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## **APPROVED MINUTES COMMISSION SPECIAL MEETING JANUARY 28, 2020**

The Port of Seattle Commission met in a special meeting Tuesday, January 28, 2020, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Cho, Felleman, and Steinbrueck were present. Commissioner Calkins participated by telephone after 12:35 p.m. until arriving in person at 1:35 p.m. Commissioner Bowman was excused.

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

Pursuant to Article IV, Section 8, of the commission bylaws and the meeting notice previously published, the meeting convened at 10:30 a.m. to conduct an executive session.

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

The notice posted during the executive session included three matter(s) related to litigation and legal risk. 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 80 minutes, the public meeting reconvened at 12:10 p.m. Commissioner Steinbrueck led the flag salute.

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

Without objection, the preliminary agenda was revised to lay on the table agenda item 6a and to consider agenda item 7a immediately after agenda item 7b.

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

Executive Director Steve Metruck previewed items on the day's agenda and made announcements. He noted procedures the port was implementing in response to the spread of the Covid-19, or novel coronavirus. These include multidisciplinary and multiagency coordination and use of common-sense precautions to avoid the spread of the virus, such as watching for passenger symptoms, increased disinfection of high-touch areas by custodial staff, encouraging frequent hand washing and use of hand sanitizer, and additional signage regarding awareness of symptoms and avoidance procedures. Mr. Metruck also noted the placement over the weekend of the raised passenger bridge between the new International Arrivals Facility and the South Satellite.

**5. PUBLIC COMMENT**

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

- Ronnie Lalimo, Unite Here Labor Union, regarding wages and benefits of airline catering workers.
- Stefan Moritz, Unite Here Labor Union, regarding wages and benefits of airline catering workers.
- Tom Barnard, SeaTac resident, in opposition to a new cruise facility at Terminal 46.
- Jordan Van Voast, SeaTac resident, in opposition to a new cruise facility at Terminal 46.
- Jan von Lehe, Seattle resident, in opposition to a new cruise facility at Terminal 46.
- Stacy Oaks, 350 Seattle, in opposition to a new cruise facility at Terminal 46.
- Bernedine Lund, Quiet Skies Puget Sound, regarding the environmental analysis for the Sustainable Airport Master Plan and wages and benefits for airline catering workers.
- In lieu of spoken comment, Sarah Shifley of 350 Seattle submitted written materials in opposition to a new cruise facility at Terminal 46, which are attached as minutes [Exhibit A](#).

**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.]*

*As noted above, agenda item 6a was laid on the table without objection.*

- 6b. Authorization for the Executive Director to (1) proceed with the Phone System Upgrade project; (2) execute a contract for software, equipment, vendor implementation services, and recurring maintenance fees for up to ten years; and (3) use port staff for implementation. Total project cost for authorization of \$3,900,000 is comprised of \$1,900,000 in capital project costs and an estimated \$2,000,000 in recurring maintenance fees for a period of up to ten years. (CIP #C801083).**

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

- 6c. Authorization for the Executive Director to execute one consulting services indefinite delivery, indefinite quantity contract for testing and air balance and smoke control system certification services at Seattle-Tacoma International Airport. The contract will have a three-year ordering period plus an additional two-year renewal option, not to exceed the amount of \$1,600,000. There is no funding request associated with this authorization.**

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

- 6d. Authorization for the Executive Director to execute (1) up to two indefinite delivery, indefinite quantity consulting agreements for services related to survey and mapping services with a cumulative total amount not to exceed \$2 million and (2) up to two indefinite delivery, indefinite quantity consulting agreements for services related to construction safety management with a cumulative total amount not to exceed \$2 million, in support of various port projects. No funding is associated with this request.**

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

- 6e. Authorization for the Executive Director to execute amendment of an existing consultant service agreement for an additional amount not to exceed \$150,000, providing support for the implementation of building information modeling standards.**

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

- 6f. Authorization for the Executive Director to take all necessary steps to dispose of surplus personal property – one 15-year-old vacuum truck and three mobile 110-ton preconditioned air units in accordance with the General Delegation of Authority and Port Policy AC-13.**

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

- 6g. Authorization for the Executive Director to execute a contract to purchase structural bollards for the Terminal Security Enhancements Phase II Project at Seattle-Tacoma International Airport. The contract value for the 443 bollards is estimated between \$2 million and \$3 million. (CIP #C800862).**

