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APPROVED MINUTES COMMISSION REGULAR MEETING NOVEMBER 9, 2021

The Port of Seattle Commission met in a regular meeting Tuesday, November 9, 2021. The meeting was held remotely in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's Proclamation 20-28. Commissioners Bowman, Calkins, Cho, Felleman, and Steinbrueck were present.

1. CALL to ORDER

The meeting was convened at 10:30 a.m. by Commission President Fred Felleman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss three matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 50 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:02 p.m. Commission President Felleman led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as amended, with the Unfinished Business section of the agenda reordered to after the New Business section, without objection.

4. SPECIAL ORDERS OF THE DAY – None.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda and made announcements.

6. COMMITTEE REPORTS

Mr. Aaron Pritchard, Interim Commission Chief of Staff, noted that there were no new reports and provided the upcoming meeting schedule for committees.

7. PUBLIC COMMENT

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

- The following person spoke regarding climate crisis, reduction of Port operations, and Scope 3 emissions of the Port: Jordan Van Voast, resident.

- In lieu of spoken comments, written comments opposing passage of Agenda Item 9b and widening the arrivals access at SEA were submitted by resident Brett Folkins.
- In lieu of spoken comments, written comments explaining the math by which using ten percent sustainable aviation fuel results in at most an eight percent reduction in carbon emissions were submitted by resident Laura Gibbons.
- In lieu of spoken comments, written comments opposing the passage of Agenda Item 8l and impacts to liveboards, parking, and greenspace were submitted by resident Al Hughes.
- In lieu of spoken comments, written comments opposing the passage of Agenda Item 9b and stating that the proposed project will induce demand for privately operated vehicles were submitted by resident Chad Newton.
- In lieu of spoken comments, written comments opposing the passage of Agenda Item 8l stating that tenants do not see the benefits of the restaurant the same as proposed in the document were submitted by resident Leigh Niemann.

[Clerk's Note: All written comments are combined and attached here as [Exhibit A.](#)]

10. NEW BUSINESS

10a. Introduction of Resolution No. 3793: A Resolution Adopting the Final Budget of the Port of Seattle for the Year 2022; Making, Determining, and Deciding the Amount of Taxes to be Levied Upon the Current Assessment Roll; Providing Payment of Bond Redemptions and Interest, Cost of Future Capital Improvements and Acquisitions, and for Such General Purposes Allowed by Law which the Port Deems Necessary; and Directing the King County Council as to the Specific Sums to be Levied on All of the Assessed Properties of the Port of Seattle District in the Year 2022.

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance & Budget
Michael Tong, Director, Corporate Budget
Kelly Zupan, Director, Seaport Finance
Borgan Anderson, Director, AV Finance & Budget
Stephanie Jones Stebbins, Managing Director, Maritime Division
Dave McFadden, Managing Director, Economic Development Division

Commission Clerk Michelle Hart read Items 10a and 10b into the record.

Executive Director Metruck introduced the items and presenters.

Staff presented the report for the 2022 Budget and Tax Levy, Agenda Items 10a and 10b.

Commission President Felleman opened the public hearing on Agenda Items 10a and 10b.

There being no one signed up wishing to testify, the public hearing closed and discussion moved to the Commission.

The motion to introduce Resolution No. 3793 was made by Commissioner Calkins.

Members of the Commission and staff discussed:

- recovery through the pandemic;
- budgeting to an equitable recovery;
- community engagement and listening sessions held;
- the reasons a Port tax levy are necessary to support a special purpose district;
- uses of the levy;
- building of infrastructure; and
- additional budget initiatives.

The motion carried by the following vote:

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

Opposed: (0)

10b. Introduction of Resolution No. 3794: A Resolution Specifying the Dollar and Percentage Change in the Regular Property Levy from the Previous Year Per RCW 84.55.120; Providing for a Three Percent Increase of the Levy from \$78,676,344 to \$81,036,634

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

The motion, to introduce Resolution No. 3794, made by Commissioner Cho, carried by the following vote:

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

Opposed: (0)

Commission President advised that Resolution Nos. 3793 and 3794 would be before the Commission for second reading and consideration of adoption at the November 16, 2021, meeting.

