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APPROVED MINUTES COMMISSION REGULAR MEETING FEBRUARY 25, 2020

The Port of Seattle Commission met in a regular meeting Tuesday, February 25, 2020, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Bowman, Calkins, Cho, Felleman, and Steinbrueck were present.

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 one matter 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 50 minutes, the public meeting reconvened at 12:05 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 8a.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Steve Metruck previewed items on the day's agenda and made announcements. He noted that flight statuses for airlines and the schedule for the 2020 cruise season are subject to constant update due to the impacts of the global pandemic resulting from coronavirus Covid-19.

Commission Policy Manager Aaron Pritchard provided updates on recent meetings of the Aviation, Energy and Sustainability, Audit, Equity, and Arts and Culture Committees.

5. PUBLIC COMMENT

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

- Jordan Van Voast, Seattle resident, in opposition to a new cruise facility at Terminal 46. Mr. Van Voast submitted written materials, which are attached as minutes [Exhibit A](#).
- Cynthia Spiess, Seattle resident, regarding use of biometric identification technology at port facilities.
- Jennifer Lee, ACLU of Washington, regarding use of biometric identification technology at port facilities.

- Stan Shikuma, JAFL, regarding use of biometric identification technology at port facilities.
- Elena Perez, Puget Sound Sage, regarding use of biometric identification technology at port facilities. Ms. Perez submitted written material, which are attached as minutes [Exhibit B](#).
- Andrew Kidde, 350 Seattle, regarding the Sustainable Airport Master Plan.
- Bernedine Lund, Federal Way resident, regarding the Sustainable Airport Master Plan environmental review. Ms. Lund submitted written materials, which are attached as minutes [Exhibit C](#).
- Monty Anderson, Seattle Building Trades, regarding workforce development and airport noise insulation.
- David Goebel, Vashon Island Fair Skies, regarding aircraft noise monitors on Vashon Island.
- Earnest Thompson, Normandy Park resident, regarding expansion of the airport and the current public health crisis.
- J.C. Harris, SeaTac Noise, regarding airport noise insulation.
- Liza Rankin, Seattle Public Schools board director, in support of maritime-focused secondary education.
- Bernard Koontz, Highline Public Schools Executive Director, in support of maritime-focused secondary education.
- In lieu of spoken comment, Edward Hasbrouck, The Identity Project, submitted written materials regarding the use of biometric identification technology at port facilities, which are attached as minutes [Exhibit D](#).

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. Adoption of the 2020 local and regional government policy priorities for staff to engage with local and regional officials and other partners in support of these priorities.

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

6b. Authorization for the Executive Director to advertise and execute a contract for consulting services in support of a comprehensive review of the Port's non-represented compensation program for a total amount estimated at \$450,000.

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

6c. Ratification and authorization of the additional expenditure of \$25,000 needed to close out the Air Cargo 5 Ground Boarding Facility project at Seattle-Tacoma International Airport for a total revised authorization of \$575,000.

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

6d. Authorization for the Executive Director to enter into reimbursable agreements with the Federal Aviation Administration to perform technical and/or engineering support,

design, and implementation services to support the design and installation of a Surface Area Management System at Seattle-Tacoma International Airport for an estimated amount of \$120,000.

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

- 6e. Authorization for the Executive Director to execute an agreement with the Transportation Security Administration for maintenance and facility needs associated with operation of the TSA baggage screening machines, to procure two federally approved crane hoists, and execute agreements with TSA rigging companies at a cost of \$200,000 for Seattle-Tacoma International Airport to aid federal government contractors in case the International Arrivals Facility screening machines require heavy maintenance..**

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

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

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

Absent for the vote: Bowman

7. SPECIAL ORDERS of BUSINESS

7a. Noise Programs Briefing.

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

Presenter(s): Arlyn Purcell, Director, Aviation Environment and Sustainability and Stan Shepherd, Senior Manager, Aviation Noise Programs.