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

- 6h. Authorization for the Executive Director to execute an amendment to provide an additional \$2,260,000 in capacity to fund the customer service staffing contract with Flight Systems Services through December 2020.**

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

- 6i. Adoption of the Port's 2020 federal legislative agenda as described below, and direction to staff to advocate for these priorities.**

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

- 6j. Approval of the Port Auditor's payment of the salaries and claims of the Port of Seattle pursuant to RCW 42.24.180 for payments issued during the period December 1 through December 31, 2019, as follows: accounts payable check nos. 933136-933640 in the amount of \$9,271,847.27; accounts payable ACH nos. 022456-023342 in the amount of \$69,001,054.39; accounts payable wire transfer nos. 015262-015293 in the amount of \$11,083,102.85, payroll check nos. 195109-195504 in the amount of \$332,194.05; and payroll ACH nos. 944905-949272 in the amount of \$11,838,216.55 for a fund total of \$101,526,415.11.**

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

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

**In favor: Calkins, Cho, Felleman, Steinbrueck (4)**

**Absent for the vote: Bowman**

*As noted above, agenda item 6a was laid on the table without objection.*

**7. SPECIAL ORDERS of BUSINESS**

*Pursuant to the revised orders of the day, the commission advanced to consideration of –*

**7b. Adoption of a Proclamation honoring Mr. Larry Gossett for his decade's long work and the impact it has made on King County.**

Presentation document(s) included a draft proclamation. The final [adopted proclamation](#) is attached.

Presenter(s): Bookda Gheisar, Director, Office of Equity, Diversity, and Inclusion.

Ms. Gheisar and commissioners commented on Mr. Gossett's political career advocating for the personal and political wellbeing of marginalized communities across Seattle and King County and his leadership to adopt the silhouette of Dr. Martin Luther King, Jr., as the symbol of King County.

**The motion for adoption of Proclamation 2020-01 carried by the following vote:**

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

**Absent for the vote: Bowman**

**7a. Annual progress report on port-wide Human Trafficking Strategy implementation.**

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), [Motion 2018-01](#), and [strategy executive summary](#). Examples of promotional materials were distributed at the time of the meeting at attached as [Exhibit B](#).

Presenter(s): Tracy Patterson and Chad Aldridge.

The port's efforts in 2019 to combat human trafficking in response to Motion 2018-01 were summarized. Noted particularly were new signage in port facilities, including multilingual signage, and new employee training efforts developed in coordination with Businesses Ending Slavery and Trafficking (BEST). Video clips of the training geared toward maritime and aviation workers were shared. It was reported that an internal policy on human trafficking (Policy EX-21) has been completed.

**8. AUTHORIZATIONS and FINAL ACTIONS**

**8a. Authorization for the Executive Director to (1) use existing job order contracts for removal of current and future flight path obstructions from non-port properties and associated replanting of replacement trees; (2) advertise and execute construction**

**contracts for replanting of replacement trees; (3) pay fees to the Washington State Department of Transportation and local jurisdictions for them to perform replanting for certain obstructions removed from their properties; (4) execute agreements with public agency and private property owners as needed for purposes of obstruction management; and (5) acquire those property rights reasonably necessary for obstruction management and preventing future creation or establishment of airport hazards. The total cost estimate for this request is \$5,895,000 for a total estimated project cost of \$8,500,000.**

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

Presenter(s): Marco Milanese, Aviation Community Relations Manager; Steve Rybolt, Senior Environmental Program Manager; and Chris Coulter, Capital Project Manager.

The background of the program, aimed at removing potentially hazardous obstructions – mostly trees – from the airport’s flight corridor was described. Reevaluation of the Federal Aviation Administration’s requirements for designating flight corridor obstructions in 2019 resulted in a new analysis that significantly reduced the number of trees to be removed. This phase of the program is focused on trees growing on non-airport properties. It includes execution of agreements with other public agencies and private property owners. Tree removal is balanced by replanting on a ratio of four new trees for each removed. It is unclear at this time whether the Washington State Department of Transportation will replant at this exact ratio, as they have their own policies related to tree removal and replanting. Every effort will be made to keep the impact to the airport’s neighbors to a minimum. Various property rights, including permanent easements, will be used to preserve the airport’s safety interest in keeping the flight corridor free of obstructions.

