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**APPROVED MINUTES  
COMMISSION SPECIAL MEETING AUGUST 15, 2017**

The Port of Seattle Commission met in a special meeting Tuesday, August 15, 2017, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Creighton, Felleman, and Gregoire were present. Commissioner Albro was present after 9:40 a.m. Commissioners Gregoire and Creighton were excused after 10:22 a.m. to attend to other Port business.

**1. CALL TO ORDER**

The meeting was called to order at 9:01 a.m. by Commission Vice President Courtney Gregoire, who led the flag salute.

**2. EXECUTIVE SESSION pursuant to RCW 42.30.110**

No executive session was convened at this point in the meeting; however, the Commission recessed into executive session later in the meeting as noted below.

**3. SPECIAL ORDERS OF BUSINESS**

**3a. August 15, 2017, Executive Director Report.**

Dave Soike, Interim Executive Director, previewed several items on the day's agenda, summarized some of the highlights of the high school internship program, in its final week, and announced that concerns regarding ground transportation are being considered and will be the subject of a public briefing in September.

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

*Without objection, the Commission proceeded to—*

**5. PUBLIC TESTIMONY**

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

- Chris Craig, Economic Development Specialist, City of Burien, regarding the Economic Development Partnership Program.
- Yarden Weidenfeld, Mayor's Senior Policy Advisor, City of Federal Way, regarding the Economic Development Partnership Program.
- Julie Underwood, City Manager, City of Mercer Island, regarding the Economic Development Partnership Program.

- Karen Gruen, Vice President of Airport Affairs, Alaska Airlines, in support of the IAF and NSAT project authorizations.
- Jimmy Masoero, General Manager of Airport Affairs, Delta Air Lines, in support of the IAF and NSAT project authorizations.
- Tad Doviak, Des Moines resident, in opposition to the IAF and NSAT project authorizations.
- Ralph B. Ibarra, President, Diverse America Network, regarding the IAF and NSAT project authorizations. Mr. Ibarra submitted written materials, which are included here as minutes [Exhibit A](#) and are available for public review.

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

*The Commission returned to consideration of –*

**3b. Authorization for the Executive Director to execute a memorandum of understanding for \$15 million with the City of Seattle to launch the Safe and Swift Corridor Program to support projects and other efforts to improve transportation flow and safety along key freight transportation corridors.**

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

Presenter(s): Lindsay Wolpa, Manager, Regional Government Relations, Public Affairs, and Kate Joncas, City of Seattle Deputy Mayor.

The Commissioners received a single presentation on agenda items 3b and 3c.

This agreement is for funding to enhance safety and freight mobility in the South Spokane Street, East Marginal Way, and 15<sup>th</sup> Avenue West/Elliott Avenue West/Mercer Street corridors. Projects will include enhancements to Spokane Street, grade separation at Lander Street, improvements to bike lanes on East Marginal Way, and transportation and infrastructure improvements related to Terminal 91 uplands redevelopment.

**The motion for approval of agenda item 3b 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.*

**3c. Authorization for the Executive Director to amend the memorandum of agreement related to the Lander Street Grade Separation Project between the Port of Seattle and City of Seattle executed on August 31, 2016.**

Request document(s) included a Commission agenda [memorandum](#), [draft agreement](#), and [2016 agreement](#).

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

The Commissioners received a single presentation on agenda items 3b and 3c, as noted above.

**The motion for approval of agenda item 3c carried by the following vote:**

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

**Absent for the vote: Albro**

*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 [Claims and Obligations](#) for the period July 1-July 31, 2017, including accounts payable check nos. 918477-918919 in the amount of \$4,766,450.94; accounts payable ACH nos. 000999-001610 in the amount of \$37,879,036.86; accounts payable wire transfer nos. 014700-014716 in the amount of \$13,960,508.19; payroll check nos. 186535-186958 in the amount of \$390,719.12; and payroll ACH nos. 814435-818279 in the amount of \$9,018,276.43 for a fund total of \$66,014,991.54.
- 4b. Authorization for the Executive Director to execute Economic Development Partnership Program contracts with the Cities of Burien, Duvall, Mercer Island, Kent, Federal Way, and Maple Valley to implement local economic development initiatives for an amount not to exceed \$235,785, as detailed below.

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

**The motion for approval of consent items 4a and 4b 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.*

#### **6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS**

- 6a. Second Reading and Final Passage of Resolution No. 3733, a Resolution of the Port Commission of the Port of Seattle amending Resolution No. 3611, as amended by Resolution Nos. 3672, 3673, 3689, and 3690, the Seattle Port Commission Bylaws, regarding titles and duties of officers and schedule of regular meetings.

Request document(s) included a Commission agenda [memorandum](#), draft resolution, and [redline document](#). A copy of the final draft of [Resolution No. 3733](#) will be made available upon adoption.

Presenter(s): Mike Merritt, Commission Chief of Staff.

*Previously, First Reading of Resolution No. 3733 was approved on May 23, 2017.*

In addition to the changes to the role of the Commission Vice President contained in the resolution, comments were offered regarding the requirement in the current bylaws for four offsite meetings per year and a suggestion was made to start the public session an hour earlier in order to facilitate participation from the public during the typical lunch hour.

**The motion for approval of Second Reading and Final Passage of Resolution No. 3733 (agenda item 6a) carried by the following vote:**

**In favor: Albro, Creighton, Felleman, Gregoire (4)**

**Absent for the vote: Bowman**

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

**6b. Ratification of the following Commission Officers for 2017, effective immediately with the duties as described in adopted Resolution No. 3733, including the obligation of the Vice President to serve as President in 2018: Tom Albro, President; Courtney Gregoire, Vice President; Stephanie Bowman, Secretary; Fred Felleman, Assistant Secretary; and John Creighton, Commissioner at Large.**

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

Presenter(s): Mike Merritt, Commission Chief of Staff.

