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APPROVED MINUTES COMMISSION REGULAR MEETING

February 13, 2024

The Port of Seattle Commission met in a regular meeting Tuesday, February 13, 2024. The meeting was held at the Port of Seattle Headquarters Building, Commission Chambers, 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 10:31 a.m. by Commission Secretary Ryan Calkins.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss one item regarding collective bargaining negotiations, per RCW 42.30.140(4) and one item regarding national security per RCW 42.30.110(1)(a)(i) 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 12:05 p.m. Commission President Mohamed led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as amended, with Agenda Item 8i removed from the Consent Agenda to be addressed separately and Agenda Item 10b removed and moved to the February 27, 2024, Commission meeting, without objection.

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

Opposed: (0)

4. SPECIAL ORDERS OF THE DAY

4a. Proclamation in Recognition of the 'Boldt Decision' Federal Landmark Ruling Affirming Tribal's Sovereignty Rights of Fishing in Washington State.

Request document(s) included a [proclamation](#).

Presenter(s):

Chelsea Cannon Rodriguez, Airport Volunteers and Customer Accessibility Manager, Kiowa Tribe of Oklahoma

Digital recordings of the meeting proceedings and meeting materials are available online – www.portseattle.org.

Brian Newman, Facilities Project Manager, Waterfront Project Management, Haida and Tsimshian of Alaska
Marie Bell, Asset Management Analyst, Aviation Maintenance, Tlingit Tribe of Alaska
Tonisha Simmons, Financial Analyst, Aviation Finance & Budget, Aleut of Alaska
Roxanne Murphy, Senior Manager, Tribal Relations, Nooksack Tribe of Washington State

Clerk Hart read Item 4a into the record.

The order was read into the record by members of the Port's Native American Committee Employee Resource Group.

Members of the Commission spoke in support of the proclamation, remembering and honoring the anniversary of the Boldt decision and the actions taken to secure and reaffirming tribal sovereignty rights of fishing in Washington State.

**The motion, made by Commissioner Felleman carried by the following vote:
In favor: Calkins, Cho, Felleman, and Mohamed (4)
Opposed: (0)**

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda and made general and meeting-related announcements.

6. COMMITTEE REPORTS

Commission Strategic Advisor Erica Chung provided committee reports.

Highline Forum

The first Highline Forum meeting of the year was held January 24, 2024, with Commissioner Felleman chairing. The main focus of the meeting was review of the top issues from each of the nine Forum members' 2024 State Legislative Agendas, including Highline College, Highline School District, cities of Tukwila, SeaTac, Normandy Park, Federal Way, Des Moines, Burien, and the Port of Seattle. Common issues among the Forum members included: funding options; workforce development; support for funding behavioral health services and facilities; helping to facilitate the funding and recruitment of public safety professionals; legislation concerning aviation impacts on near-airport communities; funding and guidance on addressing the large influx of asylum seekers and immigrants; bills to enhance tourism and tourism promotion; and various capital budget requests. Members also received updates from Chipper Maney, Aviation Natural Resources Program Manager on Aviation Land Stewardship Plan and Tree Replacement Standards for Commission consideration in March 2024 and Aviation Managing Director Lyttle on December 2023 StART meeting focused on the start of the process for a new Part 150 noise study. Members further selected the Forum's Community Co-Chair for 2024 – Des Moines Councilmember Matt Mahoney.

Equity and Workforce Development Committee

On January 26, Commissioners Hasegawa and Calkins convened the Equity and Workforce Development Committee. There were two items for briefing and discussion: a review of the proposed Equity and Workforce Development Committee workplan for 2024 and a high-level preview from

Economic Development Division, the Office of Equity, Diversity, and Inclusion, and the Workforce Development team on what the teams will be working on in 2024.

7. PUBLIC COMMENT

- The following person spoke in support of Agenda Item 10a, the 2024 Economic Development Partnership Program and the benefits it has to the City of Bothell: Jeanie Ashe.
- The following people spoke in support of Agenda Item 10b, Order No. 2024-04 (removed from the agenda and scheduled for the February 27, 2024, meeting), regarding creating a sound insulation repair and replacement pilot program: Denise Utley (*written comments also submitted*); Traci Buxton, City of Des Moines Mayor; and JC Harris, City of Des Moines Councilmember.
- The following person spoke in opposition to Agenda Item 8i, 2024/25 Tourism Marketing Grant Program, stating that the program will increase airplane travel climate impacts: Elizabeth Burton (*written comments also submitted*).
- The following person spoke regarding the Commission's change to its bylaws applicable to public comment rules of participation: Alex Tsimerman.
- The following people spoke in support of Agenda Item 8g, the collective bargaining agreement for airport duty managers and spoke regarding pay equity: Matthew Fink, Nicole Grant, and Katie Garrow.
- In lieu of spoken comment, the following persons submitted written comments in support of Agenda Item 10a: James Henderson; Janet Quinn; Derek Speck; Kimberly Ellertson; Michelle Evans; Jen Davis Hayes; and Nicole Wiebe.
- In lieu of spoken comment, the following persons submitted written comments in support of Agenda Item 10b: Sharyn Parker and Senayet Negusse.

