



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

**APPROVED MINUTES
COMMISSION REGULAR MEETING DECEMBER 10, 2019**

The Port of Seattle Commission met in a regular meeting Tuesday, December 10, 2019, in commission chambers at Port of Seattle offices, 2711 Alaskan Way, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present.

1. CALL to ORDER

Pursuant to Article IV, Section 8, of the commission bylaws, the meeting convened at 11:05 a.m. to conduct an executive session.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The notice posted during the executive session included three matter(s) related to litigation and legal risk. The time for reconvening was announced and posted as 12:15 p.m. Following the executive session, which lasted approximately 40 minutes, the public meeting reconvened at 12:15 p.m. Commissioner Bowman led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was revised to extend public comment indefinitely, lay on the table agenda item 6e, and consider agenda item 7a immediately after the unanimous consent calendar. The revised agenda was approved without objection.

4. EXECUTIVE DIRECTOR'S REPORT – None

5. PUBLIC COMMENT

Public comment on the use of biometric technology at the Port of Seattle, particularly at Seattle-Tacoma International Airport, was received from the following individual(s):

- Phil Mocek, Tacoma resident
- Edward Hasbrouck, the Identity Project, who submitted written materials attached as minutes [Exhibit A](#)
- Pam Dixon, founder and exec director, World Privacy Forum, who submitted written materials attached as minutes [Exhibit B](#)
- Cynthia Spiess, Seattle resident, who submitted written materials attached as minutes [Exhibit C](#)

- Elena Perez, Puget Sound Sage, Organizing Director, who submitted written materials attached as minutes [Exhibit D](#)
- Shankar Narayan, American Civil Liberties Union of Washington
- Jesse Szczygiel, Seattle resident
- Najma Osman, Council on American-Islamic Relations of Washington community organizer
- McKenna Lux, Council on American-Islamic Relations of Washington policy and advocacy coordinator
- Vikram Bashkaran, Alaska Airlines, Managing Director of Product Management and Software Engineering, who submitted written materials attached as minutes [Exhibit E](#)
- Stan Shikuma, Japanese-American Citizens League board member
- Derek Lum, Policy Analyst, International District Improvement Association (Inter*ImCDA)
- David Robinson, Seattle resident

In lieu of spoken comment, the following people submitted written comment regarding use of biometric technology at the Port of Seattle, which is collectively attached as minutes [Exhibit F](#):

- Lawrence Richards
- Trent Thibodeaux
- Christopher Mitten
- Joy Easley
- Mariel Black
- Samantha Webster
- Katherine Cleland
- Miles Dowe
- Andrew Kendall
- Deyanira Taupier
- Michelle Townsend
- Aaron Simpson
- Susan Brooks-Young
- Ryan Smith
- Kim Berman
- Adam Shostack
- Bernedine Lund
- Oliver Hansen
- Madeline Burns
- Kendra Hoffman
- Joe Mabel
- Hank (suntourhank).
- Conor Curtis
- Jann Werner
- Yen Baynes
- Geoff Froh, Densho Deputy Director

The following people commented on cruise terminal development at Terminal 46:

- Rich Austin, International Longshore Workers Union Local 19
- Jordan Van Voast, Seattle resident
- Dr. Elizabeth Burton, Seattle resident
- Peggy Printz, Seattle resident
- Barbara Lewy, Seattle resident
- Dr. Cindy Ervin, Seattle resident
- Jan Von Lehe, Seattle resident
- Julian Levy, Seattle resident
- John Persak, International Longshore Workers Union and Georgetown resident
- Michael Foster, Seattle resident

Additional public comment was received from the following people:

- Edwin Hernandez, South Park resident and Port-Community Action Team member with assistance from interpreter Paulina Lopez, regarding the Duwamish Valley Community Benefits Commitment
- K.C. Steimer, Port-Community Action Team member, regarding the Duwamish Valley Community Benefits Commitment
- Bunthay Cheam, Port-Community Action Team member, regarding the Duwamish Valley Community Benefits Commitment
- Stacy Oaks, 350 Seattle Organizer, regarding use of liquified natural gas (LNG) fuel. Ms. Oaks submitted written comments, which are attached as minutes [Exhibit G](#)
- Pamela Ng, 350 Seattle, regarding use of liquified natural gas (LNG) fuel at the Port of Seattle
- Ralph Ibarra, Diverse America Network President, regarding the service of Courtney Gregoire on the port commission

6. UNANIMOUS CONSENT CALENDAR

[Clerk's Note: Items on the Unanimous Consent Calendar are not individually discussed. Commissioners may remove items for separate discussion and vote when approving the agenda.]

