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## **APPROVED MINUTES COMMISSION SPECIAL MEETING APRIL 1, 2020**

The Port of Seattle Commission met in a special meeting Tuesday, April 1, 2020. The meeting was held remotely in accordance with the governor's 'Stay at Home' order and Proclamation 20-28. 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 10:04 a.m. to conduct an executive session.

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

The notice posted during the executive session included two matter(s) related to litigation and legal risk. Following the executive session, which lasted approximately 80 minutes, the public meeting reconvened at 12:00 p.m. Commissioner Steinbrueck led the flag salute.

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

Without objection, the preliminary agenda was approved without revisions.

### **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):

- Stefan Moritz, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- LeeAnn Subelbia, BF Foods, regarding impacts of COVID-19 on airport tenants.
- Lucia Flugencio-Perez, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Sheila Foster, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Cyndee Beyers, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Darla Falls, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Brenda Canady Valbush, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Stacy Mills, Unite Here Labor Union, regarding impacts of COVID-19 on airport workers.
- Rich Brown, Port Community Action Team, in support of Motion 2020-06 and continued work with the Duwamish Valley community.

- In lieu of spoken comment, Nick Poorbaugh, Flight Services and Systems, submitted written materials regarding impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit A](#).
- In lieu of spoken comment, Jan Bolerjack submitted written materials regarding impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit B](#).
- In lieu of spoken comment, Diakonda Gurning submitted written materials regarding impacts of COVID-19 on airport tenants, which are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Edwin Hernandez submitted written materials regarding continuation of work with the Duwamish Valley Community, which are attached as minutes [Exhibit D](#).
- In lieu of spoken comment, Ralph Ibarra, Diverse America Network, submitted written materials regarding impacts of COVID-19, which are attached as minutes [Exhibit E](#).
- In lieu of spoken comment, JList submitted written materials regarding impacts of COVID-19, which are attached as minutes [Exhibit F](#).
- In lieu of spoken comment, Tom Kay, Kami Tech Inc. submitted written materials regarding impacts of COVID-19 on maritime tenants, which are attached as minutes [Exhibit G](#).
- In lieu of spoken comment, Joseph Lachman, Asian Counseling and Referral Service, submitted written materials regarding impacts of COVID-19 on airport workers, which are attached as minutes [Exhibit H](#).
- In lieu of spoken comment, Amy Leong, Asian Pacific American Labor Alliance, submitted written materials regarding impacts of COVID-19 on airport workers, which are attached as minutes [Exhibit I](#).
- In lieu of spoken comment, Paulina Lopez, Duwamish Valley Resident, submitted written materials in support of Motion 2020-06, which are attached as minutes [Exhibit J](#).
- In lieu of spoken comment, Garry Owens, SEIU Local 8, submitted written materials regarding impacts of COVID-19 on airport workers, which are attached as minutes [Exhibit K](#).
- In lieu of spoken comment, Elena Perez, Puget Sound Sage, submitted written materials regarding impacts of COVID-19 on airport workers, which are attached as minutes [Exhibit L](#).
- In lieu of spoken comment, Sue Schneider, submitted written materials regarding impacts of COVID-19 on airport workers, which are attached as minutes [Exhibit M](#).

**6. UNANIMOUS CONSENT CALENDAR – None.**

**7. SPECIAL ORDERS of BUSINESS**

- 7a. [Motion 2020-07](#), a motion of the Port of Seattle Commission to provide immediate relief and support to Port employees and Port tenants and concessionaires.**

Document(s) included a draft motion. The adopted version of the motion, as amended, is available.

Presenter(s): Eric Schinfeld, Interim Commission Chief of Staff and Aaron Pritchard, Commission Policy Manager.

Ensuring continuity of operations benefits the Port, the state's economy, and individual businesses. This motion directs that resource be prioritized towards the health, safety, and economic well-being of employees, concessionaires, and concessionaire employees.

The motion has four key sections:

- Employees: workplace policies allowing Port employees to care for themselves and their families while continuing work essential to Port operations will be enacted, with priority given to maintaining employment and benefits to the greatest extent possible.
- Tenants and concessionaires: immediate financial relief to Port tenants and concessionaires, in a manner legally consistent with advancing the Port's financial interests.
- Tenants and residents: tenants and residents at Port facilities will not be evicted for inability to pay rent, through June 30, 2020.
- Assistance in finding relief from other entities: an outreach program will be developed to facilitate access to local, state, and federal resources.

#### **AMENDMENT**

The following amendment was offered by Commissioner Felleman:

Insert at line 76: "Assistance in finding relief from other entities: The Port will develop an outreach program for its tenants, their employees, and port employees, to facilitate their ability to access local, state and federal relief resources. This program will be established as soon as possible, following additional clarity provided by the agencies as to the eligibility and application of relief programs.

