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**APPROVED MINUTES
COMMISSION SPECIAL MEETING SEPTEMBER 12, 2017**

The Port of Seattle Commission met in a special meeting Tuesday, September 12, 2017, at Port of Seattle Headquarters, Commission Chambers, 2711 Alaskan Way, Seattle, Washington. Commissioners Albro, Creighton, Felleman, and Gregoire were present. Commissioner Bowman was present until 2:20 p.m.

1. CALL TO ORDER

The meeting was called to order at 11:03 a.m. by Commission President Tom Albro.

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 one matter relating to litigation, legal risk, and performance on a publicly bid contract. Following the executive session, which lasted approximately 55 minutes, the public meeting reconvened at 12:10 p.m. Commissioner Albro led the flag salute.

3. SPECIAL ORDERS OF BUSINESS

3a. September 12, 2017, Executive Director Report.

Dave Soike, Interim Executive Director, previewed several items on the day's agenda and announced ongoing work to address fee imbalances between transportation network companies and taxicabs and to rectify situations in which subcontractors on the International Arrivals Facility major construction project were experiencing payment delays. Other announcements included receipt of an environmental improvement award from the American Association of Port Authorities for work related to creation of the Port's marine stormwater utility and recognition of the Port's police department for its recent re-accreditation by the Commission on Accreditation for Law Enforcement Agencies.

Commissioner Albro announced the commission's intention to send a letter to Washington's congressional delegation relating to extension of permanent legal protections for those currently eligible under the Deferred Action for Childhood Arrivals program.

Luis Navarro, Director of the Office of Social Responsibility, read a letter from African-American business advocacy association Tabor 100 awarding its Crystal Award to the Port of Seattle and commending the port for its endorsement of efforts to repeal Washington's Initiative 200.

3b. Authorization for the Executive Director to execute Economic Development Partnership Program contracts with the Cities of Des Moines, Issaquah, Kenmore, Renton,

Shoreline, and Skykomish to implement local economic development initiatives for an amount not to exceed \$212,611, as detailed below.

Request document(s) included a Commission agenda [memorandum](#), [presentation slides](#), and [report](#). A video was provided, which is available upon request.

Presenter(s): Dave McFadden, Managing Director, Economic Development Division.

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

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

3c. Public hearing and authorization for the Executive Director to execute a lease agreement with the City of Seattle for a temporary sanctioned encampment for the homeless at the Tsubota site located at 1601 15th Avenue West, Seattle.

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

Presenter(s): Jeffrey Utterback, Director of Real Estate and Economic Development, and Veronica Valdez, Commission Specialist.

Staff described the plan to use the site at 1601 Fifteenth Avenue West as a new temporary home for the sanctioned homeless encampment known as Tent City 5.

PUBLIC HEARING on Agenda Item 3c

Upon a motion and second for approval of agenda item 3c, Commissioner Albro declared the public hearing for the resolution open. Testimony was received from the following individual(s):

- Joshua Graham, Elective Committee, Tent City 5.
- Kathryn Miller, District 7 Neighborhood Action Coalition.
- Shaun Glaze, District 7 Neighborhood Action Coalition.
- Sharon Lee, Executive Director, Low Income Housing Institute.
- Gretchen Taylor, Neighborhood Safety Alliance.
- Cindy Pierce, Neighborhood Safety Alliance.
- Bruce Costa, Magnolia Resident.
- Stacy Goodall, Seattle Resident.

Following conclusion of public testimony, the public hearing on agenda item 3c was closed.

Commissioners commented on the proposal and the need for a strategic, comprehensive plan to address the growing issue and root causes of homelessness in King County.

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

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

4. UNANIMOUS CONSENT CALENDAR

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

At the request of Commissioner Felleman, agenda item 4b was removed from the Unanimous Consent Calendar for separate discussion and vote.

