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**APPROVED MINUTES  
COMMISSION REGULAR MEETING JANUARY 12, 2021**

The Port of Seattle Commission met in a regular meeting Tuesday, January 12, 2021. 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 two matters – one matter relating to national security (RCW 42.30.110(1)(a)(i)) and one matter related to the performance of a public employee (RCW 42.30.110(1)(g)), with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 55 minutes, the public meeting reconvened at 12:05 p.m. Commission President Steinbrueck led the flag salute.

Commission President Steinbrueck provided opening comments speaking to his service as Commission President during 2020 - challenges and opportunities faced and realized - and expressed his appreciation to all staff who support the Commission and the Port's successful operations.

**3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved without revisions.

**4. SPECIAL ORDERS OF THE DAY**

**4a. Order 2021-01 an Order of the Port of Seattle Commission Electing a Slate of Commission Officers for Calendar Year 2021. ([order](#) enclosed)**

Request document(s) included a proposed order.

Commission Clerk Michelle Hart read Item 4a and Order 2021-01 into the record as follows:

TEXT OF THE ORDER

**The Port of Seattle Commission hereby elects the following slate of Officers for 2021. All terms expire December 31, 2021, pursuant to commission bylaws.**

**President: Fred Felleman  
Vice President: Ryan Calkins  
Secretary: Sam Cho**

STATEMENT IN SUPPORT OF THE ORDER

**At the first meeting of each calendar year, the commission elects a president, vice president, and secretary, whose terms run from the date of election until the end of the calendar year (Bylaws, Article III, Sections 2 and 3). The duties of the president, vice president, and secretary are described in the commission's bylaws in Article III, Sections 5, 6, and 7, respectively.**

**The individuals listed above have agreed to perform the duties of their respective proposed offices in 2021, have acknowledged the principle that public service is a public trust, have executed annual transparency pledges, and recognize that all officers serve at the pleasure of the Port of Seattle Commission.**

Clerk Hart noted that all Commissioners have signed their annual Transparency Pledges, which are on file in the Clerk's Office. Attached as [Exhibit A](#).

Members of the Commission spoke in support of the slate of 2021 candidates.

**The motion, made by Commissioner Bowman, for approval of Item 4a, carried by the following vote:**

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

**Opposed: (0)**

At this time, outgoing Commission President Steinbrueck congratulated all incoming officers, wished incoming Commission President Felleman well in his coming leadership, and officially passed the gavel and presiding of the meeting to Commission President Felleman.

Commission President Felleman spoke, thanking the Commission for the honor and opportunity to serve. He further thanked Commissioner Steinbrueck for his leadership in 2020; spoke to successes in 2020; recognized staff for their efforts; congratulated Commissioners Cho and Calkins on their officer appointments; and spoke to looking ahead in 2021 to build back better in the regional and economic recovery efforts of the Port.

**5. EXECUTIVE DIRECTOR'S REPORT**

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

**6. COMMITTEE REPORTS**

Aaron Pritchard, Commission Policy Manager, reported regarding items discussed during the December 16, 2020, Energy and Sustainability Committee meeting and the December 17, 2020, Waterfront and Industrial Lands Committee. He concluded by reading the 2021 committee appointments as follows:

- Aviation Committee: Commissioners Calkins and Cho
- Energy and Sustainability Committee: Commissioners Steinbrueck and Bowman
- Equity and Workforce Development Committee: Commissioners Cho and Calkins
- Waterfront and Industrial Lands Committee: Commissioners Bowman and Steinbrueck
- Art Board: Commissioners Bowman and Steinbrueck
- Audit Committee: Commissioners Bowman and Cho

**7. PUBLIC COMMENT**

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

- Charles Costanzo, American Waterways Operators, provided spoken and written comment in regarding agenda Item 11b and stated that guiding principles should continue to guide the work based on standard regulations. Written materials submitted are attached as minutes [Exhibit B](#).
- Leah Missik, Washington Transportation Policy Manager with Climate Solutions, spoke regarding agenda Item 11b - in support of the strategy, to alignment to the state energy strategy, and to elevating the timeline for zero emissions goals.
- Adrienne Hampton, Duwamish River Clean-up Coalition and Technical Advisory Group, spoke in support of agenda Item 11b, to the effects of emissions on the Duwamish River Valley, and sustainable funding.
- Iris Antman, member of Seattle Cruise Control, spoke in support of the permanent cancellation of the T46 cruise ship terminal project and reducing the Port's reliance on the cruise business as a revenue stream due to resulting climate affects.
- Rev. Shalom Agtarap, Kufa Benta, Ronnie Lalimo, Devi Khadka, Mary Beth Clotario Doherty, Elena Perez, and Nicole Grant, supporting Unite Here Local 8, spoke regarding the impacts on airline catering workers paid under the Seatac minimum wage and implementation of SB 6217 for these workers.
- Bernadine Lund, member of Quiet Skies of Puget Sound and volunteer member of 350 Seattle's Aviation team, provided spoken and written comments regarding noise monitor data and the variation in the distribution of number of flights and locations of noise monitors. Written materials submitted are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Sharla Dodd, resident, submitted written comments regarding agenda Item 11b and the Port's goal of decreasing greenhouse gas emissions by 2050. Written materials received are attached as minutes [Exhibit D](#).

