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**APPROVED MINUTES
COMMISSION REGULAR MEETING September 25, 2018**

The Port of Seattle Commission met in a regular meeting Tuesday, September 25, 2018, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present. Commissioner Bowman was present until 4:40 p.m. Commissioner Calkins was present until 5:00 p.m.

1. CALL to ORDER

The meeting was called to order at 12:13 p.m. by Commission President Courtney Gregoire, who led the flag salute.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110 – None.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was revised to remove agenda item 6d from the Unanimous Consent Calendar for separate discussion and vote.

4. EXECUTIVE DIRECTOR'S REPORT

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

5. PUBLIC COMMENT

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

- Mike Stewart, Executive Director, Ballard Alliance, regarding the Sound Transit 3 and Ballard Link Extension update (agenda item 7a).
- Dana Hollaway, Quiet Skies Puget Sound, regarding the impact study budget provision.
- Marianne Markkarn, Quiet Skies Puget Sound, regarding airplane noise.
- Philip Larson, Founder, Fly Safer, regarding airport perimeter security. Mr. Larson submitted written materials, which are available upon request.
- J.C. Harris, Des Moines resident, regarding airport community impacts.
- Bernedine Lund, Federal Way resident, regarding airport community impacts.
- Carol Olivier, Des Moines resident, regarding airport community impacts.
- Sheila Brush, Quiet Skies Puget Sound, regarding the Sustainable Airport Master Plan. Ms. Brush submitted written materials, which are attached as minutes [Exhibit A](#).

- Debi Wagner, Quiet Skies Coalition, regarding the Sustainable Airport Master Plan. Ms. Wagner submitted written comments, which are included as minutes [Exhibit B](#).
- Alli Larkin, regarding aircraft pollution and the ultrafine particulate matter collected from her deck.
[Clerk's Note: The U.S. Environmental Protection Agency website (www.epa.gov) defines "fine inhalable particles" as those with a diameter of 2.5 micrometers and smaller, 1/30 the diameter of the average human hair, or 0.0025 millimeters in diameter.]
- In lieu of spoken comment, Stuart Jenner, Normandy Park resident, submitted written materials regarding the Sustainable Airport Master Plan, which are attached as minutes [Exhibit C](#).

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 July 24 and special meetings of August 7 and 14, 2018.**
- 6b. Authorization for the Executive Director to execute a contract for up to five years for an estimated cost of \$1,500,000 for routine sanitary sewer system cleaning at both Airport and Maritime facilities.**

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

- 6c. Authorization for the Executive Director to (1) advertise and award a construction contract for the Variable Frequency Drive Renewal and Replacement project at Seattle-Tacoma International Airport; and (2) utilize Port of Seattle crews and small works contracts for preliminary work if required. The amount of this request is \$1,970,000 for a total estimated project cost not to exceed \$3,995,000.**

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

As noted above, agenda item 6d was temporarily postponed.

- 6e. Motion 2018-11: A Motion of the Port of Seattle Commission to extend the deadline for completion of the Seattle-Tacoma International Airport gender-inclusive restroom plan identified in Motion 2018-08 to January 22, 2019.**

Request document(s) included a draft motion and copy of adopted [Motion 2018-08](#). The adopted version of [Motion 2018-11](#) is attached.

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

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

7. SPECIAL ORDERS of BUSINESS

7a. Update on Sound Transit 3 (ST3) West Seattle and Ballard Link Extensions.

Presentation document(s) included an [agenda memorandum](#), [presentation slides](#), [alternative evaluation criteria](#), and early [scoping comments](#).

Presenter(s): Geraldine Poor, Manager, Regional Transportation; Lindsay Wolpa, Manager, Regional Government Relations; and the following representatives of Sound Transit: Ron Endlich, SODO and Downtown Segment Lead; Leda Chahim, Government and Community Relations Manager; Kate Lichtenstein, Interbay/Ballard Segment Lead; and Stephen Mak, West Seattle Segment Lead.