[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 January 23, 2024.

8b. Approval of the Claims and Obligations for the Period January 1, 2024, through January 31, 2024, Including Accounts Payable Check Nos. 951695 through 952114 in the Amount of \$12,421,331.89 Accounts Payable ACH Nos. 062391 through 063490 in the Amount of \$62,451,681.93; Accounts Payable Wire Transfer Nos. 016216 through 016246 in the Amount of \$15,962,059.71; Payroll Check Nos. 210787 through 211164 in the Amount of \$107,636.72; and Payroll ACH Nos. 1174981 through 1179747 in the Amount of \$15,384,526.63 for a Fund Total of \$106,327,236.88.

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

8c. Monthly Notification of Prior Executive Director Delegation Actions January 2024.

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

- 8d. **Commission Approval of International Travel Requests for Known Travel in the First Quarter of 2024.**

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

- 8e. **Commission Adoption of the 2024 Local and Regional Government Policy Priorities.**

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

- 8f. **Authorization for the Executive Director to Execute up to Three Indefinite Delivery, Indefinite Quantity Consultant Agreements for Services Related to Construction Testing and Special Inspection Services for Projects at the Seattle-Tacoma International Airport and Seaport Locations, with a Cumulated Total Amount Not-to-Exceed \$6,000,000.**

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

- 8g. **Authorization for the Executive Director to Execute a New Collective Bargaining Agreement Between the Port of Seattle and PROTEC17, Representing Airport Duty Managers at the Port of Seattle Covering the Period from May 21, 2022, through May 20, 2025.**

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

- 8h. **Authorization for the Executive Director to Approve Construction Costs in the Amount of \$4,500,000 for the T91 Domestic Waterline Renewal Project and to Use Port Crews to Perform the Work Over an Eight-Year Period, for a Total Project Cost of \$4,750,000. (CIP #C801243)**

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

- ~~8i¹. **Commission Authorization of the 2024/25 Tourism Marketing Grant Program and Authorization for the Executive Director to Approve Execution for All Related Contract Agreements for the 2024/25 Selected Tourism Marketing Support Program Recipients in an Amount Not-to-Exceed \$600,000.**~~

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

- 8j. **Authorization for the Executive Director to Take All Steps Necessary, Including the Execution of All Contracts, Including Public Works, Alternative Public Work Procedures in Accordance with RCW 39.10, Goods and Services Personal Services,**

¹ Item 8i was removed from the Consent Agenda and addressed separately below.

Professional Services, Other Consulting Services, and Any Other Types of Contracts or Agreements to Complete the Automated Screening Lanes Checkpoint Conversion Project in the Amount of \$12,000,000, for a Total Estimated Project Cost of \$12,250,000. (CIP #C801420)

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

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

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

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

8i. Commission Authorization of the 2024/25 Tourism Marketing Grant Program and Authorization for the Executive Director to Approve Execution for All Related Contract Agreements for the 2024/25 Selected Tourism Marketing Support Program Recipients in an Amount Not-to-Exceed \$600,000.

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

Presenter(s):

Nick Leonti, Director of Tourism Development

Commissioner Felleman inquired regarding the panel review process for grant awards and spoke regarding the Port considering external panel participants. He also spoke regarding diversity in contracting with respect to the grant award process and separately regarding environmental tourism and inquired how those resources are stewarded.

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

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

Opposed: (0)

10. NEW BUSINESS

10a. Authorization for the Executive Director to Execute Contract Agreements and to Implement the 2024 Economic Development Partnership Program with King County Cities in an Amount Not-to-Exceed \$900,000, Including Authorization for the Executive Director to Execute Contracts Using Unutilized Program Funding to Advance Regional Initiatives to Further Equitable and Small Business Recovery.

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Division

Annie Tran, Economic Development Manager, Economic Development Administration

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- program background;
- data related to the previous grant cycle;
- cumulative small business assistance impacts;
- small business assistance initiatives;
- cumulative tourism impacts and tourism initiatives;
- buy local/placemaking impacts;
- return on investment;
- program insights;
- improving outcomes and focus; and
- the 2024 request to authorize the program for one year and providing more assistance to cities without economic development staff to support projects.

Discussion ensued regarding standardizing gathered quantitative metrics to evaluate program success.

