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**APPROVED MINUTES
COMMISSION REGULAR MEETING MARCH 23, 2021**

The Port of Seattle Commission met in a regular meeting Tuesday, March 23, 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)), with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 28 minutes, the public meeting reconvened at 12:01 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

4a. Proclamation of the Port of Seattle Recognizing Cesar Chavez Day and Honoring the Work of Dolores Huerta

Request document(s) included a [proclamation](#).

Commission Clerk Hart read Item 4a into the record.

Ms. LeeAnne Schirato, Commission Specialist, introduced the item and spoke regarding Cesar Chavez's and Dolores Huerta's contributions. A video entitled, 'Dolores (2017) Official Theatrical Trailer | PBS' was aired for the Commission and viewing public. Ms. Schirato then read the proclamation into the record.

The motion, made by Commissioner Steinbrueck, for approval of Item 4a, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

4b. Pat Davis Legacy of Leadership Award

Commission Clerk Hart read Item 4b into the record.

Commission President Felleman introduced the item and Former Port Commissioner Pat Davis, in attendance, to speak regarding the Pat Davis Legacy of Leadership Award.

Ms. Davis spoke regarding the criteria of the award and its recipient, Elizabeth 'Biz' Leavitt, Senior Director, Engineering, Environment & Sustainability. Elizabeth Leavitt was nominated and selected due to her incredible contributions in furthering the achievements and advancement of women at the Port during her tenure.

Members of the Commission and Executive Director Metruck spoke regarding Elizabeth's achievements and expertise, advances in furthering the Port in its vision and mission, her regional impacts, and to her retirement after thirty years of service. Everyone expressed appreciation to Ms. Leavitt and wished her the best in retirement.

Ms. Leavitt spoke regarding her tenure, experiences, projects, and co-workers at the Port, and in appreciation to be nominated for, and to receive, the Pat Davis Legacy of Leadership Award.

5. EXECUTIVE DIRECTOR'S REPORT

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

Members of the Commission commented regarding the vaccination clinic currently in operation at the airport. Commission Bowman advised that the Port of Seattle Fire Department has been out in the community assisting in the vaccination of those who cannot physically get to the airport location.

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):

- Mike Sotelo, representing the Ethnic Chambers of Commerce for WA State and King County, spoke regarding meeting Cesar Chavez, the growth of the Latino community, and the number of people of color in universities and in the trades. He expressed appreciation for the Port's efforts of diversity and inclusion and inquired regarding the number of Latino women currently working at the Port.
- Anne Kroeker, resident, spoke regarding the Port's real estate acquisition at Des Moines W. Creek, noting a conflicting use with respect to industrial use and pollutants from the neighboring property. She spoke to the removal of green space and asked the Port to reconsider the intended use of the acquired property.

- In lieu of spoken comment, Laura Gibbons, volunteer with 350 Seattle's Aviation Team, submitted written comments inquiring where the Port's plan is to meet its target of a 50 percent reduction in Scope 3 greenhouse gas emissions by 2030. Written materials received are attached as minutes [Exhibit A](#).

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 March 9, 2021.**
- 8b. Authorization for the Executive Director to Approve Additional Funding in the Amount of \$1,360,000 for Design, Permitting, and Construction Phases of the Central Waterfront Elevator Modernization Project and to Direct Staff to Award the Contract to Continue the Project. (CIP # C801016)**

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

- 8c. Authorization for the Executive Director to (1) Develop, Advertise, and Execute an Alternative Public Works Delivery Using the Building Engineering Systems Process, (2) Execute a Five-year Maintenance Service and Training Agreement for the Exit Breach Control Replacement Project at Seattle-Tacoma International Airport, and (3) Utilize Port Crews, for an Estimated Total Project Cost of \$4,181,000. (CIP # C801159).**

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

- 8d. Authorization for the Executive Director to Approve Signing of a Memorandum of Understanding for Initial Post-Damage Safety Evaluation of Facilities Between the Port of Seattle and the Seattle Department of Construction and Inspections. (CIP #C000000)**

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

- 8e. Authorization for the Executive Director to (1) Advertise for Construction Bids, (2) Execute Construction Contracts, and (3) Fund the Construction Phase to Complete the P66 Roof Upgrade Project, for a Total Estimated Project Cost of \$2,209,000. (CIP #C801103)**

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

- 8f. Authorization for the Executive Director to Execute up to Two (2) Indefinite Delivery, Indefinite Quantity (IDIQ) Professional Services Agreements for Roofing Related Consulting Services with a Cumulative Total Amount Not-to-Exceed \$2,000,000 and a Contract Ordering Period of Five Years. No Request for Funding is Associated with this Authorization.**

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

- 8g. Authorization for the Executive Director to Advertise and Execute a Service Agreement for Professional Design Services for all Project Elements and Improvements Necessary to Support the Port's Development of the Terminal 91 (T91) Uplands Area Located North of the Magnolia Bridge. No Request for Funding is Associated with this Authorization.**

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. Authorization for the Executive Director to (1) Execute Project Specific Service Agreements for Project Management, Construction Management, Design Services, and Testing and Special Inspections; (2) to Utilize a General Contractor/Construction Manager (GCCM) and Execute a GCCM Construction Contract for Pre-construction Services; (3) to Use Port Crews; and (4) to Execute a Memorandum of Agreement (MOA) Between the Port of Seattle (Port) and United Airlines in Support of the Post IAF Airline Realignment Project at Seattle-Tacoma International Airport (SEA). The Total Authorization Request is \$26,000,000. (CIP #C801158)**

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

Presenter(s):

James Jennings, Director, Aviation Properties

Sean Anderson, Capital Program Leader, AV Project Management Group

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- post International Arrivals Facility (IAF) airline realignment;
- an overview of the realignment;
- realignment scope of work;
- gate improvements;
- ramp level office relocations;
- United Baggage Service Office relocation;
- United lounge relocation;
- airline realignment risks;

- airline realignment schedule;
- where the project is at in the cone of certainty; and
- project budget.