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

**In favor: Albro, Creighton, Felleman, Gregoire (4)**

**Absent for the vote: Bowman**

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

**6c. Authorization for the Executive Director to: (1) For the International Arrivals Facility (IAF) project and related contracts: (a) Increase the IAF project authorization for the projected unfunded balance of \$284 million, which includes a \$105.6 million budget increase; (b) Extend the contract completion date to December 31, 2020; and (c) Execute with Clark Construction a Guaranteed Maximum Price (GMP) Amendment or multiple mini-GMPs, contract amendments, and change orders, as required, to complete the new International Arrivals Facility at Seattle-Tacoma International Airport using the full project funding of \$790 million, and; (2) For the North Satellite Renovation & North Satellite Transit Station Lobbies Project (NSAT) project and related contracts (a) Increase the NSAT project authorization by \$270,347,392 (\$261,547,392 capital and \$8,800,000 expense), which includes a \$107.5 million budget increase; (b) Amend the contract with Hensel Phelps (HP) for \$161,563,526 for a total contract value of \$453,558,907; (c) Execute all change orders to the HP contract within authorized budget and project scope without returning for additional Commission authorization; (d) Use Port crews to support NSAT construction; and (e) Enter into a Tenant Reimbursement Agreement with Alaska Airlines (AS) for AS and the Port to reimburse each other, as**

**appropriate, for AS-performed or Port-performed design and constructed improvements that are part of the NSAT. *[subsequently amended]***

Request document(s) included a Commission agenda memorandum, [IAF memorandum](#), [NSAT memorandum](#), and [presentation slides](#). A revised memo was submitted following the meeting and is included here as minutes [Exhibit B](#).

Presenter(s): Lance Lyttle, Managing Director, Aviation; Ralph Graves, Senior Director, Capital Development; David Brush, IAF Program Leader; and George England, NorthSTAR Program Leader.

In lieu of a presentation, there was a question and answer period regarding the projects. The following information was conveyed:

- To mitigate the greenhouse gas impact of skybridge windows, the team is looking for products that mitigate climate-control related energy expenditures, and removing glazing elsewhere.
- Lessons learned regarding the progressive design build process include refinement of the estimate process.
- Future projects have been identified for incorporation of women and minority business enterprises.

#### AMENDMENT

Without objection, the action request was amended to remove reference to the total contract value of \$453,558,907.

**The action request now reads as follows:**

**Authorization for the Executive Director to: (1) For the International Arrivals Facility (IAF) project and related contracts: (a) Increase the IAF project authorization for the projected unfunded balance of \$284 million, which includes a \$105.6 million budget increase; (b) Extend the contract completion date to December 31, 2020; and (c) Execute with Clark Construction a Guaranteed Maximum Price (GMP) Amendment or multiple mini-GMPs, contract amendments, and change orders, as required, to complete the new International Arrivals Facility at Seattle-Tacoma International Airport using the full project funding of \$790 million, and; (2) For the North Satellite Renovation & North Satellite Transit Station Lobbies Project (NSAT) project and related contracts (a) Increase the NSAT project authorization by \$270,347,392 (\$261,547,392 capital and \$8,800,000 expense), which includes a \$107.5 million budget increase; (b) Amend the contract with Hensel Phelps (HP) for \$161,563,526; (c) Execute all change orders to the HP contract within authorized budget and project scope without returning for additional Commission authorization; (d) Use Port crews to support NSAT construction; and (e) Enter into a Tenant Reimbursement Agreement with Alaska Airlines (AS) for AS and the Port to reimburse each other, as appropriate, for AS-performed or Port-performed design and constructed improvements that are part of the NSAT. *[as amended]***

**The motion for approval of agenda item 6c, as amended, 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.*

Commissioners Gregoire and Creighton were excused after 10:22 a.m. in order to attend to other Port business.

## **7. STAFF BRIEFINGS**

### **7a. Sustainable Aviation Fuels Program Update.**

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

Presenter(s): Stephanie Meyn, Senior Environmental Program Manager, Aviation Environmental; Elizabeth Leavitt, Senior Director, Environment and Sustainability; and Borgan Anderson, Director, Aviation Finance and Budget.

Currently, only one facility commercially produces hydroprocessed lipid (HEFA) fuels, producing 2 million gallons per year of jet fuel, and 38 million gallons of renewable diesel for road transportation. That facility is located in California. Other processes are in development and the state of the market will continue to improve.

Results of the recently conducted report on funding mechanisms for biofuels indicate that the best opportunities for airports to promote use of biofuels includes incentivizing or financing sustainable fuel infrastructure such as storage facilities.

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

## **8. ADDITIONAL NEW BUSINESS**

Additional public comment was received from the following individual(s):

- Heather McAuliffe, Seattle resident, regarding the closure of the Terminal 86 public fishing pier. Ms. McAuliffe submitted written materials, which are included here as minutes [Exhibit C](#) and are available for public review.
- Ali Sugule, Flat Rate for Hire, regarding the airport taxi contract.
- Leyla Garmela, Flat Rate for Hire, regarding the airport taxi contract.
- Dauud Hasan, Renton resident, regarding the airport taxi contract.
- Worku Belayneh, regarding the airport taxi contract.

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

**9. RECESSED AND ADJOURNED**

The meeting was recessed at 11:15 a.m. to an executive session expected to begin at 12:30 p.m., estimated to last 2 hours, to discuss one matter relating to qualifications for public employment. Following the executive session, which lasted approximately 2.5 hours, the Commission adjourned at 3:00 p.m. without returning to public session.

Stephanie Bowman  
Secretary

Minutes approved: December 5, 2017.