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**APPROVED MINUTES  
COMMISSION REGULAR MEETING APRIL 28, 2015**

The Port of Seattle Commission met in a regular meeting Tuesday, April 28, 2015, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Bryant, and Gregoire were present. Commissioners Albro and Creighton were excused to attend to other Port business.

**1. CALL TO ORDER**

The meeting was called to order at 1:06 p.m. by Commission Co-President Stephanie Bowman.

**2. EXECUTIVE SESSION pursuant to RCW 42.30.110 – None.**

**PLEDGE OF ALLEGIANCE**

*A recording of this part of the meeting has been made available [online](#).*

**3. SPECIAL ORDERS OF BUSINESS**

**3a. Recognize the 2014 Seattle-Tacoma International Airport Green Gateway Environmental Excellence Award Winner.**

Presentation document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).

Presenter(s): Leslie Stanton, Manager, Environmental Programs, Aviation Environmental Programs, and Jeremy Webb, Environmental Program Manager, Aviation Environmental Programs.

The recipient of the Airport's Green Gateway Environmental Excellence Award was introduced. HMS Host received this award for their leadership in reducing waste and energy consumption at the Airport and in food-bank donations. Present and representing HMS Host were Bruce Fish, Vice President, Operations; Eric Waldon, Senior Director of Operations; and Chris Keaton, Assistant Director of Operations.

*A recording of this part of the meeting has been made available [online](#).*

**4. UNANIMOUS CONSENT CALENDAR**

*[Clerk's Note: Items on the Unanimous Consent Calendar are considered routine and are not individually discussed. Port Commissioners receive the request documents prior to the meeting and may remove items from the Consent Calendar for separate discussion and vote in accordance with Commission bylaws.]*

- 4a. Approval of the minutes of the regular meeting of October 14, 2014.
- 4b. Authorization for the Chief Executive Officer to execute up to two professional services indefinite delivery, indefinite quantity contracts for Roofing Inspection and Design support services totaling no more than \$1,200,000 with a three-year contract ordering period. No funding is associated with this authorization.

Request document(s) included a Commission agenda [memorandum](#).

- 4c. Authorization for the Chief Executive Officer to execute a contract for Heating, Ventilation and Air Conditioning (HVAC) Maintenance Services for equipment at the Port of Seattle waterfront properties. The estimated cost of this contract is \$600,000 and the contract will be for two years.

Request document(s) included a Commission agenda [memorandum](#).

- 4d. Authorization for the Chief Executive Officer to (1) authorize Port staff to proceed with the Maximo Upgrade project and (2) authorize the procurement of required hardware, software, and vendor services for a total project cost not to exceed \$1,000,000.

Request document(s) included a Commission agenda [memorandum](#).

- 4e. Authorization for the Chief Executive Officer to restate and amend the Real Estate Purchase and Sale Agreement with the City of Woodinville to incorporate the portion of the Eastside Rail Corridor previously included as a separate transaction in the Ancillary Property Purchase and Sale Agreement.

Request document(s) included a Commission agenda [memorandum](#) and amended purchase and sale [agreement](#).

- 4f. [Motion](#) of the Port of Seattle Commission to clarify the obligation date of minimum wage and total compensation policies under Resolution No. 3694.

Request document(s) included the full text of the motion.

- 4g. Authorization for the Chief Executive Officer to execute service agreements and conduct studies, cost estimates, design, and prepare construction documents for the North Terminals Utilities Upgrade project at Seattle-Tacoma International Airport. This request is for \$2.0 million of an estimated total project cost of \$9.95 million.

Request document(s) included a Commission agenda [memorandum](#).

- 4h. Authorization for the Chief Executive Officer to approve and execute a construction change order for 2015 Apron Panel Replacement (CIP #C102573) to be included in the Runway 16C/34C Reconstruction (CIP #C800406) or alternatively to advertise and execute a construction contract, at the discretion of the Chief Executive Officer, based on efficiency and cost-effectiveness. This authorization is for \$1,561,000 and the cost for the complete project is \$1,761,000.

Request document(s) included a Commission agenda [memorandum](#) and airfield [diagram](#).

- 4i. Authorization for the Chief Executive Officer to execute a service agreement for three years, four months, with seven possible one-year extensions to a maximum duration of 10 years, 4 months, to provide Flexible Spending Account and Health Savings Account administration services to the Port. The service agreement will have an estimated total value of \$650,000.**

Request document(s) included a Commission agenda [memorandum](#).

**The motion for approval of consent items 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, and 4i carried by the following vote:**

**In favor: Bowman, Bryant, Gregoire (3)**

**Absent for the vote: Albro, Creighton**

*A recording of this part of the meeting has been made available [online](#).*

## **5. PUBLIC TESTIMONY**

Public comment was received from the following individual(s):

- Michael Foster, Plant for the Planet, in opposition to the Port's lease with Foss Maritime for interim use of Terminal 5.
- Zarna Joshi, Seattle, in opposition to the Port's lease with Foss Maritime for interim use of Terminal 5 and amendment of the CEO's relocation agreement passed on April 14.
- Goodspaceguy, King County, regarding his opposition to the minimum wage.
- Charles Conatzer, Seattle, regarding climate change, personal biases, and financial influence.

