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**APPROVED MINUTES
COMMISSION REGULAR MEETING NOVEMBER 10, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, November 10, 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 10:30 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 90 minutes, the public meeting reconvened at 12:06 p.m. Commission President Steinbrueck led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was approved without revisions.

4. SPECIAL ORDERS OF THE DAY - None.

5. EXECUTIVE DIRECTOR'S REPORT

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

6. COMMITTEE REPORTS

At this time, Aaron Pritchard, Commission Policy Manager, provided a report regarding items discussed during the October 29, 2020, Aviation Committee meeting including proposed changes to Zones 6 and 7 at SeaTac Airport and a Fly Healthy update. He further reported that the Energy and Sustainability Committee will meet on November 12, 2020.

7. PUBLIC COMMENT

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

- Jordan Van Voast, Member of Seattle Cruise Control, regarding climate change, natural disasters and impacts of society on the climate, and the cruise ship industry;
- Iris Antman, Member of Seattle Cruise Control, regarding climate change and reduction of the cruise ship industry;
- Stefan Moritz, Ronnie Lalimo, Sahro Abdirahman, Maria Molina, Joseph Wallis, Kufa Benta, Cayetano Boquilon, Marybeth Clotario, and Devi Khadka, Unite Here Local 8, spoke regarding the impacts on airline catering workers paid under the Seatac minimum wage and in support of implementing SB 6217 for these workers;
- In lieu of spoken comment, Sharla Dodd, Seattle resident, submitted written comments regarding climate change and asks the Port to complete its sustainable airport master plan with a full environmental review. Written materials received are attached as minutes [Exhibit A](#).
- In lieu of spoken comment, Bernedine Lund, Volunteer Member of 350 Seattle's Aviation Team, submitted written comments regarding the health effects caused by noise pollution. Written materials received are attached as minutes [Exhibit B](#).

8. CONSENT AGENDA

[Clerk's Note: Items on the Consent Agenda are not individually discussed. Commissioners may remove items for separate discussion and vote when approving the agenda.]

8a. Approval of the minutes of the Regular and Special meeting of October 27, 2020.

8b. Approval of the Claims and Obligations for the period October 1, 2020, through October 31, 2020, including accounts payable check nos. 936935-937438 in the amount of \$5,138,814.13; accounts payable ACH nos. 029795-030521 in the amount of \$75,792,330.38; accounts payable wire transfer nos. 015468-015489 in the amount of \$9,863,621.08, payroll check nos. 197255-197490 in the amount of \$115,231.62; and payroll ACH nos. 990394-996762 in the amount of \$17,444,566.29 for a fund total of \$108,354,563.50.

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

8c. Authorization for the Executive Director to execute a change order to Contract MC-0319131 Concourse C New Power Center for relocation of the 400 Hz Power system conduits from Gate C 9 Passenger Loading Bridge, Seattle-Tacoma International Airport for an estimated amount not-to-exceed \$600,000.00. (CIP #C800724)

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

8d. Authorization for the Executive Director to execute up to two (2) indefinite delivery, indefinite quantity contracts for regulated materials management services to support project, operational and safety needs of all Port divisions and the Northwest Seaport Alliance, for a total amount not-to-exceed \$1,000,000. There is no budget request

associated with this authorization. Each contract will have an ordering period of four years.

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

- 8e. **Authorization for the Executive Director to execute an interlocal agreement with the Northwest Seaport Alliance (NWSA) to implement a series of support service agreements to allow Port staff to provide services to the NWSA for 2021.**

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

- 8f. ***[Removed from agenda prior to publication.]***

- 8g. **Authorization for the Executive Director to (1) spend environmental remediation funds for 2021 in the amount of \$33,100,000 and (2) approve a five-year spending plan for \$106,220,000 for the environmental remediation liability program for 2021-2025, of which an amount estimated not-to-exceed \$30,000,000 will be obligated during 2021 to be spent in future years.**

Request document(s) included an agenda [memorandum](#), [aviation ERL sites](#), [north maritime ERL sites](#), and [south maritime ERL sites](#).

The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, and 8g carried by the following vote:

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

Opposed: (0)

9. **UNFINISHED BUSINESS – None.**

10. **NEW BUSINESS**

- 10a. **Introduction of, and hold a public hearing regarding, [Resolution No. 3779](#): A resolution of the Port Commission of the Port of Seattle adopting the final budget of the Port of Seattle for the year 2021; making, determining, and deciding the amount of taxes to be levied upon the current assessment roll; providing payment of bond redemptions and interest, cost of future capital improvements and acquisitions, and for such general purposes allowed by law which the Port deems necessary; and directing the King County Council as to the specific sums to be levied on all of the assessed properties of the Port of Seattle District in the Year 2021.**

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

Presenter(s):

Dan Thomas, Chief Financial Officer;
Borgan Anderson, Director, Aviation Finance and Budget;
Dave McFadden, Managing Director, Economic Development;

Stephanie Jones Stebbins, Managing Director, Maritime;
Michael Tong, Director, Corporate Budget; and
Kelly Zupan, Director, Seaport Finance and Budget

Commission Clerk Michelle Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2021 key business activity forecasts and key initiatives;
- 2021 operating budget;
- 2021 comprehensive operating and non-operating budget;
- 2021 – 2025 capital plan;
- 2021 sources and uses of funds;
- 2021 proposed tax levy; and
- remaining 2021 budget schedule.