- In lieu of spoken comment, Laura Gibbons, volunteer with 350 Seattle's Aviation Team, submitted written comments regarding agenda Item 11b and the Port's climate action plan, urging the Port to think beyond emissions generated by Port facilities themselves to the emissions generated by the planes and ships using the ports. Written materials received are attached as minutes [Exhibit E](#).
- In lieu of spoken comment, Tyrell Hedlund, resident, submitted written comments regarding agenda Item 11b, urging the Port to think beyond emissions generated by Port facilities themselves to the emissions generated by the planes and ships using the ports. Written materials received are attached as minutes [Exhibit F](#).
- In lieu of spoken comment, Sarah Shifley, volunteer from 350 Seattle's Aviation team, submitted written comments regarding agenda Item 11b, reminding the Port that almost all emissions from SeaTac are caused by fuel burned by airplanes, not facilities' operations. Written materials received are attached as minutes [Exhibit G](#).
- In lieu of spoken comment, Jordan VanVoast, member of Seattle Cruise Control, submitted written comments urging the Commission to permanently cancel the T46 cruise ship terminal project and to consider all possibilities for immediately reducing the Port's reliance on the cruise business revenue stream. Written materials received are attached as minutes [Exhibit H](#).

**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 meeting of December 8 and 15, 2020**
- 8b. Approval of the Claims and Obligations for the period December 1, 2020, through December 31, 2020, including accounts payable check nos. 937689-938097 in the amount of \$5,374,441.59; accounts payable ACH nos. 031187-032220 in the amount of \$70,506,335.86; accounts payable wire transfer nos. 015498-015527 in the amount of \$15,971,950.16, payroll check nos. 197665-197821 in the amount of \$161,906.11; and payroll ACH nos. 1001061-1005421 in the amount of \$12,904,812.94 for a fund total of \$104,919,446.66.**

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

- 8c. Authorization for the Executive Director to execute a contract for a Security Information and Event Management System (SIEM) in an amount not-to-exceed \$1,000,000 for a term of five years.**

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

- 8d. Adoption of the 2021 Federal Legislative Agenda, and direct staff to advocate for its implementation.**

Request document(s) included an [agenda memorandum](#), [Aviation 2020 Federal Agenda](#), [2020 Maritime Agenda](#), and [presentation slides](#).

- 8e. **Authorization for the Executive Director to: (1) Prepare design and construction bid documents for the replacement of the Passenger Loading Bridges (PLBs) at Seattle-Tacoma International Airport and ; (2) Purchase seven PLBs, six fixed walkways and seven 400 Hz gate boxes for specified Gates; (3) Use Port of Seattle crews, as well as small and major works on-call contracts to perform the construction work. This request is in the amount of \$13,850,000, for a total estimated project cost of \$14,000,000.**

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

- 8f. **Authorization for the Executive Director to approve additional funding of \$555,000 to complete the World Trade Center West (WTCW) HVAC Replacement Project for design and construction. (CIP #800199)**

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

- 8g. **Authorization for the Executive Director to extend Port staff coverage for the International Arrivals Facility (IAF) an additional 13 months at a cost \$18.2 million. This increases the program authorization by 1.9% from \$968,445,000 to \$986,645,000**

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

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 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 Resolution No. 3784: A resolution of the Port of Seattle Commission authorizing the Executive Director to sell and convey Port personal property in 2021 in accordance with RCW 53.08.090 with a value not greater than \$20,000 and repealing Resolution No. 3769, dealing with the same subject.**

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

Presenter(s):

Rudy Caluza, Director, Accounting and Financial Reporting

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- surplus items that fall within the \$20,000 fair market value limit have been well utilized over the years with many having reached the end of their useful lives;
- Port policies and actions to reach out to jurisdictions in 2020, including school districts where the Port transferred certain computer mobility devices;
- during 2020, the Seattle School District received 111 iPhones and 22 iPads, 3 Android phones, and 2 MacBook Air;
- the Highline School District received 129 iPhones, 41 iPads, 1 Android phone, 14 Android tablets, and 3 MacBook Air; and
- the donated equipment helps bridge the technology gap for lower income children especially during the pandemic.

Mr. Caluza presented a slide show of the donated equipment in classroom use.

Commissioner Bowman asked Mr. Caluza to reach out to other local governments to see if they are as well donating surplus equipment in this way, and if not, if they would be willing to do it.

**The motion, made by Commissioner Bowman, for introduction of Resolution No. 3784, carried by the following vote:**

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

**Opposed: (0)**

**10b. Introduction of Resolution No. 3783: a resolution of the Port Commission of the Port of Seattle adopting the 2018 editions of the International Code Council, Building, Mechanical, Fire Codes and Fuel Gas Code, the 2018 Edition of the Uniform Plumbing Code, and 2018 Washington State Energy Code and the editorial changes made to the State Building Code by the Washington State Legislature; repealing certain sections of the Airport Building Code; adopting new sections of the Airport Building Code and repealing Resolution 3745, as amended.**

Request document(s) included an [agenda memorandum](#), [draft resolution](#), [building permit fees](#), [clearing and grading permit fees](#), and [presentation slides](#).

