



Commissioners

Bill Bryant
Chair and President
Tom Albro
John Creighton
Rob Holland
Gael Tarleton

Tay Yoshitani
Chief Executive Officer

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(The approximate point in the audio recording for the specific item is identified by minutes and seconds; example: 01:30)

**APPROVED MINUTES
COMMISSION REGULAR MEETING JULY 27, 2010**

The Port of Seattle Commission met in a regular meeting at 12:00 p.m., Tuesday, July 27, 2010 in the International Auditorium at Seattle-Tacoma International Airport, Seattle, WA. Commissioners Albro, Creighton, Holland, and Tarleton were present. Commissioner Bryant was absent.

1. CALL TO ORDER

The regular meeting was called to order at 12:12 a.m. by Gael Tarleton, Vice-Chair and Vice-President.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The meeting was immediately recessed to an Executive Session to discuss RCW 42.30.110 (l)(b) Real Estate and RCW 42.30.140 (4)(b) Collective Bargaining matters for approximately forty-five minutes and reconvened to open public session.

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

None.

4. SPECIAL ORDER OF BUSINESS

None.

5. (00:01:23) UNANIMOUS CONSENT CALENDAR

Item 5a was removed from the Consent Calendar for separate discussion. Other consent Items were voted on as follows:

b. Authorization for the Chief Executive Officer to execute a professional services Indefinite Delivery Indefinite Quantity (IDIQ) contract for Passenger Loading Bridges Design and Construction Support Services (CIP #C-800105 and future CIP's) totaling \$750,000 with a contract ordering period of four (4) years in support of upcoming Capital Improvement Projects at Sea-Tac Airport. No funding is associated with this authorization.

Request document: Commission agenda [memorandum](#) dated July 9, 2010 from Michael Ehl, Director, Airport Operations and Wayne Grotheer, Director, Aviation Project Management Group

c. Authorization for the Chief Executive Officer to execute a contract to purchase one Truck Chassis Mounted Airless Application Striping Unit for Sea-Tac Airport (to replace the existing paint striping truck purchases as a used piece of equipment in 1997) for a total authorization of \$420,000 (CIP #C-800354).

Request document: Commission agenda [memorandum](#) dated July 2, 2010 from John Christianson, General Manager, Aviation Maintenance

d. Authorization for the Chief Executive Officer to execute a Lease Cancellation [Agreement](#) for the Hotel Ground Lease to build a hotel project that failed to receive approval from the Federal Aviation Administration. The Lease was originally executed between the Port of Seattle and Sea-Tac Hotel Venture LLC in June 1998. There is no economic impact caused by the cancellation.

Request document: Commission agenda [memorandum](#) dated June 16, 2010 from James R. Schone, Director, Aviation Business Development

e. Authorization for the Chief Executive Officer to execute a [Memorandum of Agreement](#) between the Port of Seattle and the International Association of Firefighters, Local 1257, regarding Title Changes in the previously approved Collective Bargaining Agreement in effect from January 1, 2008, through December 31, 2010, authorized as of October 23, 2007.

Request document: Commission agenda [memorandum](#) dated July 1, 2010 from Trish Murphy, Labor Relations Manager

Motion for approval of Consent Items 5b-5e: Creighton

Second: Albro

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote

- a. **Authorization for the Chief Executive Officer to (1) execute a no-cost contract with URS Corporation (URS), the designer-of-record, to design repairs to the C-1 Lift Station Lids, and to provide construction support services at Seattle-Tacoma International Airport (Airport) and (2) authorize Port Construction Services (PCS) to perform work. If consistent with small works rules, construction may be accomplished with small works contracts and/or PCS crews; otherwise, Airport staff will return for authorization to advertise and award a major construction contract. The estimated total project cost is \$315,000 (CIP #C-102163).**

Request document: Commission agenda [memorandum](#) dated July 9, 2010 from Dave Soike, Director, Aviation Facilities and Capital Program and Wayne Grotheer, Director, Aviation Project Management Group

Presenter: Mr. Grotheer

Mr. Grotheer provided background information on contributing causes to the failure resulting in the need for repair of the existing lift station lids, which are not currently adequate for intended purposes.

Motion for approval of Item 5a – Albro

Second: Holland

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote.

6. DIVISION, CORPORATE AND COMMISSION ACTION ITEMS

- a. **(00:06:50) Authorization for the Chief Executive Officer to execute a new Collective Bargaining [Agreement](#) between the Port of Seattle and ILWU Local 9, representing Tour Group Coordinators for a three year term from March 1, 2010 through February 28, 2013.**

Request document: Commission agenda [memorandum](#) dated June 30, 2010 from Kim Ramsey, Labor Relations Manager

Presenter: Ms. Ramsey and Paul Grace, Senior Manager, Airport Operations, Landside

Mr. Grace stated that this agreement will cover a small group of seasonal employees at the Airport who are tour group coordinators, and who work in support of cruise operations at the Airport. Ms. Ramsey briefly reviewed key provisions of the contract.

Motion for approval of Item 6a – Creighton

Second: Holland

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote.

- b. (00:10:43) Authorization to advertise for construction bids, award the contract and construct the Maritime Industrial Center (MIC) Central Seawall Replacement project for an estimated cost of \$2,240,000 bringing the total authorized amount of this project to \$2,650,000. This project will be funded from the tax levy. (CIP #C-800175)**

Request document: Commission agenda [memorandum](#) dated June 28, 2010 from Darlene Robertson, Director, Harbor Services, Real Estate Division; Kenneth Lyles, General Manager, Fishermen's Terminal/Maritime Industrial Center; and Tim Leonard, Project Manager, Capital Development Division. Also provided was a computer slide [presentation](#).