6a. Approval of the minutes of special meetings of November 12 and 19, 2019.

6b. Approval of [claims and obligations](#) for the period of November 1, 2019, through November 30, 2019, including accounts payable check nos. 932772-933135 in the amount of \$4,609,200.02; accounts payable ACH nos. 021763-022455 in the amount of \$69,398,379.66; accounts payable wire transfer nos. 015247-015261 in the amount of \$11,407,480.34, payroll check nos. 194731-195108 in the amount of \$457,433.24; and payroll ACH nos. 938492-944904 in the amount of \$17,638,254.57 for a fund total of \$103,510,747.83.

Request document(s) included an agenda memorandum.

6c. Authorization for the Executive Director to execute a contract totaling \$329,000 for disposal for the Motor Vessel Fire Boat Alki.

Request document(s) included an abbreviated agenda [memorandum](#) and [presentation slides](#).

- 6d. Authorization for the Executive Director to (1) develop, advertise, and execute a Public Works Building Engineering Systems Contract and (2) authorize the use of port crews for preliminary work in support of the Fire Pump Replacement Project at Seattle-Tacoma International Airport. The amount of this request is \$4,840,000 for a total estimated project cost not to exceed \$5,000,000 (CIP #C800794).**

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

As noted above, agenda item 6e was laid on the table without objection.

- 6f. Authorization for the Executive Director to complete design and permitting of approximately 1,120 feet of replacement fender system at Terminal 91 in the amount of \$800,000 of a total preliminary estimated project cost of \$6,600,000 (CIP #C801097).**

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

- 6g. Authorization for the Executive Director to increase project authorization by \$200,000 to support design and construction for the Emergency Generator Controls Upgrade project at Seattle-Tacoma International Airport. Total project authorization is \$1,000,000, for a total estimated project cost of \$2,500,000 (CIP #C800784).**

Request document(s) included an abbreviated agenda [memorandum](#).

- 6h. Authorization for the Executive Director to (1) prepare design and construction bid documents for the Building Controls Upgrade Project at Seattle-Tacoma International Airport and (2) use port crews for preconstruction activities. The amount of this request is \$2,950,000 of an estimated total project cost of \$10,000,000 (CIP #C800944).**

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

- 6i. Authorization for the Executive Director to proceed with design of the Rental Car Facility Camera Replacement project at Seattle-Tacoma International Airport in an amount not to exceed \$670,000 of a total estimated project cost of \$2,254,000 (CIP #C800975).**

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

- 6j. Authorization for additional funds in the amount of \$700,000 for services provided by King County in conjunction with the King County public safety interlocal agreement with the port.**

Request document(s) included an agenda [memorandum](#) and [interlocal agreement](#).

- 6k. Authorization for the Executive Director to execute, substantially as depicted in drafts below, (1) the assignment of the ground lease from Trident Seafood to Lineage Logistics at Terminal 91, and (2) the amendment and restatement of the assigned lease to convert the existing four 5-year options to one 20-year term and to add two 10-year options to renew and update lease language.**

Request document(s) included an agenda [memorandum](#), [presentation slides](#), [consent to assignment](#), and [amended and restated lease](#).

- 6l. Authorization for the Executive Director to execute two indefinite delivery, indefinite quantity contracts for the Duwamish Valley Community Equity Program to promote capacity building and green career pathways with a total estimated value of \$850,000 and contract periods of up to five years. No funding is associated with this authorization.**

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

- 6m. Authorization for the Executive Director to execute contract agreements and implement the 2020 Economic Development Partnership program with King County cities in an amount not to exceed \$965,000.**

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

- 6n. Authorization for the Executive Director to execute contract agreements and implement the 2020 Tourism Marketing Support Program in an amount not to exceed \$200,000.**

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

- 6o. Adoption of the 2020 State Legislative Agenda as described in this memorandum.**

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

- 6p. Authorization for the Executive Director to execute a contract amendment with Vanderlande Industries Inc. in the amount of \$445,000 for the Automated Screening Lanes Project at Seattle-Tacoma International Airport. No additional project funding is requested (CIP #C800920).**

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

The motion for approval of consent items 6a, 6b, 6c, 6d, 6f, 6g, 6h, 6i, 6j, 6k, 6l, 6m, 6n, 6o, and 6p carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

As noted above, the commission advanced to consideration of –

7. SPECIAL ORDERS of BUSINESS

- 7a. Recognition of the service of Commissioner Courtney Gregoire.**

There were no presentation documents provided.

