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## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**March 26, 2024**

The Port of Seattle Commission met in a regular meeting Tuesday, March 26, 2024. The meeting was held at the Seattle-Tacoma International Airport Conference Center located at: 17801 International Blvd, Mezzanine Level, 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 10:34 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 items regarding the performance of a public employee per RCW 42.30.110(1)(g) for approximately 90 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 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 scheduled.

### **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**

There were no committee reports to present.

**7. PUBLIC COMMENT**

- The following people spoke regarding the Seafarer's Center and the support that they provide to welcome and care for seafarers who visit Puget Sound, including ship visits and transportation, connecting crews with vaccine providers in Puget Sound, and offering communication tools and other basic necessities: Rich Shively and Dave Stockert (*written comments submitted*).
- The following person spoke regarding cold ironing: Matt Ventoza, ILWU.
- The following people spoke regarding healthcare for airport workers: Karyna Babaiants (*written comments submitted*), Matt Haney, and Rigo Valdez.
- In lieu of spoken comment, the following people submitted written comments regarding the Port's Land Stewardship Plan, requesting the Port to protect forests and those near airport communities, including Riverton Heights and North Seatac Park: Cristin Mattione and Lindsey Walker.

*[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 March 12, 2024.**

**8b. Authorization for the Executive Director or Designee to Sign and Execute the Next 5-Year Interlocal Agreement for Waterfowl (Canada Goose) Management Program and the First Year's Cooperative Service Field Agreement Between the Port of Seattle and the United States Department of Agriculture Wildlife Services in the Requested Amount of \$12,500 for Five Years.**

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

**8c. Authorization for the Executive Director to Authorize Design and Preparation of Construction Bid Documents for the Public Safety Distributed Antenna System Upgrade Project, to Advertise, Bid, and Execute a Major Works Construction Contract, Execute Related Project Change Orders, Amendments, Work Authorizations, Purchases, Contracts, and Take Other Actions Necessary to Support and Deliver the Distributed Antenna System Project within the Approved Budget, to Authorize Use of Port of Seattle Crews to Support the Design and Construction Activities, and to Increase the Project Authorization by \$10,976,000, for a Total Estimated Project Cost of \$11,226,000. (CIP# C801238)**

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

**8d. Authorization for the Executive Director to Authorize an Early Work Construction Contract for Baggage Optimization Phase 3 Including Construction of D1 and C94 Transfer Lines; to Procure Long Lead Items; and to Increase the Project Authorization by \$7,500,000, for a Total Estimated Project Cost of \$955,000,000. (CIP# C800612)**

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

- 8e. Authorization for the Executive Director to Approve Construction Funding for a Design-Build Construction Contract for the Maritime Industrial Center Electrical Infrastructure Replacement Project in the Amount of \$7,948,000, and a Total Estimated Project Cost of \$12,408,000. (CIP# C801241)**

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

- 8f. Authorization for the Executive Director to Execute a New Collective Bargaining Agreement Between the Port of Seattle and the International Association of Firefighters, Local 1257, Representing Fire Alarm Technicians at the Port Fire Department Covering the Period from March 26, 2024, through December 31, 2024.**

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

- 8g. Authorization for the Executive Director to Advertise and Execute a Public Works Building Engineering Systems Contract in the Amount of \$4,553,000 to Replace the Bell Street Garage Guardrail System in the Central Parking Garage, for a Total Requested Project Cost of \$4,853,000. (CIP# C801406).**

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

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

Executive Director Metruck spoke regarding Item 8f, advising the agreement only covers work historically performed by the IAFF Alarm Technicians at SEA and the agreement is not intended to infringe on the work jurisdiction of any other bargaining units.

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

## **10. NEW BUSINESS**

- 10a<sup>1</sup>. Industrial Development Corporation Annual Meeting – Approval of Minutes, Designation of Officers, and Annual Report for 2023.**

Requested document(s) included a [packet](#) and [minutes](#) for approval.

Presenter(s):

Ian Burke, Senior Financial Analyst Corporate, Finance and Budget

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<sup>1</sup> This is a separate annual special meeting of the Industrial Development Corporation.

Clerk Hart read Item 10a into the record.

Commission President Mohamed noted that the IDC is a separate financing entity and the Commission acts as Directors when holding the Annual Meeting of the IDC.

*[Clerk's Note: At this time, the Commission meeting recessed, and the Industrial Development Corporation convened its annual meeting of 2024. Director Mohamed called the meeting to order at 12:46 p.m.]*

Executive Director Metruck introduced the item and presenters.

### **APPROVAL OF MINUTES**

The minutes of the March 28, 2023, Annual IDC Meeting were approved as presented, without objection.

### **DESIGNATION OF OFFICERS**

Director Mohamed read the slate of 2024 Directors into the record.

**A motion, made by Director Calkins, for approval of the slate of 2024 Industrial Development Corporation Directors, carried by the following vote:**

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

**Opposed: (0)**

The designated Directors for the IDC are as follows: Director Calkins, Director Cho, Director Felleman, Director Hasegawa, and Director Mohamed.

Ian Burke, Senior Financial Analyst, provided the annual report of the Industrial Development Corporation (IDC). The report addressed activity and status of the IDC in 2023.

