



# COMMISSION REGULAR MEETING AGENDA

## Port of Seattle Commission

Tom Albro  
Bill Bryant  
John Creighton  
Rob Holland  
Gael Tarleton

## Chief Executive Officer

Tay Yoshitani

## Web site:

[www.portseattle.org](http://www.portseattle.org)

## E-mail:

[Commission-public-records@portseattle.org](mailto:Commission-public-records@portseattle.org)

Port Commission:  
(206) 787-3034

Meeting and Agenda  
Information:  
(206) 787-3210

**Port of Seattle:**  
*Creating Economic  
Vitality Here*

## Business Strategies:

- Ensure Airport and Seaport Vitality
- Develop New Business and Economic Opportunities for the Region and the Port
- Enhance Public Understanding and Support of the Port's Role in the Region
- Be a Catalyst for Regional Transportation Solutions
- Be a Leader in Transportation Security
- Exhibit Environmental Stewardship through our Actions
- Be a High-Performance Organization

Port of Seattle  
Commission Chambers  
Pier 69, 2711 Alaskan Way  
Seattle, Washington 98111

## REGULAR MEETING

**Date: December 11, 2012**

## ORDER OF BUSINESS

- 12:00 noon 1. Call to Order  
Recess to:
2. Executive Session, if necessary\*
- 1:00 p.m. Call to Order or reconvene to Open Public Session
3. Approval of Minutes
4. Special Order of Business
5. Unanimous Consent Calendar\*\*
6. Division, Corporate and Commission Action Items
7. Staff Briefings
8. New Business
9. Policy Roundtables
10. Adjournment

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. EXECUTIVE SESSION\* - Pursuant to RCW 42.30.110, if necessary.

### 3. APPROVAL OF MINUTES

None.

### 4. SPECIAL ORDER OF BUSINESS

None.

### 5. UNANIMOUS CONSENT CALENDAR\*\*

**Notice:** *There will be no separate discussion of Consent Calendar items as they are considered routine by the Port of Seattle Commission and will be adopted by one motion. If a Commissioner or a member of the public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.*

- Approval of the Claims and Obligations for the Period of November 1, 2012, through November 30, 2012, in the amount of \$35,414,168.88. ([memo enclosed](#))
- Approval to increase the project budget authorization by \$60,000 for the Pier 66 Bell Street Sky Bridge Repainting Deferred Maintenance project for a new total project budget of \$500,000. ([memo enclosed](#))
- Authorization for the Chief Executive Officer to execute a series of Indefinite Delivery, Indefinite Quantity - ICT Master Service Agreements to hire temporary information technology contractors as needed to support systems, projects, and services for an amount not to exceed \$6 million, with contract ordering period not to exceed five years. No funding is associated with this request. ([memo enclosed](#))

\* An Executive Session may be held at any time after the convening time, if necessary.

\*\* Unless otherwise requested by a Port Commissioner, all items under the Unanimous Consent Calendar will be considered as a single item.

\*\*\* Cellular telephones and pagers should be off or on vibrate mode during the Public Session.

**5. UNANIMOUS CONSENT CALENDAR Continued**

- d. Authorization for the Chief Executive Office to execute up to 13 indefinite delivery, indefinite quantity service agreements for services related to construction management, scheduling, estimating, auditing, claims analysis, and safety monitoring in support of Aviation, Seaport, and Real Estate Division construction projects in an amount not to exceed \$8,100,000, with an ordering period of three years. No funding is associated with this authorization request. ([memo enclosed](#))
- e. Authorization for the Chief Executive Officer to: (1) authorize \$14,018,890 of tenant reimbursement budget associated with the design and construction of the Zone 2 ticket counter pushback, ramp offices and United Club in support of the United Airlines (United) tenant project; (2) execute a tenant reimbursement agreement with United for this purpose under the Airport's AV-2 Policy; and (3) authorize an additional \$2,028,500 for tenant project support. The total estimated Port cost of this project is \$16,047,390 (CIP #C800491). ([memo enclosed](#))
- f. Authorization for the Chief Executive Officer to: (1) increase scope and budget for International Window Wall Ticket Counters (C899490) by \$785,000 for changed location of bag belt and to add self-service bag drop system; (2) increase scope and budget for Baggage System Renovation – Airline Realignment (C800382) by \$2,011,000 to add connections to both the C60 and C61 baggage systems; (3) advertise and execute a construction contract for the International Ticket Lobby Window Wall Ticket Counters and Bag Belt project at Seattle-Tacoma International Airport; and (4) utilize Port crews. The total amount of this request is \$5,246,000. The total projected cost for both projects is \$11,656,000. ([memo and PowerPoint enclosed](#))
- g. Authorization for the Chief Executive Officer to (1) reduce the scope of the Miscellaneous Building Improvements project that is part of the Airline Realignment program at Seattle-Tacoma International Airport; (2) execute a contract estimated at \$220,000 for purchase of equipment; and (3) use Port crews for project construction. No additional funding is requested with this authorization (CIP #C800475). ([memo enclosed](#))
- h. Authorization for the Chief Executive Officer to proceed with design of the Long-Term Cell Phone Lot project in the amount of \$408,000. The total project cost is \$1,768,000 (CIP #C800324). ([memo with attachment enclosed](#))
- i. Authorization for the Chief Executive Officer to: (1) proceed with design and construction; (2) use Port crews; and (3) competitively procure portals for the Known Crew Member and Employee Bypass project at Seattle-Tacoma International Airport in the amount of \$630,000 for a combined project cost of \$650,000. This request is time-sensitive and seeks a single Commission authorization for design and construction in order to expedite project completion in a timely manner (CIP #C800576). ([memo enclosed](#))