Commissioners commented on their appreciation of Commissioner Gregoire's service to the people of King County on the port commission. They presented her with a photograph of a breaching orca taken by Commissioner Felleman. Commissioner Gregoire described her years of service, noting

the many changes to Seattle and the Port of Seattle. She commented on the commission's openness to change and innovation to adapt to the changing face of international shipping by partnering with the Port of Tacoma. She noted the port's environmental work and the introduction through a new Energy and Sustainability Committee of a methodology to prioritize decisions based on environmental impact. This work brought to light a need to focus on equity concerns and now the port has an Office of Equity, Diversity, and Inclusion. The commissioner applauded continued work by the port to combat human trafficking. Commissioner Gregoire remembered the port's response on January 28, 2017, to new federal travel restrictions by executive order and noted with pride that Seattle-Tacoma International Airport was the only airport to stop deportations that day. She praised the dedicated public servants working for the Port of Seattle and their commitment to building community, not just running a port authority.

8. AUTHORIZATIONS and FINAL ACTIONS

- 8a. Motion 2019-13: Motion of the Port of Seattle Commission adopting guiding principles for the public-facing use of biometric technology at Port of Seattle facilities; establishing a working group to develop policy recommendations governing public-facing biometric use at the port; and establishing deadlines for further actions.**

Request document(s) included a draft Motion 2019-13 and presentation slides. A copy of the adopted version of Motion 2019-13 is attached. [Exhibit H](#) is a letter from U.S. Customs and Border Protection on automated biometric technology.

Presenter(s): Eric Schinfeld, Senior Manager, Federal and International Government Relations, and Veronica Valdez, Commission Specialist.

Previously, the commission held study sessions on biometric technology on September 10 and October 29, 2019.

Executive Director Metruck emphasized that the motion proposed for consideration is not an authorization of new application of biometric identification at port facilities. The motion proposes guiding principles for the development of a port policy directive on use of biometric technology. It represents an attempt to balance customer service and efficiency benefits to passengers and Customs and Border Protection with community concerns, especially privacy and equity concerns. Commissioners have visited airports using the technology.

The background of the congressional mandates and legislative actions around use of facial recognition since 2002 was summarized. Biometric analysis such as facial recognition and an automated fingerprint identification system (AFIS) is generally proposed to replace existing manual identification checks for arriving international passengers.

In response to commissioner questions, it was reported that port authority to approve or deny specific uses or practices with respect to federal agencies' use or manner of deployment of biometric technology is unclear, although the port does exercise direct control over activities of port staff and authority over tenants and lessees through contractual controls. Customs and Border Protection has clear authority over federal inspection services such as the new International Arrivals Facility (IAF).

It is the intention of Customs and Border Protection to implement automated facial recognition in the IAF, and the IAF is being prepared to support the required infrastructure components. The model as currently proposed is a bags-first, one-time processing model called Simplified Arrivals. This effort would represent a slight reduction in Customs and Border Protection officers and a slight increase in throughput efficiency.

The working group established by the motion would examine the port's legal rights to deny or impose restrictions on use of biometric technology for departing passengers and oversee a robust public engagement process on the relevant privacy and customer service aspects of the technology. It is proposed the working group include external stakeholders and legislative representatives.

The guiding principles proposed in the motion to establish a framework for developing enforceable policies are that use of public-facing biometric technology at Port of Seattle facilities be justified, voluntary, private, equitable, transparent, lawful, and ethical. Each of these principles is elaborated in the text of the motion.

It was reported that Customs and Border Protection has asserted in correspondence that they agree with the principles articulated in the motion and intend to comply with them.

Commissioners commented on the need to establish policy before implementing technology, their intent that a policy directive be established in 2020 by resolution on this subject, and the importance of advocating for federal legislation consistent with these principles.

The limits on use of the biometric data and unintended consequences of how the data is collected, transmitted, and stored were discussed. Commissioners commented on the need for clear and accessible communication to ensure that participation in collection of data by the public is truly voluntary. The need for transparency and accountability in all parts of the policy was stressed. It was proposed that the working group pursue a public audit of the use of biometric technology and that there be no allowance made for systems in use prior to the policy that do not comply with it (no "grandfathering").

