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APPROVED MINUTES COMMISSION REGULAR MEETING

March 12, 2024

The Port of Seattle Commission met in a regular meeting Tuesday, March 12, 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, Hasegawa, and Mohamed were present.

1. CALL to ORDER

The meeting was convened at 10:32 a.m. by Commission President Hamdi Mohamed.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss one item regarding litigation/potential litigation/legal risk per RCW 42.30.110 (1)(i) for approximately 45 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 Mohamed led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as presented without objection.

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

4. SPECIAL ORDERS OF THE DAY

There were no Special Orders of the Day presented.

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.

Equity and Workforce Development Committee

On February 27, 2024, Commissioners Hasegawa and Calkins convened the Equity and Workforce Development Committee where they were briefed on two items: a report out of the work directed by the Language Access Order thus far; and a preview of OEDI's Annual Report. Both items will be coming to full commission later this year.

Waterfront and Industrial Lands

On February 27, 2024, Commissioners Felleman and Calkins convened the Waterfront and Industrial Lands Committee where they were briefed on two items: a briefing on WOSCA and how early conversations are taking shape along with a touchpoint on Mayor Harrell's South Downtown Vision; and a review of the Waterfront and Industrial Lands committee workplan for 2024.

7. PUBLIC COMMENT

- The following person spoke regarding Agenda Item 10c, asking the Port to preserve tree canopy and not develop lands in the Riverton Heights area or North Seatac Park: Sandy Shettler.
- The following person spoke on behalf of Carnival Corporation, noting environmental efforts of the cruise corporation: Sandy Olsen.
- The following person spoke regarding the Commission's bylaws applicable to public comment rules of participation and freedom of speech: Alex Tsimerman.
- In lieu of spoken comment, the following persons submitted written comments regarding Agenda Item 10c, the Port's Land Stewardship Plan and Tree Replacement Standards resolution, asking the Port to preserve tree canopy in near airport communities; and not to develop lands in the Riverton Heights area or North Seatac Park: Julia Shettler; Joe Olson; Daniel Heath; Lassie Webster; Jill Doran; Jessica Dixon-Horton; Jessica Bookwalter; Mar Dee; Megan Tully; Temple Loveli; Ashley Cohen-Lewe; Ashley Shain; Sadie Ciccia-Strain; Elizabeth Hurd; Robin Dragovich; Laura Davoli; Ellen Arnstein; Paula Sjunneson; Moani Russell; Erin Tenney; Ethan Bickel; Evelyn Horan; Andy Stewart; Steve Durham; Assaf Oron; Jennifer Houston; Jill Anderson; Jo Berliner; Sharon Clarke; Malak Crisp; Karen Crum; Angela Dahl; Courtney Davis; Alexa Fortuna; Alice Frayne; Jeppa Hall; Kellan Howes; Adrianna Hulscher; Cristin Mattione; Olivia Moore; Jenna Morris; Karen Muller; Marissa Ohoyo; Anne Roda; Arcelia Rodriguez; Linnea Scott; Leah Scott-Zechlin; Daniel Smith; Cody Stetzel; Marcy Stone-Francois; Carina Swain; Erin Tenney; Drake Urness; John Valett; S. Whipple; and Hera Won.

[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.]

[Clerk's Note: Item 8f received no objection to consolidation of resolution readings, allowing for introduction and adoption of the resolution on the same day.]

- 8a. Approval of Minutes of February 27, 2024, and Special Meetings of February 29 - March 1, 2024.**

- 8b. Approval of the Claims and Obligations for the Period February 1, 2024, through February 29, 2024, Including Accounts Payable Check Nos. 952115 through 952590 in the Amount of \$9,609,372.94 Accounts Payable ACH Nos. 063491 through 064431 in the Amount of \$66,770,474.75; Accounts Payable Wire Transfer Nos. 016247 through 016267 in the Amount of \$10,500,465.15; Payroll Check Nos. 211165 through 211566 in the Amount of \$187,182.90; and Payroll ACH Nos. 1179748 through 1184517 in the Amount of \$15,337,284.36 for a Fund Total of \$102,404,780.10.**

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

- 8c. Monthly Notification of Prior Executive Director Delegation Actions February 2024.**

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

- 8d. Authorization for the Executive Director or Designee to Dispose of Surplus Personal Property, Consisting of Seventy Obsolete Fleet Assets in Accordance with the General Delegation of Authority and Port Policy AC-13.**

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

- 8e. Adoption of Resolution No. 3819: A Resolution Adopting the 2021 Versions of the Washington State Building Codes, as Required by RCW 19.27.031, and Repealing Resolution No. 3783.**

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

- 8f. Adoption of Resolution No. 3820: A Resolution Amending the Policy Directive for Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement Established by Resolution No. 3807 and Providing an Effective Date for all Amendments as of March 24, 2024.**

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

- 8g. Authorization for the Executive Director to Extend the Provisional Pay Program for Non-Represented Employees to Similarly Situated Represented Employees through Collective Bargaining.**

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

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

**In favor: Calkins, Cho, Felleman, Hasegawa and Mohamed (5)
Opposed: (0)**

10. NEW BUSINESS

10a. Authorization for the Executive Director to Advertise and Execute a Construction Contract for 2024 Airfield Projects–Contract 2; to Transfer Budget/Authorization as Necessary Between the 2024 Airfield Projects; to Procure Long Lead Items; to Include a Project Labor Agreement for the Contract; and to Authorize Use of Port Crews for Abatement Work, for an Amount Requested of \$13,074,500 and a Total Estimated Combined Project Cost of \$189,650,500. (CIP#s C800930 and C801333)

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

Presenter(s):

Robert Kikillus, Development Manager, Airfield Operations
Jeff Sedlak, Project Manager, AV Project Management Group
Mark Coates, Senior Manager, Airport Operations
Mengqi Wu, Capital Program Leader, AV Project Management Group

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- scope of the project;
- project location;
- the 2021-25 airfield pavement and supporting infrastructure replacement program;
- N14 WB and N15 NB common use gates; and
- project schedule and budget.