*A recording of this part of the meeting has been made available [online](#).*

## **RECESSED AND RECONVENED**

The meeting was recessed at 1:38 p.m. and reconvened at 1:42 p.m., chaired by Commissioner Bowman.

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

- 6a. Second Reading and Final Passage of Resolution No. 3706: A Resolution of the Port Commission of the Port of Seattle declaring certain personal property, Backscatter X-Ray vans and trailers, surplus and no longer needed for port district purposes and authorizing its disposal.**

Request document(s) included a Commission agenda [memorandum](#) and draft [resolution](#).

Presenter(s): Anne Purcell, Senior Port Counsel.

The motion for Second Reading and Final Passage of Resolution No. 3706 carried by the following vote:

In favor: Bowman, Bryant, Gregoire (3)

Absent for the vote: Albro, Creighton

*A recording of this part of the meeting has been made available [online](#).*

**6b. Second Reading and Final Passage of Resolution No. 3707: A Resolution of the Port Commission of the Port of Seattle declaring surplus and no longer needed for port district purposes certain real property located at approximately 26th Avenue South and South 204th Street in the City of SeaTac, Washington, and authorizing the Chief Executive Officer to execute all documents necessary to transfer title of the surplus property to the City of SeaTac for use in its Connecting 28th/24th Avenue South Project. Request authorization for the Chief Executive Officer to execute all documents necessary to grant Midway Sewer District a 15-foot wide permanent easement.**

Request document(s) included a Commission agenda [memorandum](#), draft [resolution](#), and presentation [slides](#).

Presenter(s): Allan Royal, Real Estate Development Manager, Real Estate Development & Planning Administration.

The motion for Second Reading and [Final Passage of Resolution No. 3707](#) carried by the following vote:

In favor: Bowman, Bryant, Gregoire (3)

Absent for the vote: Albro, Creighton

*A recording of this part of the meeting has been made available [online](#).*

**6c. First Reading and Public Hearing of Resolution No. 3708: A resolution of the Port Commission of the Port of Seattle, (i) amending Unit 20 of the Comprehensive Scheme of Harbor Improvements of the Port of Seattle by declaring certain real property surplus and no longer needed for Port of Seattle district purposes, deleting it from the Comprehensive Scheme, and authorizing the Chief Executive Officer to execute all documents necessary to transfer title of the property to the State of Washington Department of Transportation; and (ii) further amending Unit 20 of the Comprehensive Scheme to add certain real property conveyed to the Port by the State of Washington Department of Transportation.**

Request document(s) included a Commission agenda [memorandum](#), draft [resolution](#), presentation [slides](#), Terminal 46 [site plan](#), Atlantic Street to King Street [quit claim deed](#) and airspace [quit claim deed](#) to WSDOT, Atlantic Street to Dearborn Street [right of first refusal](#), Atlantic Street to King Street [quit claim deed](#) to the Port, and [real property settlement agreement](#).

Presenter(s): Mike Campagnaro, Manager, Seaport Leasing and Industrial Properties.

**PUBLIC HEARING on Resolution No. 3708**

With a motion and second on the floor for First Reading of Resolution No. 3708, Commissioner Bowman declared the public hearing on the resolution open. There was no public comment offered at this time, and the public hearing was closed. The question recurred on the motion for First Reading of Resolution No. 3708.

**The motion for First Reading of Resolution No. 3708 carried by the following vote:**

**In favor: Bowman, Bryant, Gregoire (3)**

**Absent for the vote: Albro, Creighton**

*A recording of this part of the meeting has been made available [online](#).*

*Without objection, the Commission advanced to consideration of –*

**7. STAFF BRIEFINGS**

*– and proceeded to consideration of the following agenda item –*

**7b. 2015 Q1 Update Briefing on the International Arrivals Facility.**

Presentation document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).

Presenter(s): David Brush, International Arrivals Facility Program Leader.

A status update on the International Arrivals Facility was presented. The need for additional international flight capacity was summarized and financial metrics were reviewed. A breakdown of how the program estimate of \$608 million would be allocated based on current information was provided and future Commission decision points were noted.

Commissioners requested clarification of the timeline for development of budget estimates and funding plans.

*A recording of this part of the meeting has been made available [online](#).*

*Following consideration of agenda item 7b, the Commission returned to consideration of –*

**6d. Authorization for the Chief Executive Officer to execute a lease agreement with SEATAC VENTURES 2010 LLC, as Landlord, for IAF Program Management Office Space near Seattle-Tacoma International Airport for four years for an estimated cost of \$1,995,285. Funding for this lease is included in the overall IAF program budget and authorization.**

Request document(s) included a Commission agenda [memorandum](#).