Implications for non-airport uses, such as at cruise terminals, and application to port employees were discussed. It was noted that the principles apply only to public-facing technology, not uses for employees, which include stored data.

An amendment filed as Amendment 1 was withdrawn.

AMENDMENT 2

The following amendment was offered:

In Motion 2019-13, in line 47, after "opt-in" insert the following: process where possible
And after "opt-out" process' insert the following: if "opt-in" is not possible

And in line 58, delete "knowingly"

And in line 60, after “informed consent” insert the following new sentence: Individuals should be provided a process to challenge instances where they feel their rights have been violated.

And in line 64, delete “reasonably”

And in line 75, delete “privacy laws” and insert instead the following: state and federal privacy and consumer data protection laws

And in line 80, before “honesty” insert: privacy,

And in line 133, delete “seek input from maritime and aviation industry partners and other stakeholders” and insert instead the following: seek input from community partners, travelers, maritime and aviation industry partners and other impacted stakeholders

And in line 190, delete “They support the use of appropriate regulation to ensure protections against abuse, discrimination and unintended consequences” and insert instead the following: They view the use of appropriate regulation to ensure protections against abuse, discrimination, and unintended consequences to be a condition for approval of the use of these technologies

The motion for adoption of Amendment 2 carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

AMENDMENT 3

The following amendment was offered:

In Motion 2019-13, delete lines 88-104

And in line 88, add: Biometric Working Group

And in line 108, delete “2nd” and replace with: 1st

And in line 134 after “stakeholders.” add the following: The working group shall meet at least once a month.

And in line 135, delete “2nd” and replace with: 1st

Add a period after “2020”

And delete “and the” and replace with: The

And in line 136, after “these efforts” add the following: and expects a policy governing the use of public-facing biometric technology to be delivered to the Commission by the end of the 2nd quarter of 2020.

And in line 137, insert the following new paragraphs:

Implementation of Public-Facing Biometric Technology at Port facilities

Upon adoption of the Port's policy by the end of the 2nd quarter of 2020, public-facing biometric technology may be implemented at Port facilities if it demonstrates alignment with biometric principles and meets the Port's operational requirements. Port leadership will implement an approval process for any proposals for new or expanded use of public-facing biometric technology to ensure alignment with these principles. Any proposal for new or expanded use of public-facing biometric technology will be communicated in advance directly to the port commission and through the port's external communications channels. The use of public-facing biometric technology at port facilities is always subject at all times to the port's requirements. The Port's biometric policies should be incorporated into commitments or agreements governing the use of biometric technology at Port facilities.

Because the port does not have jurisdiction over the use of biometrics by the federal government at our facilities, the port will communicate these principles to CBP and other federal partners such as the U.S. Transportation Security Administration (TSA) and U.S. Coast Guard. We will not only notify them of our desired standards, but also work with these agencies and Congress to ensure that federal programs in place at port facilities are aligned as closely as possible with port policy regarding utilization of public-facing biometric technology.

The motion for adoption of Amendment 3 carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

RECESSED and RECONVENED

The meeting was recessed at 2:31 p.m. and reconvened at 2:39 p.m., chaired by Commissioner Bowman.

AMENDMENT 4

The following late-filed amendment was offered:

In Motion 2019-13, page 4, line 131 [133], after "working group shall also" delete "seek input from" and insert instead the following: engage active participation from an advisory group comprised of

The motion for adoption of Amendment 4 carried by the required two-thirds vote of the membership as follows:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

The question recurred on the motion for adoption of Motion 2019-13, as amended, (agenda item 8a) which carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

8b. Adoption of Resolution No. 3767: A resolution of the Port of Seattle Commission establishing a Duwamish Valley Community Benefits Commitment Policy to guide the implementation of the Duwamish Valley Community Equity Program and other port operations that impact the Duwamish Valley Community.

Request document(s) included an agenda [memorandum](#) and redline versions of Resolution 3767 and the policy directive. A copy of the final draft of [Resolution No. 3767](#) is attached.

Presenter(s): Christina Billingsley, Senior Program Manager, Community Engagement and Veronica Valdez, Commission Specialist.

Previously, Motion 2019-07 (Duwamish Valley Community Equity Program) was adopted on May 28, 2019, and Resolution No. 3767 was introduced on November 19, 2019.