8. CONSENT AGENDA

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

8a. Approval of the Regular Meeting Minutes of October 26, 2021.

8b. Approval of the Claims and Obligations for the Period October 1, through October 31, 2021, including Accounts Payable Check Nos. 941268 through 941596 in the Amount of \$3,160,009.23; Accounts Payable ACH Nos. 039135 through 039860 in the Amount of \$51,684,893.39; Accounts Payable Wire Transfer Nos. 015700 through 015717 in the Amount of \$11,260,683.02, Payroll Check Nos. 199844 through 200134 in the Amount of \$82,039.86; and Payroll ACH Nos. 1045824 through 1052137 in the Amount of \$17,777,193.09 for a Fund Total of \$83,964,818.59.

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

- 8c. Authorization for the Executive Director to 1) Proceed with the Badge System Update Project and 2) Execute Contract(s) for Software, Equipment, Vendor Services, and Ten Years of Software License and Maintenance Fees. The Amount requested for Project Implementation is \$800,000 and the Estimated Ten-year Software License and Maintenance Fee is \$2,500,000 (\$250,000 Annually). (CIP #C801201)**

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

- 8d. Authorization for the Executive Director to Execute a Contract in the Estimated Amount of \$350,000 to Purchase a Bomb Disposal Robot. (CIP #C801260).**

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

- 8e. Authorization for the Executive Director to Execute a Five-year Contract in the Amount of Not-to-Exceed \$750,000 for Emergency Preparedness Exercise Support, at the Seattle-Tacoma International Airport.**

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

- 8f. Authorization for the Executive Director to Execute a Contract in the Estimated Amount of \$550,000 with an Insurance Brokerage Firm for the Purpose of Procuring Property Insurance for the Port Over a Three-year Period with Two One-year Extension Options.**

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

- 8g. Authorization for the Executive Director to Execute a Contract in the Estimated Amount of \$425,000 with an Insurance Brokerage Firm for the Purpose of Procuring Liability Insurance for the Port over a Three-year Period with Two One-year Extension Options.**

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

- 8h. Authorization for the Executive Director to Execute an Interlocal Agreement (ILA) with the Northwest Seaport Alliance (NWSA) to Implement a Series of Support Service Agreements to Allow Port Staff to Provide Services to the NWSA for 2022.**

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

- 8i. Authorization for the Executive Director to Increase the Contract Value for Two Existing Snow Removal Contracts by \$1,200,000 to a New Contract Value of \$4,000,000 to Provide Snow Removal Services for the Aircraft Movement Area (AMA) at SEA.**

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

- 8j. Introduction of Resolution No. 3795: A Resolution Establishing Pay Ranges for Non-represented Jobs and Authorizing Benefits that Comprise the Overall Benefits Package Offered to Non-represented Port Employees and Amending the Salary and Benefits Policy Directive Established by Resolution No. 3739.**

Request document(s) included an [agenda memorandum](#), [draft resolution](#), [Exhibit A](#), [2021 current pay ranges](#), and [presentation slides](#).

- 8k. Authorization for the Executive Director to Award and Execute a Construction Contract to the Low Bidder for an Irregular Bid Outcome with Only One Bid Submitted. No Funding is Associated with this Request and the Project is Currently Authorized for Construction with a Total Estimated Cost Not-to-Exceed \$10,000,000. (CIP #C800944)**

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

- 8l. Authorization for the Executive Director to Execute the Fourth Amendment to the Ground Lease with Duke's Shilshole Bay Chowder House LLC, for a New Restaurant Currently in the Design Stage and to Increase the Square Footage of the Premises with Resulting Increased Rent Based on a Newly Submitted Design Footprint.**

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

- 8m. Authorization for the Executive Director to Execute Agreements for the South King County Fund Environmental Grants Program and Economic Recovery Procurements in an Amount Not-to-Exceed \$4M, a \$2M Increase from the Prior Authorization.**

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

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, 8l, and 8m carried by the following vote: In favor: Calkins, Cho, Felleman, Steinbrueck (0)
Opposed: (0)**

10. NEW BUSINESS (Continued)

- 10c. Authorization for the Executive Director to Execute a Contract in the Estimated Amount of \$2,300,000, for a 2-year Agreement with Options for Three One-year Extensions, for Electric Cart Service Between the SEA International Airport's Main Terminal and Sound Transit's Link Light Rail Airport Station.**

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

Presenter(s):

Jeff Hoevet, Senior Manager Airport Operations, Landside Operations
Kathy Roeder, Director Communication & Marketing, External Relations

Commission Clerk Michelle Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters and staff provided a report.

