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## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**January 9, 2024**

The Port of Seattle Commission met in a regular meeting Tuesday, January 9, 2024. The meeting was held at the Port of Seattle Headquarters Building Commission Chambers located at: 2711 Alaskan Way, Seattle, Washington, and virtually on Microsoft Teams. Commissioners Calkins, Cho, Felleman, and Mohamed were present. Commissioner Hasegawa was absent and excused from attendance.

### **1. CALL to ORDER**

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

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

The public meeting recessed into executive session to discuss two items regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and one item regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and performance of a public employee per RCW 32.30.110(1)(g) for approximately 60 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:04 p.m. Commission President Cho led the flag salute.

### **3. APPROVAL of the AGENDA**

The agenda was approved as amended, with Agenda Items 8g and 8i pulled from the Consent Agenda and addressed separately.

**In favor: Calkins, Cho, Felleman, and Mohamed (4)**

**Opposed: (0)**

### **4. SPECIAL ORDERS OF THE DAY**

No Special Orders of the Day were presented.

### **5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Metruck spoke to 2023 accomplishments, previewed items on the day's agenda and made general and meeting-related announcements, and congratulated 2024 Commission officers to their appointments with action taken later in the meeting.

*Digital recordings of the meeting proceedings and meeting materials are available online – [www.portseattle.org](http://www.portseattle.org).*

## **6. COMMITTEE REPORTS**

Commission Strategic Advisor, Erica Chung, provided the committee reports.

### **Portwide Arts and Culture Board**

On December 19, 2023, Commissioner Felleman participated in the Portwide Arts and Cultural Board meeting where the board was given a review of 2024 art projects at SEA and non-aviation properties. The Board then discussed the process of implementing a more robust portwide strategy and previewed projects for 2024.

### **Audit Committee**

On December 14, 2023, Commissioners Mohamed and Cho convened the last Audit Committee meeting of the year. The committee received an audit entrance report from Moss Adams for an annual audit and report on the financial statements for year end, December 31, 2023. The presentation of audit results is expected in May 2024. The audit will also address compliance related to major federal award programs and the schedule of Passenger Facility Charge Program receipts and expenditures and related internal controls. The audit will also look at the schedule of net revenues available for revenue bond debt service. The committee further received a Construction Audit Services annual report from R.L. Townsend and Associates; received an update on Internal Audit's outreach project; received an update on the 2023 Audit Plan; recommended approval of the proposed 2024 Internal Audit Plan; and received performance audit reports on the Airport Parking Garage and separately on Police Department Seizures and the Evidence Room. A Limited Contract Compliance Audit report for Seattle Air Ventures was also presented. Internal Audit's 2023 Annual report will be presented at the February 13 Commission meeting.

## **7. PUBLIC COMMENT**

- The following person lost speaking privileges and was removed from the chambers for violation of the public comment rules: Alex Tsimerman.
- The following people spoke regarding the CLIA Pac-Northwest cruise symposium not being affordable to the public or accessible in a public broadcast format or recorded: Patrick McKee (written comments also submitted) and Larry Edwards.
- The following people spoke in support of Agenda Item 8e, the Duwamish River Community Hub lease approval: Robin Schwartz and Paulina Lopez.
- The following person spoke in support of Agenda Item 8f, regarding Security Access Specialist shifts and compensation: Matt Ventoza, ILWU Local 19.
- In lieu of spoken comment, seventy-nine written comments in opposition to the Port's response to various emails requesting the Port cap and reduce cruise operations were submitted.

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

## **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 Minutes of the Regular Meeting of December 12, 2023.**

- 8b. **Approval of the Claims and Obligations for the Period December 1, 2023, through December 31, 2023, Including Accounts Payable Check Nos. 951273 through 951694 in the Amount of \$11,848,100.50 Accounts Payable ACH Nos. 061299 through 062390 in the Amount of \$98,374,743.17; Accounts Payable Wire Transfer Nos. 016192 through 016215 in the Amount of \$13,410,418.86; Payroll Check Nos. 210258 through 210786 in the Amount of \$132,780.40; and Payroll ACH Nos. 1170278 through 1174980 in the Amount of \$15,832,048.14 for a Fund Total of \$139,598,091.07.**

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

- 8c. **Monthly Notification of Prior Executive Director Delegation Actions December 2023.**

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

- 8d. **Authorization for the Executive Director to Execute a Testing, Maintenance and Repair Contract for Elevator, Escalator, and Moving Walkway Services at Seattle-Tacoma International Airport and Maritime Locations for Up to Seven Years with a Competitively Bid Port Contract in the Total Estimated Amount of \$37,000,000.**

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

- 8e. **Authorization for the Executive Director to Approve Lease Extension Options for Up to Two Years Beyond the Current Lease Expiration Date of June 30, 2024, and to Negotiate an Option to Purchase the Duwamish River Community Hub (DRCH) Property.**

Request document(s) included an [agenda memorandum](#), [current lease](#), [maps and images of location](#), and [presentation](#).

