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APPROVED MINUTES COMMISSION REGULAR MEETING MAY 22, 2018

The Port of Seattle Commission met in a regular meeting Tuesday, May 22, 2018, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present.

1. CALL to ORDER

Pursuant to Article IV, Section 8, of the Commission Bylaws, the meeting convened at 11:05 a.m. to conduct an executive session.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The notice posted during the executive session included one matter relating to performance of a public employee, one matter related to legal risk, and one matter related to legal risk and performance of a publicly bid contract. The time for reconvening was posted as 12:00 noon, in accordance with commission bylaws and the public meeting notice previously published. Following the executive session, which lasted approximately 60 minutes, the public meeting reconvened at 12:11 p.m. Commissioner Gregoire led the flag salute.

3. APPROVAL OF THE AGENDA

Without objection, the preliminary agenda was revised to lay on the table item 9c.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Steve Metruck previewed items on the day's agenda and made announcements.

5. PUBLIC COMMENT

Without objection, the time allocated to overall public comment was extended to 1:15 p.m. Comment was received from the following individual(s):

- Joshua Welter, Teamsters Local 117, regarding airport taxis.
- Harinder Singh, taxi driver, regarding airport taxis.
- Simranjit Dhaliwal, taxi driver, regarding airport taxis.
- Fitaber Gudina, taxi driver, regarding airport taxis.
- Suldan Mohamed, taxi driver, regarding airport taxis.
- Worku Belayneh, taxi driver, regarding airport taxis.
- Bachitter Singh, taxi driver, regarding airport taxis.
- Walelegn Tesfaye, Eastside for Hire, regarding airport taxis.

- Daljit S. Kahlon, taxi driver, regarding airport taxis.
- Samuel Mengesha, Eastside for Hire, regarding airport taxis.
- Abas Ahmer, Eastside for Hire, regarding airport taxis.
- Abdirahman Esmayeel, taxi driver, regarding airport taxis.
- Begashaw Woldemeskel, taxi driver, regarding airport taxis.
- Nega Wondimagegn, taxi driver, regarding airport taxis.
- Steve Edmiston, regarding impacts to airport communities. Mr. Edmiston submitted written materials, which are attached as minutes [Exhibit A](#).
- Dana Hollaway, Quiet Skies Puget Sound, regarding the Sustainable Airport Master Plan.
- J.C. Harris, Des Moines, regarding impacts to airport communities.
- Bushira Ouner, taxi driver, regarding airport taxis.
- Eskinder Yirgu, taxi driver, regarding airport taxis.

Commissioner Gregoire announced the availability of a statement by the port on the Eastside for Hire fleet reduction proposal, which is attached as minutes [Exhibit B](#).

6. UNANIMOUS CONSENT CALENDAR

[Clerk's Note: Items on the Unanimous Consent Calendar are not individually discussed. Commissioners may remove items for separate discussion and vote when approving the agenda.]

- 6a. Approval of the minutes of the regular meeting of November 28 and the special meeting of December 14, 2017.**
- 6b. Adoption of Resolution No. 3747: A resolution of the Port of Seattle Commission establishing a Welcoming Port Policy Directive on increased engagement with, and support for, immigrant and refugee communities.**

Request document(s) included an [agenda memorandum](#) and draft resolution. The adopted version of [Resolution No. 3747](#) is attached.

- 6c. Adoption of Resolution 3748: A resolution of the Port Commission of the Port of Seattle restating the Port of Seattle Statement of Investment Policy; repealing Resolution No. 3663 in its entirety; and adopting the State Treasurer's Resolution Authorizing Investment of the Port of Seattle's Monies in the Local Government Investment Pool.**

Request document(s) included an [agenda memorandum](#), draft resolution, [Exhibit A](#), and [Exhibit B](#). The adopted version of [Resolution No. 3748](#) is attached.

- 6d. Adoption of Resolution No. 3749: A resolution of the Port Commission of the Port of Seattle authorizing the issuance and sale of intermediate lien revenue bonds in one or more series in the aggregate principal amount of not to exceed \$700,000,000, for the purpose of financing or refinancing capital improvements to aviation facilities; setting forth certain bond terms and covenants; and delegating authority to approve final terms and conditions and the sale of the bonds.**

Request document(s) included an [agenda memorandum](#) and draft resolution. The adopted version of [Resolution No. 3749](#) is attached.

- 6e. Authorization for the Executive Director to execute a proposed settlement agreement with Great American Insurance Company to resolve remaining claims relating to defense costs for environmental investigation and cleanup incurred through December 31, 2014.**

Request document(s) included an [agenda memorandum](#) and [settlement agreement](#).

- 6f. Authorization for the Executive Director to (1) complete design of the Concourse C Ramp Space Renovation project at Seattle-Tacoma International Airport; (2) advertise and execute a major public works contract for the renovation project; (3) proceed with construction; and (4) use Port crews to complete the work. This single authorization is for \$1,939,000 of a total estimated project cost of \$2,100,000. (CIP #C800986).**

Request document(s) included an [agenda memorandum](#) and [presentation slides](#).

- 6g. Authorization for international travel in May and June 2018 to British Columbia.**

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

The motion for approval of consent items 6a, 6b, 6c, 6d, 6e, 6f, and 6g carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

7. SPECIAL ORDERS OF BUSINESS

7a. 2018 Special Olympics USA Games Seattle.

Presentation document(s) included an [agenda memorandum](#), [presentation slides](#), and short videos that are available upon request. Supplemental materials about the Special Olympics were provided at the time of the presentation and are attached as minutes [Exhibit C](#).