- 4a. Authorization for the Executive Director to execute a new collective bargaining agreement between the Port of Seattle and the International Longshore and Warehouse Union Local 9 representing Tour Group Coordinators covering the period from March 1, 2016, through February 28, 2019.**

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

As noted above, agenda item 4b was temporarily postponed.

- 4c. Authorization for the Executive Director to authorize procurement of one 55,000 lb. capacity heavy lift truck (forklift) for the Terminal 91 rental fleet at a cost of \$400,000 including taxes.**

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

- 4d. Authorization for the Executive Director to advertise and execute a major works construction contract for the Airline Crew Lounge and Service Facility as the first enabling project for the Restroom Renovation project at Seattle-Tacoma International Airport. This request is for \$2,536,000 of a total estimated project cost of \$33,047,000 (CIP #C800697).**

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

- 4e. Authorization for the Executive Director to increase the budget for the D6 Gate Modifications project by \$467,000. The new authorized total project cost will be \$2,200,000 (CIP #C800771).**

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

- 4f. Authorization for the Executive Director to extend the existing North Terminals Utilities Upgrade Project Early Work Mechanical Contract contact duration by adding 250 days in order to ensure the project can be completed (CIP #C800717).**

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

- 4g. Authorization for the Executive Director to execute an indefinite delivery, indefinite quantity contract for PeopleSoft functional and technical services in the amount of \$3,500,000 with a contract duration of four years and an ordering period of four years in support of upcoming capital improvement and major expense projects impacting the**

Port's Financial and Human Capital Management Systems. There is no budget request associated with this authorization.

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

4h. Authorization for the Executive Director to replace contracts expiring October 4, 2017, by executing up to three contracts for one-year periods with four one-year options with a temporary staffing agency. This is in support of staffing needs for the Accounting and Financial Reporting, Finance and Budget, and Internal Audit Departments. The sum of the usage against contract(s) will not exceed \$2,500,000 expiring five years from execution.

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

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

In favor: Albro, Creighton, Felleman (3)

Absent for the vote: Bowman, Gregoire

5. PUBLIC COMMENT

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

- Andrew Harrison, Executive Vice President and Chief Commercial Officer, Alaska Airlines, regarding the airport signatory lease and operating agreement and sustainable aviation fuel. Mr. Harrison submitted written materials, which are included here as minutes [Exhibit A](#) and are available for public review.
- Ali Sugule, Driver, Flat Rate for Hire, regarding ground transportation at the airport.
- Abdi-Rhman, Orange Cab, regarding ground transportation at the airport.
- Raymond Miller, Chair, Armed Forces/Veterans Affairs, NAACP, regarding Airport Concessions Disadvantaged Business Enterprises.
- Arsalan Bukhari, Public Affairs Director, CAIR-WA, regarding Airport Concessions Disadvantaged Business Enterprises.
- Eddie Rye, Jr., Washington State Civil Rights Coalition, regarding Airport Concessions Disadvantaged Business Enterprises. Mr. Rye submitted written materials, which are included here as minutes [Exhibit B](#) and are available for public review.
- Dawn Gearhart, Teamsters Local 117, regarding ground transportation at the airport.
- Abdirahim K. Hassan, Driver, Flat Rate for Hire, regarding airport ground transportation.
- Abdirahman Elmi, Taxi Driver/Owner, regarding ground transportation at the airport.
- Abdul Sial, Taxi Driver/Owner, regarding ground transportation at the airport.
- Abdu Mohammed, Taxi Driver/Owner, regarding ground transportation at the airport.
- The Reverend Carl Livingston, United Black Christian Clergy, regarding Airport Concessions Disadvantaged Business Enterprises.
- Bob Armstead, President, Washington Chapter, National Association of Minority Contractors, regarding Airport Concessions Disadvantaged Business Enterprises.
- Suldun Mohamed, Driver, E-Cab, regarding ground transportation at the airport.

