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APPROVED MINUTES COMMISSION REGULAR MEETING JULY 28, 2020

The Port of Seattle Commission met in a regular meeting Tuesday, July 28, 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 11:00 a.m. to conduct an executive session.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting was immediately recessed to an executive session to discuss three matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 60 minutes, the public meeting reconvened at 12:00 p.m. Commission President 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):

- Worku Belayneh, owner, airport for hire driver, regarding impacts of Covid-19 on for hire drivers at SeaTac Airport.
- Joshua Welter, Teamsters Local 117, regarding impacts of Covid-19 on for hire drivers at SeaTac Airport and collection of fees from these drivers.
- Ali, for hire driver, regarding impacts of Covid-19 on for hire drivers at SeaTac Airport.
- Jordan Van Voast, Citizen, regarding Port cruise operations, Mr. Van Voast also submitted written materials which are attached as [Exhibit A](#).
- Iris Antman, Citizen, regarding Port 2021 budget development and it's relation to cruise operations.
- Michael Foster, regarding Terminal 46 and environmental impacts.

- Ms. Laureen France, Citizen, submitted written materials regarding impacts to the environment from aviation and cruise ships, which are attached as minutes [Exhibit B](#);
- Ms. Laura Gibbons, Citizen and volunteer member of 350 Seattle's Aviation Team, submitted written materials regarding sustainable air travel and reducing aviation, which are attached as minutes [Exhibit C](#);
- Ms. Beredine Lund, Member of 350 Seattle, submitted written materials regarding Item 8a, sustainable air travel, and climate change, which are attached as minutes [Exhibit D](#);
- Ms. Mary Lou Pauly, Mayor of Issaquah, submitted written materials regarding the City's support of the Port's economic development partnership program, which are attached as minutes [Exhibit E](#);
- Mr. Samson Seged, Citizen, submitted written comments regarding airport taxi fares and current trip reductions, which are attached as minutes [Exhibit F](#);
- Mr. Sarah Shifley, Member of 350 Seattle's Aviation Team, submitted written comments regarding Item 8a and lower carbon travel, which are attached as minutes [Exhibit G](#); and
- Ms. Charlotte Wells, of Port Townsend, submitted written comments asking for reduction of flights at SeaTac airport, which are attached as minutes [Exhibit H](#).

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 June 30, 2020, special meeting.

6b. Authorization for the Executive Director to execute a five-year Interlocal Agreement (ILA) with the Washington Public Ports Association, Port of Anacortes, Port of Bellingham, Port of Everett, Port of Kalama, Port of Longview, Port of Olympia, Port of Port Angeles, Port of Tacoma, and Port of Vancouver USA (each a "Port" and collectively, "the Ports") in a form substantially similar to what is attached, with only minor changes approved by counsel for the Port of Seattle. The ILA will require a five-year commitment of up to a total of \$300,000, funded annually through the Port's capital program. No funding is being requested at this time.

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

6c. *[Removed from agenda prior to publication.]*

6d. Authorization for the Executive Director to advertise and award a major public works contract for replacement of 1,270 feet of fender system at Terminal 91 in the amount of \$7,650,000 of a total project cost of \$8,500,000. (CIP #C801097)

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

6e. Authorization for the Executive Director to advertise and execute a major works construction contract for the second phase of the Parking Garage Elevator Modernization Project at Seattle-Tacoma International Airport. The amount of this request is \$16,160,000 for a total estimated project cost of \$23,276,000. (CIP #C800789)

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

- 6f. Authorization for the Executive Director to execute a new collective bargaining agreement between the Port of Seattle and International Association of Machinists and Aerospace Workers Local 289, representing auto machinists covering the period from July 1, 2019, through June 30, 2021.**

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

- 6g. Authorization for the Executive Director to extend current Banking Services Contract Term for up to 12 months, and approve additional funding of up to \$750,000, if needed. (memo enclosed)**

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

- 6h. Authorization for the Executive Director to amend a service contract for Airport Custodial Services to provide enhanced cleaning and sanitation for Transportation Security Administration (TSA) Checkpoints and Baggage Screening Areas as requested by the TSA. The additionally requested cleaning and sanitization work is estimated to cost \$2.7 million. (memo and cleaning schedule enclosed)**

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

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

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0))

7. SPECIAL ORDERS of BUSINESS

- 7a. Executive Director 2019 performance evaluation report out. (no enclosure)**

Commission Clerk Michelle Hart read the item into the record.

