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## **APPROVED MINUTES COMMISSION REGULAR MEETING JULY 24, 2018**

The Port of Seattle Commission met in a regular meeting Tuesday, July 24, 2018, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present. Commissioner Calkins participated by telephone and was present until 2:00 p.m.

### **1. CALL to ORDER**

Pursuant to Article IV, Section 8, of the commission bylaws, the meeting convened at 11:04 a.m. to conduct an executive session.

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

The notice posted during the executive session included two matter(s) related to potential litigation and legal risk and one matter(s) related to performance of a public employee. 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 70 minutes, the public meeting reconvened at 12:14 p.m. Commissioner Gregoire led the flag salute.

### **3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved without revisions.

### **4. EXECUTIVE DIRECTOR'S REPORT**

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

### **OFFICER FOR A DAY**

Port of Seattle Police Chief Rod Covey described the Chief-for-a-Day program, which gives children with chronic and life-threatening illnesses an opportunity to join law enforcement and jurisdiction staff as honorary police chief for a day. Joe Savage, age five, and his family were introduced and presented to the commission. Commission President Courtney Gregoire administered Chief Savage's oath of office, which is attached as minutes [Exhibit A](#), and Chief Savage dismissed the port police officers present for the ceremony.

**5. PUBLIC COMMENT**

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

- Brandon Carver, Public Works Director, City of Des Moines, in support of the interlocal agreement with the City of Des Moines for frontage improvements (agenda item 6f).
- Susan Petersen, Quiet Skies, Federal Way, regarding community impacts of the airport. Ms. Petersen submitted written materials, which are attached as minutes [Exhibit B](#).
- Rick Johnson, Quiet Skies Puget Sound, regarding community impacts of the airport.
- Dana Hollaway, Quiet Skies Puget Sound, regarding community impacts of the airport.
- Debi Wagner, Quiet Skies Coalition, regarding community impacts of the airport. Ms. Wagner submitted written materials, which are attached as minutes [Exhibit C](#).
- Earnest Thompson, Normandy Park, regarding use of a bullet train to alleviate community impacts of the airport.
- Sheila Brush, Sea-Tac Airport Stakeholder Advisory Round Table (StART committee) member, regarding the StART committee's facilitated community engagement process.
- J.C. Harris, Des Moines resident, regarding community impacts of the airport.
- Michael Prault, Service Employees International Union, regarding Prospect Airport Services labor practices.
- Alyi Chane, Service Employees International Union and Prospect Airport Services' employee, regarding Prospect's labor practices.
- Alimou Balde, Prospect Airport Services' employee, regarding Prospect's labor practices.
- Abdulhakim Hashi, SeaTac Center Community Coalition, regarding displacement of businesses at the SeaTac Center.
- Staff provided a list of 2018 sustainable airport master plan public outreach events, which is attached as minutes [Exhibit D](#).

Commissioners asked the executive director to respond to public comments related to incorrect airport emissions data and to explore alternative technology options available for collecting and reporting airport noise and flight-path information.

**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 March 27, the special meeting of April 10, and the regular meeting of April 24, 2018.**
- 6b. Authorization for the Executive Director to execute three consulting services indefinite delivery, indefinite quantity contracts for third-party commissioning agent services for a total maximum value of \$1,500,000 with a maximum contract period of five years. There is no funding request associated with this authorization; funding to utilize these contracts will come separately from individual project authorizations.**

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

- 6c. Authorization for the Executive Director to execute (1) up to six indefinite delivery, indefinite quantity consulting agreements for services related to construction management, with a cumulative total amount not to exceed \$14 million; (2) up to two indefinite delivery, indefinite quantity consulting agreements for construction safety services with a cumulative total amount not to exceed \$2 million; and (3) up to two utility locating contracts for a total amount not to exceed \$1 million. Each contract will have a base contract period of one year and four option years in which the services may be separately authorized. No funding is associated with this request; funding to utilize these contracts will come separately from individual project authorizations.

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

- 6d. Authorization for the Executive Director to (1) proceed with the Airport Building Controls System Upgrade project and (2) procure required software and vendor services for a total capital project cost not to exceed \$890,000 (CIP #C801027).

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

- 6e. Authorization for the Executive Director to execute one professional services indefinite delivery, indefinite quantity contract for vertical conveyance design services for a total maximum value of \$5,000,000 with a maximum contract ordering period of five years. There is no funding request associated with this authorization; funding to utilize this contract will come separately from individual project authorizations from the Aviation and Maritime Divisions.

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

- 6f. Authorization for the Executive Director to enter into an interlocal agreement with the City of Des Moines for the construction of frontage improvements in front of the Port's proposed Des Moines Creek - West future development.

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

- 6g. Authorization for the Executive Director to sign an amendment to the Port's 1992 Purchase and Sale Agreement with Lockheed Martin in order to protect the Port from long-term liability at the Lockheed West Superfund Site near Terminal 5.

Request document(s) included an agenda [memorandum](#) and amendment to the purchase and sale [agreement](#).

- 6h. Authorization for the Executive Director to enter into an agreement with the Federal Aviation Administration for a foreign object debris study at Seattle-Tacoma International Airport. There is no funding associated with the request.

Request document(s) included an agenda [memorandum](#), intergovernmental [agreement](#), and [data collection procedures](#).