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

**In favor: Felleman, Gregoire, Steinbrueck (3)**

**Absent for the vote: Bowman, Calkins**

**8b. Authorization for the Executive Director to (1) execute a construction contract with the low responsive and responsible bidder for the Baggage Optimization Phase 2 Project at Seattle-Tacoma International Airport, notwithstanding the low bid exceeding the estimate at time of bid by more than 10 percent, and (2) authorize an additional \$190,737,800 for Phase 2 construction and Phase 3 design for a total program authorization of \$540,050,000. (CIP #C800612).**

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

Presenter(s): Wayne Grotheer, Director, Aviation Project Management; Ed Weitz, Capital Program Leader; and Chris Sherwood, Construction Manager.

The circumstances surrounding the bids exceeding engineer’s estimate were described. These included complex sequencing of work, limited work window, and lack of optimal laydown space. The costs associated with contractor risk of not completing on time included physical movement of luggage in support of operations at the new International Arrivals Facility. Lessons learned from this

contracting experience included proposed use of a second independent estimate for large or more complex projects; improved communication to the commission about project risk; more robust peer review of similar projects at other airports; recommended periodic review and evaluation of contracting methods for phased projects; and evaluation of potential cost estimate increase factors for large, complex projects. It was noted that airline revenues fund the baggage optimization efforts.

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

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

**Absent for the vote: Bowman**

**8c. Adoption of Resolution No. 3768, as amended: A resolution of the Port of Seattle Commission establishing a Sustainable Evaluation Framework Policy Directive.**

Request document(s) included an agenda [memorandum](#), draft resolution, draft policy directive, capital and sustainable framework roadmap, and procedures diagram. A copy of the final draft of [Resolution No. 3768](#) is attached.

Presenter(s): Aaron Pritchard, Commission Policy Manager.

Previously, Resolution No. 3768 was introduced and amended on November 19, 2019.

The Sustainable Evaluation Framework refers to a set of project evaluation criteria intended to help the port achieve its sustainability goals. These are supplemental to the traditional criteria such as return on investment or total cost of ownership and are intended to be applied to all capital project decisions and selected key operational decisions. The seven criteria defined in the policy directive include the following:

- Reduce greenhouse gas emissions
- Increase resilience
- Protect health and the environment
- Support local economic development
- Advance innovation
- Leverage partnerships
- Advance equity

The following Amendments 2, 3, 4, and 5 were moved and seconded as a group:

**AMENDMENT 2**

In Exhibit A to Resolution 3768, Section 5, insert the following new Subsections E and F and renumber the remaining subsections:

E. The Executive Director or delegate shall consult with the Energy and Sustainability Committee on alternatives identified in the Sustainable Design Strategy at or before 30 percent design.

F. The Executive Director shall consult the commission on key operational decision alternatives where there are significant GHG, sustainability, or cost implications.

**AMENDMENT 3**

In Exhibit A to Resolution 3768, Section 6, lines 196-198, delete subsection (D) and insert instead the following:

D. By June 30, 2021, present to the commission recommendations for incorporating equity and resiliency considerations into the Sustainable Evaluation Framework or the final Sustainable Evaluation Framework Guidance Document.

When developing recommendations on resiliency, the Executive Director shall consider the following definition: "Resiliency is the capacity to adapt to changing conditions and to maintain or regain functionality and vitality in the face of stress or disturbance. It is the capacity to bounce back after a disturbance or interruption."

**AMENDMENT 4**

**SECTION 1.**

In Exhibit A to Resolution 3768, delete the purpose statement of Section 1 in its entirety (lines 6-17) and insert instead the following:

This policy will advance the port's Century Agenda strategy to be the greenest and most energy efficient port in North America and the corresponding objectives, including reducing greenhouse gas emissions by conserving energy and/or using renewable energy.

The Port of Seattle Commission finds that to advance these goals and objectives, it is necessary to institute a port-wide process that reduces the environmental and societal impacts associated with capital projects and key operational decisions. The establishment of this Sustainable Evaluation Framework creates a port-wide process that is efficient and effective, uses port resources wisely, and provides transparency for the commission, the public, and port staff.

The primary purpose of this policy is to require the application of the Sustainable Evaluation Framework to all capital project decisions and key operational decisions to advance the port's sustainability goals and objectives.