Commissioner Bowman spoke regarding the 2019 performance evaluation of Executive Director Steve Metruck, highlighting his accomplishments, including active communication with the Commission and Port employees, as well as his judicious stewardship of Port assets. She commented that in 2020, the Commission would like to see the Executive Director work on putting together a succession plan for the Executive team, as well as taking a more active role in being a public face for Port communications.

Commission President Steinbrueck also spoke regarding Executive Director Metruck's accomplishments, including creating the Office of Equity and Diversity; keeping everyone very well informed during the COVID-19 crisis; and leading the organization with the understanding that the Port does need to adapt and change to the Port of the future.

Members of the Commission spoke regarding Executive Director Metruck's good character and leadership in 2020.

Commissioner Bowman advised that Executive Director Metruck has opted to turn down the compensation increase offered to him through his performance evaluation, and in lieu of that compensation increase, the Commission would like to offer Executive Director Metruck 100 hours of paid leave time.

Executive Director Metruck commented, stating that he is humbled and honored to work with the Commission and the employees at the Port, and that he felt good about where the Port is headed. He thanked the Commission for its leadership and accomplishments as a team and spoke to positioning the Port going forward into the future.

7b. Fly Healthy @SEA Briefing

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

Presenter(s): Mr. Lance Lyttle, Managing Director, Aviation; Ms. Julie Collins, Director, Customer Experience and Brand Strategy. Ms. Wendy Reiter, Ms. Elizabeth Black, and Mr. Eric ffitch were available to answer questions.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Lance Lyttle, Managing Director of Aviation and Ms. Julie Collins, Director of Customer Experience and Brand Strategy provided a report addressing:

- FlyHealthy @SEA goals;
- a multi-layered approach to addressing health and safety at the airport;
- the "Mask Up SEA" initiative launched on July 1, 2020, increasing compliance of wearing personal protective equipment to 95 percent;
- health screenings and the Commission's May 12, 2020, motion to develop a plan to facilitate temperature screenings for passengers departing through TSA checkpoints and those who have been cleared by U.S. Customs and Border Protection after international arrival;
- complex issues associated with health screenings, including securing health partners and FAA policy;
- equipment testing for temperature screening;
- "proof of concept" preliminary findings for temperature screenings;
- temperature screening considerations, including health partnership status, costs, and public feedback;
- alternatives for health screenings, including random temperature screenings; moving forward with mandatory health screenings; and conducting a second phase of "proof of concept;" and
- potential next steps in the process.

Commission discussion ensued regarding:

- increasing public confidence in travel;
- signage to alert the public regarding facial recognition;
- making it clear that participation in health screenings is currently voluntary;
- touchless faucets and towel dispensers at the airport;
- educating the public not to fly when feeling ill;
- lesson learned from mandatory temperature checks at the Honolulu airport and any federal government reimbursement for their equipment;
- the total cost of the pilot program, including cost of the temperature equipment; and
- no active support from health authorities in implementing health screenings at the airport in Washington State.

Staff advised that the pilot project is currently set to end on July 31, 2020, unless otherwise extended.

7c. Responding to COVID-19 using the 2020 Economic Development Partnership Program. (memo and presentation enclosed)

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

Presenter(s): Mr. Dave McFadden, Managing Director, Economic Development and Mr. Joe Meyer, Economic Development Coordinator.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Dave McFadden, Managing Director, Economic Development and Mr. Joe Meyer, Economic Development Coordinator provided a report addressing:

- the Port recovery policy accelerating changes to the Economic Development Partnership Grant Program;
- leveraging grants and partnerships;
- shifts to COVID-19 relief and recovery;
- examples of how cities have pivoted to support economic recovery in their areas and at a regional level;
- new focus areas for recovery in 2020;
- refocusing partnership programs based on new COVID-19 realities;
- shifts in economic development due to COVID-19, including local business assistance, virtual services, multidisciplinary collaboration; and organizations stopping or slowing business recruitment; and
- 2021 program recommendations.