- Ali A. Aden, Driver, E-Cab, regarding ground transportation at the airport.
- Mustaf Ismail, Driver, E-Cab, regarding ground transportation at the airport.
- Mohamed Mohamuud, Driver, Eastside for Hire, regarding airport ground transportation.
- Abdigafar Hassan, Driver, Eastside for Hire, regarding ground transportation at the airport.
- John Yasutake, Washington Civil Rights Coalition, regarding Airport Concessions Disadvantaged Business Enterprises. Mr. Yasutake submitted written materials, which are included here as minutes [Exhibit C](#) and are available for public review.
- Charlie James, Co-founder, Afro-PAC, regarding Airport Concessions Disadvantaged Business Enterprises.
- Hayward Evans, Washington State Civil Rights Coalition, regarding Airport Concessions Disadvantaged Business Enterprises.

Commissioner Bowman was present until 2:20 p.m.

The Commission advanced to consideration of –

ITEMS REMOVED FROM CONSENT

- 4b. Authorization for the Executive Director to advertise and award a contract for cruise standoff barges for use at Terminal 91 berths in an amount of \$1,050,000 for an estimated total project cost of \$1,100,000 (CIP #C800910).**

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

Presenter(s): Mark Longridge, Capital Project Manager, Seaport Project Management, and Jim Anderson, Facilities Maintenance Manager for Cruise and Maritime Operations.

The function of standoff barges to protect vessels and the Port's fender system at Terminal 91 was summarized. Commissioners asked about cost responsibility, which was characterized as a Port maintenance responsibility.

The motion for approval of agenda item 4b carried by the following vote:

In favor: Albro, Felleman, Gregoire (3)

Absent for the vote: Bowman, Creighton

6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS

- 6a. Authorization for the Executive Director to (1) design, advertise, and execute a major works construction contract, (2) execute a contract with Honeywell for advanced system features, (3) advertise and execute a contract for the development of flight procedures, and (4) enter into one or more agreements with the Federal Aviation Administration for the performance of flight checks, certification, and other support needed for the Ground Based Augmentation System at Seattle-Tacoma International Airport in the amount of \$4,568,000 for a total estimated project cost of \$4,588,000 (CIP #C800834).**

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

Presenter(s): Robert Kikillus, Airport Operations Development Manager, and Ralph Wessels, Capital Project Manager, Aviation Project Management Group.

The ground-based augmentation system was described as a more reliable complement to conventional landing systems, which typically rely on radio signals and lighting systems to guide aircraft during landings. Airlines currently using or planning soon to use the newer system include Delta Air Lines, United Airlines, and Southwest Airlines. Alaska Airlines has indicated support for installation of the system at Seattle-Tacoma International Airport.

In response to commissioner questions, Mr. Kikillus confirmed that the technology helps smooth aircraft operations and reduce delays and that it will contribute later to the opportunity to land aircraft with steeper descent patterns. He clarified that the technology is fully certified for Category II low-visibility approaches and that certification is still being sought to use it for Category III low-visibility approaches.

Commissioners asked about the relationship between this technology and the Federal Aviation Administration's Greener Skies program. Mr. Kikillus explained that the ground-based augmentation system applies to "straight-in" approaches and, although complementary to continuous descent of aircraft on approach, it would not in itself result in any changes to flight paths. Commissioners asked about unintended effects of the technology on alteration of flight paths.

Mr. Kikillus clarified that the authorization amount included some ongoing ownership costs.

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

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

Absent for the vote: Bowman

6b. Authorization for the Executive Director to (1) enter into a new seven-year lease with Washington Technology Industry Association (WTIA) in the World Trade Center West Building, which will expand their existing premises; (2) terminate the existing WTIA lease; and (3) terminate the existing lease of the adjacent expansion premises, currently being leased by Astamed, Inc.

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

Presenter(s): Susie Archuleta, Real Estate Manager, and Michael Shutzler, CEO, Washington Technology Industry Association.

