

Commissioners

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Chair and President
Tom Albro
John Creighton
Rob Holland
Gael Tarleton



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An audio of the meeting proceedings and meeting materials are available on the Port of Seattle web site - <http://www.portseattle.org/about/organization/commission/commission.shtml>

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

**APPROVED MINUTES
COMMISSION SPECIAL MEETING JANUARY 26, 2010**

The Port of Seattle Commission met in a special meeting at 12:30 p.m., Tuesday, January 26, 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 special meeting was called to order at 12:30 p.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 Legal Risk matters for approximately thirty minutes and reconvened to open public session.

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

(00:01:09) Minutes for the special meeting of January 5, 2010 – with modification to clarify which Commissioners were in attendance at the meeting:

Motion for approval, as modified – Creighton

Second – Holland

Motion carried by the following vote:

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

Commissioner Bryant was absent for the vote.

4. **SPECIAL ORDER OF BUSINESS**

None.

5. (00:02:42) **UNANIMOUS CONSENT CALENDAR**

Item 5a was removed from the Unanimous Consent Calendar for a separate vote.

b. Authorization for the Chief Executive Officer to develop and implement a web-based Port Roster and Bid System, in an amount not-to-exceed \$450,000. This system supports Central Procurement System processes and Office of Social Responsibility programs, improves communications with registered vendors regarding business opportunities at the Port and simplifies business processes.

Request document: Commission agenda [memorandum](#) dated January 4, 2010 from Ralph Graves, Managing Director, Capital Development Division

Motion for approval of Item 5 b – Albro

Second – Creighton

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 execute a professional services Indefinite Delivery Indefinite Quantity (IDIQ) contract for Vertical Conveyance Design Services totaling \$5,000,000 for four years in support of upcoming capital improvement projects at Seattle-Tacoma International Airport (Airport) No funding is associated with this authorization

Request document: Commission agenda [memorandum](#) dated January 5, 2010 from Wayne Grotheer, Director, Aviation Capital Improvement Program and David Soike, Director, Aviation Facilities and Maintenance

Presenters: Mr. Grotheer, Ralph Graves, Managing Director, Capital Development Division, and Joe Nessel, Capital Project Manager

Mr. Graves reviewed the Port's process of awarding IDIQ contracts in order to quickly supply consultant support to design analysis issues and it was noted that this contract is for design services.

Mr. Grotheer commented that as the work needing to be done is quite specialized, it was not expected that any small business would come forward as a prime contractor, but that opportunity is seen for small business to participate as part of a team or as a sub-contractor.

Mr. Nessel provided background on the scope of work expected to be addressed through the contract, noting that it would primarily be related initially to elevators. He stated that technical as well as phasing issues would be addressed, and would be more of a design/bid/build project, whereas the escalator project would be more of a design/build project. He also noted that it was possible that the contract could include future work related to horizontal walkway projects.

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. **(00:09:43) Resolution No. 3618, as amended, Second Reading and Final Passage. Establishing the Small Contractors and Suppliers Program to develop mutually advantageous business relationships with small businesses, including those owned and operated by people of color, women, people with disabilities, veterans, and the socio-economically disadvantaged.**

Request document: Commission agenda [memorandum](#) dated January 19, 2010 from Ralph Graves, Managing Director, Capital Development Division and Elaine I. Ko, Director, Office of Social Responsibility. Also provided was a copy of the [proposed Resolution](#), as amended.

Presenters: Mr. Graves and Ms. Ko

Mr. Graves reviewed elements of the Resolution, which was presented to the Commission for First Reading on January 12.

Commissioner Tarleton commented on the importance of not only getting companies in the door, but also in helping them to succeed. She also commented on issues related to providing access in the areas of both the size of a company as well as the net worth of the individual running the company, noting the difficulty in validating net worth.

Mr. Graves commented that it would be necessary to rely on people self-reporting, and the obligation of tracking this information was stressed.

Commissioner Tarleton suggested that random internal audits may be beneficial in order to provide periodic evaluations of the program.

