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## **APPROVED MINUTES COMMISSION REGULAR MEETING MARCH 10, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, March 10, 2020, in commission chambers at Port of Seattle offices, 2711 Alaskan Way, 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 11:06 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 matters related to litigation and legal risk and one matter 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 60 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 items 7a and 7c.

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

Executive Director Steve Metruck previewed items on the day's agenda and made announcements regarding the public health crisis related to Coronavirus Covid-10.

### **5. PUBLIC COMMENT**

Public comment was received from the following individuals via call-in line:

- Nathan Sheard, Electronic Frontier Foundation, regarding the use of biometric technology at SeaTac airport.
- Cynthia Spiess, Seattle resident, regarding the use of biometric technology at SeaTac airport.
- Phil Mocek, Tacoma resident, regarding the use of biometric technology at SeaTac airport.
- Adam Shostak, regarding the use of biometric technology at SeaTac airport.
- Alper SariKaya, Seattle resident, regarding the use of biometric technology at SeaTac airport.
- Savannah Sly, Burien resident, regarding the use of biometric technology at the airport.

Public comment was received from the following individuals in person:

- Edward Hasbrouck, regarding the use of biometric technology at SeaTac airport. Mr. Hasbrouck also submitted written materials attached as minutes [Exhibit A](#).
- Jennifer Lee, regarding the use of biometric technology at SeaTac airport
- Bernard Koontz, in support of Motion 2020-05.
- Joshua Welter, regarding the impacts of Covid-19 on for hire drivers at the airport.
- Worku Belayneh, regarding impacts of Covid-19 on drivers at the airport.
- J.C Harris, regarding the sustainable airport master plan.
- Janet Schairer submitted written materials after the posted deadline of written comments to be read into the record. These comments regarding noise monitors on Vashon Island, are attached as minutes [Exhibit B](#).

Public comment was received from the following individuals submitted for the record that was read by the clerks, written comments for these individuals are attached as [Exhibit C](#):

- Katie Wilson, Transit Riders Union, regarding the use of biometric technology at SeaTac airport.
- Elena Perez, Puget Sound Sage, regarding the use of biometric technology at SeaTac airport.
- Derek Lum, Community Development Association, regarding the use of biometric technology at SeaTac airport.
- Rheta Rubenstein, regarding the use of biometric technology at SeaTac airport.
- Tyna Ek, regarding the use of biometric technology at SeaTac airport.
- Mary Anne Speigel, Mt. Baker resident, regarding airport noise in south Seattle.
- Laura Gibbons, 350 Seattle, regarding airport expansion.
- John Birnel, 350 Seattle, regarding airport expansion.
- Bernedine Lund, 350 Seattle, regarding airport expansion.
- James Hodson, Seattle resident, regarding illegal activity on Port property.
- Norah Sullivan, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Sheila Doane, Vashon Island Fair Skies, regarding noise monitors on Vashon/Maury Island.
- Donna Baxter, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Susan Nebeker, Maury Island resident, regarding noise monitors on Vashon/Maury Island.
- Jo Ann Herbert, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Alex Echevarria, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Chris Bollweg, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Karen Lamplough, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Richard Rotruck, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Kathryn Payne, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Tanya Roberts, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- David Oldham, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Susan Powell, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.
- Carey Huffman, Vashon Island resident, regarding noise monitors on Vashon/Maury Island.

- David Goebel, president of Vashon Island Fair Skies, regarding noise monitors on Vashon/Maury Island.
- Stephen Sulzbacher, UW professor, in support of Motion 2020-05.

**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 special meeting of January 7, 2020**

**6b. Approval of the Claims and Obligations for the period February 1, 2020, through February 29, 2020, including accounts payable check nos. 934236-934686 in the amount of \$4,963,674.53; accounts payable ACH nos. 024295-024978 in the amount of \$85,506,187.09; accounts payable wire transfer nos. 015310-015330 in the amount of \$12,013,895.65, payroll check nos. 195717-195861 in the amount of \$210,828.71; and payroll ACH nos. 953600-957997 in the amount of \$11,647,432.63 for a fund total of \$114,342,018.61.**

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

**6c. Authorization for the Executive Director to execute a contract with Baggage Airline Guest Services, Inc. to provide cruise passengers Onboard Airline Check-in and Airline Baggage handling, screening, and storage services for participating carriers at Seattle-Tacoma International Airport at an estimated cost of \$4,100,000 for the 2020, 2021, and 2022 cruise seasons.**

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

**6d. Authorization for the Executive Director to advertise and execute two additional major works construction contracts for the Passenger Loading Bridge Renewal and Replacement Phase 2 Project at Seattle-Tacoma International Airport in addition to the one major works construction contract previously authorized for this project. There is no funding associated with this request. (CIP #C800793).**

Request document(s) included an abbreviated agenda [memorandum](#) and previous [September memo](#).

**6e. Ratification of action already taken to use port crews to purchase and install new electric vehicle charging stations at Shilshole Bay Marina and perform related electrical infrastructure upgrades in an amount not to exceed \$440,000.**

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

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

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

**7. SPECIAL ORDERS of BUSINESS**

*As noted above, agenda item 7a was laid on the table without objection.*

**7b. Real Estate Strategic Plan Update.**

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

Presenter(s): Dave McFadden, Managing Director, Economic Development; Kyra Lise, Director, Real Estate Development and Erwin Park, Partner, Madison Bay Commercial Real Estate.

A presentation was delivered concluding the 2016 Real Estate Strategic Plan and the development of a new strategic plan. Which Port properties will be analyzed as a part of the new plan and the method of analysis were discussed.

The EDD team will look into properties that could be acquired. Implications of market demands on industrial property as well as limitations to specifically high demand but lack of supply in the Ballard Interbay Northend Manufacturing and Industrial Center (BINMIC) were explained by Mr. Park.

