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## **APPROVED MINUTES COMMISSION SPECIAL MEETING APRIL 27, 2021**

The Port of Seattle Commission met in a special meeting Tuesday, April 27, 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 11:30 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 two matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 25 minutes each, with the intention of reconvening the public session at 12:30 p.m. Following the executive session, which lasted approximately 55 minutes, the public meeting reconvened at 12:32 p.m. Commission President Felleman led the flag salute.

### **3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved as amended with the removal of Item 8c from the Consent Agenda; Item 8c was addressed separately.

### **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**

Mr. Aaron Pritchard, Commission Specialist, provided a report regarding recently held committee meetings.

### **7. PUBLIC COMMENT**

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

- In lieu of spoken comment, Laura Gibbons, volunteer with 350 Seattle's Aviation Team, submitted written comments opining that SAF is just as bad as regular fuel with respect to aviation emissions; noting that Port staff have agreed that it is not possible to scale up SAF to the extent that they could compose a meaningful contribution to the Port's target of a 50 percent

reduction in Scope 3 greenhouse gas emissions by 2030. Written materials received are attached as minutes Exhibit A.

- In lieu of spoken comment, Sharla Dodd, resident, submitted written comments to advise that sustainable aviation fuels are not the solution to the Port's goal of eliminating greenhouse gas emissions because they have been proven to be at least as harmful to the atmosphere as conventional jet fuel and they are not scalable. 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 April 13, 2021.**
- 8b. Authorization for the Executive Director to (1) Proceed with the EDMS Replacement Project; (2) to Execute Contract(s) for Software, Equipment, and Vendor Implementation Services; (3) to Use Port Staff for Implementation; and (4) to Execute a Contract for up to Ten Years for Software License, Service, and/or Maintenance Fees Estimated at \$800,000. The Amount Requested for Project Implementation is \$415,000 for a Total Authorization of \$1,215,000. (CIP#801136).**

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

- 8c<sup>1</sup>. Authorization for the Executive Director to Enter into an Interlocal Agreement with National Renewable Energy Laboratory to Analyze Energy and Technology Alternatives for Both Aviation and Maritime Facilities to Help Meet Century Agenda Environmental and Energy Goals.**

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

- 8d. Authorization for the Executive Director to Execute a Change Order to Contract MC-0301904 Main Terminal Low Voltage System Upgrade – General Contractor/Construction Manager (GC/CM) Preconstruction Services Agreement, for the Remaining Preconstruction Services Portion of the GC/CM Contract with M. A. Mortenson Construction Inc. for Work to be Performed at Seattle-Tacoma International Airport (SEA). The Amount of the Change Order is \$1,500,000 for a Revised Total Not-to-Exceed the Amount of \$3,000,000. (CIP #C800061)**

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

- 8e. Authorization for the Executive Director to (1) Complete Design, (2) to Execute a Professional Services Agreement for Design Services, and (3) to Enter into a Reimbursable Agreement with the Federal Aviation Administration for the**

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<sup>1</sup> Item 8c was removed from the Consent Agenda and addressed separately.

**S. 188th St. Tunnel Lighting Project at Seattle-Tacoma International Airport (SEA), for a Request Authorization of \$4,610,000 and a Total Authorization of \$4,900,000; and a Total Estimated Project Cost of \$24,500,000 (CIP #C801157).**

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

**8f. Authorization for the Executive Director to (1) Authorize \$6,180,000 of Design Budget Including a Reimbursement to Delta Air Lines, Inc., for the Design of the Concourse A Building Expansion for the Lounges Project at Seattle-Tacoma International Airport; and (2) to Execute a Tenant Reimbursement Agreement (TRA) with Delta for this Purpose Under the Airport's AV-2 Policy (CIP #C801205).**

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

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

**Opposed: (0)**

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

**8c. Authorization for the Executive Director to Enter into an Interlocal Agreement with National Renewable Energy Laboratory to Analyze Energy and Technology Alternatives for Both Aviation and Maritime Facilities to Help Meet Century Agenda Environmental and Energy Goals.**

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

Commission Clerk Michelle Hart read Item 8c into the record.