{The regular meeting recessed at 2:18 p.m. and reconvened at 2:24 p.m.}

8. AUTHORIZATIONS and FINAL ACTIONS

8a. Authorization for the Executive Director to execute a \$1.5 million joint marketing agreement with Washington Tourism Alliance, a non-profit agency, to promote tourism recovery. This agreement, funded by the Port property tax levy, will help regenerate

travel to Seattle and Washington state in the U.S.A. and Canada for a period of up to 15 months. Staff is also requesting that the commission determine a competitive process is not appropriate or cost effective and exempt this contract from a competitive process consistent with RCW 53.19.020.

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

Presenter(s): Mr. Ron Peck, Director, Tourism Development; Ms. Shiloh Burgess, Chair, Washington Tourism Alliance Board of Directors and Mr. David Blandford, Executive Director, Washington Tourism Alliance

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Ron Peck, Director, Tourism Development; Ms. Shiloh Burgess, Chair, Washington Tourism Alliance Board of Directors and Mr. David Blandford, Executive Director, Washington Tourism Alliance provided a report addressing:

- the request for Commission to authorize the Executive Director to execute an agreement to help regenerate travel to Seattle and Washington State in the U.S.A and Canada for a period of up to 12 months;
- national and regional impacts of tourism disruptions;
- the travel paradigm shift created due to COVID-19 concerns;
- objective to revitalize statewide tourism;
- travel and tourism recovery strategies;
- the Washington Tourism Alliance (WTA) being the state's tourism industry;
- tourism recovery initiative investments;
- regenerating travel and tourism;
- regenerating North American air markets;
- public relations;
- increasing travel programs; and
- tourism recovery initiative timing.

Commission discussion ensued regarding:

- tourism underfunded in the state of Washington;
- reinvesting and awareness building;
- 80 percent of tourism related businesses are small businesses;
- WTA's budget compared to the City of Seattle;
- tourism dollars spent by states;
- WTA being statewide, as opposed to "Visit Seattle" being Seattle-centric;
- phasing of projects and being able to evaluate the effectiveness of the program based on metrics;
- promoting the State's natural assets and promoting small businesses into the future;
- including a seasonal metric of measurement for off-season tourism;

- having Port Commissioner representation on the WTA board;
- other sources of funding that are being provided to support statewide tourism;
- expenses related to tourism marketing; and
- increasing travel volume year-over-year.

The motion for approval of agenda Item 8a, carried by the following vote:

The vote was:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0)

8b. Authorization for the Executive Director to (1) increase the project budget for the Electric Ground Support Equipment (EGSE) Charging Stations Project in the amount of \$7,400,000 for a revised total estimated project cost of \$38,100,000; and (2) advertise and execute a major works construction contract for the Electric Ground Support Equipment (EGSE) Charging Stations Phase 2B Project at Seattle-Tacoma International Airport. (CIP #C800335) (memo and presentation enclosed)

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

Presenter(s): Mr. Scott Bergstrom, Capital Project Manager and Ms. Stephanie Meyn, Senior Environmental Program Manager.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Scott Bergstrom, Capital Project Manager and Ms. Stephanie Meyn, Senior Environmental Program Manager provided a report regarding electrical ground support equipment charging station program vision and purpose, project benefits, airline benefits, impacts and delays, scope summary, budget, lessons learned, risks, and schedule.

Staff requested authorization to advertise Phase 2B for construction and an increased budget totaling \$7,400,000, for a total project authorization of \$38,100,000.

Commission discussion ensued regarding:

- the cost of an electric tug vs. a conventional one;
- the value of carbon reduction;
- the cost of recovery of the investment and how it is being funded – are airlines being charged a utility fee?;
- the remaining amount of diesel-operated equipment in existence; and
- making electric ground support hookups mandatory.

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

The vote was:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0)

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 3:52 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam Cho, Commission Secretary

Minutes approved: August 11, 2020.