- 6i. **Authorization for the Executive Director to enter into an interlocal agreement with Seattle Colleges Cable Television (SCCtv) for commission meeting services, including video streaming commission meetings, archiving commission meeting video, and creating a web library of commission documents, and providing editorial video services. The authorization is for up to a total of \$1,200,000 for five years. Annual expenses for commission meetings are anticipated at a maximum of \$175,080 a year, and annual expenses for editorial video services are estimated at a maximum of \$32,500 a year.**

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

- 6j. **Authorization for the Executive Director to advertise and award contracts in the amount of \$2,040,000 for the provision of portable restroom services primarily at ground transportation locations at Seattle-Tacoma International Airport. This contract will be for one year with two one-year options.**

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

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

**In favor: Bowman, Felleman, Gregoire, Steinbrueck (4)**

**Absent for the vote: Calkins**

*Commissioner Calkins later voiced his support for all of the items listed on the consent agenda.*

## **7. SPECIAL ORDERS of BUSINESS**

### **7a. Airport Minority Advisory Council 2018 Annual Conference in Seattle.**

Presentation document(s) included an agenda [memorandum](#) and [presentation](#) slides. A brief video presentation is available upon request.

Presenter(s): Luis Navarro, Director, Office of Social Responsibility, and Dawn Hunter, Senior Manager, Airport Dining and Retail.

Mr. Navarro described the Airport Minority Advisory Council 34<sup>th</sup> Annual Airport Business Diversity Conference "Inspiring Possibilities" held August 21-25. The annual event is a diversity-focused aviation industry conference that serves as a hub for education, advocacy, and networking opportunities that promote business opportunities, career development, and diversity and inclusion in airports. The Port of Seattle was the host for the conference this year.

## **8. AUTHORIZATIONS and FINAL ACTIONS**

- 8a. **Extension of training and public awareness campaign deadlines for completion of actions identified in the January 9 human trafficking motion (Motion 2018-01) to December 31, 2018.**

Request document(s) included an agenda [memorandum](#), [presentation](#) slides, copy of [Motion 2018-01](#), and [draft trafficking strategy](#).

Presenter(s): Eric Schinfeld, Senior Manager, Federal and International Government Relations, and Chad Aldridge, Veterans Fellow.

The background of the human trafficking strategy motion from January 2018 was summarized and Mr. Schinfeld explained the need for a time extension to further engage with community and business partners. Efforts in support of policy development since January were described.

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

**In favor: Bowman, Felleman, Gregoire, Steinbrueck (4)**

**Absent for the vote: Calkins**

*Commissioner Calkins later voiced his support for agenda item 8a.*

*Commissioner Calkins was present until 2:00 p.m.*

**8b. Approval of a scope of work for the airline-port committee formed by execution of a memorandum of understanding to develop a strategic plan to reduce carbon emissions and air pollutants, primarily through the use of sustainable aviation fuel. Commission approval of the committee's scope of work is required as a condition of the memorandum of understanding attached as an exhibit to the current signatory lease and operating agreement.**

Request document(s) included an agenda [memorandum](#), [presentation](#) slides, [memorandum of understanding](#), and sustainable aviation fuel [strategic plan](#).

Presenter(s): Elizabeth Leavitt, Senior Director, Environment and Sustainability; Stephanie Meyn, Senior Environmental Program Manager, Aviation; and Eric ffitich, State Government Relations Manager.

Staff summarized the background for sustainable aviation fuel provisions in the current airline lease (signatory lease and operating agreement) and the strategic considerations for developing a viable model for a broad sustainable fuel market.

Commissioners inquired about the potential duration of a port subsidy to deliver sustainable fuel and related market dynamics. Commissioners asked about how "sustainable" fuel would be defined in the context of sustainable aviation fuel and asked that opportunities and barriers, including possible regulatory barriers, be identified in the planning and that fuel sourcing be included.

Legislative considerations were discussed and "co-benefits" of sustainable aviation fuel were described as benefits in addition to health and environmental gains, including local economic benefits. Staff emphasized that the Federal Aviation Administration has a clear position in opposition to airports' providing fuel for airlines. Commissioners commented on provision of

sustainable fuel infrastructure, relationships with industry partners and community members, and the proper role of the port in delivery of sustainable fuel.

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

**In favor: Bowman, Felleman, Gregoire, Steinbrueck (4)**

**Absent for the vote: Calkins**

**9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS**

**9a. 2019 Economic Development Business Plan and Budget Development.**

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

Presenter(s): Dave McFadden, Managing Director, Economic Development Division, and Kelly Zupan, Director, Maritime Finance and Budget.

Mr. McFadden described the status of industry trends affecting the Economic Development Division, including tenant occupancy, workforce development pressures, and tourism promotion.

Commissioners emphasized the need for strategies to enable the port to facilitate industry innovation in the maritime sector. They commented on the importance of engaging proactively in development trends in the Interbay area. Commissioners noted the need to improve relationship-building between general contractors and smaller women- and minority-owned subcontractors and asked for an update on the status of implementing the Diversity in Contracting policy directive.

Commissioners asked for clarification on improvements at the Bell Harbor International Conference and Events Center and performance of the facility. Commissioners discussed return on investment within the Economic Development Division budget and allocation of corporate costs.

**10. QUESTIONS on REFERRAL to COMMITTEE – None.**

**11. ADJOURNMENT**

There was no further business, and the meeting adjourned at 3:40 p.m.

Prepared:  
Paul J. White, Commission Clerk

Attest:  
Ryan Calkins, Commission Secretary

Minutes approved: September 25, 2018.