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**APPROVED MINUTES  
COMMISSION REGULAR MEETING SEPTEMBER 8, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, September 8, 2020. The meeting was held remotely in accordance with the Governor's 'Safe Start' 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 one matter 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 30 minutes, the public meeting reconvened at 12:03 p.m. Commission President Steinbrueck led the flag salute.

**3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved as presented.

**4. EXECUTIVE DIRECTOR'S REPORT**

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

At this time, Commission Office Policy Manager Aaron Pritchard, reported regarding dates for the upcoming standing committee meetings. He also noted that a Biometrics Committee meeting will be held on October 8, 2020, and is open to the public.

Commissioner Bowman inquired regarding the recent meeting of the Art Board. Commission President Steinbrueck reported the board reviewed the strategic plan in the context of the current budget and airport staff will be providing a more comprehensive budget proposal. The board also discussed art installations and the showcasing of winners for the Martin Luther King contest.

**5. PUBLIC COMMENT**

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

- JC Harris, Des Moines City Councilmember, spoke regarding Item 8b and requested community access to sound recordings from noise monitors and support tickets, as he feels there are reliability issues with the machines.
- David Goebel, Vashon Island Fair Skies, spoke regarding Item 8b, and his questions related to the contract and the Port's ability to download its own raw data.
- Bernedine Lund, Member of the 350 Seattle Aviation Team, spoke regarding Item 8b, stating she would like the raw data to look at and understand the calculations. She further spoke regarding Item 7a, advocating for health measures
- Miguel Maestas, Housing and Economic Development Director, El Centro de la Raza, spoke regarding Item 9a, encouraging higher Latino employment at the Port.
- Jordan VanVoast, Member of Seattle Cruise Control, spoke and submitted written comments regarding the newly formed Global Cruise Activist Network and the Principles of Responsible Cruise Tourism. Written materials are attached as minutes [Exhibit A](#).
- Iris Antman, Member of Seattle Cruise Control, spoke regarding her concerns related to goals of the Century Agenda to expand maritime. She noted her opposition to a new cruise terminal at T46.
- Bizuayehu Haile, Member of SCIU-6, spoke regarding the issue of the CARES Act, requesting universal insurance for companies working at the airport and opining that companies should be made to re-hire laid off workers.
- Evan Curtiss, Member of SCIU-6, spoke regarding the CARES Act, being laid off from his employment from Prospect and the CARES Act funding that the company chose not to utilize.
- In lieu of spoken comment, Sarah Shifley, Member of the 350 Seattle Aviation Team, submitted written comments regarding Items 8b and 8c, in opposition to noise pollution and funding for restroom upgrades. Written materials are attached as minutes [Exhibit B](#).
- In lieu of spoken comment, Laura Gibbons, Member of the Aviation Team of 350 Seattle, submitted written materials regarding the Port's carbon emission reduction goals by 2050. Written materials are attached as minutes [Exhibit C](#).

**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 regular meetings of June 23 and August 11, 2020 and special meetings of June 4 and July 29, 2020.**

No enclosure.

**6b. Approval of the [Claims and Obligations](#) for the period August 1, 2020, through August 31, 2020, including accounts payable check nos. 936338-936629 in the amount of \$3,477,645.636; accounts payable ACH nos. 28498-29104 in the amount of \$58,180,051.42; accounts payable wire transfer nos. 15446-15450 in the amount of \$8,883,048.12, payroll check nos. 197001-197140 in the amount of \$55,586; and payroll**

**ACH nos. 981769-986091 in the amount of \$11,499,065.40 for a fund total of \$82,095,672.68.**

Request document(s) included an agenda memorandum.

**6c. Authorization for the Executive Director to execute easement documents with the City of SeaTac required for their project to build a pedestrian / bike path along the south side of South 200th Street between 12th Place South and 20th Avenue South (City of SeaTac Project Name: South 200th St. Shared Use Path / ST-N80; Project File PM2018-031). The minimum amount the Port would receive for granting these easements is \$48,650.**

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

**6d. Authorization for the Executive Director to execute a Change Order to Contract MC-0319530 South Satellite Infrastructure Upgrade for repair, replacement and modifications to the heating hot water circulating pumps at the South Satellite (SSAT), Seattle-Tacoma International Airport for an estimated amount up to \$600,000.00. (CIP #C800798)**

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

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

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

**Opposed: (0)**

**7. SPECIAL ORDERS of BUSINESS**

**7a. FlyHealthy@SEA Airport Recovery Briefing**

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

Presenter(s): Lance Lyttle, Managing Director, Aviation Division  
Julie Collins, Director, Customer Experience and Brand Strategy

Available to answer questions were: Laurel Dunphy, Director, Airport Operations;  
Wendy Reiter, Director, Aviation Security; Eric Schinfeld, Senior Manager, Federal and International Government Relations; Teresa Cummins, Director, Health and Safety and Eric ffitch, State Government Relations Manager

Commission Clerk Michelle M. Hart read Item No. 7a into the record.

