



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

**APPROVED MINUTES
COMMISSION REGULAR MEETING OCTOBER 13, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, October 13, 2020. The meeting was held remotely in accordance with the Governor's 'Safe Start' order and Proclamation 20-28. Commissioners Bowman, Calkins, Cho, Felleman (*exited the meeting at 2:56 p.m.*), and Steinbrueck were present.

1. CALL to ORDER

The meeting was called to order at 12:03 p.m. by Commission President Steinbrueck, who led the flag salute.

2. ¹EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting was recessed to an executive session to discuss three matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) at 3:40 p.m. (*See end of meeting minutes.*)

3. APPROVAL of the AGENDA

The preliminary agenda was revised to move agenda item 8a to the last item of business upon passage of the following motion:

The motion to reorder agenda Item 8a to the end of the agenda, made by Commissioner Bowman, carried by the following vote:

In favor: Bowman, Calkins, Cho, Felleman (4)

Opposed: Steinbrueck (1)

The motion for approval of the agenda as amended carried by the following vote:

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

Opposed: None (0)

4. EXECUTIVE DIRECTOR'S REPORT

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

¹ This item was reordered to the end of the agenda.

Commission Specialist Veronica Valdez reported regarding items discussed during the recent meetings of the Aviation Committee, the Audit Committee, the Energy and Sustainability Committee, and the Biometrics Special Committee. Ms. Valdez noted that the next Biometrics Committee meeting will be held early to mid-November; and the Waterfront and Industrial Lands Committee and the Art Committee will meet October 22, 2020.

5. PUBLIC COMMENT

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

- Laura Gibbons, Volunteer Member of Aviation 350 Seattle, spoke regarding materials provided in the aviation study session, and urges plans that include a reduction in flying to meet local and global target emissions for aviation. Written materials were submitted and are attached as minutes [Exhibit A](#).
- Jordan VanVoast, Citizen, spoke regarding climate change and water shortages.
- Iris Antman, Member of Seattle Cruise Control, spoke regarding the Port's signing of the K4C agreement, the CDC's no sail order, and global climate emergency, urging the Port to consider a green port and principles of responsible cruise tourism.
- Sarah Shifley, Volunteer Member of Aviation 350 Seattle, spoke regarding agenda Item 7a and to environmental justices which also need to be addressed related to noise pollution caused by the airport. Written materials were submitted and are attached as minutes [Exhibit B](#).
- In lieu of spoken comment, Tyrell Hedlund, Citizen, submitted written materials regarding agenda Item 7a and broader environmental injustices caused from greenhouse gas emissions from fuel pumped at SeaTac, which are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Bernedine Lund, Member of Aviation 350 Seattle, submitted written materials regarding reducing growth of aviation and in support of reduction of flights to reduce emissions, which are attached as minutes [Exhibit D](#).
- In lieu of spoken comment, Seattle Beacon Hill Council and El Centro De La Raza, submitted written materials regarding agenda Item 7a, recommending that scope include proactive implementation of an internal monitoring role for Title VI of the 1964 Civil Rights Act and the presidential order on environmental justice, which are attached as minutes [Exhibit E](#).

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 and special meetings of September 22, 2020.

6b. Approval of [claims and obligations](#) for the period of September 1, 2020, through September 30, 2020, including accounts payable check nos. 936630-936934 in the amount of \$3,374,944.79; accounts payable ACH nos. 029105-029794 in the amount of \$83,356,883.21; accounts payable wire transfer nos. 015460-15467 in the amount of \$6,877,994.11, payroll check nos. 197141-197254 in the amount of \$51,466.46; and payroll ACH nos. 986092-990393 in the amount of \$11,489,931.23 for a fund total of \$105,151,219.80.

Request document(s) included an agenda memorandum.

