattle-Tacoma International Airport previously authorized on January 12, 2016 (CIP #C800825).

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

4c. Authorization for the Chief Executive Officer to (1) proceed with the Passenger Flow Information System project; (2) procure required hardware, software, vendor services,

and maintenance; and (3) use Port staff for implementation, for a total project cost not to exceed \$1,331,000.

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

- 4d. **Authorization for the Chief Executive Officer to execute a contract for the operation and management of the Seattle Ramp Tower for an estimated cost of \$12,941,000 for up to 8 years (5-year initial with 3, 1-year options).**

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

- 4e. **Authorization for the Chief Executive Officer to execute the Sixth Amendment to Lease No. 000042, substantially as drafted and attached, with Gate Gourmet Inc. at Seattle-Tacoma International Airport.**

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

- 4f. **Authorization for the Chief Executive Officer to (1) increase the authorized funds for the Security Exit Lane Breach Control Project – Phase 2 (CIP #C800605) by the amount of \$1,300,000 and (2) advertise and execute a public works contract to construct this project at Seattle-Tacoma International Airport. The total estimated project cost is \$7,707,000.**

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

- 4g. **Authorization for the Chief Executive Officer to advertise and execute a contract to construct the Concourse B Ramp Level Holdroom project and increase authorized funds for the project by \$672,000. The amount of this request is \$3,799,000 of a total estimated project cost of \$4,858,000.**

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

- 4h. **Authorization for the Chief Executive Officer to advertise for bids and execute a major construction contract for the Central Terminal Stairs project at Seattle-Tacoma International Airport for \$2,049,000 of a total estimated project cost of \$2,560,000 (CIP #C800716).**

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

- 4i. **Authorization to add a portion of the International Arrivals Facility (IAF) Phase II scope to the current Phase I project. This scope will extend the sterile, pre-customs corridor on Concourse A in order to provide two additional international-capable wide-body gates (Gates A3 and A4). The total estimated cost of this added scope is \$41,000,000, which will increase the total budget for IAF Phase I from \$608,365,000 to \$649,365,000. Also request Commission authorization to increase the authorized budget from \$300,000,000 to \$341,000,000 and for the Chief Executive Officer to execute needed contract amendments and change orders as required to execute this scope (CIP #C800583).**

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

- 4j. **Authorization for the Chief Executive Officer to (1) advertise and execute a contract for the first phase of construction for the Baggage Optimization Project at Seattle-Tacoma International Airport at an estimated cost of \$115,000,000; (2) amend Service Agreement P-00317641 in the amount of \$3.5 million for a total contract value of \$21,500,000 to include construction support; (3) execute contracts for the purchase of equipment and Transportation Security Administration baggage inspection tables; and (4) utilize Port crews and small works contracts to perform construction work (CIP #C800612).**

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

The motion for approval of consent items 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, and 4j carried by the following vote:

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

Absent for the vote: Creighton

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5. PUBLIC TESTIMONY

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

- Jordan Royer, Vice President of External Affairs, Pacific Merchant Shipping Association, regarding Core Plus curriculum for career-related science, technology, engineering, and mathematics (STEM) skills.
- Donnell Harvey, Regional Director of Corporate Real Estate, Delta Air Lines, regarding the Runway 16C/34C Reconstruction change order (agenda item 6b).
- Jeff Robinson, Acting Director, City of SeaTac Department of Community & Economic Development, regarding the Sustainable Airport Master Plan.
- Chris Van Dyk, Bainbridge Media, regarding the request for proposals for on-demand and for-hire transportation services at the Airport.
- Chester Baldwin, Gjurasic & Baldwin, regarding the request for proposals for on-demand and for-hire transportation services at the Airport. Mr. Baldwin submitted written materials, which are attached as minutes [Exhibit A](#) and are available for public review.
- Abdirahman Elmi, King County taxi driver, regarding the request for proposals for on-demand and for-hire transportation services at the Airport.
- Samatar Guled, General Manager, Eastside for Hire, regarding the request for proposals for on-demand and for-hire transportation services at the Airport.
- LeeAnn Subelbia, Owner, Filo/BF Foods, regarding retention of Airport Concessions Disadvantaged Business Enterprises.