Presenters: Mr. Lyles and Mr. Leonard

Mr. Lyles noted that funding for design and permitting for this project had been authorized in January, 2009, and with this work now completed, staff is requesting authorization for funding to continue as necessary for construction.

Mr. Leonard provided an overview of the project and proposed construction, noting that the Seawall was originally constructed in the 1930's and is now well-past the typical service life of this type of structure. He also spoke about the tight schedule, which is needed since the project must be constructed in conjunction with the fresh water fish window of October 1 and April 15.

Motion for approval of Item 6b – Albro

Second – Holland

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote.

- c. (00:19:03) Authorization for the Chief Executive Officer to (1) prepare design documents, execute and amend service agreements; execute and award purchasing contracts; perform contract administration; (2) authorize Port Construction Services to self perform work; and (3) purchase airline-owned passenger loading bridges and (4) replace aging and inflexible loading bridges at Seattle-Tacoma International Airport**

(Airport) in support of the Passenger Loading Bridges Project in the amount of \$1,633,000, and a total project budget of \$6,000,000. (CIP #C-800105).

Request document: Commission agenda [memorandum](#) dated July 12, 2010 from Michael Ehl, Director, Airport Operations and Wayne Grotheer, Director, Aviation Project Management Group

Presenters: Nick Harrison, Senior Manager, Airport Operations and Ed Weitz, Capital Project Manager

Mr. Harrison explained that this request is related to a Port policy agreed to by the Airlines, that the Port will gradually take over the ownership and maintenance of all loading bridges. He noted that the purchase price is minimal, as they are typically purchase near the end of their useful life, which is approximately 20 years.

Mr. Harrison also clarified to Commissioners that when the Port assumes responsibility for the bridges, this cost is factored in as part of the cost per enplanement calculation.

Motion for approval of Item 6c – Albro

Second – Creighton

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote.

- d. (00:28:01) Authorization for the Chief Executive Officer to (1) proceed with design, (2) authorize the use of Port crews, and (3) execute contracts for the new primary inspection booths and electronic signage for the Federal Inspection Services (FIS) located at the South Satellite at Seattle-Tacoma International Airport (Airport). This authorization is for a total estimated project cost of \$2,000,000 (CIP #C-800174).**

Request document: Commission agenda [memorandum](#) dated July 16, 2010 from Wayne Grotheer, Director, Aviation Project Management Group and David Soike, Director, Aviation Facilities and Capital Program

Presenters: Nick Harrison, Senior Manager, Airport Operations and Mr. Grotheer

Mr. Harrison stated that the FIS area, the area where international passengers arrive, is a key part of the infrastructure in the South Satellite. He commented on the increase in international travel over the past 10 years, and noted that there are definite peak times during the day when the FIS area is impacted heavily. During these peak times, when passengers meet with Customs and Border Protection (CPB), there is not a sufficient number of processing stations to help clear the bottleneck. He noted that the goal is to complete this project by the beginning of Summer, 2011.

Motion for approval of Item 6d – Holland

Second: Albro

Prior to the vote, Commissioner Tarleton spoke of the importance of providing access to information to those entering the FIS area, who may be unfamiliar with the layout of the Airport and ways to proceed to their future destinations. She specifically commented on the importance of providing information to the elderly and those with disabilities.

Motion carried by the following vote:

In Favor: Albro, Creighton, Holland, Tarleton (4)

Commissioner Bryant was absent for the vote.

7. STAFF BRIEFINGS

a. (00:39:35) Rental Car Facility Monthly Update

Presentation documents: Commission agenda [memorandum](#) dated July 8, 2010 from Michael Ehl, Director, Airport Operations; George England, Program Leader, Project Management Group; and Janice Zahn, Assistant Director, Engineering Construction Services. Also provided were an informational [attachment](#) and a computer slide [presentation](#).

Presenters: Ms. Zahn and Mr. England

Ms. Zahn provided current information related to construction at the site, noting that construction is complete at a 57% level and there is an average of 340 workers on site at peak times. She pointed out that current construction waste recycled materials rate is 98.6%, and stated that work is on schedule for completion of the facility.

Mr. England then provided updated design information related to the Bus Maintenance Facility, Main Terminal Improvements, and design change notices which have been issued.

Mr. England also commented on early discussion and coordination with Teamsters Local 117 in preparation for hiring bus drivers.

Commissioner Tarleton commented that it may be helpful to put together information related to lessons learned from the strategy taken to do forecasting for bid estimates as well as customer facility charges (CFC) and revenues. She noted that since prediction and forecasting is so difficult in this economy, this information could be beneficial to other planners throughout the state.

(00:58:26) Pre-Briefing on Upcoming Aviation Agenda Items

Dave Soike, Director, Aviation Facilities and Capital Programs, commented on the following items to come before the Commission in the near future for authorization:

- Concessions readiness project and work to be done by Port Construction Services (PCS) and the concessions team to renew several concessions within the Airport
- Pavement repair around the South Satellite, for a gutter system which enables water to be put into the Industrial Waste System to be treated.
- Long-term pavement projects

8. NEW BUSINESS

None.

9. POLICY ROUNDTABLE

None.

9. ADJOURNMENT

There being no further business, the regular meeting was adjourned at 2:10 p.m.

(A digital recording of the meeting is available on the Port's website)

Rob Holland
Secretary