Presenter(s): Ralph Graves, Managing Director, Capital Development, and Joe McWilliams, Managing Director, Real Estate.

The motion for approval of agenda item 6d carried by the following vote:

**In favor: Bowman, Bryant, Gregoire (3)**

**Absent for the vote: Albro, Creighton**

*A recording of this part of the meeting has been made available [online](#).*

**6e. Authorization for the Chief Executive Officer to execute a service agreement for commissioning services (including third-party verification services to satisfy LEED requirements), with an approximate value of \$2 million, for the International Arrivals Facility at Seattle-Tacoma International Airport. No funding is associated with this request.**

Request document(s) included a Commission agenda [memorandum](#).

Presenter(s): David Soike, Director, Aviation Facilities and Capital Program, and David Brush, International Arrivals Facility Program Leader.

The motion for approval of agenda item 6e carried by the following vote:

**In favor: Bowman, Bryant, Gregoire (3)**

**Absent for the vote: Albro, Creighton**

*A recording of this part of the meeting has been made available [online](#).*

**6f. Authorization for the Chief Executive Officer to execute a contract for security services to be performed at Terminal 5 ranging from approximately \$400,000-\$600,000 annually with a five year estimated value of \$3,000,000. The initial contract will be competitively bid and will be executed for a one year term with (4) four annual renewal options at the discretion of the Port for a maximum term of five (5) years (through April 30, 2020).**

Request document(s) included a Commission agenda [memorandum](#).

Presenter(s): Russ Read, Seaport Security Program Manager.

The motion for approval of agenda item 6f carried by the following vote:

**In favor: Bowman, Bryant, Gregoire (3)**

**Absent for the vote: Albro, Creighton**

*A recording of this part of the meeting has been made available [online](#).*

## **7. STAFF BRIEFINGS**

**7a. Sustainable Airport Master Plan (SAMP) Planning Update.**

Presentation document(s) included a Commission agenda [memorandum](#) and revised presentation [slides](#).

Presenter(s): Elizabeth Leavitt, Director, Aviation Planning & Environmental Services, and Clare Gallagher, State Government Relations Manager.

The Commission received a presentation on the status of planning for the Sustainable Airport Master Plan (SAMP). Ongoing community outreach, completion of forecasting analysis, airfield capacity, upcoming airfield modeling, and considerations for gate expansion were included.

Commissioners requested clarification on specific modeling configurations and passenger growth projections and provided direction on public outreach, especially to neighboring communities, and incorporation of mass transit.

*A recording of this part of the meeting has been made available [online](#).*

### **RECESSED AND RECONVENED**

The meeting was recessed at 2:50 p.m. and reconvened at 2:54 p.m., chaired by Commissioner Bowman.

*Agenda item 7b was considered previously, and the Commission advanced to consideration of –*

#### **7c. 2015 First Quarter Update on the Airport's NorthSTAR Program.**

Presentation document(s) included a Commission agenda [memorandum](#) and presentation [slides](#).  
*[Clerk's Note: it was reported that despite information published in the presentation to the contrary, the North Satellite Refurbish Baggage System project is on schedule.]*

Presenter(s): George England, Capital Program Leader, Aviation Project Management Group, and David Soike, Director, Aviation Facility and Capital Programs.

The update on the status of the NorthSTAR program included budget and schedule status, program management restructuring, and status of progress on performance measures.

Commissioners inquired about the timing of majority-in-interest ballot and offered direction on other aspects of the project.

*A recording of this part of the meeting has been made available [online](#).*

#### **7d. 2015 Intermediate Lien Revenue and Refunding Bonds.**

Presentation document(s) included a Commission agenda [memorandum](#).

Presenter(s): Elizabeth Morrison, Director, Corporate Finance, Finance & Budget.

There was a presentation on an anticipated bond issue to refund \$319 million for debt service savings on bonds originally issued in 2005 and provide funding for approximately \$300 million in Airport projects.

Commissioners provided direction on raising awareness early for the Commission regarding future bond issues.

*A recording of this part of the meeting has been made available [online](#).*

**8. ADDITIONAL NEW BUSINESS**

**8a. ANNOUNCEMENT – Workplace Injury Rate.**

CEO Ted Fick announced a reduction in workplace injuries by 41 percent in the first quarter.

*A recording of this part of the meeting has been made available [online](#).*

**8b. ANNOUNCEMENT – Plant for the Planet Event.**

Commissioner Gregoire commented on her participation in an event at the Duwamish Longhouse hosted by Plant for the Planet, an organization focused on children’s planting of trees around the world.

*A recording of this part of the meeting has been made available [online](#).*

**9. ADJOURNMENT**

There was no further business, and the meeting adjourned at 3:12 p.m.

Tom Albro  
Secretary

Minutes approved: October 27, 2015.