**PUBLIC TESTIMONY:** The Commission will take public testimony at this time consistent with the procedures noted at the bottom of this agenda.

**6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS**

- a. Authorization for the Chief Executive Officer to execute the 13<sup>th</sup> amendment to the lease for Terminal 46 with Total Terminals, Inc., substantially as drafted in the attached amendment. ([memo and amendment enclosed](#))
- b. Request the Port of Seattle Commission to approve the Audit Committee Charter and the Internal Audit Department Charter. ([memo, Internal Audit Department Charter, and Audit Committee Charter enclosed](#))
- c. Authorization for the Chief Executive Officer to enter into a five-year contract with the Young Women's Christian Association of King County from January 1, 2013, through December 31, 2017, with an option to renew for one five-year period at the discretion of the Port to perform management and operation of the Airport Lost and Found for an estimated total cost, if both options are exercised, of \$2,992,500. ([memo, attachment A, and attachment B enclosed](#))
- d. Authorization for the Chief Executive Officer to prepare full design documents for the Vertical Conveyance Modernization Project, Aero Phase 2 Project at Seattle-Tacoma International Airport in an amount not to exceed \$2,796,000. The total project cost is \$19,223,000 (CIP #C800375). ([memo, PowerPoint 1, and PowerPoint 2 enclosed, video available upon request](#))
- e. Authorization for the Chief Executive Officer to: (1) increase the scope of the Vertical Conveyance Modernization, Aero Phase I Project at the Seattle-Tacoma International Airport to add two new elevators at the South Satellite and relocate the South Satellite Transportation Security Administration (TSA) Passenger Checkpoint; (2) increase the total project budget by \$5,793,000 from \$11,120,000 to \$16,913,000; (3) prepare design and bid documents, and execute construction contracts for relocation of the TSA Checkpoint and (4) prepare design documents for the two added elevators in an amount not to exceed \$1,625,000 for items (3) and (4) (CIP #C800251). ([memo and PowerPoint enclosed](#))

**7. STAFF BRIEFINGS**

- a. Duwamish TMA Sponsorship Briefing. ([memo and PowerPoint enclosed](#))

**8. NEW BUSINESS**

- a. Port of Seattle Commission President Resignation and Election of an interim President of the Port of Seattle Commission.

**9. POLICY ROUNDTABLE**

None.

**10. ADJOURNMENT****PUBLIC TESTIMONY PROCEDURES**

The Port Commission will take public testimony after the unanimous consent agenda before considering action items or staff briefings, under new business, or during a public hearing. Any person wishing to speak must sign up to testify, identify the specific agenda item or topic they are addressing, and indicate whether they support or oppose the item. Public testimony will normally be limited to two minutes for individuals and representatives of organizations and is at the discretion of the Chair. In the interest of time, the Chair may limit the number of persons speaking on any topic, may further limit the time allotted to each person, or may limit testimony to those with new information to present. Written comments for any agenda item may be submitted to Commission Records staff at any time during the meeting for distribution to Commissioners and inclusion in the meeting record. The Port Commission does not engage in dialogue with testifiers during public meetings; however, questions or requests for information or documents may be made separately from the public meeting. All testimony is digitally recorded and made available via the Port's website and becomes a public record subject to disclosure under Washington's Public Records Act (RCW 42.56). The identity of each testifier will be noted in the minutes of the public meeting.