The airport's noise programs consist of abatement, community outreach, noise monitoring, and mitigation. Noise insulation accomplishments and property acquisitions since 1985 were summarized. The relationship of the Federal Aviation Administration's requirements related to federal funding of noise abatement measures was described. In order for the port to be eligible for federal funding to cover up to 80 percent of noise insulation, the work must comply with an approved Part 150 plan, which includes application of a noise mitigation boundary based on the 65 DNL, or average day/night noise level. Limitations also apply to whether airport funds can be used for noise insulation. In order for the port as a public agency to expend resources insulating homes, consideration in the form of an aviation easement is required.

Factors affecting the failure of noise insulation packages installed by companies that has since gone out of business were discussed. It was explained that port funding to help insulate schools is limited by the Highline School District's ability to schedule construction around approval of local bond measures.

Acceleration of the current noise program presents a number of risks since there is a lack of cost certainty and challenges related to staffing to manage the program. Port funding up front with the hope of FAA reimbursement might be necessary to move faster and puts the port's expenditure at

risk if FAA approval does not follow. Use of port staff to do the insulation work versus independent contractors was discussed.

It was suggested the next airline signatory lease and operating agreement (SLOA) include sound insulation acceleration as an approved project expenditure with airlines contributing. Staff recommendations include hiring two full-time-equivalent positions to help manage an accelerated noise insulation program and a consultant analysis of risks and recommendations associated with an accelerated program.

7b. Motion 2020-04: A motion of the Port of Seattle Commission directing the acceleration of the sound insulation program at Seattle-Tacoma International Airport.

Request document(s) included a draft motion, a final adopted version of [Motion 2020-04](#) is attached.

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

The purpose of the motion is to implement the acceleration of the airport's noise insulation program.

AMENDMENT

The following amendment to the motion was offered:

In line 21, after "insulation program" insert the following: no later than 2026.

The motion to amend Motion 2020-04 carried by the following vote:

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

The motion for adoption of Motion 2020-04, as amended, carried by the following vote:

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

8. AUTHORIZATIONS and FINAL ACTIONS

As noted above, agenda item 8a was laid on the table.

8b. Authorization for the Executive Director to execute an amendment to the existing Sustainable Airport Master Plan Environmental Review personal services agreement with Landrum and Brown for an increase of \$3,400,000 for a new contract amount of \$6,400,000. .

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

Presenter(s): Arlyn Purcell, Director, Aviation Environment and Sustainability and Steve Rybolt, Senior Environmental Program Manager.

The budget increase for environmental review of near-term projects under the Sustainable Airport Master Plan is requested to accommodate extension of planning work and coordination, expanded

environmental scoping and extensive community engagement, additional technical analysis, and the separation of National and State Environmental Policy Act processes.

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

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

8c. Introduction of Resolution No. 3771: a resolution of the Port of Seattle Commission relating to the Flight Corridor Safety Program 2019 at Seattle-Tacoma International Airport; providing for the acquisition of certain real property interests located in King County, Washington, for the program; authorizing negotiation or condemnation; and directing other actions consistent with the program and aviation safety.

Request document(s) included an agenda [memorandum](#) and draft Resolution. A copy of the final draft of [Resolution No. 3771](#) will be made available upon adoption.

Presenter(s): Marco Milanese, Aviation Community Relations Manager.

The purpose of the resolution is to facilitate continuation of the airport's flight corridor safety program. The program improves airport and community safety by eliminating obstructions – mostly trees – that encroach into a defined airspace around the airport's runways. The port will need to memorialize or assert rights to access non-port properties for purposes of obstruction removal and replanting and will seek, in coordination with property owners, permanent easements or other lawful airport protection privileges that provide for unobstructed air space for continued, long-term protection of the airspace. It is a necessary step toward negotiating with neighboring property owners in good faith.

The motion for introduction of Resolution 3771 (agenda item 8c) carried by the following vote:

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

8d. Adoption of Resolution 3770 a Resolution of the Port of Seattle Commission adopting the charters of the following standing committees: the Aviation Committee, Equity Committee, Waterfront and Industrial Lands Committee, and Energy and Sustainability Committee; and amending the charter of the Audit Committee as adopted in Resolution No. 3613 and subsequently amended on June 28, 2016, and July 11, 2017.

Request document(s) included an draft resolution and draft committee charters for [aviation](#), [energy and sustainability](#), [equity and workforce development](#), [waterfront and industrial lands](#), and [audit](#). A copy of the final draft of [Resolution No. 3770](#) is attached.