The key terms of the new lease agreement were summarized.

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

- 6c. Authorization for the Executive Director to: (1) increase the budget by \$3,010,533; (2) complete the design, advertise for bids, and award and execute a major works construction contract; and (3) authorize the use of Port Construction Services and small works contracts to rehabilitate the existing transportation building and potentially construct a new smaller facility for the on-demand operators at the S. 160th St. Ground Transportation Lot, for the remaining authorization of \$4,431,533 and a total authorization of \$6,526,533 (CIP #C101107). [subsequently amended]**

Request document(s) included a Commission agenda [memorandum](#). Aerial photos of the ground transportation lot site were provided at the meeting and are included here as minutes [Exhibit D](#), which is available for public review.

Presenter(s): Mike Ehl, Director, Airport Operations, and Barry Hennelly, Capital Project Manager, Aviation Project Management.

The need for improvements at the 160th Street lot was summarized. Commissioners asked for clarification of project cost increases. Differences in scope between earlier plans and the more extensive current proposal were described.

There was a discussion of the need to provide a ground transportation holding lot given changes in how different service models are dispatched. Considerations given to traffic congestion and neighborhood parking issues in the city of SeaTac were noted.

Commissioners commented on the risk of designing and building a solution that might prove cost-prohibitive for drivers when partnering to share project costs. Mr. Hennelly suggested considering authorizing the option described in the agenda memo as Alternative 3 rather than the recommended alternative. Interim Executive Director Soike proposed an alternative to proceed with work on the taxi facility and limit authorization on the rideshare facility to initial concept planning.

AMENDMENT

Without objection, the action request was amended to read as follows:

Authorization for the Executive Director to (1) increase the budget by \$2,500,000; (2) complete the design, advertise for bids, and award and execute a major works construction contract; (3) authorize the use of Port Construction Services and small works contracts to rehabilitate the existing transportation building at the S. 160th St. Ground Transportation Lot; and (4) plan for potential construction of a new smaller facility for on-demand operators for the remaining authorization of \$2,231,533 and a total authorization of \$4,326,533 (CIP #C101107). [as amended and subsequently revised]

[Clerk's Note: The amounts noted in this amended request were subsequently revised by agenda item 4e on September 26, 2017.]

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

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

Absent for the vote: Bowman

7. STAFF BRIEFINGS

7a. Airline Signatory Lease and Operating Agreement – Status Update.

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

Presenter(s): Lance Lyttle, Managing Director, Aviation, and Borgan Anderson, Director, Aviation Finance & Budget.

The presentation provided background on the signatory lease and operating agreement, or airline lease, at Seattle-Tacoma International Airport and included an update on the status of airline negotiations to date. Failure to implement the agreement on January 1, 2018, would mean either month-to-month extension of the current lease agreement or establishment by resolution of rates and charges for use of airport facilities. Commitment to the use of sustainable aviation fuels by the airlines is a primary issue that needs to be resolved at this time. Commissioners opined on the importance of sustainable aviation fuels in achieving port environmental objectives and discussed strategies to reach agreement on use of such fuels.

7b. Second Quarter Financial Performance Report.

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

In lieu of a spoken presentation, Commissioners received the report and presentation materials on agenda item 7b in written form.

8. ADDITIONAL NEW BUSINESS

Commissioner Gregoire announced that a position description for a permanent port executive director had been released and that the recruiting team plans to begin interviews by November with the intention of having an executive director in place in January.

9. RECESSED AND ADJOURNED

The meeting was recessed at 3:39 p.m. to an executive session estimated to last 60 minutes to discuss one matter relating to sale or lease of real estate and one matter related to labor negotiations. Following the executive session, which lasted approximately 85 minutes, the Commission adjourned at 5:15 p.m. without returning to public session.

Prepared:

Paul J. White, Commission Clerk

Attest:

Ryan Calkins, Commission Secretary

Minutes approved: April 24, 2018.