Motion for [Resolution 3618](#), Second Reading and Final Passage, as amended – Holland

Second – Albro

Motion carried by the following vote:

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

Commissioner Bryant was absent for the vote

- b. (00:19:31) Authorization for the Chief Executive Officer to advertise for bids and award a construction contract for the North Expressway Relocation Phase I project (CIP C800034) consisting of final paving, landscaping and reclamation. The estimated cost of the project of \$5,880,000 is within the previously authorized budget.**

Request document: Commission agenda [memorandum](#) dated January 5, 2010 from Michael Ehl, Director, Airport Operations and George England, Program Leader, Aviation Project Management Group

Presenter: Mr. England

Mr. England noted that this item had actually been previously authorized under a project-wide authorization, formerly used for Port projects. He stated that to be in compliance with Port Resolution No. 3605, as amended, staff needed to return to the Commission for authorization for advertising and construction of this project.

Highlights of the scope of work were reviewed, and Mr. England commented that the project would create approximately 120 construction jobs, and noted that the project will be under a Project Labor Agreement (PLA) being developed specifically for the project.

Responding to a question from Commissioner Albro regarding the project cost breakdown which was included in the Commission memo, Mr. England noted that he would forward to the Commissioners a more detailed breakdown of the information regarding the soft costs.

Motion for approval of Item 6b – Creighton

Second – Albro

Motion carried by the following vote:

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

Commissioner Bryant was absent for the vote

- c. (00:29:39) Authorization for the Chief Executive Officer to execute the Fifth Amendment to the Bell Harbor International Conference Center Management Agreement to include the Smith Cove Cruise Terminal as part of the extension premises, providing interim non-exclusive management and use to Columbia Hospitality, Inc., for events until May, 2012.**

Request document: Commission agenda [memorandum](#) dated January 20, 2010 from Melinda Miller, Director, Portfolio Management and Patricia Spangler, Real Estate Manager. Also provided was a draft copy of the [amendment](#).

Presenter: Ms. Miller

Ms. Miller noted that staff had briefed the Commission at the January 5, 2010 meeting on the proposed terms of the amendment to this agreement, noting that the current agreement expires in 2012, and that this amendment would be in effect for that remaining time. She also noted that long staff will soon begin formally developing the Request for Proposals (RFP) for the ongoing and long-term management of the facility. Ms. Miller stated that in the interim, potential incremental net revenue which would be captured as a result of this amendment, is estimated to be \$193,000

Commissioner Tarleton stated her desire to see a very creative approach moving forward for the management of the Port's facilities.

Commissioner Albro noted a typo in the proposed amendment on page 2, within paragraph 4, regarding provision of parking spaces. Staff clarified that the correct language should read (in italics) "...the Port shall be required *to provide* up to eight hundred..."

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

7. STAFF BRIEFINGS

- a. (00:43:41) Update on the Consolidated Rental Car Facility (RCF) Program**

Presentation documents: Commission agenda [memorandum](#) dated December 15, 2009 and [attachment](#) from Michael Ehl, Director, Airport Operations; George England, Program Leader,

Project Management Group; and Janice Zahn, Assistant Director, Engineering Construction Services. Also provided was a computer slide [presentation](#).

Presenters: Ms. Zahn and Mr. England

Ms. Zahn provided an update on the work currently in progress at the site, noting that on a daily basis there is an average of 230 workers on site. She noted that most of the major soil excavation work is now complete. Ms. Zahn also reviewed cost-related issues.

Mr. England reviewed design elements of the project. He noted that currently, final review comments are being incorporated for the Offsite Roads Improvement package and it is expected to be advertised in early to mid-February. He also commented that final review comments were received regarding the Bus Maintenance Facility and CNG Fueling Facility design documents.

8. NEW BUSINESS

Commission Tarleton made the following announcements:

- President Obama has declared January as a month to discuss and recognize equal rights and human trafficking risks to people around the world. She suggested the possibility of having some discussion at the Port of what the Port's role might be regarding human trafficking issues. She also commented that she would like Chief Wilson to come and talk about her efforts regarding this subject.
- It was noted that the February 2, 2010 Commission meeting would be held at Aviation High School, 615 S. 200th St., Des Moines, Washington, and would convene at 1:00 p.m.

9. POLICY ROUNDTABLE – BUDGET WORKSHOP

None.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:20 p.m.

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

Rob Holland
Secretary