- 8f. **Authorization for the Executive Director to Enter into a Memorandum of Understanding with ILWU Local 9 that Creates an Exception to Existing Collective Bargaining Agreement Language and Makes Security Access Specialist Shifts Beginning at 3:00am Eligible to Receive a 10 Percent Mid-Shift Differential.**

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

- ~~8g. **Commission Adoption of the Port's 2024 State Legislative Agenda and Authorization for Staff to Advocate on the Agenda During the 2024 Legislative Session.**~~

~~Request document(s) included an agenda memorandum and presentation.~~

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<sup>1</sup> Agenda Item 8g was removed from the Consent Agenda and addressed separately.

- 8h. **Order 2024-02: An Order Electing the President for the Port of Seattle Commission for the Calendar Year 2025.**

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

- ~~28i. **Authorization for the Executive Director to Increase the Project Authorization by \$7,500,000 to Advance the Project Schedule for the Post IAF Airline Realignment Project at Seattle-Tacoma International Airport, with the Total Estimated Cost of the Project Between \$102,000,000 To \$140,000,000. (CIP #C801158).**~~

~~Request document(s) included an agenda memorandum and presentation.~~

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 8g, and 8h 8i carried by the following vote:**

**In favor: Calkins, Cho, Felleman, and Mohamed (4)  
Opposed: (0)**

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

- 8g. **Commission Adoption of the Port's 2024 State Legislative Agenda and Authorization for Staff to Advocate on the Agenda During the 2024 Legislative Session.**

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

Presenter(s):

John Flanagan, Senior State Government Relations Manager, External Relations

Clerk Hart read Item 8g into the record.

Executive Director Metruck introduced the item and presenters.

**The main motion was made by Commissioner Mohamed.**

**The motion, to amend Agenda Item 8g, last bullet in the 'Port Decarbonization, Climate Action, and Environmental Justice' section, to strike the last bullet and to insert in its place the phrase, "Support use of CCA revenue to address community concerns regarding aircraft noise," made by Commissioner Mohamed, carried by the following vote:**

**In favor: Calkins, Cho, Felleman, and Mohamed (4)  
Opposed: (0)**

**The motion, to amend Agenda Item 8g, to strike the 8<sup>th</sup> bullet in the 'Notable Issue Area 3: Transportation,' and to add a paragraph to the end of the section as follows, "Given that SEA International Airport will continue to experience congestion as the region's primary**

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<sup>2</sup> Agenda Item 8i was removed from the Consent Agenda and addressed separately.

commercial service airport, the Commission advocates for continual and renewed progress regarding the siting of an additional commercial airport or expansion of existing facilities (other than SEA) to serve as a secondary commercial service airport. The Port supports State and local efforts to analyze and address the siting issue, including supporting the work of the Commercial Aviation Work Group (CAWG),” made by Commissioner Mohamed, carried by the following vote:

In favor: Calkins, Cho, Felleman, and Mohamed (4)

Opposed: (0)

The motion, as amended, carried by the following vote:

In favor: Calkins, Cho, Felleman, and Mohamed (4)

Opposed: (0)

- 8i. **Authorization for the Executive Director to Increase the Project Authorization by \$7,500,000 to Advance the Project Schedule for the Post IAF Airline Realignment Project at Seattle-Tacoma International Airport, with the Total Estimated Cost of the Project Between \$102,000,000 To \$140,000,000. (CIP #C801158).**

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

Presenter(s):

Sean Anderson, Capital Program Leader, AV Project Management Group  
Letty Powell, Contractor, AV Project Management Group

Clerk Hart read Item 8i into the record.

Executive Director Metruck introduced the item and presenters.

Staff provided a presentation.

Discussion ensued regarding:

- whether or not any work can be accomplished after B gates are moved;
- HVAC system status and project timeline;
- escalating project timeline and efforts inasmuch as possible;
- providing resources to support continuity of operations and accomplish the work in an expeditious manner;
- providing a seamless experience for travelers when considering timeline;
- changing circumstances if potential additional gates are brought forward and bringing the discussion back to the Commission at that time; and
- continuing to bring opportunities forward to accelerate timeline.