**SECTION 2.**

In Exhibit A to Resolution 3768, Section 6, delete Subsections B and C (lines 187-194) and insert instead the following:

B. By March 31, 2020, present to the commission a Sustainable Evaluation Framework Guidance Document that will guide application of this policy to capital construction starting March 31, 2020.

C. By June 30, 2021, present findings and recommendations to the Energy and Sustainability Committee that outline how key operational decisions were identified and delivered to commission

and the public from adoption of this policy until June 30, 2021, and incorporate these findings into the final Sustainable Evaluation Framework Guidance Document.

**AMENDMENT 5**

In Exhibit A to Resolution 3768, Section 5(E), after “Senior Director, Engineering, Environment, and Sustainability” insert the following: or delegate

**The motion for adoption of Amendments 2, 3, 4, and 5 to Resolution No. 3768 carried by the following vote:**

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

**Absent for the vote: Bowman**

**The motion for adoption of Resolution No. 3768, as further amended, carried by the following vote:**

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

**Absent for the vote: Bowman**

**8d. Authorization for the Executive Director to enter into an interlocal agreement with the University of Washington Green Futures Lab in substantially the form attached to fund and provide support for continuation of the Bio-Barge Pilot Project in an amount not to exceed \$45,000.**

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

Presenter(s): Jon Sloan, Senior Environmental Program Manager.

The pilot project was presented as an innovative research project to test the effects of floating, artificial wetland islands on water quality. Called “bio-barges,” the artificial islands will be deployed in the Lake Washington Ship Canal at Fishermen’s Terminal and the Maritime Industrial Center in 2020.

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

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

**Absent for the vote: Bowman**

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

**9a. International Arrival Facility Progress Briefing (CIP #C800583).**

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



Presenter(s): Dave Soike, Chief Operations Officer; Steve McCabe, Aviation Capital Program Manager; Mian Rice, Diversity in Contracting Director; Ralph Ibarra, President, Diverse America Network; Chris Sherwood, Construction Manager; Tyler Symbol, Construction Manager; Charles Goedken, Senior Manager, Operational Readiness and Airport Transition; Jeffrey Brown, Aviation Chief Operating Officer; Brian Ahern, Vice President for Clark Construction; and Bill Calhoun, Vice Chairman & Executive Vice President of Clark Construction.

The presentation focused on the status of the multi-project capital improvement program to build a new International Arrivals Facility at Seattle-Tacoma International Airport scheduled to open in fall 2020. On January 25, the aerial walkway was installed eight stories above taxiways between the airport's South Satellite and new arrivals facility. It is the largest pedestrian walkway of its kind in the world. The project is on target to be completed within budget, including use of management reserve and is trending toward substantial completion on time. Small business and apprenticeship use have been strong and have exceeded program goals. The new facility is expected to achieve the U.S. Green Building Council's Silver Certification for Leadership in Energy and Environmental Design (LEED). The extensive and complex process of activation and testing of facility systems via the model of Operational Readiness and Airport Transition (ORAT) was described. The challenges in the port's relationship to the progressive-design-build firm, Clark Construction, earlier in the program was recalled and the restoration of that relationship and subsequent program accomplishments were lauded.

**9b. Sustainable Airport Master Plan Near-Term Projects Environmental Review Briefing – Forecast and Schedule Update.**

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

Presenter(s): Lance Lyttle, Managing Director, Aviation; Arlyn Purcell, Director, Aviation Environment and Sustainability; Steve Rybolt, Senior Environmental Program Manager; and Jeffrey Brown, Aviation Chief Operating Officer.

Forecasted airport passenger demand was summarized. An updated, unconstrained demand forecast completed in 2019 indicates the need for the airport to accommodate as many as 68.2 million passengers annually by 2032. A constrained forecast with proposed capital construction could be as high as 63.1 million annual passengers. The schedule for environmental review of over 30 near-term capital projects intended to accommodate this growth has been extended due to the updated forecasts and is expected to result in the need for additional funding for completion of near-term-project environmental review.

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

**11. ADJOURNMENT**

The meeting was recessed at 3:58 p.m. to continuation of the earlier executive session to discuss one matter relating to litigation and legal risk. Following the executive session, which lasted

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approximately 55 minutes, the commission adjourned at 4:57 p.m. without returning to public session.

Prepared:

Attest:

Paul J. White, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: March 24, 2020.