The presentation outlined Sound Transit's plans for regional transit expansion with a focus on light rail extensions to West Seattle and Ballard that are expected to open in 2030 and 2035, respectively. There are potential impacts of these projects to port facilities at Fishermen's Terminal, Salmon Bay Marina, cruise and industrial facilities at Terminals 90 and 91, and Terminals 5, 18, 25, 102, 104, and 106 that include container, office, warehouse, and marina facilities.

Port objectives related to Sound Transit 3 projects include the following:

- Improvement of regional transportation for personal mobility while protecting maritime and industrial land uses and freight mobility;
- Strengthening of access to existing and potential future Port of Seattle and Northwest Seaport Alliance facilities; and
- Enhancement of service to Seattle-Tacoma International Airport for passengers and employees traveling from locations throughout the region.

Commissioners asked about alignment alternatives such as use of a tunnel near the right-of-way of Fifteenth Avenue West beside the Ballard Bridge. They asked about options within the planning of ST3 that would accommodate eventual farther extensions of rail service. Commissioners asked about how Sound Transit determines when third-party funding will be necessary. The pros and cons of some possible station locations were discussed. Commissioners commented on impacts to the Duwamish Manufacturing and Industrial Center and concerns over possible gentrification of industrial lands depending on how transit expands in those areas.

Key dates for action on Sound Transit 3 planning include the following:

- September 26 – Stakeholder Advisory Group Level 2 recommendations
- October 5 – Elected Leadership Group Level 2 recommendations
- February 2019 – Environmental Impact Statement scoping period begins
- March 22, 2019 – Elected Leadership Group preferred alternative recommendation
- April 2019 – Sound Transit Board identification of preferred alternative

The Commission advanced to consideration of –

ITEMS REMOVED from CONSENT

- 6d. Authorization for the Executive Director to (1) proceed with the construction of the Commission Chambers Refresh project and the Lobby Improvements project at Pier 69 and (2) to use a Port Construction Service contract and port work crews to complete the work. This single authorization funds both the Commission Chamber Refresh project and the Lobby Improvements project, for a total additional \$381,000. The total combined estimate for both projects is \$715,000. (CIP #C800216). [subsequently laid on the table]**

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

Presenter(s): Dave McFadden, Managing Director, Economic Development Division; Nick Milos, Manager Corporate Facilities; and Amy Kiessling, Capital Project Manager.

The proposed improvements to the commission meeting room and lobby at Pier 69 were summarized. Commissioners asked about accessibility provisions. Concerns were noted about the cost of the improvements and potential interest in the use of the space by port tenant Victoria Clipper. Commissioners commented on seismic upgrades at Pier 69. They also noted the need for improved public engagement with port art and the mission and legacy of the port that the lobby and meeting room space might accommodate. Staff was asked to confirm and document whether Clipper has an interest in the space for further consideration of the request at a future meeting.

Agenda item 6d was laid on the table without objection.

8. AUTHORIZATIONS and FINAL ACTIONS

- 8a. Authorization for the Executive Director to: (1) fund the \$177,463,250 balance of the program for a total cost of \$968,445,000 for the International Arrivals Facility; (2) execute the Guaranteed Maximum Price contract amendment with the design-build team including schedule extension for substantial completion to May 30, 2020, and November 20, 2020, as described in the agenda memorandum, and (3) execute any necessary change orders, work authorizations, contract amendments, and contracts to complete the IAF at Seattle-Tacoma International Airport within the approved total program cost.**

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

Presenter(s): Dave Soike, Chief Operating Officer, and Brian Ahern, Clark Construction.

The schedule of the International Arrivals Facility and the enhanced performance activities requested of staff were summarized. Commissioners commented on the importance of taking advantage of dispute resolution processes, tracking progress against key milestones, providing early notice of changes or risks within the program, and maintaining a high standard of quality for the new facility.

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

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

8b. Motion 2018-12: A motion of the Port of Seattle Commission adopting the International Arrivals Facility program recommendations of the Executive Review Panel; directing the Port of Seattle Executive Director to implement the recommendations; providing reporting requirements and deadlines; and authorizing the Executive Director to amend the existing four personal service agreements with members of the Executive Review Panel for an estimated additional cost of \$500,000. *[subsequently amended]*

Request document(s) included a draft motion. A copy of [Motion 2018-12](#) as amended and adopted is attached.

