



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

APPROVED MINUTES COMMISSION REGULAR MEETING MARCH 9, 2021

The Port of Seattle Commission met in a regular meeting Tuesday, March 9, 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

The meeting was convened at 10:30 a.m. by Commission President Fred Felleman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss one matter relating to litigation/potential litigation (RCW 42.30.110(1)(i)) and a second matter related to litigation/potential litigation (RCW 42.30.110(1)(i)) and national security (RCW 42.30.110(1)(a)(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 12:07 p.m. Commission President Felleman 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

Aaron Pritchard, Commission Policy Manager, provided a report regarding recently held committee meetings and the schedule for upcoming meetings.

7. PUBLIC COMMENT

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

- Bernedine Lund, member of Quiet Skies of Puget Sound and volunteer member of 350 Seattle's Aviation team, spoke and submitted written comments regarding her attendance at the recent virtual Aviation Noise and Emissions Symposium 2021; what she learned related to the dispersion of flight paths with respect to noise effects and mitigation; and

asked the Commission to consider asking the FAA to disperse the flight path at SEA. Written materials received are attached as minutes [Exhibit A](#).

- David Goebel, President of Vashon Island Fair Skies, thanked the Port for noise monitoring on Vashon Island and providing access to the raw noise monitoring data; and additionally, praised the StART program's accomplishment of providing the Monthly Comment Report and the value of the report.
- In lieu of spoken comment, Laura Gibbons, volunteer with 350 Seattle's Aviation Team, submitted written comments regarding cap and trade and offsets, noting that although cap and trade sounds promising, it does not work because carbon emitters are skilled at working the system; offsetting is also problematic. 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 Meeting of February 23, 2021, and the Special Meeting of February 23, 2021.

8b. Approval of the Claims and Obligations for the Period February 1 through February 28, 2021, Including Accounts Payable Check Nos. 938530 – 938857 in the Amount of \$ 3,452,403.98; Accounts Payable ACH Nos. 033180 - 033892 in the Amount of \$53,505,434.96; Accounts Payable Wire Transfer Nos. 015541 - 015558 in the Amount of \$9,247,674.65, Payroll Check Nos. 197960 – 198170 in the Amount of \$55,722.93; and Payroll ACH Nos. 1009667 -1013907 in the Amount of \$11,251,276.52 for a Fund Total of \$77,512,513.04.

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

8c. Request Commission authorization for the Executive Director to execute a contract for AT&T Cellular Services in an amount not to exceed \$10,000,000 for a term of up to ten years.

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

8d. Request commission authorization for the Executive Director, or his designee, to take all necessary steps to dispose of surplus personal property –, a 2012 Airfield sweeper, a 2014 Airfield sweeper, and a 2015 Lift Truck at the Seattle-Tacoma International Airport, in accordance with the General Delegation of Authority and Port Policy AC-13.

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

- 8e. Request Commission authorization for the Executive Director to execute up to three contracts for two-year periods with three one-year options with temporary staffing agencies. This is in support of administrative services and non-technical project assistance for all departments throughout the Port of Seattle. The estimated sum of the usage against contract(s) will not exceed \$2,000,000 expiring five years from execution.

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

- 8f. Request Commission authorization for the Executive Director to increase funding for the Interim Westside Fire Station project, at Seattle-Tacoma International Airport, by \$609,000 for a new total project total authorization in the amount of \$9,788,000 (CIP # C800876).

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

The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, and 8f carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

9. **UNFINISHED BUSINESS** – None.

10. **NEW BUSINESS** – None.

11. **PRESENTATIONS AND STAFF REPORTS**

- 11a. Youth Internship Programs Update.

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

Presenter(s):

Amberine Wilson, Emerging Talent Manager, Human Resources
LeeAnne Schirato, Commission Specialist
Emily Au, Past Commission Office Intern

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

Executive Director Metruck introduced the item and presenters.

Amberine Wilson, Emerging Talent Manager opened the presentation and expressed gratitude to Port leadership and the Commission for their support of the program and spoke to furthering equity in the region. LeeAnne Schirato, Commission Specialist, spoke regarding her involvement and experiences with the program to-date, as well as to Commissioner Bowman's sponsorship and

support of the program. Emily Au, previous Commission Office intern, spoke regarding her experiences as an intern and the meaningful impact it has had on her and others in the program.

The presentation addressed:

- background of the program;
 - since 2015 Commission Motion – college internship opportunities have doubled; high school interns hired went from 8 to 115 hired each year; and created over 15 new partnerships;
 - we are currently offering quarterly internships; working on CTE frameworks; and piloting a program for opportunity youth pursuing tech certificates;
- meeting 2020 challenges with innovation;
- a virtual project-based model of participation;
- high school program restructure benefits;
 - aligns with state and regional career connected learning recommendations;
 - answers community desire for year-round programming;
 - virtual program meets social distancing requirements and reduces transportation barriers;
 - reduces program and wage expenses during a tight budget year;
 - scalable design allows for growth when the economy improves;
 - reduces workload on port department staff;
 - increases collaboration with industry partners to create multi-agency pipelines;
 - virtual design allows for increased tribal engagement;
 - smaller cohorts support mentorship;
- 2021 goals;
- youth expert panels;
- 2021 high school programs timeline; and
- long-term vision for the program, participants, and partners.