Ms. Valdez summarized the request to adopt the policy directive to guide implementation of the Duwamish Valley Community Equity Program and other port operations that affect the Duwamish Valley community.

AMENDMENT 1

The following amendment was offered:

Section 1. In Resolution 3767, delete the ninth recital in lines 48-53 and insert instead the following:

WHEREAS, the Duwamish Valley Community (Community) consists of a group of people and organizations that live, work, play, study, or worship in the near-Port neighborhoods of South Park and Georgetown along the Duwamish River and have been historically or are currently impacted by economic, racial, and environmental injustices, including the Duwamish People, the first people of Seattle; and

And in the tenth recital, line 60, delete “other” and insert instead the following: wealthier

And in the fifteenth recital, line 90, after “pilot a project” insert: (pilot project)

And in the seventeenth recital, line 101, before “advisory group” insert the following: Community-convened

And after “2017” delete “and consists” and insert instead the following: as part of the pilot project consisting

Section 2. In Exhibit A to Resolution 3767, the Duwamish Valley Community Benefits Commitment Policy Directive, in Section 2, line 27, after “such as” delete “to”

And in line 49, delete “environmental”

And in line 57, delete “deprivations and inequalities” and insert instead the following: disproportionalities

And in line 68, delete “groups and individuals that both (1) collectively” and insert instead the following: the group of people and organizations that

And in line 69, delete “and worship” and insert instead the following: or worship

And in line 70, delete “(2) have been historically or currently are impacted” and insert instead the following: have been historically or are currently impacted

And in line 71, after “Seattle” delete “; and experience disproportionately high environmental health and socio-economic burdens and risks”

And in line 82, delete “i.e.” and insert instead the following: e.g.

And in line 100, delete “, improves environmental health and builds regional and community prosperity and growth in ways that center equity and sustainable development.” and insert instead the following: and promotes sustainable development without degrading the environment that results in improved human well-being and equity.

And in line 114, delete “means” and “commonly used to describe various sexual and gender minorities including those that identify as” and insert instead the following: is an acronym that means lesbian, gay, bisexual, transgender, queer, asexual, and intersex people. These sex, gender, and sexual orientation identities are often marginalized in society.

And in line 131, before “advisory group” insert: Community-convened

And in line 206, after “reduce the impacts” insert: that

And in line 252, insert: The DVCEP will foster collaboration with Community on activities that advance mutually beneficial outcomes.

And in line 281, delete “In coordination with the NWSA” and insert instead the following: In advancement of the NWSA’s efforts

And in line 319, insert: The DVCEP will foster collaboration with Community on economic development activities that advance mutually beneficial outcomes.

And in line 354, after “business ventures” insert: by supporting

And after “entrepreneurs” insert: in the Community

And in lines 370, 387, 392, and 408 delete: “the Community, such as”

In Attachment B: Sample Evaluation Plan, line 515, Sample Evaluation Plan Matrix, insert: –
WHAT IS THE IMPACT ON THE COMMUNITY OF IMPLEMENTING ACTIONS?

In the first column Duwamish Valley CBC Goal, delete: “Evaluation Question by” and footnote 1 “What is the impact on the Community of implementing actions?”

In the second column Key Actions, delete: “/ Activities”

In the seventh column Responsibility, delete: “Responsibility” and insert instead: Lead

In the eighth column Century Agenda Alignment - Objectives, delete: “percent” and “percentage” and insert instead: % and %

Commissioner Calkins explained that the amendment includes wording changes requested by the Port-Community Action Team to ensure the policy directive reflects the intent of the port’s relationship with the Duwamish Valley community.

The motion for adoption of Amendment 1 carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

The motion for adoption of Resolution No. 3767, as amended (agenda item 8b) carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

Without objection, the commission advanced to consideration of –

8e. [Motion 2019-15](#): A motion of the Port of Seattle Commission directing the Executive Director to develop and implement an Infants at Work pilot program as an additional benefit for eligible Port of Seattle employees and their infants and providing deadlines for implementation.

Request document(s) included a draft motion. A copy of the adopted version of Motion 2019-15 is attached.

Presenter(s): LeeAnne Schirato, Commission Specialist; Katie Gerard, Human Resources Director; Lindsay Wolpa, Senior Manager, Waterfront Redevelopment Programs; and Maxwell Wolpa, age 18 weeks.

