

**Commissioners**

Bill Bryant  
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 MARCH 8, 2011**

The Port of Seattle Commission met in a regular meeting at 1:00 p.m., Tuesday, March 8, 2011, at Port of Seattle Headquarters, Commission Chambers, 2711 Alaskan Way, Seattle, Washington. Commissioners Albro, Bryant, Creighton and Tarleton were present. Commissioner Holland was absent.

**1. CALL TO ORDER**

The regular meeting was called to order by Commission President Bill Bryant at 1:05 pm.

**2. EXECUTIVE SESSION pursuant to RCW 42.30.110**

**PLEDGE OF ALLEGIANCE**

**3. (00:01:13) APPROVAL OF MINUTES**

Approval of minutes for the Regular Meeting of January 25, 2011.

**Motion for approval of minutes for the January 25, 2011, regular meeting – Creighton**

**Second – Tarleton**

**Motion carried by the following vote:**

**In Favor: Albro, Bryant, Creighton, Tarleton (4)**

Commissioner Holland was absent for the vote

4. **SPECIAL ORDER OF BUSINESS**

None.

5. (00:01:44) **UNANIMOUS CONSENT CALENDAR**

- a. **Authorization for the Chief Executive Officer to enter into Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for Project Management (PM) Services to be used to support Seaport, Real Estate, Aviation and Capital Development Divisions Service Directives. Multiple IDIQ contracts will be issued for a total not exceed amount of \$3,000,000 and for a maximum of three years. No funding is associated with this request.**

Request document: Commission agenda [memorandum](#) dated February 9, 201,1 from Cassie Fritz, Manager, Seaport Project Management Support Services.

- b. **Authorization for the Chief Executive Officer to authorize design in support of the South Satellite Concession Project at Seattle-Tacoma International Airport (Airport). This authorization is for \$350,000 of a total estimated project cost of \$2,199,000 (CIP # C800412).**

Request documents: Commission agenda [memorandum](#) dated February 22, 2011, from Wayne Grotheer, Director, Aviation Project Management Group and James Schone, Director, Aviation Business Development. Also provided was a [map](#) of the location and a computer slide [presentation](#).

- c. **Authorization for up to \$145,000 to meet the costs of the Century Agenda, including \$20,000 for a part-time intern to assist with organization and logistics, and \$30,000 to \$40,000 for audio-visual taping services. The funds will be taken from the Commission's contingency funds.**

Request document: Commission agenda [memorandum](#) dated March 3, 2011, from Tom Barnard, Research and Policy Analyst and Geri Poor, Regional Transportation Manager.

**Motion for approval of consent items 5a – 5c - Albro**

**Second – Creighton**

**Motion carried by the following vote:**

**In Favor: Albro, Bryant, Creighton, Tarleton (4)**

Commissioner Holland was absent for the vote.

6. DIVISION, CORPORATE AND COMMISSION ACTION ITEMS

- a. (00:02:34) Authorization for the Chief Executive Officer to (1) amend outside professional services agreement with Kimley-Horn and Associates from \$304,968 up to a total of \$642,000 for support during installation, inspection, testing and commissioning services; (2) perform contract administration; and (3) execute a purchase contract for a new Parking Revenue Control System (PRCS) at Seattle-Tacoma International Airport (Airport). Total value of this request is \$9,317,000, bringing the total authorized amount to \$9,777,000. Staff determined this project is not a public works construction project. In accordance with RCW 53.19.060, this memorandum constitutes notification to the Commission that the amended amount of this contract exceeds 50% of the original not to exceed contract value (CIP # C800253).

Request document: Commission agenda memorandum dated March 2, 2011 from Michael Ehl, Director, Airport Operations and George England, Program Leader, Aviation Capital Improvement Project. ***A corrected copy of the [memorandum](#) with the correct value for the State and Local Sales Tax was subsequently substituted on the agenda.***

Presenters: Mr. England and Paul Grace, Senior Manager, Airport Operations

Mr. England stated that the Kimley-Horn amendment is for approximately \$337,000, which includes bidding, manufacturing and installation support during the procurement process. There is an increase for additional security protocol support during installation, which developed out of the design phase. Mr. England noted that the original authorization was only for the design portion of contract even though the full scope had already been negotiated. The authorization also serves to meet the requirements of Resolution No. 3605 and the State's required over notification when a contract is amended and exceeds 50 percent of its original value.

The original parking system, which was installed over 10 years ago, controls payment structures, processes transactions, and accepts and processes payments. It is outdated and does not meet the security standards for the banking and credit card industry. The plan was presented to American Express and there are future plans to meet with other banks in the industry. Mr. England stated that this authorization demonstrates to the banking industry that the Port of Seattle has a serious commitment to compliance. The current project schedule would have installation completed no later than March 2012.

Mr. Grace expanded on Mr. England's comments, stating that the current system was innovative when it was initially installed, but it lacks internal flexibility and is expensive to maintain. He explained that the new system will be more flexible in rate setting allowing for demand pricing and weekend rates for special events, and will also be help in the marketing of the parking garage. In addition the new system will be more flexible when compiling reports, making it easier to tell where business is growing and where it is stagnant. The new system will be RFID capable, which will allow the system to link to programs such as the Good-to-Go tolling system.

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The new system will use current conduits and communication and data lines, which will help save on cost and reduce the environmental impact. There will also be fewer pay on foot machines, so there will be less required maintenance, power, and paper stock requirements.