Members of the Commission and staff discussed improvements and work done to promote the service and to extend promotion of the service outside of transit in an effort to inform the general public.

The motion, made by Commissioner Bowman, carried by the following vote:

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

Opposed: (0)

10d. Authorization for the Executive Director to Fund \$21,500,000 for the Remaining Design for all Phases of the North Main Terminal Redevelopment Program at Seattle-Tacoma International Airport and Execution of a Second Tenant Reimbursement Agreement with Alaska Airlines to Complete the Remaining Design Scope. (CIP #C801204).

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

Presenter(s):

James Jennings, Director Aviation, Business & Properties
Alan Olson, Capital Project Manager IV, AV Project Management Group

Commission Clerk Michelle Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- program background;
- areas of project work;
- program drivers;
- the high level scope summary;
- ticketing and security screening checkpoint 5 plans;
- proposed Alaska ticketing area;
- proposed promenade ticketing and bag drop;
- tenant reimbursement agreement plans;
- project cost breakdown;
- project schedule; and
- program phasing.

The motion, made by Commissioner Bowman, carried by the following vote:
In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)
Opposed: (0)

10e. Authorization for the Executive Director to Add Scope to the Seattle-Tacoma International Airport (SEA) Main Terminal Improvements Program to Complete a Program Definition Document (PDD). No Funding is Associated with the Request and the Total Estimated Program Cost is \$800,000,000 - \$1,000,000,000. (CIP #C801266).

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

Presenter(s):

John Freeman, Capital Project Manager IV, AV Project Management Group

Commission Clerk Michelle Hart read Item 10e into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- history of the terminal;
- ticketing boundaries;
- scope of main terminal improvements; and
- project schedule.

Members of the Commission and staff discussed:

- potential project integration with the North Main Terminal Redevelopment Program;
- enhancements that will be made to the baggage claim area; and
- art integration into the redevelopment and projects.

The motion, made by Commissioner Cho, carried by the following vote:
In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)
Opposed: (0)

10f. Introduction of Resolution No. 3796: A Resolution Authorizing the Issuance and Sale of General Obligation and Refunding Bonds, Series 2022, in the Aggregate Principal Amount of Not-to-Exceed \$135,000,000 for the Purpose of Financing or Refinancing Capital Improvements to Port Facilities and Refunding Certain Outstanding Obligations of the Port and Authorizing a Designated Port Representative to Approve Certain Matters Relating to the Bonds.

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

Presenter(s):

Elizabeth Morrison, Director Corporate Finance, Finance and Budget

Commission Clerk Michelle Hart read Item 10f into the record.

Executive Director Metruck introduced the item and presenter.

The presentation addressed:

- requested introduction of Resolution No. 3796 and sale and issuance of General Obligation Bonds;
- purpose of the bonds;
- funding capital investments;
- delegation limits and bond specifications; and
- next steps in the process.

Commission President Felleman advised that the item would be before the Commission for consideration of adoption at the November 16, 2021, meeting.

The motion, to introduce Resolution No. 3796, made by Commissioner Cho, carried by the following vote:

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

Opposed: (0)

10g. Authorization for the Executive Director to (1) Spend Environmental Remediation Funds for 2022 in the Amount of \$16,000,000 and (2) Approve a Five-year Spending Plan for \$114,000,000 for the Environmental Remediation Liability Program for 2022-2026, of Which an Amount Estimated Not-to-Exceed \$30,000,000 will be Obligated During 2022 to be Spent in Future Years.

Request document(s) included an [agenda memorandum](#), [map 1](#), [map 2](#), and [map 3](#).