Presenter(s): Mike Merritt, Commission Chief of Staff.

Mr. Merritt summarized the purpose of the motion and the value of continued use of the experience and skills of the Executive Review Panel as the International Arrivals Facility program continues. Commissioners commented on the benefit of the guidance provided by the panel. They asked for clarifications about the reporting provisions within the motion and discussed the appropriate funding level for further use of the panel's services.

AMENDMENT 1

Amendment 1 to the motion was adopted without objection. This amendment clarified language regarding additional services by the executive review panel, clarified that new services would be authorized "up to" the \$500,000 amount, and stipulated that reporting of proposed scope changes with material effects on project schedule or cost would be made to the port commission rather than the Aviation Committee.

AMENDMENT 2

Amendment 2 to the motion was offered to change the maximum allowable cost for the additional services from \$500,000 to \$200,000.

The motion to amend failed by the following vote:

In favor: Calkins, Gregoire (2)

Opposed: Bowman, Felleman, Steinbrueck (3)

Following adoption of Amendment 1, the motion read as follows:

Motion 2018-12: A motion of the Port of Seattle Commission adopting the International Arrivals Facility program recommendations of the Executive Review Panel; directing the Port of Seattle Executive Director to implement the recommendations; providing reporting requirements and deadlines; and authorizing the Executive Director to authorize potential additional service from the members of the Executive Review Panel up to a total cost of \$500,000. *[as amended]*

The motion for adoption of Motion 2018-12, as amended, carried by the following vote:

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

Opposed: Calkins (1)

8c. Authorization for the Executive Director to (1) enter into a lease with Federal Express Corporation, (2) execute a tenant reimbursement agreement in the amount of \$3,054,000 with Federal Express Corporation to make necessary base building repairs and infrastructure upgrades to a port-owned cargo facility, and (3) authorize \$1,558,000 of port costs associated with this project. The total request for authorization is \$4,612,000.

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

Presenter(s): Allan Royal, Aviation Property Manager, and Alan Olson, Capital Project Manager.

The lease and tenant reimbursement were summarized, and commissioners asked for clarifications on lease valuation, recovery of costs, and Century Agenda cargo goals.

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

In favor: Calkins, Felleman, Gregoire, Steinbrueck (4)

Absent for the vote: Bowman

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. Ground Transportation to the Airport.

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

Presenter(s): Clare Gallagher, Director Capital Project Delivery; Lance Lyttle, Managing Director Aviation; Jeff Hoevet, Senior Manager Airport Operations.

Current challenges affecting ground transportation services at the airport were presented. These include infrastructure limitations, increased roadway congestion and attendant environmental effects, and emergence of new transportation modes that bring with them significant market disruptions and social equity considerations. Staff summarized a ground transportation framework under development to inform future ground transportation decisions. Guiding principles proposed include consideration of reducing environmental impacts, reduction of roadway congestion as a customer service effort, support for a range of transportation options for customers traveling to and from the airport, support for living wage jobs and equal business opportunities, and generation of revenue to support regional need for a sustainable airport.

Quantifiable goals were summarized, including reduction of scope 3 greenhouse gas emissions from passenger vehicles by 50 percent by 2030, reducing the maximum wait time between the clock tower and curb to 15 minutes, and reduction of private vehicle use for pick-up and drop-off from 41 percent to 30 percent.

Commissioners asked for more information about goals for transit use, remote check-in of passengers, hybrid dispatch models for rideshares such as Uber and Lyft, and the appropriate pairing of strategies and tactics for the desired goals. Commissioners asked about the role of airport access fees in the ground transportation framework.

9b. 2019 Central Services Preliminary Budget Briefing.

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

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

The commission received a presentation on Central Services Division budget proposals for 2019. Commissioners requested clarification on specific budget changes and asked for additional information on some programs.

Commissioner Bowman was present until 4:40 p.m.

Commissioner Calkins was present until 5:00 p.m.

Without objection, the portion of the briefing on the Central Services capital budget was postponed to the meeting of October 9.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

There was no further business, and the meeting adjourned at 5:09 p.m.

Prepared:

Attest:

Paul J. White, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: October 23, 2018.