The proposal is to develop a benefit program so port employees can bring very young infants to work as a way of transitioning from parental leave to their return to work. The benefits of such a program include additional bonding time for parents and newborns and a temporary delay of the need for expensive child care. Similar programs have been implemented in some Washington counties and state departments. Commissioners commented on the need to iron out some details of the program so it is inclusive, does not become a disincentive to using parental leave, and does not create workplace disruption. It was noted that leaving the workforce and interrupting professional progression contribute to pay inequity for women.

The motion for adoption of Motion 2019-15 carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

Without objection, the commission advanced to consideration of –

8f. Authorization for the acquisition of five container cranes at Terminal 46 and authorization for the Executive Director to enter into the necessary agreements to allow for the staging, operation, and maintenance of the cranes at Terminal 46.

Request document(s) provided at the time of the meeting included an agenda [memorandum](#).

Presenter(s): Steve Metruck, Port of Seattle Executive Director, and Kurt Beckett, Northwest Seaport Alliance Deputy Chief Executive Officer.

Final action on the cranes depends on Northwest Seaport Alliance authorization. The purpose of the request is to keep the cranes at Terminal 46 for training purposes to support overall improved productivity and attractiveness of the Puget Sound Gateway to cargo shippers.

The motion for approval of agenda item 8f carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

The commission returned to consideration of –

8c. Authorization for the Executive Director to design, permit, and develop construction documents for the Pier 66 Shore Power Project. The amount requested under this authorization is \$960,000 of a total estimated project cost of \$17,000,000 (CIP # C800120).

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

Presenter(s): Stephanie Jones Stebbins, Managing Director, Maritime Division; Paul Meyer, Senior Manager, Environmental Programs; and Fred Chou, Capital Program Leader.

The authorization is a next step in bringing electrification to the Seattle waterfront to help reduce greenhouse gas emissions of cruise ships berthed at Pier 66. Construction of the project would follow in about a year. Implementing use of shorepower involves partnering with the cruise industry, and a cost-sharing proposal will be presented when construction authorization is sought. The complexities of installing the necessary infrastructure to provide electricity on this scale to the waterfront was described, and a proposal to use submarine electric cables was previewed.

Commissioners asked about opportunities to integrate provision of shorepower at Pier 66 and Terminal 46, including cost allocation. They asked about the degree of certainty in the \$17 million project estimate, which includes a 20 percent contingency. In response to questions, it was reported that while shorepower-capable vessels would be required to use it when at berth, the cruise lines are not required to send shorepower-capable vessels to Seattle. Commissioners asked about overall power needs on the waterfront, interference of electro-magnetic fields with marine life, and how to determine responsibilities with so many regulating agencies and property owners involved.

The motion for approval of agenda item 8c carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

8d. Authorization for the Executive Director to (1) execute a tenant reimbursement agreement in the amount of \$2,370,000 with Delta Air Lines Inc. for both design and construction of a new airline-specific airport communications center at Seattle-Tacoma International Airport and the design only of nearby restroom improvements and (2) expend \$986,000 of non-

tenant reimbursement port costs associated with this project. The total request is \$3,356,000 out of a total project estimate of \$5,000,000 (CIP #C801146).

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

Presenter(s): James Jennings, Senior Manager, Aviation Properties, and Alan Olson, Capital Project Manager.

The location and cost responsibility for the improvements was summarized. The project creates 1,500 new square feet of leasable space on the airport's ramp level for office uses of Delta Air Lines. The construction authorization for the related restroom improvements is not included in this request.

The motion for approval of agenda item 8d carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. Internal Audit – Audits Completed in 2019.

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

Presenter(s): Glenn Fernandes, Director, Internal Audit, and Christina Gehrke, Audit Committee public member.

Mr. Fernandes provided an overview of the work of the Internal Audit Department and the port's Audit Committee. He summarized audits completed in 2019 and the strengthening of internal controls and cost recoveries they represent. Examples of key findings of 2019 audit reports were shared. Audit reports are posted on the port's web site and include management responses. The process for assessing risk and setting the Internal Audit work plan was described. Ms. Gehrke has served as the Audit Committee's public member since 2011. She noted significant recent improvements to the reporting, auditing, and related transparency of port audits under Mr. Fernandes's leadership. Commissioners expressed their appreciation of the model of an annual committee report.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

There was no further business, and the meeting adjourned at 4:26 p.m.

Prepared:

Attest:

Paul J. White, Commission Clerk

Sam Cho, Commission Secretary

Minutes approved: February 11, 2020.