Executive Director Metruck introduced the item and presenters.

Presenter(s):

Stephanie Meyn, Senior Environmental Program Manager, AV Environmental Programs Group

David Fujimoto, Senior Environmental Program Manager; and  
Scott Cary, Engineering Project Manager, Applied Engineering Team NREL

Stephanie Meyn, David Fujimoto, and Scott Cary provided a staff report.

Commissioner Steinbrueck spoke regarding energy use per square foot, energy efficiency and prioritizing by building. He also spoke regarding the need to address energy efficiencies consistent with the goal of the Century Agenda and having a baseline on our current carbon footprint, including lighting.

Commissioner Bowman asked that the Energy and Sustainability Committee consider the audit, and that she would also like to see a budget item in this regard.

Discussion continued regarding receiving an annual update on the Port's greenhouse gas inventory and an annual timeline was the Port proceeds to achieve its goals.

**The motion, made by Commissioner Steinbrueck, for approval of Item 8c carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

**9. UNFINISHED BUSINESS – None.**

**10. NEW BUSINESS**

**10a.** *[Clerk's Note: Removed from agenda prior to publication.]*

**10b. Introduction of Resolution No. 3786: A Resolution Authorizing the Issuance and Sale of Intermediate Lien Revenue and Refunding Bonds in One or More Series in the Aggregate Principal Amount Not-to-Exceed [\$950,000.000], for the Purpose of Financing or Refinancing Capital Improvements to Aviation Facilities and for the Purpose of Refunding Certain Outstanding Revenue Bonds of the Port; Setting Forth Certain Bond Terms and Covenants; and Delegating Authority to Approve Final Terms and Conditions and the Sale of the Bonds.**

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

Presenter(s):

Elizabeth Morrison, Director of Corporate Finance

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the sale and issuance of intermediate lien revenue bonds;
- multiple series based on federal tax status;
- funding of airport capital investments;
- refunding existing bonds;
- providing funding for related costs;
- bonds sold by the Port's underwriting team; and
- delegation limits.

**The motion, made by Commissioner Bowman, for introduction of Resolution 3786, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

**10c. Introduction of Resolution No. 3787: A Resolution Authorizing the Issuance and Sale of First Lien Revenue Refunding Bonds, Series 2021 in the Aggregate Principal Amount of Not-to-Exceed [\$60,000.000] (the “Bonds”), for the Purpose of Refunding the Port’s First Lien Revenue Refunding Bonds, Series 2011B (the “2011 Bonds”); Setting Forth Certain Bond Terms and Covenants; and Delegating Authority to Approve Final Terms and Conditions and the Sale of the Bonds.**

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

Presenter(s):

Elizabeth Morrison, Director of Corporate Finance

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the sale and issuance of first lien revenue bonds; and
- the purpose to refund existing first lien bonds issued in 2011 for an estimated \$5 million present value debt service savings;

**The motion, made by Commissioner Bowman, for introduction of Resolution 3787, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

**10d. Authorization to (1) Execute a Contract for Program Management and Project Management Support Not-to-Exceed \$14,000,000; (2) to Execute a Contract for Construction Management Support Not-to-Exceed \$15,000,000; (3) to Execute a Contract for Special Inspections and Testing Not-to-Exceed \$1,000,000; (4) to Authorize the Remainder of the Design Budget; (5) to Execute an Amendment to the C1 Building Expansion Design Services Contract in the Amount of \$17,880,000, for a New Contract Total of \$24,080,000; (5) to Execute a Change Order to Contract MC-0320161, General Contractor/Construction Manager (GC/CM) Preconstruction Services Agreement, for the Remaining Preconstruction Services Portion of the Contract with Turner Construction Company for Work to be Performed at Seattle-Tacoma International Airport (SEA). The Amount of the Change Order is \$1,000,000 for a Revised Total Not-to-Exceed \$3,500,000; and (6) to Authorize Enabling Construction Work and Early Work Packages. (CIP# C800845).**

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

Presenter(s):

James Jennings (JJ), Director, Aviation Business and Properties  
Adam Olson, Capital Project Manager IV, AV Project Management Group  
Dawn Hunter, Director, AV Commercial Management and Analysis

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the building expansion project;
- project purpose – to create the needed space for passengers and tenants in the Concourse C/D area to move towards an Optimum Level of Service;
- scope of work;
- airport dining and retail – vision for the project;
- project certainty and status; and
- authorization to accelerate the project delivery.