Members of the Commission discussed potential amendments related to the resolution.

Commissioner Steinbrueck opened the scheduled public hearing and received testimony on the 2021 proposed budget from the following people: Heather Worthley; Sarah Shifley; Max Heigh, LeeAnne Subelbia, and Anne Kroeker.

The following people submitted written testimony for Resolution No. 3779: Mark Leslie; Laura Gibbons; Tyrell Hedlund; Heidi Major; and Sarah Shifley. Written materials received are attached as minutes Exhibits C, D, E, F, and G, respectively.

Hearing no further testimony at this time, the public hearing continued to the November 17, 2020, Commission business meeting.

The motion, made by Commissioner Felleman, for introduction of Resolution No. 3779 carried by the following vote:

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

Opposed: (0)

10b. Introduction of, and hold a public hearing regarding, [Resolution No. 3780](#): A resolution of the Port Commission of the Port of Seattle specifying the dollar and percentage change in the regular property levy from the previous year per RCW 84.55.120; providing for a 3 percent increase of the levy from \$76,384,800 to \$78,676,344.

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

Presenter(s):

Dan Thomas, Chief Financial Officer; and
Michael Tong, Director, Corporate Budget

Commission Clerk Michelle Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

Dan Thomas, Chief Financial Officer, spoke regarding the purpose of the levy and action needed by the Commission to increase the levy amount.

Commissioner Steinbrueck opened the scheduled public hearing and received testimony on Resolution No. 3780 from the following person: J.C. Harris, Des Moines City Council Member. Written materials received from Mr. Harris are attached as minutes Exhibit H.

The public hearing continued to the November 17, 2020, Commission business meeting.

The motion, made by Commissioner Cho, for introduction of Resolution No. 3780 carried by the following vote:

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

Opposed: (0)

10c. Introduction of [Resolution 3781](#): A resolution of the Port of Seattle Commission establishing pay ranges for non-represented jobs and authorizing benefits that comprise the overall benefits package offered to non-represented Port employees and amending the Salary and Benefits Policy Directive established by Resolution No. 3739.

Requested document(s) included an agenda [memorandum](#), draft resolution, [Exhibit A](#), and [2020 pay ranges](#).

Presenter(s):

Ann McClellan; Total Rewards Manager;
Anika Klix, Total Rewards Consultant; and
Patricia Ly, Assistant to Managing Director Aviation

Commission Clerk Michelle Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- recommended updates and changes;
 - new paid holiday - Juneteenth
 - pay range adjustment – 2 percent
 - internal audit director’s position description update
 - definition update – project-related temporary assignment

The motion, made by Commissioner Cho, for introduction of Resolution No. 3781 carried by the following vote:

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

Opposed: (0)

10d. Authorization for the Executive Director to (1) advertise and execute a major works construction contract and (2) include a project labor agreement for the replacement of distressed pavements and supporting infrastructure for the 2021 portion of the 2021-2025 Airfield Pavement and Supporting Infrastructure Replacement Program at the Seattle-Tacoma International Airport. This construction authorization is for \$37,900,000 for a total authorization to date of \$51,395,000. The total 2021-2025 program cost is \$153,500,000. (CIP #C800930)

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

Presenter(s):

Chris Coulter, Capital Project Manager; and
Robert Kikillus, Airport Operations Development Manager

Commission Clerk Michelle Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2021 – 2025 program justification;
- 2021 project locations;
- Project scope, schedule, and budget;
- Communication and outreach; and
- 2021 project risks.

The motion, made by Commissioner Bowman, for approval of Item 10d carried by the following vote:

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

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. Q3 2020 Financial Performance Briefing

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

Presenter(s):

Dan Thomas, Chief Financial Officer;
Borgan Anderson, Director, Aviation Finance;
Dave McFadden, Managing Director, Economic Development;
Stephanie Jones Stebbins, Managing Director, Maritime;
Michael Tong, Director, Corporate Budget; and

Kelly Zupan, Director, Seaport Finance and Budget

Commission Clerk Michelle Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the aviation division – financial summary and business highlights;
- a non-aviation performance summary;
- the maritime division – financial summary and business highlights;
- an economic development division – financial summary and business highlights;
- the central services – financial summary and business highlights; and
- a portwide financial summary.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

13. ADJOURNMENT

There was no further business, and the meeting adjourned at 3:48 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: December 8, 2020.