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**APPROVED MINUTES
COMMISSION SPECIAL MEETING MARCH 24, 2020**

The Port of Seattle Commission met in a special meeting Tuesday, March 24, 2020. The meeting was conducted remotely due to the COVID-19 pandemic and the governor's 'Stay at Home' order. 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 10:07 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(s) related to 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 80 minutes, the public meeting reconvened at 12:07 p.m. Commissioner Steinbrueck led the flag salute.

Commissioner Steinbrueck moved to waive the bylaw requirement requiring one commissioner to be physically present during remote meetings, applicable immediately and lasting through April 30, 2020.

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

3. APPROVAL of the AGENDA

The preliminary agenda was revised to lay agenda items 6d, 7c, 8c, and 9a on the table.

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

Commissioner Steinbrueck moved to waive the bylaw requirement requiring standing committees to meet in public and electronically record their proceedings through April 30, 2020.

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

RECESSED and RECONVENED

Due to a problem with the video stream, the meeting was recessed at 12:20 p.m. and reconvened at 12:31 p.m., chaired by Commissioner Steinbrueck. *[Clerk's Note: The meeting recording begins at this point. A role was called and the vote to waive a portion of the bylaws was confirmed by the clerk.]*

4. EXECUTIVE DIRECTOR'S REPORT

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

Commissioners commented on the impacts of the COVID-19 pandemic and expressed concern for employees and tenants, and appreciation for staff efforts.

Commissioners and Commission Clerk Paul White commented on Mr. White's departure to accept a new position after a nine-year tenure at the Port of Seattle.

Commission Policy Manager Aaron Pritchard delivered a brief report on the Energy and Sustainability Committee's recent activities.

5. PUBLIC COMMENT

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

- Sharon Weir, Seattle Chocolates, regarding the impacts of COVID-19 on airport tenants.
- Nat Stratton Clarke, Café Flora, regarding the impacts of COVID-19 on airport tenants.
- Jordan Van Voast, regarding expansion at Terminal 46, Mr. Van Voast submitted written materials, which are attached as minutes [Exhibit A](#).
- Kathy Casey, Lucky Louie Fish Shack, regarding the impacts of COVID-19 on airport tenants.
- David Fukuhara, Concourse Concessions, regarding the impacts of COVID-19 on airport tenants.
- Sandy Sun, Sun's Inc., regarding the impacts of COVID -19 on airport tenants.
- Taylor Hoang, Cyclo Corporation, regarding the impacts of COVID-19 on airport tenants.
- In lieu of spoken comment, Lisa Luchau submitted written materials regarding the impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit B](#).
- In lieu of spoken comment, Eunice Lee submitted written materials regarding the impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Anne Kroeker submitted written materials regarding the role of the Port during the COVID-19 public health emergency, which are attached as minutes [Exhibit D](#).
- In lieu of spoken comment, Bernedine Lund submitted written materials regarding airport growth, which are attached as minutes [Exhibit E](#).
- In lieu of spoken comment, Jim Schmitz submitted written materials regarding the impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit F](#).
- In lieu of spoken comment, Iris Antman submitted written materials in support of the testimony of Mr. Van Voast, which are attached as minutes [Exhibit G](#).
- In lieu of spoken comment, Richard Berkowitz submitted written materials regarding support of item 8c, which are attached as minutes [Exhibit H](#).

- In lieu of spoken comment, Iris Messina submitted written materials regarding the impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit I](#).
- In lieu of spoken comment, Betsy Peabody submitted written materials regarding support of item 8c, which are attached as minutes [Exhibit J](#).

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 28, 2020.

6b. Authorization for the Executive Director to execute a new collective bargaining agreement between the Port of Seattle and the International Brotherhood of Electrical Workers, Local 46, representing sixty-three Electronic Technicians assigned to the Port of Seattle Aviation Maintenance department, covering the period from June 1, 2019, through May 31, 2023.

Request document(s) included an agenda [memorandum](#) and [collective bargaining agreement](#).