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6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS

- 6a. Authorization to approve a competition waiver in accordance with RCW 53.19.020(5) and authorize the CEO to execute a contract for up to two years with the Manufacturing Industrial Council for services to increase the pipeline of qualified workers needed to meet the future workforce needs of maritime, construction, manufacturing, and other port-related industries for a total not to exceed \$400,000.**

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

Presenter(s): Marie Kurose, Workforce Development Program Manager; Dave Gering, Executive Director, Manufacturing Industrial Council; and Denny Wallace, Program Supervisor for Skilled and Technical Education, Washington State Office of Superintendent of Public Instruction.

The Core Plus approach to education for industrial sector workforce development was described. Commissioners commented in support of the program and asked for more information about a five-year strategic plan, including sunset provisions for Port participation and plans to engage other investment partners along the way. Updates on performance measurement, including numbers of participants and placements, were requested.

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

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

Absent for the vote: Creighton

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- 6b. Authorization for the Chief Executive Officer to execute Change Order 38 to Contract MC-0318131, Runway 16C/34C Reconstruction, at Seattle-Tacoma International Airport in the amount of \$900,000 (CIP #C800406).**

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

Presenter(s): Ralph Graves, Senior Director, Capital Development, and Janice Zahn, Assistant Director of Engineering, Construction Services.

The incentive nature of the change order was described. It was noted that the project will be completed under budget and ahead of schedule, resulting in significant savings to the Aviation Division budget. It was explained that the decision to offer the incentive was made administratively and that the amount ultimately exceeding the \$300,000 authorization limit prescribed under the General Delegation of Authority was unanticipated. Commissioners discussed the overall success of the incentive and expressed concerns over its administrative structuring within the contract.

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

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

Absent for the vote: Creighton

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6c. Authorization for the Chief Executive Officer to execute a design contract and prepare design and construction bid documents for the Restroom Upgrades at Concourses B, C, and D project at Seattle-Tacoma International Airport for an estimated \$5,032,000 of a total project cost of \$33,047,000 (CIP #C800697).

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

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

The project was described as renovating some of the oldest restrooms in the Airport to improve customer experience, energy efficiency, and facility lifecycle costs.

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

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

Absent for the vote: Creighton

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7. STAFF BRIEFINGS

7a. Sustainable Airport Master Plan Briefing.

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

Presenter(s): Elizabeth Leavitt, Senior Director, Environment and Sustainability; Tom Hooper, Senior Manager, Aviation Planning; and Leslie Stanton, Manager, Environmental Programs.

The presentation to the Commission included an overview of current work on and the planning schedule for the Sustainable Airport Master Plan (SAMP). Variations on possible gate expansion options to the north of the current main terminal were presented, and considerations for roadways and movement of passengers in the expansion area were discussed. Special focus was given to options for rail- or bus-style people movers to the northern expansion and location and configuration of aircraft maintenance facilities, especially in the South Aviation Support Area (SASA).

Commissioners discussed the potential passenger capacity of the facilities presented and the triggers to determine adequate capacity for traffic on new curbs areas. The possibility of an additional Sound Transit light-rail stop in the area of the new terminal was discussed.

Commissioners asked for more information regarding moving-sidewalk-style people movers. Maintenance costs for different kinds of people movers were noted for consideration, including electric buses. The role of incorporating a ground run-up enclosure (GRE) was addressed in terms of a GRE's contribution to noise mitigation and promotion of increased maintenance activity and related economic development opportunities. More information was requested about the kinds of aircraft likely to use a GRE and the decibel improvement represented by use of the facility.

The methodology for integrating environmental sustainability concepts into the SAMP was described. This includes options for solar power generation at the Airport and management of Airport operations. Prioritization of environmental initiatives and benefits within the SAMP was requested. Commissioners asked for consideration of the environmental cost of opening a new regional airport as a possible component of planning for future passenger and cargo growth.

An increased focus on regional economic development as part of the SAMP was discussed. Incorporation of information was requested to inform a future discussion of establishing a new regional airport. Commissioners requested an outline or table of contents highlighting the structure and general content of the SAMP.

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

8. ADDITIONAL NEW BUSINESS

CEO Fick described several upcoming items for Commission consideration.

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9. ADJOURNMENT

There was no further business, and the meeting adjourned at 3:42 p.m.

Courtney Gregoire
Assistant Secretary

Minutes approved: September 27, 2016.