*[Clerk's Note: Director Mohamed adjourned the annual meeting of the IDC without objection and the regular business meeting of the Port of Seattle Commission reconvened at 12:53 p.m.]*

**10b. Authorization for the Executive Director to Authorize Final Design and Preparation of Construction Bid Documents; to Advertise, Award, and Execute a Major Public Works Construction Contract; to Procure Long Lead Material Items; to Include a Project Labor Agreement for the Contract; to Authorize Use of Port Crews for Abatement Work for the Taxiway A Circuit Replacement Project at Seattle-Tacoma International Airport in the Amount Requested of \$39,205,000 and a Total Estimated Project cost of \$39,500,000. (CIP# C801303).**

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

Presenter(s):

Hien Mac, AV F&I Manager Engineer, AV Facilities and Infrastructure  
Jacob Hamilton, Capital Project Manager III, AV Project Management Group

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- scope of the request;
- project background and details;
- project diagram; and
- schedule and budget.

Discussion ensued regarding showing enumerated savings with the lighting conversion and work performed against the requested budget.

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

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

**Opposed: (0)**

**10c. Authorization for the Executive Director to Authorize the Preparation of Construction Bid Documents; to Advertise, Award, and Execute a Major Public Works Construction Contract for the Food and Beverage Introductory Kiosk Project in the Amount of \$5,850,000, and a Total Estimated Project Cost of \$7,050,000. (CIP# C801111)**

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

Presenter(s):

Erin Gora, Capital Project Manager V, AV Project Management Group  
Khalia Moore, Senior Manager ADR, Airport Dining and Retail

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- history of the kiosk program;
- program successes;
- what a food and beverage introductory kiosk is;
- project scope;
- kiosk locations;
- financial implications;
- schedule; and
- the request to authorize preparation of construction bid documents and to advertise, award, and execute a major works construction contract for the kiosk project.

Discussion ensued regarding:

- timing on the opening of the request for proposals to tenants – 4<sup>th</sup> quarter 2024;
- lease terms of three years;

- transitioning people up from incubator businesses;
- benefits for the public in hearing about small business opportunities at SEA; and
- average cost of renting kiosks.

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

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

**Opposed: (0)**

**10d. Order No. 2024-05: An Order Establishing the Responsible Tourism Committee as a Port of Seattle Commission Special Committee.**

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

Presenter(s):

Evan Ashe, Commission Strategic Advisor, Commission Office

Clerk Hart read Item 10d into the record.

Evan Ashe introduced the item and overviewed the scope of the Order.

Discussion ensued regarding providing an opportunity to be proactive with a pilot committee regarding tourism and possible establishing a permanent committee in the future.

Commissioners serving on the special committee will be Commissioner Felleman and Commissioner Mohamed. The special committee will create the opportunity for Commissioners to collaborate in the development of strategies, policies, and initiatives that prioritize environmental conservation, community engagement, and the promotion of responsible travel practices that will help ensure the Port of Seattle addresses its Century Agenda goals and commitments to local communities and environment.

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

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

**Opposed: (0)**

**11. PRESENTATIONS AND STAFF REPORTS**

**11a. 2023 Financial Performance Briefing.**

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance and Budget  
Michael Tong, Director Corporate Budget, Finance and Budget  
Kelly Zupan, Director SP Finance & Budget, Seaport Finance  
Hiedi Popochock, Director, Aviation Finance and Budget

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- key highlights of the 2023 financial report;
- passenger growth rebounding in 2023;
- 2023 Aviation Division financial summary – operating expenses, aeronautical revenue, concession grant impact, non-aeronautical revenues, federal relief grant summary, debt service ratio better than budget, airport development fund balance, 2023 capital spending, and aviation 2024 capital spending forecast;
- 2023 Seaport key metrics;
- Seaport performance summary;
- Maritime Division and Economic Development Division 2024 capital spending forecast;
- Maritime Division financial highlights;
- Stormwater utility summary;
- Northwest Seaport Alliance summary;
- joint venture fourth quarter 2023 financials;
- Economic Development Division financial highlights;
- Central Services financial summary and business highlights and operating expenses;
- Portwide financial summary;
- 2019 – 2023 equity spending summary; and
- Portwide capital spending summary.

Discussion ensued regarding:

- how categories are named in the budget and in summary;
- reasons for increase in parking revenue;
- joint ventures not funded by the Northwest Seaport Alliance;
- showing real estate breakdown data more inclusively in the reporting;
- inflationary costs; and
- any changes anticipated to the 2024 projected budget.

### **11b. 2023 Annual Report for the Office of Equity, Diversity and Inclusion.**

Presentation document(s) included an [agenda memorandum](#), [annual report](#), [progress report](#) and [presentation](#).

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion  
Tania Park, EDI System Change Program Manager, Office of Equity, Diversity, and Inclusion  
Jay Doran, EDI Policy and Communications Manager, Office of Equity, Diversity, and Inclusion

Clerk Hart read Item 11b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- theory of organizational change;

- recent milestones;
- 2023 progress and challenges;
- change team mission, structure, and impact;
- survey and assessment priorities;
- measuring transformation;
- belonging and inclusion survey;
- 'Women of Color' feedback;
- embedding equity;
- EDI goals and assessment progress;
- equity in budgeting;
- EDI trainings offered in 2023;
- required training completion data;
- external engagement; and
- 2024 priorities.

Discussion ensued regarding experiencing setbacks in the larger national context with respect to this body of work and leading the way as an organization nationally and regionally.

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

Commissioner Calkins spoke regarding the framework for Port long-term planning for energy nodes and asked that the information be placed into the Friday memos to Commissioners and that the Commission is thinking about transforming the economy to a true clean and green economy.

Executive Director Metruck spoke regarding the recent bridge tragedy in Baltimore, stating that transportation gateways work to prevent hazards. He spoke regarding the events leading up to the bridge collision and the tragic loss of life.

Commissioner Mohamed recognized Wendy Reiter, Director of Aviation Security, for her efforts above and beyond the call of normal duty to recently assist families in crisis situations.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 2:54 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: April 16, 2024