Discussion ensued regarding whether or not additional ground support would be provided for electric tugs on the airfield. Staff advised that nothing is planned for the tugs at this time, but that plug-in is planned for Gate 14.

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

**In favor: Calkins, Cho, Felleman, Hasegawa and Mohamed (5)
Opposed: (0)**

10b. Authorization for the Executive Director to Execute Contract(s) in the Amount of \$5,955,000 for Acquisition of Approximately Sixty-three Fleet Vehicles or Equipment to Support Operational Needs, Changing Technological Standards, Improved Safety Systems, Environmental Standards and the Electrification Strategy Set Forth in the Maritime Climate Air and Action Plan, Sustainable Fleet Plan and the Century Agenda.

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

Presenter(s):

Delmas Whittaker, Director, Marine Maintenance
Shayla Fortin, Fleet Asset Project Manager, Marine Maintenance Fleet

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the Maritime Climate and Air Action Plan detailing proactive electrification goals of the Maritime division;
- transitioning to 100 percent electric vehicles by 2040 by prioritizing fleet conversions to electrified vehicles when feasible for operational necessity;
- 27 of the requested vehicles/equipment meeting this electrification goal, including an ARC mobility trailer;
- current state of the Maritime fleet and assets planned for electrification in the future; and
- anticipated outcomes.

Discussion ensued regarding:

- how and when stock vehicles modifications are made based on purpose of the vehicle;
- sourcing issues related to procuring electric vehicles;
- broadening reach to acquire the needed fleet;
- available charging infrastructure;
- technology advancements being made; and
- meeting emission reduction goals.

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

In favor: Calkins, Cho, Felleman, Hasegawa and Mohamed (5)

Opposed: (0)

10c. Introduction of Resolution No. 3821: A Resolution Adopting SEA Tree Replacement Standards for Airport Activities Area and the SEA Land Stewardship Plan for Seattle-Tacoma International Airport.

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

Presenter(s):

LeeAnne Schirato, Deputy Chief of Staff, Commission Office
Sarah Cox, Director, AV Environment and Sustainability
Chipper Maney, Environmental Program Manager, AV Environmental Programs Group

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- land stewardship principles;

- guidelines and objectives of the Land Stewardship Plan;
- management approach;
- site plans;
- equity in the land stewardship plan;
- tree replacement standards;
- stewardship credits;
- the public engagement process; and
- public comment responses received.

Discussion ensued regarding:

- the importance of green spaces;
- community events for land stewardship;
- public outreach and incorporation of public input into the plan;
- uses of real estate and the separate Port real estate plan being developed;
- the plan serving as a model for other port entities;
- the areas encompassed in the plan;
- Port-owned properties;
- Leased properties not included in the inventory;
- stewarding undeveloped property while looking at economic community impacts;
- making the distinction between what is included in the Sustainable Airport Master Plan (SAMP) and the Land Stewardship Plan and the creation of an FAQ document regarding what areas are governed by which plans; and
- SAMP is currently under environmental review and future opportunities for a public comment period on that plan.

Members of the Commission acknowledged Commissioner Hasegawa for her work with the community and staff regarding the plan; the staff for the work they have put into developing the plan and standards; and the community for their engagement and feedback.

The motion to introduce Resolution No. 3821, made by Commissioner Hasegawa, carried by the following vote:

In favor: Calkins, Cho, Felleman, Hasegawa and Mohamed (5)

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. Briefing of Action Items from Language Access Order 2023-05 and Request for a Multiphase Extension to Complete the Remaining Deliverables, Moving the Due Date on These Deliverables from February 29, 2024, to February 28, 2026.

Presentation document(s) included [agenda memorandum](#), [previous order](#), [appendices](#), [samples of work](#), [assessment](#), and [presentation](#).

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion
Guadalupe Torres, Community Investments Program Manager, Office of Equity, Diversity and Inclusion

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- language access commitments;
- the Commission's previously adopted Order No. 2023-05 and its directives;
- the Language Access Order timeline;
- status of achieving the directives of the Order;
- language access at work;
- key findings of the assessment;
- King County and Port of Seattle language similarities;
- language access training;
- determining need;
- staff members as interpreters;
- organizational spending on language access and high usage departments;
- types of information needed in other languages;
- key recommendations from the language access cohort; and
- proposed next steps.

Discussion ensued regarding:

- composition of the language access cohort;
- how high usage departments were determined/measured;
- gathering data related to language access needs for travelers at SEA; and
- development of a language access manual and inclusion of Port Jobs at SEA.

Members of the Commission thanked staff for their report and extended the remaining deliverables deadline of Order No. 2023-05 to February 28, 2026.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Members of the Commission, Executive Director Metruck, and Bookda Gheisar, Senior Director of the Office of Equity, Diversity, and Inclusion recognized Luis Navarro, Director of Workforce Development, for his career and achievements at the Port of Seattle and wished him a happy retirement.

Commissioner Felleman commented that he would have liked to have seen a cease fire between Israel and Gaza before the start of Ramadan.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 2:35 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: March 26, 2024