Presenter(s): Daniel Zenk, Senior Manager, Airport Operations; Sally del Fierro, Director, Community Engagement; Beth Knox, President and CEO, Special Olympics USA Games; and 2018 Special Olympics Athlete Tim Dempsey, Swimmer.

Mr. Dempsey described his participation in the Special Olympics, including the events in which he competes and his leadership outreach to youth in area schools. Ms. Knox described the purpose and extent of the Special Olympics and presented two short videos to highlight the transformative effect of the games on the athletes who participate. The 2018 games are being held in Seattle, and preparations at Seattle-Tacoma International Airport in anticipation of the games were summarized. Commissioners commented on Special-Olympics-related logistics at the airport and expressed their appreciation to athletes and their families.

8. AUTHORIZATIONS AND FINAL ACTIONS

8a. Adoption of Motion 2018-08: A motion of the Port of Seattle Commission to develop a Seattle-Tacoma International Airport gender-inclusive restroom plan.

Request document(s) included a draft motion. The adopted version of [Motion 2018-08](#) is attached.

Presenter(s): Aaron Pritchard, Commission Policy Manager; Heather Karch, Architect, Aviation Facilities & Infrastructure; and Beth Britz, Aviation Maintenance, Capital Projects Liaison.

The background for the motion was described, signage and wayfinding considerations were discussed, and the relationship of proposals for gender-inclusive restrooms to building code requirements were clarified. Commissioner Bowman pointed out that considerable work had been done previously on the subject of gender-inclusive restrooms for the port and provided written materials, which are attached as minutes [Exhibit D](#).

The text of the motion reads as follows:

The commission hereby directs port staff to develop a plan to ensure that all existing and future single-occupant restrooms at Seattle-Tacoma International Airport (Sea-Tac), beyond meeting the requirements set by the Washington State Building Code (WSBC), are designated for use by any person, regardless of sex or gender identity,¹ and that appropriate signage is used to indicate this fact. The plan will be due to commission by September 30, 2018.

A temporary port working group shall be established to develop recommendations on future restroom design and gender-inclusive signage. The working group will produce a final report that includes recommended design and signage, timelines, costs, alternatives, and implications considered. The working group will include, but not be limited to, representatives from the following: the Aviation team such as Aviation Operations, Capital Programs, Aviation Project Management Group, Aviation Facilities and Infrastructure, Airport Building Department, and Aviation Customer Service Department; Development and Diversity Council; Capital Development; Public Affairs; and Employee Resource Groups. The working group shall also seek input from community stakeholders.

In addition, the commission directs port staff to explore whether this requirement can be applied to all existing and future single-occupant restrooms at all port facilities and be referred to a commission committee for future policy development consideration.

The motion for adoption of Motion 2018-08 (agenda item 8a) carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

Agenda item 8b was removed from the agenda prior to publication.

8c. Authorization for the Executive Director to advertise and execute a contract for up to three years, a one-year base contract with two one-year options of seasonal customer

service staffing at Seattle-Tacoma International Airport for an estimated contract value of \$2,740,000.

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

Presenter(s): Daniel Zenk, Senior Manager Airport Operations, Terminal Operations; Julie Collins, Director Customer Experience & Branding, Aviation Customer Service; and Jim Peterson, Manager Airport Operations Passenger Experience, Aviation Customer Service.

The role of the requested seasonal staffing was summarized. Commissioners asked for clarifications and commented on the need for diversity among pathfinders, clear identification of the staff, and improved signage, especially to encourage use of public transit. The alternative of hiring port employees to provide the services was discussed.

The motion for approval of agenda item 8c carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

8d. Authorization for the Executive Director to sign a memorandum of understanding in substantially the form attached with the Washington State Department of Transportation and other local agency partners to formally outline the plan and schedule for local entities providing matching funds for the construction of the Puget Sound Gateway Program.

Request document(s) included an [agenda memorandum](#), [presentation slides](#), and [draft memorandum](#) of understanding.

Presenter(s): Eric ffitich, Manager, State Government Relations, and Craig Stone, Puget Sound Gateway Program Administrator, Washington State Department of Transportation.

The scope of the program was described and involves completion of SR-509 and SR-167. Various funding sources for the work were outlined. It was explained that the current agreement does not obligate the port to specific funding terms but signals the port's commitment to participate via the terms of a future interlocal agreement.

The motion for approval of agenda item 8d carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. 2019 Budget Process and Development Briefing.

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

Presenter(s): Michael Tong, Assistant Finance Director, Budget, and Dan Thomas, Chief Financial Officer.

The budget plan and calendar for developing the 2019 port budget were presented. Commissioners commented on concerns over budget creep and the merits and appropriate timing to consider zero-based budgeting for the port. Commissioners asked staff to keep open options related to the tax levy and possible liquidation of assets.

Agenda item 9b was removed from the agenda prior to publication.

As noted above, agenda item 9c was laid on the table.

9d. 2018 Q1 NorthSTAR Program and North Satellite Project (CIP #C800556) Briefing.

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

Presenter(s): Ken Warren, Capital Project Manager, Aviation Project Management Group, and George England, Senior Capital Program Leader, Aviation Project Management Group.

Commissioners received an update on the background and progress of the NorthSTAR program and North Satellite project at the airport. Commissioners commented on publicizing the coming features of the project and asked for clarification on the contracting model and contractor performance.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

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

Prepared:

Attest:

Paul J. White, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: September 11, 2018.