**The amendment was adopted by the following vote: The vote was:**

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

The amended Motion 2020-07 now reads as follows:

**The Commission directs the Executive Director to take steps to implement economic relief during the COVID-19 crisis using the following guidance:**

#### **Port Employees**

**The health, safety and well-being of employees is the Port's highest priority. The Commission hereby provides the following direction for the Executive Director's actions to review and enact workplace policies that enhance the ability of employees to care for themselves and their families while continuing to provide the work essential to Port operations. Priority shall be given to maintaining employment and benefits to the greatest extent possible.**

**To further the Executive Director's efforts to support employees, the Commission hereby expands the Executive Director's authority through June 30, 2020 to expend up to \$1,000,000 without Commission approval, as needed, to advance these efforts.**

#### **Port Tenants and Concessionaires**

The Commission hereby supports the Executive Director's ongoing efforts to evaluate the impacts of the COVID-19 epidemic on the Port, and authorizes the Executive Director to implement immediate financial relief to Port tenants and concessionaires in a manner that is legally consistent with advancing the Port's financial interests and thereby creating ongoing benefit to the resident of King County.

The Port depends on these tenants and concessionaires to provide services to Port customers and generate revenue for Port operations. Maintaining its base of tenants and concessionaires is critical to the Ports financial strategy to recover from the impacts of the COVID-19 pandemic, and also to the tens of thousands of workers whose livelihood are dependent on Port operations.

Just as important to supporting the tenants themselves is supporting their employees. The economic success of the airport and its concessionaires post-COVID-19 is inexorably tied to the ability of these businesses to bring back their employees once customer demand returns. To ensure that these employees are available, healthy and open to returning, the best way to support them during the immediate crisis is providing continuing payments and/or benefits. The Commission is grateful to the large majority of its concessionaires who are already doing so, and urges these efforts to continue; the provision of economic relief is a key way for the Port to facilitate the provision of that support.

Port-initiated short-term economic relief shall complement the evolving state and federal assistance programs and prioritize Port tenants and concessionaires that:

- Are directly impacted by the COVID-19 pandemic and the restrictions that have been implemented to address it;
- Can reasonably commit to continued operations within current public health directives or can reasonably commit to resuming full operations as demand recovers;
- or
- Provide services essential to the Port operations.

**Protection of Tenants and Residents:**

The Commission hereby directs the Executive Director that tenants and residents at Port of Seattle facilities shall not be evicted for inability to pay rent through June 30, 2020, including live-aboard residents and other moorage customers, and authorizes the Executive Director to provide financial relief to these residents and customers consistent with this motion.

**Assistance in finding relief from other entities:**

The Port will develop an outreach program for its tenants, their employees, and port employees, to facilitate their ability to access local, state and federal relief resources. This program will be established as soon as possible, following additional clarity provided by the agencies as to the eligibility and application of relief programs.

The motion for approval of agenda item 7a, as amended, carried by the following vote:

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

**7b. Authorization for the Executive Director to take such immediate, short-term actions as necessary to implement airport relief measures in response to the COVID-19 pandemic.**

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

Presenter(s): Steve Metruck, Executive Director, Dan Thomas, Chief Financial Officer, and Lance Lyttle, Managing Director, Aviation.

The goal of this action is to provide cashflow relief to airlines. This will allow a month to complete the analysis, although staff intends to have a good understanding sooner.

Commissioners remarked on the urgent nature of relief actions and the lack of time to prepare and collect data and expressed concern for airport tenants and their employees. It was noted that the Port's options for providing relief are limited by its status as a special purpose (as opposed to general purpose government, and Federal Aviation Administration guidelines. This authorization sets the stage for further action in the future.

**The motion for approval of agenda item 7b carried by the following vote:**

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

**7c. [Motion 2020-06](#), a motion of the Port of Seattle Commission to provide guidance for Port leadership in prioritizing Port investments to assist local, regional, and statewide economic recovery from the COVID-19 pandemic.**

Document(s) included a draft motion. The adopted version of the motion is available.

Presenter(s): Eric Schinfeld, Interim Commission Chief of Staff and Aaron Pritchard, Commission Policy Manager.

The Port is uniquely situated to play an essential role in the recovery of the local economy. This motion is about principals, prioritization, and criteria. It is not intended to delve into specifics, because not enough is known at this time. Reshaping the local economy after this crisis will provide an opportunity to direct more focus towards equity, small business support, and the environment.

An early action plan will be delivered on April 28. An update will be provided by the end of 2020, with further updates throughout 2021.

**The motion for approval of agenda item 7c carried by the following vote:**

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

**8. AUTHORIZATIONS and FINAL ACTIONS – None.**

9. **PRESENTATIONS, REPORTS, and STAFF BRIEFINGS** – None.

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

11. **ADJOURNMENT**

There was no further business, and the meeting adjourned at 1:50 p.m.

Prepared:

Attest:

Amy Dressler, Interim Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: May 12, 2020.