Members of the Commission and staff discussed:

- the projected timeline for the project and any opportunity to accelerate it in alignment with the IAF opening;
- agreement by the airline carriers; and
- preferential carrier rights for use of the IAF.

The motion, made by Commissioner Bowman, for approval of Item 10a carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

10b. Authorization for the Executive Director to Complete Design and Permitting of the Fishermen's Terminal (FT) Site Improvements (U00320) Under the New CIP C801211, Utilizing \$1,525,505 in Formerly Authorized Funding for the Gateway Building CIP. No Request for Funding is Associated with this Authorization.

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

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime
Dave McFadden, Managing Director, Economic Development Administration
Kyra Lise, Director, Real Estate Development
Elena Franks, Capital Project Manager IV, Seaport Project Management

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the critical juncture of the project;
 - touch point on program scope components;
 - request for authorization to complete site improvements under the new CIP;
 - progress update and accomplishments;
 - the path forward;
- budget structure;
- Fisherman's Terminal site improvements;
 - decision points;
 - scope refinement;
 - status of the project, total project cost, and next steps;
- Maritime Innovation Center; and
 - achievements;
 - total project cost;

- next steps – complete design and permitting and build concurrently with site improvements;
- timeline;
- Gateway Building;
 - pause in design work;
 - shelving to preserve the value of work completed to-date.

Members of the Commission and staff discussed:

- inquiries into sustainability, site planning, green site design, water treatment, etc.;
- study of parking and traffic flows;
- if traffic flows are working;
- securing the Maritime Heritage Area designation and interpretative opportunities at the site;
- accessibility to the site with respect to a bike and pedestrian connection;
- sitewide ADA accessibility;
- reviewing interpretative messaging;
- incorporating the art program into the interpretation; and
- possible repurposing of the bank building site.

The motion, made by Commissioner Cho, for approval of Item 10b carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. Real Estate Strategic Plan Update

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Administration
Kyra Lise, Director, Real Estate Development
Matt Anderson, Principal, Heartland, LLC

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Port real estate principles;
- Port property development recommendations;
- properties being evaluated;
 - Fisherman's Terminal;
 - Salmon Bay Marina;
 - Terminal 91;
 - Harbor Marina Corporate Center;
 - World Trade Center;

- Pier 69;
- evaluate acquisition and partnership opportunities;
 - managing for the mission;
 - leveraging expertise;
 - partnering to amplify impact;
- the evaluation matrix;
- criteria derived from the Century Agenda;
- equity and sustainability;
- funding options and opportunities;
- legal parameters;
- port development execution options; and
- next steps;
 - implementing key recommendations surrounding development or disposition of Port properties;
 - completing due diligence on two to three top acquisition or partnership opportunities;
 - completing analysis of Port financing options for real estate development projects.

Members of the Commission and staff discussed:

- the strategic thinking that has gone into the plan;
- weighting the scoring system for facilities;
- de-acquisitioning of property and use of the capital funding for more important projects where needed;
- use of metrics in a much more objective way;
- any future discussion of the potential of reopening Pier 69 to other tenants and policies around shared space;
- taking a deeper dive in looking at the what the Port may acquire and our role on the waterfront;
- the need to look at ways the Port can revitalize downtown; and
- examining the best use for under-performing properties and operational procedures for getting buildings back up to full capacity, while looking at the Port's lease provisions for tenants.

11b. Port of Seattle Police Department Annual Report

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

Presenter(s):

Michael Villa, Acting Chief of Police, Police Department

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the organizational structure of the Police Department;
 - Operations Bureau;
 - patrol
 - marine patrol unit
 - dive team
 - traffic support specialists
 - explosive detection K9
 - bomb disposal unit
 - Office of Professional Accountability;
 - Criminal Investigations Division;
 - Office of Professional Development;
 - Office of Professional Standards;
- CALEA Accreditation;
- recruiting and hiring;
- 911 police and fire communications team;
- partnerships;
- 2020 awards;
- 2020 budget; and
- 2021 department goals.

Members of the Commission and staff discussed:

- Commission appreciation for the report and transparency of the Port Police Department;
- strategic planning for the department in the future;
- diversity in the department;
- where police engagement with the public is occurring;
- mutual aid agreements and use of force with respect to which jurisdiction's policies and procedures apply in response to an emergency;
- an uptick in officer hours and work taking place at the airport; and
- data on any complaints received to be sent to the Commission.

Members of the Commission thanked Acting Chief Villa and the members of the Police Department for their efforts to keep the Port safe every day.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Commissioner Cho spoke regarding the Port's economic recovery listening sessions which will begin in April and go through May.

Commission President Fred Felleman acknowledged and thanked Mr. Brad Tilden for his years of service at Alaska Airlines and looked forward to their continued work together in his role on the Board of Directors.

13. ADJOURNMENT

**PORT COMMISSION MEETING MINUTES
TUESDAY, MARCH 23, 2021**

There was no further business, and the meeting adjourned at 4:18 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: April 13, 2021.