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

Previously, Resolution No. 3770 was introduced on February 11, 2020.

The resolution charters four new standing committees and amends the charter of the Audit Committee. The following Amendments 1 and 2 were considered together:

AMENDMENT 1

In Exhibits A, B, C, and D to Resolution 3770, in Sections IV(A) and (C) insert after “gather” the following: and evaluate

And in Exhibit C, the Port of Seattle Commission Equity Standing Committee Charter, Section III, subsection (A)(2) after “including but not limited to” insert the following: the implementation of the Office of Equity, Diversity, and Inclusion Strategic Plan, and the

AMENDMENT 2

In Exhibit C to Resolution 3770, wherever “Equity Committee” appears, replace it with “Equity and Workforce Development Committee” and wherever “Equity Standing Committee” appears, replace it with “Equity and Workforce Development Standing Committee”

The motion for adoption of Amendments 1 and 2 to Resolution 3770 carried by the following vote:

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

The motion for adoption of Resolution No. 3770 (agenda item 8d), as amended, carried by the following vote:

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

8e. Introduction of Resolution 3772 a resolution of the Port of Seattle Commission amending Resolution Nos. 3761, 3742, 3744, and 3754, regarding bylaws governing the organization and transaction of business of the Port of Seattle Commission.

Request document(s) included an agenda [memorandum](#), [presentation slides](#), draft resolution, and [redline](#). A copy of the final draft of Resolution No. 3772 will be made available upon adoption.

Presenter(s): Paul J. White, Commission Clerk.

The resolution contains a number of revisions to the commission’s current bylaws. Among the proposed changes are allowances for commission standing committees to enjoy similar flexibility in posting notices and electronically recording their proceedings as are currently enjoyed by special committees. The rationale for these changes is that standing committees have no delegated authority to act on behalf of the commission and are already required to provide minutes as a public record. Additional controls proposed on committees include a requirement for annual workplans and changes that will facilitate additional public reporting on committee activities.

Commissioners inquired and commented on the existing limitations provided for committee membership in the bylaws. Without objection, further presentation of the proposed revisions was curtailed until the item would be scheduled for adoption.

The motion for introduction of Resolution No. 3772 carried by the following vote:

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

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. Biometrics Working Group Progress Update.

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), [biometric principles motion](#), and [draft policy recommendations](#).

Presenter(s): Eric Schinfeld, Senior Manager, Federal and International Government Relations and Veronica Valdez, Commission Specialist.

The membership lists of both the Biometrics Working Group and Biometrics Advisory Group were presented. Since the commission's motion with guiding principles adopted December 10, these groups have convened to evaluate how best to apply the commission's principles to specific cases. Preliminary policy recommendations for "biometric air exit" have been drafted and considered by the external advisory group. Additional policy recommendations are expected to be considered by that group on March 6. Biometric air exit is Customs and Border Protection's system to use biometric technology, including facial recognition, to facilitate identification of passengers departing on international flights.

The presentation included a matrix of early recommendations for how each of the guiding principles should be applied to activities of the port, airlines, and federal officials. Further community engagement and vetting with working group and external advisory group members is planned.

It was noted that the federal government already has the jurisdiction necessary to implement biometric air exit within the airport's Federal Inspection Services facilities. The port's continued engagement in this subject provides an opportunity to help shape how this technology is implemented at Seattle-Tacoma International Airport and to establish the parameters for other expanded uses of similar technology by airlines.

9b. North Satellite Modernization Budget Increase Briefing.

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

Presenter(s): Ken Warren, Capital Project Manager and Rad Milosavljevic, Resident Engineer

The North Satellite Modernization Project is in need of \$40 million in additional funds, approximately a 5.9 percent budget increase, to bring the project to completion. The increase is due to a number of factors, including design changes, code changes during completion of a multi-year construction program, changes to the nature of the construction market and associated labor and materials costs, unforeseen site conditions, and schedule and phasing complexity. Many successful factors of the project were noted, including small business and apprenticeship progress.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

There was no further business, and the meeting adjourned at 4:19 p.m.

Prepared:

Lauren Smith, Deputy Commission Clerk

Minutes approved: April 14, 2020.

Attest:

Sam H. Cho, Commission Secretary