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

In favor: Calkins, Cho, Felleman, and Mohamed (4)

Opposed: (0)

**10. NEW BUSINESS**

**10a. Introduction of Resolution No. 3817: A Resolution of the Port of Seattle Commission Amending Resolution No. 3778 and Prior Corresponding Enacting and Amending Resolutions through Incorporation, Pertaining to the Commission's Bylaws and Rules of Procedure.**

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

Presenter(s):

Aaron Pritchard, Chief of Staff, Commission Office  
Michelle Hart, Commission Clerk, Commission Office  
Elizabeth Black, Port of Seattle Deputy General Counsel  
Jessica Nadelman, Senior Port Counsel

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- mandated review of the Commission Bylaws and Rules of Procedure per the policy directive;
- reasons for conducting the review and update;
- contents of the resolution, including amendments to the rules for public comment; other proposed substantive amendments, including ethics provisions, executive session provisions, alternates for committee meetings, sponsorship provisions for Commissioners; and technical and grammatical clean-up amendments; and
- recommendation from the Governance Committee to adopt the package of amendments.

Commissioner Felleman expressed his desire for an amendment to the dual-reports provision in the bylaws, to make clear that this process is conducted "in consultation with Commissioners."

*[Clerk's Note: the amendment will be prepared and brought forward at the January 23, 2024, meeting for consideration.]*

**The motion, made by Commissioner Calkins, to introduce Resolution No. 3817, carried by the following vote:**

**In favor: Calkins, Cho, Felleman, and Mohamed (4)**

**Opposed: (0)**

**10b. Introduction of Resolution No. 3818: A Resolution of the Port of Seattle Commission Adopting the Charter of the Governance Standing Committee.**

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

Presenter(s):

Aaron Pritchard, Chief of Staff, Commission Office  
Michelle Hart, Commission Clerk, Commission Office

Clerk Hart read Item 10b into the record.

The presentation addressed formalizing the Ad Hoc Governance Committee meeting, in operation for over three years, into a standing committee of the Commission. Its work will continue permanently until otherwise changed by the Commission to provide oversight of Commission governance policy. The Governance Committee previously reviewed the charter and recommended its adoption.

**The motion, made by Commissioner Mohamed, to introduce Resolution No. 3818 carried by the following vote:**

**In favor: Calkins, Cho, Felleman, and Mohamed (4)**

**Opposed: (0)**

**10c. Order 2024-01: An Order Electing the Slate of Officers for Port of Seattle Commission for Calendar Year 2024.**

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

Presenter(s):

Aaron Pritchard, Chief of Staff, Commission Office

Michelle Hart, Commission Clerk, Commission Office

Clerk Hart read Item 10c into the record.

Commission President Cho spoke regarding creating a port of the future and 2023 accomplishments of the Commission and the Port during his year in the office of President. He spoke to big changes, including institutional changes; the leadership of this Commission and the Executive, and supported the Commission's decision in 2024 to elect its proposed slate of officers.

Commissioners Calkins and Felleman expressed their excitement for the year ahead and spoke regarding the amazing leadership in 2023 and ahead in 2024.

Clerk Hart read the text of the Order into the record.

**The motion to adopt Order No. 2024-01 carried by the following vote:**

**In favor: Calkins, Cho, Felleman, and Mohamed (4)**

**Opposed: (0)**

Commission President Cho passed the gavel to incoming Commission President Mohamed at this time.

Commissioner Mohamed thanked Commissioners for their support, spoke to the leadership of her colleagues and challenging each other in healthy ways, and expressed her excitement in stepping into her new role. She further presented past President Cho with a commemorative gavel in honor of his year in office.

**11. PRESENTATIONS AND STAFF REPORTS**

**11a. 2024 Federal Legislative Agenda Briefing.**

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

Presenter(s):

Eric Schinfeld, Senior Manager, Federal and International Government Relations

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2023 key accomplishments and 2024 outlook;
- overview of draft 2024 policy priorities (infrastructure and transportation; decarbonization and sustainability; community and equity; and trade, economic development, and workforce); and
- next steps, including incorporating Commission feedback and bringing the agenda forward at the January 23, 2024, meeting for consideration of adoption.

Commissioner Felleman spoke to requesting amended language be included in the final document related to supporting offshore wind industry development, to include workforce, supply chain, and scientific research while excluding advocacy around siting decisions, to opportunities listed.

Commissioner Mohamed spoke regarding welcoming immigration policies and advocating for advancing employment authorization card processing to address labor shortages for those prepared to work.

Discussion continued regarding trade policy and discussions with Asia; if there is anything the Commission should be doing to advocate for exporters; and difficulties in lowering trade barriers at the federal level.

**12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS**

Commissioner Mohamed acknowledged Commissioner Hasegawa at this time, speaking to their close partnership in working on the Commission, and her excitement in working with her in 2024 in their leadership roles.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 2:13 p.m.



**PORT COMMISSION MEETING MINUTES  
TUESDAY, JANUARY 9, 2024**

Prepared:

Michelle M. Hart, Commission Clerk

Minutes approved: January 23, 2024

Attest:

Ryan Calkins, Commission Secretary