Members of the Commission and staff discussed:

- receiving a state approved framework for continuing education;
- partnering, an equity lens applied to the program, and scalability;
- maintaining quality as the program expands;
- accommodating additional interns in the Commission Office;
- construction management as an element of the program; and
- expansion of tribal programs.

11b. SEA Stakeholder Advisory Round Table (StART) 2020 Annual Report.

Presentation document(s) included an [agenda memorandum](#), [2020 Annual Report](#), [operating procedures](#), [membership roster](#), [2020 accomplishments and results](#), [aviation noise action agenda](#), [StART federal policy advocacy plan](#), and [presentation slides](#).

Presenter(s):

Phyllis Shulman, Civic Alchemy, former outside facilitator of StART (external)
Michael Matthias, Des Moines City Manager, Member of StART (external)
Mark Hoppen, Normandy Park City Manager, Member of StART (external)
Lance Lyttle, Managing Director, Aviation
Marco Milanese, Community Relations Manager, External Relations
Eric Schinfeld, Senior Manager Federal & International Government Relations, External Relations

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- an overview of StART;
 - the preeminent forum for information sharing, discussing the airport communities' concerns, and providing feedback to the Port for all issues related to the airport;
 - developed in consultation with the Highline Forum-member cities;
 - Alaska Airlines, Delta Airlines, and the FAA all participants, with the inaugural meeting of StART held early in 2018;
 - all six Highline Forum-member cities are back at the table;
 - Burien, Des Moines, and Federal Way returned in the fall;
 - enacted revised operating procedures that strengthen StART's effectiveness;
 - establishment of a steering committee to provide strategic direction to StART;
 - feedback on the facilitator;
 - formalized ties with the Highline Forum;
 - strengthened behavior expectations/updated Code of Conduct;
 - several additional administrative changes;
- Near-term aviation noise action agenda;
 - implemented initiatives;
 - on-hold initiatives;
 - focus for 2021 on continued noise action agenda and development of new efforts to prevent and reduce aviation noise;
- 2020 accomplishments and 2021 workplan – federal policy working group;
 - pursuing a shared federal policy agenda;
 - elements of the shared agenda;
- key discussions at 2020 meetings;
 - UW ultrafine particles (UFP) study;
 - impacts of COVID on aviation and challenges facing Highline Forum – member cities;
 - the Port's economic recovery framework;
 - community engagement and noise comment monthly reporting;
 - SEA's aircraft noise monitoring program;
 - 2021 StART priorities and reflections;
- 2021 priorities for StART meetings;

- ultrafine particles (UFPs) and status of studies;
- aviation fuel dumping and FAA and airport procedures;
- 2021 aviation forecast;
- the South King County Fund;
- noise insulation; and
- air cargo operations.

Members of the Commission and staff discussed:

- areas where the Port has the ability to impact noise mitigation, including dispersion of flights;
- having a fully-aligned agenda with federal policy to address aviation noise;
- documenting commitments under the advocacy agenda;
- engagement of the state;
- the Ultrafine Particles Study and emerging research; and
- working more with our congressional delegation and being advocates.

11c. 2020 Financial Performance Briefing.

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance and Budget
Michael Tong, Director Corporate Budget, Finance and Budget
Borgan Anderson, Director, Aviation Finance and Budget
Kelly Zupan, Director SP Finance and Budget, Maritime Finance

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2020 key financial highlights;
- Aviation Division;
 - drop in passengers defined - 2020 financial challenge;
 - keys to financial results – CARES grant, Wise spending;
 - financial actions for COVID-19 response in 2020;
 - total operating expenses summary;
 - aeronautical revenue requirements;
 - aero rate base revenue requirements;
 - non-aeronautical revenues;
 - non-aeronautical NOI;
 - tenant relief - rent payment deferral status;
 - aviation FTE and position vacancy;
 - strategic use of CARES grant funding to exceed debt service coverage minimum;

- federal COVID relief – CARES and CRRSAA use;
 - 2020 capital spending;
 - capital spending by funding sources;
 - airport development fund balance;
 - 2021 capital spending;
- Non-aviation Divisions;
 - non-aviation performance summary;
- Maritime Division;
 - financial summary and business highlights;
 - 2020 achievements;
 - maritime 2020 financial highlights;
 - Northwest Seaport Alliance summary and joint ventures;
 - stormwater utility;
 - stormwater utility accomplishments;
 - environmental accomplishments;
- Economic Development Division;
 - financial summary and business highlights;
 - 2020 EDD program advancements;
- Central Services;
 - financial summary and highlights;
 - central services business events;
 - central services financial highlights;
- Portwide;
 - portwide financial highlights and performance trends;
 - comprehensive financial summary;
 - community programs summary;
 - portwide capital spending; and
 - 2021 capital budget update.

Members of the Commission and staff discussed:

- investment of the airport development fund balance;
- capital spending in 2020 and reductions in capital funding;
- projects brought back from 2020 cutbacks;
- rent payment deferral status; and
- how we measure environmental performance.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS – None.

13. ADJOURNMENT

There was no further business, and the meeting adjourned at 4:21 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: March 23, 2021.