- 6c. Authorization for the Executive Director to advertise and execute construction contracts for the Terminal 30 (T-30) Bulkhead Stabilization Project for an estimated amount of \$802,000 additional funding with the total project authorization of \$1,100,000. (CIP #801155)**

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

- 6d. Authorization for the Executive Director to: (1) advertise and award a major works construction contract for the Employee Services Center project at Seattle-Tacoma International Airport; (2) execute procurement contract(s) for furniture fixtures and equipment; and, (3) use Port crews to support construction. The amount requested under this authorization is \$5,633,000 out of a total budget of \$10,400,000. (CIP #C800934)**

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

- 6e. Authorization for the Executive Director to execute an Interlocal Agreement (ILA) with the Washington Conservation Corps (WCC). This ILA will provide services totaling up to \$1,500,000 over five (5) years to support regulatory required vegetation management at Sea-Tac International Airport (SEA) and other natural resource management actions at Port properties. No funding is associated with this authorization.**

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

- 6f. Authorization for the Executive Director to (1) proceed with construction of the power improvements for Dock-E at Harbor Island Marina (HIM) and (2) use Port crews to construct the project. The amount of this request is \$165,000 for a total estimated project cost of \$450,000. (CIP #C801200)**

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

- 6g. Authorization for the Executive Director to (1) amend a purchased services contract to maintain the temporary traffic signal for a total contract value above \$300,000, (2) advertise and award a major public works contract, and (3) authorize an additional \$9,936,410 for the construction of the Air Cargo Road Safety Improvements project at Seattle-Tacoma International Airport for a total estimated project cost of \$13,500,000. (CIP #C102162)**

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

- 6h. Authorization for the Executive Director to (1) execute a contract for Architecture and Engineering (A&E) services in the amount not-to-exceed \$4,500,000. The amount of this request is \$4,850,000 for a total estimated project cost of \$300M-\$400M. The Main Terminal Infrastructure Upgrades project was briefed to Commission on September 22,**

2020. This is the first of multiple action requests as the project progresses in design and then construction. (CIP # C801202)

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

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

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

Opposed: None (0)

7. SPECIAL ORDERS of BUSINESS

7a. [Motion 2020-19](#): To direct the Executive Director to examine Port operations and policies for sources of racial bias and discrimination and to develop programs and policies eliminating inequity in all aspects of the organization.

Presentation/Request document(s) included a draft motion.

Presenter(s) Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion; and LeeAnne Schirato, Commission Specialist

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

Executive Director Metruck introduced the item and presenters.

Ms. LeeAnne Schirato and Ms. Bookda Gheisar provided a presentation on Motion 2020-19, sponsored by Commissioner Sam Cho. Additional speakers included: Mr. Mian Rice and Ms. Dawn Hunter.

Commissioner Cho spoke regarding addressing racial equity as a whole; development of the motion from the bottom- up- with input from stakeholders throughout the Port; and taking next steps into the conversation of equity, diversity, and inclusion.

Members of the Commission discussed building on the work of the Office of Equity, Diversity, and Inclusion and public comment received from El Centro DeLa Raza.

The motion for approval of agenda item 7a, made by Commissioner Cho, carried by the following vote:

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

Opposed: None (0)

8. AUTHORIZATIONS and FINAL ACTIONS

8a.² Introduction of Resolution No. 3778: a resolution of the Port of Seattle Commission amending Resolution Nos. 3761, 3742, 3744, and 3754, regarding bylaws governing the organization and transaction of business of the Port of Seattle Commission.

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. 2021 Maritime and EDD Operating & CIP Budgets and Portwide Rollup Briefing

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

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

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

Executive Director Metruck introduced the item and presenters.

A presentation was provided by Ms. Stephanie Jones Stebbins addressing the 2021 Maritime and EDD Operating budgets. The report addressed:

- Century Agenda driven plans and budgets;
- maritime priorities in 2021; and
- SWOT summary strengths, weaknesses, opportunities, and threats;

Mr. Kelly Zupan addressed:

- the maritime budget bottom line compared to 2020, budget drivers, and reevaluating the 2024 goal of net positive NOI;
- maritime revenues and expenses;
- the 2021 maritime budget summary;
- maritime division financial trends;
- cruise operations;
- recreational boating;
- Elliott Bay fishing and commercial operations;
- ship canal fishing and operations;
- maritime portfolio management;
- Grain terminal goals;
- marine maintenance;
- maritime environment and sustainability – 2021 proposed budget and comparisons;

² Item 8a was reordered to be the last item of business addressed on the agenda.

