



## COMMISSION REGULAR MEETING AGENDA

April 13, 2021

To be held in virtually via MS Teams in accordance with the Governor's 'Safe Start' order and Proclamation 20-28. You may view the full meeting live at [meetings.portseattle.org](https://meetings.portseattle.org). To listen live, call in at 1 (833) 209-2690, or +1 (425) 660-9954 and Conference Code 717585058#

### ORDER OF BUSINESS

10:30 a.m.

1. CALL TO ORDER
2. EXECUTIVE SESSION – *if necessary, pursuant to RCW 42.30.110 (executive sessions are not open to the public)*

► 12:00 noon – PUBLIC SESSION

Reconvene or Call to Order and Pledge of Allegiance

3. APPROVAL OF THE AGENDA (*at this time, commissioners may reorder, add, or remove items from the agenda*)
4. SPECIAL ORDERS OF THE DAY
5. EXECUTIVE DIRECTOR'S REPORT
6. COMMITTEE REPORTS
7. PUBLIC COMMENT – *procedures available online at <https://www.portseattle.org/page/public-comment-port-commission-meetings>*

**PLEASE NOTE: DUE TO THE GOVERNOR'S 'SAFE START' ORDER** there will be no physical location for this meeting and the

**PORT WILL NOT ACCEPT** in-person, verbal comments during the regular meeting of April 13, 2021. Alternatively, during the regular order of business, those wishing to provide public comment will have the opportunity to:

**1) Deliver public comment via email:** All written comments received by email to [commission-public-records@portseattle.org](mailto:commission-public-records@portseattle.org) will be distributed to commissioners and attached to the approved minutes.

**2) Deliver public comment via phone or Microsoft Teams conference:** To take advantage of this option, please email [commission-public-records@portseattle.org](mailto:commission-public-records@portseattle.org) with your name and the topic you wish to speak to by 9:00 a.m. PT on Tuesday, April 13, 2021. You will then be provided with instructions and a link to join the Teams meeting.

**This process will be in place until further notice. For additional information,** contact [commission-public-records@portseattle.org](mailto:commission-public-records@portseattle.org).

8. CONSENT AGENDA (*consent agenda items are adopted by one motion without discussion*)
  - 8a. Approval of the Minutes of the Regular Meeting of March 23, 2021. (**no enclosure**)
  - 8b. Approval of the Claims and Obligations for the Period March 1, 2021, through March 31, 2021, Including Accounts Payable Check Nos. 938858-939196 in the Amount of \$2,933,098.83; Accounts Payable ACH Nos. 033893-034669 in the Amount of \$62,495,266.49; Accounts Payable Wire Transfer Nos. 015559-015583 in the Amount of \$7,697,943.98, Payroll Check Nos. 198171-198377 in the Amount of \$77,709.84; and Payroll ACH Nos. 1013908-1018130 in the Amount of \$11,234,593.64 for a Fund Total of \$84,438,612.78. (**memo enclosed**)

- 8c. Authorization for the Executive Director to Advertise, Award and Execute a Contract with a Benefits Consultant to Provide Consulting Services that Include Benefits Insurance Broker Services and Health Plan Actuarial Services to the Port of Seattle’s Employee Benefits Program for up to 10 Years at an Amount Not-to-Exceed \$4,600,000. ([memo](#) enclosed)
- 8d. Authorization for the Executive Director to Execute a Settlement Agreement to Resolve Claims and Potential Claims Arising Out of Two TSA-owned Explosive Detection System Machines (the “EDS Machines”) that Were Damaged and Required Replacement During the Baggage Optimization Phase 1 Project (“BOP1”) ([memo](#) enclosed)
- 8e. Authorization for the Executive Director to (1) Construct a Single Office as the Second Phase of the Main Terminal Space Conversion Project at Seattle-Tacoma International Airport, and (2) Utilize Port of Seattle Crews and Small Works On-call Contracts to Perform Construction Work. The Amount Requested is \$400,000 of the Total Project Estimate of \$3,500,000 (CIP #C801055). ([memo](#) and [presentation](#) enclosed)
- 8f. Authorization for the Executive Director to (1) Complete Design, (2) Execute Contracts for Screening Equipment, and (3) Use Port Crews and Small Works Contracts for Construction in Support of the North Satellite Transit System Employee Screening Project at Seattle-Tacoma International Airport, in the Amount of \$1,400,000 (CIP #C801153). ([memo](#) and [presentation](#) enclosed)
- 8g. Authorization for the Executive Director to Extend the Existing Contract Between the Port of Seattle and Café Pacific Catering, for Exclusive Food and Beverage Service at the Conference Center at SEA Airport. Requested Extension is One Year with an Additional One-year Option to Extend, for a Total Possible Extension of Two Years. ([memo](#) and [current agreement](#) enclosed)
- 8h. Authorization for the Executive Director to Proceed with the Design Development and Permitting Phase of the Fishermen’s Terminal ADA Compliance Project in the Amount of \$215,000 (CIP No. C801198). ([memo](#) enclosed)
- 8i. Approval of Order 2021-04: Extension of the On-demand Taxi and Flat Rate for Hire Service Pilot Program. ([draft order](#) enclosed)

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

- 10a. Authorization for the Executive Director to Sign an Interlocal Agreement (ILA) with Highline Public Schools, Maritime High School, substantially in the Form Attached, with Minor Changes to be Approved by Legal Counsel, as Appropriate. The ILA will Facilitate the Transfer of Port of Seattle Funds to Highline Public Schools as Authorized in the 2021 Budget. ([memo](#), [draft agreement](#), [Exhibit A](#), and [presentation](#) enclosed)
- 10b. Authorization for the Executive Director to Finalize and Implement Additional Airport Relief Measures in Response to the On-going COVID-19 Pandemic Impacts to Airport Dining and Retail (ADR), On-Airport Parking and Rental Car (RAC) Concessionaires, Specifically (i) to Offer Lease Amendments to ADR, On-Airport Parking and RAC Concessionaires Relating to Adjustment of Minimum Annual Guaranteed (MAG) Rent, RAC Concession Agreement Extensions, and (ii) to Separately Provide Rent Relief in the Form of Credits to Eligible ADR, On-Airport Parking and RAC concessionaire as part of the Airport Coronavirus Response Grant Program established by the Federal Aviation Administration (FAA) Pursuant to the Federal Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) ([memo](#) enclosed)

- 10c. Authorization for the Executive Director to Develop the Project Definition Document to Finalize the Scope, Schedule, Budget, and Project Delivery Method for the Preferred South Satellite Renovation and Renewal Project Alternative at the Seattle-Tacoma International Airport. The Amount Being Requested Under this Authorization is \$2,750,000. (CIP# C801203). ([memo](#) and [presentation](#) enclosed)
  
- 10d. Authorization for (1) the Executive Director to Execute a Funding Agreement with Cruise, LLC (Expedia Group) and Washington State Department of Fish and Wildlife to Spend up to \$83,000 for the Port's One-sixth Contribution Towards a Cost and Feasibility Analysis Which Seeks to Understand the Engineering Demands and Construction Costs for the Rebuilding of the Public Fishing Pier at Pier 86 with a Ferry Float to Support Commuter Ferry Service; and (2) to Exempt this Opportunity from a Competitive Process. ([memo](#), [agreement](#), and [presentation](#) enclosed)

## 11. PRESENTATIONS AND STAFF REPORTS

- 11a. Diversity in Contracting Annual Report ([memo](#) and [presentation](#) enclosed)
  
- 11b. ACE Green Cities Program Update ([memo](#) and [presentation](#) enclosed)

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

## 13. ADJOURNMENT