Members of the Commission and staff discussed:

- interest in seeing the energy system that will be implemented;
- hearing more about the project progression in the Energy and Sustainability Committee meetings;
- energy consumption of the design; and
- solar panel installation.

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

**Opposed: (0)**

**10e. Authorization for the Executive Director to Authorize up to \$10 million in Support of the North Main Terminal Redevelopment Program (1) for Alaska Airlines to Complete a Project Definition Document and to Progress the Overall Program Design at Seattle-Tacoma International Airport, (2) to Fund Associated Port Soft Costs, (3) to Execute a Tenant Reimbursement Agreement with Alaska Airlines, and (4) to Authorize the Execution of a Consultant Support Services Contract for an Estimated Value of \$16.5M, as Well as a Design Services Contract for an Estimated Value of \$4.5 million.**

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

Presenter(s):

James Jennings (JJ), Director, Aviation Business and Properties  
Kris Casselman, Senior Development Manager, Aviation Capital Programs

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the program overview;
- key issues;
- areas of work;
- program scope;
- existing conditions;
- the proposed ticket lobby and checkpoint layout;
- the proposed lobby – Zone 6;
- estimated schedule;
- key project scope questions; and
- next steps.

Members of the Commission and staff discussed:

- the procurement process and Alaska Airlines partnership with labor;
- improvement in project delivery timeline;
- relocation of tenants in Zones 6 and 7; and
- putting the project through the sustainability framework.

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

**Opposed: (0)**

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

### **11a. Port Policing Assessment Progress Report**

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

Presenter(s):

Bookda Gheisar, Senior Director, Equity, Diversity, & Inclusion  
Delmas Whittaker, Senior Manager Fishing Vessel Services, Fishing & Commercial Vessel  
Management (Lead)  
Marin Burnett, Strategic Planning Program Manager, Office of Strategic Initiative  
Deborah Jacobs, Police Accountability Expert  
Michael Villa, Acting Chief of Police, Police Department

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- a progress update regarding the Commission Task Force on Policing and Civil Rights;
- areas for assessment;
- engagement activities;
- identified processes that support equity goals;
- use of force insights;
- oversight, accountability, equity, and civil rights insights;
- mutual aid insights;
- diversity and hiring;
- training and development; and
- 2021 State legislative session impacts on policing.

Members of the Commission and staff discussed:

- status of the assessment at the departmental level;
- bills in the session that necessitate the Port look at policy and procedural changes that may be needed as a result of the legislation;
- improving and maintaining public trust;
- how others in the region are approaching the topic;
- receiving annual reports from the police department regarding the status of policing;
- revisiting the reporting relationship of the Police Chief directly to the Executive Director;
- working with recommendations of the taskforce prior to the final report, with 2022 budget needs in mind;
- the Port having its own crowd management policies;
- more training related to human trafficking for law enforcement personnel;
- qualified immunity;
- if baseline numbers will be provided in the final report and then policies which will be implemented with regard to the use of force;
- how the Police Department compares with other departments;
- diversity in the Police Department with respect to hiring; and
- community outreach.

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

Commissioner Calkins spoke regarding the launch of the Maritime High School, noting a current enrollment of 150 students. Enrollment is still currently available for the Eighth Grade.

Commissioner Felleman spoke regarding a successful legislative session and wished Commissioner Cho a happy birthday.

**13. ADJOURNMENT**



**PORT COMMISSION MEETING MINUTES  
TUESDAY, APRIL 27, 2021**

There was no further business and the meeting adjourned at 3:15 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: May 11, 2021.