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

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

Opposed: (0)

~~**10b². Order No. 2024-04: An Order Setting a Timeline for the Completion of the Assessment of Prior Sound Insulated Properties; Creating a Sound Insulation Repair and Replacement Pilot Program; and Setting Equity Guidelines for this Program.**~~

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

10c. Authorization to Execute an Interlocal Agreement with the Puget Sound Partnership Enabling the Port to Receive State Funding to Support the Purchase of Equipment to Monitor Juvenile Salmonid Utilization of Duwamish River People's Park and Shoreline Habitat in the Amount of \$115,000.

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

Presenter(s):

Sarah Ogier, Director, Maritime Environment and Sustainability

Jenn Stebbings, Environmental Programs Manager, Environmental Planning Permit and Compliance

Kathleen Hurley, Senior Environmental Program Manager, Environmental Planning Permit and Compliance

² Agenda Item 10b was removed from the agenda and moved to the February 27, 2024, Commission meeting.

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- importance of the Duwamish in the watershed;
- the Duwamish River People's Park and shoreline habitat;
- the request to execute an interlocal agreement with Puget Sound Partnership for funding to purchase a PIT array to monitor juvenile salmon use at the park; and
- scope and schedule of the project.

Discussion ensued regarding PIT tagging for wild fish.

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

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

Opposed: (0)

10d. (Number Not Used.)

10e. Authorization for the Executive Director to Approve Additional Funding in the Amount of \$22,000,000 for Construction of the Terminal 91 Berth 6 and 8 Redevelopment and to Award and Execute a Contract with the Lowest Responsible Bidder, for a Total Estimated Project Cost of \$98,000,000. (CIP# C102475 and C801350).

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

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime Division
Kelli Goodwin, Senior Manager, Maritime Operations
Mark Longridge, Capital Project Manager V, Waterfront Project Management

Clerk Hart read Item 10e into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Terminal 91 berths 6 and 8 impacts to budget;
- project location;
- project contribution to the community;
- construction bid summary;
- project schedule;
- remaining project risks; and
- the authorization request and next steps.

Discussion ensued regarding:

- overage in the costs of the project;
- predicting actual costs;

- considerable escalation in certain sectors of construction and market pricing;
- negligible difference between the lowest successful bidder and the next submitter's bid;
- reviewing the design/build contracting method utilized, which leans itself to escalation;
- de-risking projects as much as possible;
- investing in the heavy demand piers and the very positive spot on the waterfront;
- third-party review of cost estimates;
- improvements to the capital delivery as a process improvement;
- bid award and grant funding; and
- looking for grant funding for any ancillary components of the project that may not interfere with the bid delivery.

**The motion, made by Commissioner Cho, carried by the following vote:
In favor: Calkins, Cho, Felleman, and Mohamed (4)
Opposed: (0)**

11. PRESENTATIONS AND STAFF REPORTS

11a. 2024 International Policy Priorities Briefing.

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

Presenter(s):

Melissa Parks, Government Relations Policy Analyst, External Relations
Stephanie Meyn, Senior Environmental Program Manager, Aviation Environmental Programs
Group

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- creation of an international agenda;
- international engagement;
- 2024 international priorities identified; and
- adoption of the agenda at the next Commission meeting.

(Commissioner Calkins exited the meeting at 2:32 p.m.)

Discussion ensued regarding:

- Commissioner input into the agenda;
- attending international events with clear objectives; and
- the importance of establishing relationships in international conversations.

Members of the Commission thanked staff for their report.

11b. 2023 Internal Audit Annual Report.

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

Presenter(s):

Glenn Fernandes, Director, Internal Audit

Clerk Hart read Item 11b into the record.

Executive Director Metruck introduced the item and presenters.

Internal Audit Director, Glenn Fernandes, provided the 2023 annual audit report to the Members of the Commission. The report included an overview of the 2023 audit plan; audits completed in 2023; and 2024 audit strategy.

Discussion ensued regarding improvement on contract language.

Members of the Commission thanked staff for their report and public Audit Committee member, Sarah Holmstrom, for their work in 2023.

11c. 2023 Committee Review and 2024 Committee Work Plans Briefing.

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

Presenter(s):

Vy Nguyen, Commission Strategic Advisor, Commission Office
LeeAnne Schirato, Deputy Chief of Staff, Commission Office

Clerk Hart read Item 11c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed accomplishments of 2023 committee workplans and workplans set for 2024.

Discussion ensued regarding utilizing the 2:2:1 briefing process for Commissioners for items that are only subjects of interest, as opposed to more policy or substantive committee discussion items; and separately, regarding distinguishing small business work from the Equity and Workforce Development Committee.

Members of the Commission thanked staff for their report.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Commissioner Mohamed spoke regarding her earlier meeting with the FAA Administrator and Executive Director Metruck at which they showcased SEA projects and, elevated community concerns from the airport StART Committee.

Discussion ensued regarding the FAA reauthorization bill and status of the repair and replace sound program included therein.

Commissioner Cho wished everyone a happy Lunar New Year.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 3:34 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: February 27, 2024