Presenter(s):

KC Ellis, Senior Manager, Airport Building Department

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2018 state building codes from RCW 19.27;
- state building code development; and

- airport building code – significant changes.

Members of the Commission and staff discussed how the Port informs the building code revision process.

**The motion, made by Commissioner Steinbrueck, for introduction of Resolution No. 3783, carried by the following vote:**

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

**Opposed: (0)**

**10c. Order 2021-02 an order of the Port of Seattle Commission to require the Executive Director to continue the indefinite postponement of the expenditure of funds for the design or construction of a cruise terminal proposed on Terminal 46 until a reassessment of the industry is delivered to Commission and other requirements before construction is authorized**

Requested document(s) included an [order](#).

Presenter(s):

Aaron Pritchard, Commission Policy Manager

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

Executive Director Metruck introduced the item and presenters.

Mr. Aaron Pritchard read the text of Order No. 2021-02 into the record as follows:

**TEXT OF THE ORDER**

**The Commission hereby directs the Executive Director to continue the indefinite postponement of design and capital investment on a proposed new cruise terminal on the 29 acres of Terminal 46 that are managed by the Port of Seattle under an Interlocal Agreement with the Northwest Seaport Alliance. The Executive Director shall also demonstrate clear coordination with the Northwest Seaport Alliance to provide maximum flexibility on future uses for Terminal 46.**

**Prior to Commission authorization of design of a new cruise terminal, staff shall provide the Commission with an updated assessment of the impact of the COVID-19 pandemic on the cruise industry and a reevaluation of the proposed project. Additionally, prior to Commission authorization of construction of a new cruise terminal, staff shall provide to Commission an assessment that includes, at a minimum, project cost estimates, return on investment and projected market demand.**

Members of the Commission and staff discussed elements that need to come together before the topic of design and capital investment on a proposed new cruise terminal comes back and any timeline for cruise restart.

Commissioner Felleman requested that the Commission be given business forecasts to keep apprised of projections.

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

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

**Opposed: (0)**

*(The regular meeting recessed at 2:19 p.m. and reconvened at 2:25 p.m.)*

## **11. PRESENTATIONS AND STAFF REPORTS**

### **11a. Briefing on 2021 Local, Regional and Community Engagement Policy Priorities and Partnerships.**

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

Presenter(s):

Keri Pravitz, East King County Community & Government Relations Manager, External Relations;

Dave Kaplan, Local Government Relations Manager, External Relations;

Lindsay Wolpa, Senior Manager, Waterfront Development Program, External Relations;

Sabrina Bolieu, Regional Government Relations Manager, External Relations

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- portwide/regional priorities;
- maritime/Seattle priorities;
- aviation/airport communities' priorities;
- engagement and partnership priorities; and
- next steps;
  - now through January 22 – incorporate feedback received
  - January 26 – seek Commission adoption
  - February and ongoing – meetings with other jurisdictions and key stakeholders to distribute priorities and share the local and regional focus for the year.

Members of the Commission:

- spoke regarding policy priorities that reach deeply into the community;



- thanked staff for their work; and
- noted that supporting from a regional perspective is a priority.

**11b. Briefing on the Final 2020 Northwest Ports Clean Air Strategy (NWPCAS) and Draft Port Implementation Actions**

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

Presenter(s):

Sandra Kilroy, Director, Maritime Environment & Sustainability  
Alex Adams, Senior Manager, Environmental Programs, Maritime Environment & Sustainability

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the Port's approach to comprehensive maritime climate and clean air action;
- the timeline for 2020 NWPCAS adoption and early implementation;
- 25+ perspectives used to shape the 2020 strategy;
- engagement leading to a bold new vision for 2050;
- a new vision recognizing urgency, aligns with the latest climate science;
- the strategy setting joint objectives to achieve zero-emissions by 2050;
- 94 percent of the Port's climate emissions come from maritime activity;
- charting the course to zero: 2020 strategy implementation at the Port of Seattle;
- implementation will prioritize transparency and sustainable, cost-effective, and equitable outcomes;
- waterside strategies;
- landside strategies;
- port administration strategies; and
- focused resources needed for successful implementation.

Members of the Commission requested a copy of the presentation and discussed:

- how the Port and the Alliance are doing with respect to reducing greenhouse gas emissions;
- a desire to see air inventory broken out in five-year plans;
- focusing sites on a 2030 goal; and
- a role for Northwest Seaport Alliance managing members to have a degree of parody and commonality through the Seaport.

**12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS**

Commissioner Cho recognized January 13, 2021, as Korean American Day and spoke regarding the contributions of Korean Americans in our communities.

Commissioner Calkins highlighted the opening of the Maritime High School.

**13. ADJOURNMENT**

There was no further business, and the meeting adjourned at 3:32 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: January 26, 2021.