***Mr. England pointed out a correction to the memorandum that the correct value of the state and local taxes is \$730,000 as opposed to \$730.***

In response to Commissioner Albro's question regarding the execution of the design portion of the contract Mr. England responded that it was important to get further into the design to have assurances about the remaining part of the scope, which is important for design team when putting together the technical package. The need for additional funds comes from the more involved security support to meet the banking industry standards.

**Motion for approval of Item 6a – Albro**

**Second – Tarleton**

**Motion carried by the following vote:**

**In Favor: Albro, Bryant, Creighton, Tarleton**

Commissioner Holland was absent for the vote

**b. (00:15:27) The Port Commission Regular Meeting was recessed to the [Annual Meeting](#) of the Industrial Development Corporation and reconvened at 1:59 p.m.**

**7. STAFF BRIEFING**

**a. (00:54:55) Capital Improvement Projects Report for the Fourth Quarter 2010.**

Presentation documents: Commission agenda [memorandum](#) from Ralph Graves, Managing Director, Capital Development Division. Also provided was the Fourth Quarter 2010 Capital Improvement Projects [Report](#) and computer slide [presentation](#).

Presenter: Mr. Graves

Mr. Graves stated that there are relatively few changes related in status. In the Aviation Division the project variances are due to changes in the scope of the projects, which he discussed in some detail. The Seaport and the Real Estate had no change from the previous briefing.

Several Information Communications and Technology (ICT) projects are behind schedule, which is typical of ICT Projects. One delayed ICT project is the contractor roster and bid management system, Mr. Graves explained the delay was due to a need more features than originally anticipated.

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In response to Commissioner Tarleton's question, Mr. Graves stated that the 2007 audit focused on certain parts the roster of potential consultants and small works contractors, which is part of the project. Mr. Graves assured Commissioner Tarleton that the new system will be accessible to bidders so they can figure out how to get registered, how to be on the roster, and how to analyze the status of potential bid opportunities.

Commissioner Albro thanked Mr. Graves for the report and stated the report's summary quickly helps a commissioner key into areas of interest, the format works very well and it is appreciated.

Commissioner Tarleton asked if it would be possible to add the name of the companies that are performing the work on the projects. Mr. Graves said that would be possible, but he would like to think about it before committing to it. Commissioner Tarleton explained that she thought increasing the visibility into the broad number of companies at every level that are working on the Port's 85 capital projects including their subcontractor teams would be a revelation to many people. She went further to say that, when a company is deciding whether or not to break into a market place, it is helpful to see who the competitors are. It is possible the company may be winning against them in another market or it may encourage more companies to bid. Mr. Graves pointed out that the information is available in the list of active contracts, but agreed that it is not readily accessible.

**b. (01:04:25) Century Agenda Committee Monthly Briefing.**

Presentation documents: Commission agenda [memorandum](#) from Tom Barnard, Research and Policy Analyst and Geri Poor, Regional Transportation Manager. Also provided was the [Century Agenda: Expert Panels' Recommended Guiding Principles](#) dated August 4, 2009 and a computer slide [presentation](#).

Presenters: Mr. Barnard and Ms. Poor

Mr. Barnard provided a brief overview of progress made since Century Agenda Committee was formed. There will be regular scheduled roundtables the second Tuesday of each month. Roundtables will be composed of members of the public, Port staff and in some cases experts from outside of our region. The six topics are creating economic opportunity; growing trade and moving freight; air cargo travel and tourism; putting real estate assets to work; achieving community values including environmental programs; and the funding panel.

Mr. Barnard gave a summary of the process. Commissioner Albro explained that the intention is to use the committee as a working body to do the leg work on pulling together strategic objectives. Commissioner Albro noted that the roundtables are noticed meetings to maximize involvement from Commission and the public. Mr. Barnard noted that the Century Agenda Committee will be using various public forums to obtain feedback from the public.

In response to Commissioner Albro's question regarding the "givens," Mr. Barnard responded the three "givens" are:

- [Airport](#): The existing three runways at Sea-Tac Airport are assumed as a maximum.

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- Seaport: Port of Seattle will continue to be a major international port for containers, cargo, fishing & cruise, and the Pacific North West will continue to be a major trade gateway. The on-dock container terminals will develop primarily through investments within the current property footprint.
- Funding Strategy: Over the next 25 years, the tax levy is an important funding mechanism for strategic opportunities which cannot be financed otherwise.

Commissioner Bryant clarified that the tax levy is not just for strategic opportunities but also intended for environmental and transportation requirements.

**8. NEW BUSINESS**

**(01:12:44)** Commissioner Tarleton stated that there will be a sign up and information booth on March 13 for the "Get to Know Your Port by Bike Rally," which is on June 5 and is part of the Centennial celebration. The team has come up with a poster for the bike rally, which will be used on coasters and other items. Rob Walgren has additional information about the rally.

**(01:13:45)** Commissioner Bryant announced that the March 22, 2011, meeting will be cancelled. There will be a special meeting on March 29, 2011, at 10:30 a.m. at P69 in Commission Chambers. The Commission will hold a roundtable discussion on freight mobility, freight corridors and the City of Seattle's transportation system.

**9. POLICY ROUNDTABLE**

None.

**10. ADJOURNMENT**

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

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

John Creighton  
Secretary