- maritime environment and sustainability 2021 business plan highlights;
- program changes/cost reductions highlights; and
- the Maritime division FTE summary.

Members of the Commission discussed:

- maritime marketing;
- marine education and boating around endangered whales;
- Quiet Sound funding in next year's budget; and
- Service allocation cuts in maritime requested by the Northwest Seaport Alliance.

Mr. Dave McFadden continued the budget presentation and presented information regarding the Economic Development Division's SWOT analysis.

Mr. Kelly Zupan presented information regarding:

- the Economic Development Division summary;
- economic development revenues and expenses;
- the Economic Development Division P & L Summary; and
- division financial trends and portfolio management financial trends.

Mr. Dave McFadden spoke regarding diversity in contracting, tourism, real estate development and management, and economic development and innovation partnerships.

Commission discussed ensued regarding:

- aspects of tourism, including enplanements;
- receiving additional information on how the Port promotes tourism;
- tribal participation in women and minority business enterprise (WMBE); and
- receiving more detail on categories for the Economic Development Division for general expenses.

Executive Director Metruck discussed the budget timeline and Capital Improvement Program (CIP) priorities.

Mr. Dan Thomas presented information regarding 2021 – 2025 capital capacity key assumptions; reduced forecasted capacity and a revised CIP with a continued 3 percent levy increase.

Members of the Commission discussed how levy funds are used and whether or not to continue a 3 percent increase.

The budget presentation concluded with a portwide operating and comprehensive budget summary; the 2021 – 2025 CIP summary; and next steps in the budget process.

9b. International Arrival Facility Progress Briefing (CIP #C800583)

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

Presenter(s): Dave Soike, Chief Operating Officer;
Charles Goedken, Senior Manager Operational Readiness and Activation;
Tyler Symbol, Construction Manager;
Sara Mitchell, Resident Engineer;
Brian Marshall, Deputy Program Manager
Brian Ahern, Clark Construction, Vice President;
Brett Ernest, Clark Construction and Vice President; and
Bill Calhoun, Clark Construction, Vice Chairman

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

Mr. Dave Soike introduced the item and presenters.

Presenters provided information regarding:

- project progress (photos of progress were provided);
- LEED, cost, and schedule;
- Operational readiness and activation; and
- Design-builder comments.

Commission discussion ensued regarding if there is a date-certain for opening day of the International Arrivals Facility. Staff advised that there is no hard date at this time, however, opening is anticipated for April/May 2020.

8. AUTHORIZATIONS and FINAL ACTIONS

8a. Introduction of Resolution No. 3778: a resolution of the Port of Seattle Commission amending Resolution Nos. 3761, 3742, 3744, and 3754, regarding bylaws governing the organization and transaction of business of the Port of Seattle Commission.

Request document(s) included an agenda [memorandum](#), [presentation slides](#), draft resolution, [redline/blueline](#) document, [travel authorization policy](#), and [sectional analysis](#). An adopted version of Resolution 3778 will be made available upon adoption.

Presenter(s): Michelle M. Hart, MMC, Commission Clerk

The motion for approval of agenda item 8a and introduction of Resolution No. 3778, made by Commissioner Calkins, carried by the following vote:

In favor: Bowman, Calkins, Cho, Steinbrueck (4)

Opposed: None (0)

Absent for the vote: Felleman (*excused from the remainder of the meeting.*)

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. RECESS INTO EXECUTIVE SESSION AND ADJOURNMENT

At this time, the Commission recessed into Executive Session per Section 2 of these minutes. The meeting immediately adjourned at the end of the session, which lasted approximately 65 minutes, and no action was taken.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: October 27, 2020.