6c. Authorization for the Executive Director to advertise, award, and execute service contracts for Seattle-Tacoma International Airport Janitorial Service in the existing Zones 1 through 4. Each executed contract will consist of a 5-year contract term. It is anticipated the dates of execution of each contract award will be staggered during the 2020 through 2022 timeframe. The total cumulative estimated value of all contracts is \$95,000,000.

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

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

6e. Authorization for the Executive Director to construct, advertise, and award of a major works contract to provide residential sound insulation construction for the Villa Enzian Condominiums in Des Moines near the Seattle-Tacoma International Airport in an amount not to exceed \$2,438,000 of a total project cost of \$20,000,000. (CIP #C200095).

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

6f. Authorization for the Executive Director to advertise and execute two service agreements for design and engineering services for the airfield capital improvement program as identified in the 5-year capital plan. Support for emergent airfield paving and utility infrastructure replacement and upgrade projects would also be included. The combined value of the two service agreements will not exceed \$23,000,000. This request allows procurement and advertising to begin in advance of actual design and field work. The design and engineering costs are included within the 5-year capital plan for airfield projects. As such, there is no budget request associated with this authorization. Future separate budget requests will be made for specific annual and emergent projects when necessary.

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

- 6g. Authorization for the Executive Director to complete design and proceed with building alterations and ramp construction for Building 161D Modifications at the Seattle-Tacoma International Airport and use Port Construction Services, including Port crews, in an amount not to exceed \$390,000 of a total project cost estimate of \$600,000. (CIP #C801051).**

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

- 6h. Adoption of Resolution No. 3771: a resolution of the Port of Seattle Commission relating to the Flight Corridor Safety Program 2019; providing for the acquisition of certain easement and access interests in real property 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.

Agenda items 6i and 6j were removed from the agenda prior to publication.

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

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

7. SPECIAL ORDERS of BUSINESS

Agenda items 7a, 7b, and 7d were removed from the agenda prior to publication.

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

7e. Port Financial Status Update.

Presentation document(s) included a [financial presentation](#) and a [maritime presentation](#).

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

A summary of the anticipated impacts of the COVID-19 pandemic on the port's financial state, the responses currently being implemented, and potential recovery strategies was delivered.

Commissioners noted their interest in adjusting the Capital Improvement Plan, expressed a wish to preserve existing jobs, and noted the need to be attentive to the rapidly changing nature of this situation.

8. AUTHORIZATIONS and FINAL ACTIONS

- 8a. Request (1) unanimous consent to adopt Resolution 3773 at the same meeting at which it is first introduced; (2) introduction and adoption of Resolution 3773: A resolution of the Port of Seattle Commission amending the Salary and Benefits Policy Directive for employees not covered by a collective bargaining agreement established by Resolution 3739 and subsequently amended and providing an effective date for the amendment retroactive to March 15, 2020; and (3) authorization for the Executive Director to extend the new leave benefit to represented employees through collective bargaining and execution of Memorandums of Understanding.

Request document(s) included an agenda [memorandum](#) and draft resolution. A copy of the final draft of [Resolution No. 3773](#) will be made available upon adoption.

Presenter(s): Katie Gerard, Senior Director, Human Resources.

This is a new benefit designed to give flexibility to staff coping with COVID-19 related matters. Federal legislation effective on April 22 is expected to align Port and federal policy.

There was a motion to suspend Commission bylaws in order to take final action on Resolution No. 3773 on the same day it was introduced, which carried by the following required unanimous vote of all Port Commissioners:

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

The motion for introduction and adoption of Resolution No. 3773 carried by the following vote:

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

Agenda item 8b was removed from the agenda prior to publication.

As noted above, agenda item 8c was laid on the table without objection.

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

As noted above, agenda item 9a was laid on the table without objection.

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

11. ADJOURNMENT

There was no further business, and the meeting adjourned at 3:15 p.m.

Prepared:

Attest:

Amy Dressler, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: April 28, 2020.