Executive Director Metruck introduced the item and presenters.

Mr. Lyttle and Ms. Collins provided a report to Members of the Commission regarding:

- a multi-layered approach and goals of the program;
- the state of SEA with respect to passenger volumes, aircraft operation, air cargo operation, and airport dining and retail businesses;

- the FlyHealthy@SEA action plan's five strategies with clear milestones that reflect the multi-layered nature of the work;
  - adapt facilities
  - communication – crisis to confidence
  - innovative products and procedures
  - drive policy developments
  - proactive perseverance
- program actions taken since July 2020;
- health screening tests – findings of the proof of concept initiative and next steps;
- enhanced cleaning measures;
- looking ahead to touchless technology;
- best practices and pursuing accreditations; and
- customer feedback received.

Discussion ensued regarding:

- portable air filters;
- challenges in addressing quickly evolving conditions;
- lessons learned since May 2020;
- educating customers to not travel when they are sick;
- rapid testing for COVID-19 and logistically how that can be done to increase traveler confidence;
- the number of known instances of employee or traveler spread at SEA;
- improved compliance with people using personal protective equipment;
- social distancing on the train and in dining areas;
- public awareness and personal responsibility as it applies to traveling during the pandemic; and
- emerging third-party services to perform testing.

## **8. AUTHORIZATIONS and FINAL ACTIONS**

- 8a. Authorization for the Executive Director to approve the new SCORE Interlocal Agreement (ILA.) This will provide additional booking service options to the currently executed and utilized King County Jail ILA. The Port of Seattle Police Department is not seeking additional funding for approval of this ILA but will use SCORE jail services in conjunction to those provided currently by King County.**

Request document(s) included an agenda [memorandum](#), an [interlocal agreement with SCORE](#), and an [interlocal agreement with King County](#).

Presenter(s): Thomas Bailey, Police Commander

Commission Clerk Michelle M. Hart read Item No. 8a into the record.

Executive Director Metruck introduced the item and presenter.

Mr. Thomas Bailey provided a report to Members of the Commission regarding:

- funding that will be saved by approval of the interlocal agreement with SCORE;
- benefits of the relationship, including keeping officers closer to south King County;
- King County's intent to eliminate the King County jail;
- SCORE being regionally owned and in interlocal agreements with entities around the county;
- Services provided at SCORE, its human-centered culture, and not-for-profit organization; and
- Bed rate costs.

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

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

**Opposed: (0)**

**8b. Authorization for the Executive Director to execute a change order with L3 Harris for the Aviation Flight Tracking, Permanent and Portable Noise Monitoring and Complaint Management System in an amount not-to-exceed \$1,600,000 for a term of up to five years. This reduces cost for an increased length of the contract.**

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

Presenter(s): Matt Breed, Chief Information Officer  
Arlyn Purcell, Director, Aviation Environment and Sustainability  
Stan Shepherd, Senior Manager, Aviation Noise Programs

Commission Clerk Michelle M. Hart read Item No. 8b into the record.

Executive Director Metruck introduced the item and presenters.

Mr. Matt Breed, Ms. Arlyn Purcell, and Mr. Stan Shepherd provided a report to Members of the Commission regarding:

- performance of the monitoring system;
- quality assurance and raw monitoring data requested to be shared with the public;
- working on recommendations on how to make these requests a reality;
- monitoring reliability; and
- addressing other public comments received regarding the noise monitoring system and contract.

Members of the Commission appreciated the postponement of the item from the previous meeting in order to research and be responsive to community comments and discussed:

- transparency in providing the data;
- auditing the performance of the noise monitoring system;
- providing useable data;
- up-time of the system; and
- system reporting.

Members of the Commission requested the Executive Director report back to the Commission at the September 22, 2020, meeting regarding results of making the raw data available to the public.

Discussion continued regarding airline compliance with noise abatement procedures and tracking of noise abatement both inside and outside of the flight corridor.