Presenter(s):

Kathy Bahnick, Senior Manager Environmental Programs, Maritime Environment and Sustainability (Lead)

Megan King, Senior Environmental Programs Manager, AV Environmental Programs Group

Commission Clerk Michelle Hart read Item 10g into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed the Port's significant environmental cleanup liabilities, as a major industrial and commercial landowner, due to historic contamination of its properties. The \$16,000,000 requested spending authorization for 2022 allows continuation of ongoing environmental investigations, testing, analysis, design, cleanup, and monitoring for active sites and will initiate similar activities for new sites noted in the Commission memorandum.

Discussion ensued regarding the Port's commitment to do this work.

The motion, made by Commissioner Cho, carried by the following vote:

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

Opposed: (0)

10h. Order No. 2021-11: An Order Endorsing the Executive Director's Adoption of Policy HR-34, Requiring Port Employees to be Fully Vaccinated Against COVID-19.

Request document(s) included an [Order](#).

Presenter(s):

Aaron Pritchard, Interim Chief of Staff, Commission Office

Commission Clerk Michelle Hart read Item 10h into the record.

Mr. Pritchard read the Order text into the record.

Commission President Felleman stated the Commission's strong support of the prior efforts of Executive Director Metruck in implementation of HR-34.

Commissioner Cho stated that he does not believe the Order is necessary and that the action is within the authority of the Executive Director.

The motion, made by Commissioner Cho, carried by the following vote:

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

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS – None.

(Commissioner Cho was recused from discussion and vote on Agenda Item Nos. 9a and 9b.)

9. UNFINISHED BUSINESS

9a. Airport Ground Transportation Access Plan Roadmap (Associated with 9b)

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

Presenter(s):

Peter Lindsay, Airport Operations Development Manager, Landside Operations

Leslie Stanton, Senior Manager, Aviation Environment and Sustainability

Commission Clerk Michelle Hart read Item 9a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the Ground Transportation Access Plan (GTAP);
- recent accomplishments;
- the proposed pathway to meet 2030 greenhouse gas reduction goals;
- key items in the near-term work plan;
- long-term plans (2024 – 2030); and
- integrating GTAP and capital projects.

Members of the Commission and staff discussed:

- studying the geographic locations of traffic to the airport and understanding barriers to getting to the airport; and
- dedicated lanes.

9b. Authorization for the Executive Director to (1) Advertise and Award a Major Public Works Contract for the Early Demolition of the Fourth-floor Bridge to the Main Parking Garage, (2) Amend the Existing Service Agreement for Airport Roadway Design Support Services with HNTB, in the Amount of \$3,100,000, with a New Contract Total of \$8,700,000 (3) Enter into a Reimbursable Agreement with the Federal Aviation Administration, and (4) Authorize an Additional \$6,900,000 for a Total Project Authorization of \$15,500,000 for the Widen Arrivals Roadways Project at Seattle-Tacoma International Airport. (CIP #C800866) – (Item 10b postponed to a time certain at the September 28, 2021, meeting.)

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

Presenter(s):

Heather Bornhorst, Capital Project Manager V, AV Project Management Group
Steve Rybolt, Senior Environmental Program Manager, AV Environmental Programs Group

Commission Clerk Michelle Hart read Item 9b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Commission questions from the September 28, 2021, meeting;
- Widen Arrivals Roadways level of service;
- existing congestion peak times data;
- future congestion projections;
- lane flexibility;
- environmental review; and
- the Sustainable Airport Master Plan – the Widen Arrivals Roadways project is independent of the master plan.

Members of the Commission and staff discussed:

- reducing traffic and emissions;
- the configuration of current and proposed lanes;
- the concern over increasing private vehicle demand on the arrivals roadway; and
- trip reduction.

The motion, to approve Agenda Item 9b, was made by Commissioner Steinbrueck.

The motion, made by Commissioner Bowman, to postpone Agenda Item 9b to a time certain of January 4, 2022, failed by the following vote.

In favor: Bowman (1)

Opposed: Calkins, Cho, Felleman, Steinbrueck (4)

The motion to approve Agenda Item 9b, carried by the following vote.
In favor: Calkins, Cho, Felleman, Steinbrueck (4)
Opposed: Bowman (1)

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS – None.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 3:28 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: December 16, 2021