A timeline for bringing forward the completed real estate strategic plan to commissioners and information on budget implications was delivered, including a progress update in July and completed plan with budget information in October.

Commissioners requested that budget implications from the strategic plan be determined and brought forward at the July date rather than October to better fit with the proposed budget adoption schedule. They commented on the potential impact of the current health crisis, and asked about tenant input for the analysis, restrictions on land use, and how this type of space is typically used.

*As noted above, agenda item 7c was laid on the table without objection.*

**8. AUTHORIZATIONS and FINAL ACTIONS**

**8a. Authorization for the Executive Director to (1) award and execute a contract for a Biometric Air Exit system for up to 30 international boarding gates at Seattle-Tacoma International Airport; and (2) implement Executive policies for regulating the use of biometric air exit systems at Port facilities. Contract authorization includes (1) procuring hardware, software, vendor implementation services, and recurring maintenance fees for up to ten years; and (2) using port staff for construction and implementation; Total project cost for authorization of \$5,715,000 is comprised of project costs of \$2,715,000 and recurring maintenance costs for up to ten years estimated at \$3,000,000 budgeted in annual operating budgets. (CIP #C801150).**

Request document(s) included an agenda [memorandum](#), [presentation slides](#), and draft policy recommendations. [Updated materials](#) were delivered at the time of the presentation and are attached.

Presenter(s): Eric Schinfeld, Senior Manager, Federal and International Government Relations; David Wilson, Director, Aviation Innovation, and Krista Sadler, Director, ICT Technology Delivery.

The Commission was previously briefed on February 25 regarding the Biometrics Working Group progress update and draft policy recommendations for “biometric air exit”. Mr. Schinfeld shared further outcomes of the biometric working group recommendations, including the preference to use opt in language if allowed versus opt out.

It was noted by staff and commissioners that the Federal government already has the jurisdiction to implement such a system. Approving this action request allows for the Port to implement the required technology while applying their own policy recommendations to the use of this technology. The request for proposals (RFP) states that requestors must address every one of the seven principles outlined by the policy recommendations.

Commissioners asked about public concerns that language in the RFP could potentially limit the Port’s ability to control things such as signage, as well as a number of other questions about the specifics of the RFP process and what this project will look like as it goes forward.

Commissioners emphasized that the creation and use of the policy for this one specific use case, which is required by CBP, does not mean there will be other uses of biometric technology in the airport in the future. Commissioners spoke addressed the concerns of the public and the commitment of the biometrics committee, and commission as a whole to transparency and the best interest of airport customers.

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

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

**8b. Motion 2020-05 a Motion of the Port of Seattle Commission supporting the recommendations in “A Changing Tide” that align with the Port’s Century Agenda goal to use our influence as an institution to promote workforce development.**

Request document(s) included a draft motion. A copy of the adopted version of [Motion 2020-05](#) is attached.

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

Commissioners received a brief presentation from staff regarding the background of this Motion, which is a result of a Case Statement informed by a policy summit, with two supporting study tours.

Commissioner Calkins spoke about the importance of this initiative to the region and maritime industry.

**The motion for adoption of Motion 2020-05 carried by the following vote:**

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

**8c. Authorization for the Executive Director to increase the North Satellite Modernization Project budget by \$40,000,000 (\$32 million capital and \$8 million expense) for a total project authorization of \$712,125,232. (CIP# C800544).**

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

Presenter(s): Ken Warren, Capital Project Manager.

Commissioners were previously briefed on this item at the February 25 meeting.

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

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

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

**9a. Briefing on the C1 Building Expansion at Seattle-Tacoma International Airport.**

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

Presenter(s): James Jennings, Director, Aviation Business and Properties; Kris Casselman, Aviation Capital Programs Senior Development Manager. Leslie Stanton, Senior Manager, Environmental Strategy and Sustainability and Lance Lytle, Managing Director, Aviation were also available to answer questions.

This presentation focused on the design concept and plan for the future of the C1 building at SeaTac airport. This project is important to the delivery of an excellent customer experience at airport. The design and construction of the new C1 building addresses many service deficiencies.

This will be the first major project going through the newly established sustainable project framework policy. The expansion of the C1 building is not part of the SAMP scope; the project has been in the incubator for four years and is designed to meet the existing demand at the airport.

The concept design for this project was presented. It includes space for dining and retail, lounges, and needed office space. The footprint of the building will remain the same. The project will build up three stories. When this building was initially constructed, it was designed to be expanded.

Commissioners asked about this project within the sustainable evaluation framework. They commented on the use of ranges for budget as opposed to hardline numbers and indicated favorability to see this model for large projects going forward, and how this project and others like it contribute to a broader, more cohesive, future design for the airport. The funding source for this project was clarified.

Staff will return multiple times during this project for a number of authorizations related to the project, the next will be for design authorization.

**9b. 2019 Financial Performance Briefing.**

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

Presenter(s): Dan Thomas, Chief Financial Officer; Michael Tong, Director, Corporate Budget; Borgan Anderson, Director, Aviation Finance and Budget; Stephanie Jones Stebbins, Managing Director, Maritime; Dave McFadden, Managing Director, Economic Development, and Kelly Zupan, Director, Seaport Finance and Budget.

Port-wide and divisional financial and business highlights for 2019 were presented.

Commissioners asked how many under-budget divisions were due to factors such as unfilled FTE's, the timing of large capital projects, and other factors. They also asked about the impact of tariffs, the potential impact of the emerging public health crisis, and options for decreasing expenses.

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

**11. ADJOURNMENT**

There was no further business, and the meeting adjourned at 5:00 p.m.

Prepared:

Attest:

Lauren Smith, Deputy Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: April 14, 2020.