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

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

**Opposed: (0)**

**8c. Authorization for the Executive Director to 1) advertise and execute a major works construction contract for Phase 4 of the Restroom Upgrades on Concourses B, C, and D project at Seattle-Tacoma International Airport; 2) execute a Project Labor Agreement for this project; 3) use Port crews; and 4) increase the design authorization. The amount requested under this authorization is \$30,000,000 of an anticipated total project cost of \$62,000,000. (CIP #C800697)**

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

Presenter(s): Mandy Xiggores, Aviation Capital Programs, Development Manager  
Sean Anderson, Capital Program Leader

Commission Clerk Michelle M. Hart read Item No. 8c into the record.

Executive Director Metruck introduced the item and presenters.

Ms. Xiggores and Mr. Anderson provided a report to Members of the Commission regarding:

- restroom design objectives;
- the project overview;
- project details, including location of the facilities;
- changes requiring additional budget;
- all gender restroom signage and room design;
- cost cutting alternatives undertaken from the original design;
- estimated increase in the project budget;
- federal funding available for the project;
- the project schedule; and
- lessons learned, risks, and opportunities.

Discussion ensued regarding;

- descriptions associated with restroom signage;
- enclosure of urinals in all gender restrooms;
- accessibility in design;
- what the Port can do to get more contractors to meet DBE goals;

- any additional opportunities to receive additional grant funding for the project from the FAA;
- gapless doors and ADA open doors recommendations;
- building code updates for gender neutral restrooms;
- water reductions and savings;
- social distancing and space that go beyond minimum standards;
- touchless technology availability; and
- if there is any advantage in having a flush delay from the disease transmission perspective.

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

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

**Opposed: (0)**

**8d. Introduction of Resolution No. 3777, amending Resolution No. 3456, as amended, regarding term, size and certain delegated authority with respect to the Port's Subordinate Lien Revenue Notes (Commercial Paper) program.**

Request document(s) included an agenda [memorandum](#), a draft resolution, and [Resolution 3456](#).

Presenter(s): Elizabeth Morrison, Director, Corporate Finance

Commission Clerk Michelle M. Hart read Item No. 8d into the record.

Executive Director Metruck introduced the item and presenters.

Ms. Morrison provided a report to Members of the Commission regarding:

- the Port's use of Commercial Paper authorized under Resolution No. 3456, to provide interim capital financing and general liquidity; and
- staff's recommendation to update the program from \$250 million to \$400 million and to delegate to staff the future selection of letter of credit providers that support the program.

**A motion for introduction of Resolution No. 3777 carried by the following vote:**

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

**Opposed: (0)**

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

**9a. 2020 Port of Seattle Affirmative Action Program (memo and presentation enclosed)**

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

Presenter(s): Cynthia Alvarez, Senior Manager, Employee Relations  
Sanders Mayo, Senior Employee Relations Consultant

Available to answer questions were: Katie Gerard, Senior Director, Human Resources and Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion

Commission Clerk Michelle M. Hart read Item No. 9a into the record.

Executive Director Metruck introduced the item and presenters.

Ms. Alvarez and Mr. Mayo provided a report to Members of the Commission regarding:

- key results of the Port's 2020 Affirmative Action Plan;
- the program's purpose;
- 'availability' and 'utilization analysis;'
- changes to 2020 EEO job groups from 2019 to 2020;
- 2020 AAP availability for women and minorities;
- 7 percent aspirational goal for individuals with disabilities;
- 6.7 percent benchmark for protected veterans;
- port vs. county gender data;
- port vs. county demographics; and
- opportunities moving forward.

Members of the Commission commended staff across the Port for increasing equity and spoke regarding;

- recent internship graduations;
- extending an opportunity to everyone with respect to recruiting and also resources for existing employees to advance in their careers;
- the value of having better self-reporting of ethnicity;
- lack of representation for the Latino community;
- developing strategies to conduct better outreach;
- the affirmative action program report tying into the equity motion;
- how the 2020 report compares to previous years;
- ensuring that young people can see careers in the Port's areas of business;
- the report being a compliance report, as opposed to a report about aspirational goals or targets;
- the importance for the public to hear the Port's goals for the labor force and to see year-over-year benchmarking data;
- the potential of receiving more participation in demographics reporting through the 2020 census; and
- bringing more diversity into the Port and moving employees up within the organization.

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



**11. ADJOURNMENT**

There was no further business, and the meeting adjourned at 4:11 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: September 22, 2020.