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## **APPROVED MINUTES COMMISSION REGULAR MEETING MAY 11, 2021**

The Port of Seattle Commission met in a regular meeting Tuesday, May 11, 2021. The meeting was held remotely in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's 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 three matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 20 minutes each, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 70 minutes, the public meeting reconvened at 12:03 p.m. Commission President Felleman led the flag salute.

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

Without objection, the preliminary agenda was approved, as amended, to reorder agenda Item 10e to be heard after agenda Item 10a and to pull Item 8f from the Consent Agenda, to be addressed separately.

### **4. SPECIAL ORDERS OF THE DAY – None.**

### **5. EXECUTIVE DIRECTOR'S REPORT**

Chief Operating Officer David Soike previewed items on the day's agenda and made announcements.

### **6. COMMITTEE REPORTS**

Mr. Aaron Pritchard, Deputy Commission Chief of Staff, provided a report regarding recently held committee meetings.

### **7. PUBLIC COMMENT**

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

- Brooke Vatheuer, VP Strategic Performance, Alaska Airlines, spoke in support of agenda Item 10d, supporting Port jobs and the employment center.

- Anna Pavlik, Rachel Lauter, Iman Mustafa, Liliana Paredes, Juana Mas, and Veronica Wade, interested persons, spoke in support of agenda Item 11a and the Port's efforts and partnerships in Workforce Development for the organization and the region.
- Stefan Moritz, Ronnie Lalimo, and Joseph Wallis, of Unite Here Local 8, spoke in support of Agenda Item 10b, introduction of a resolution to enact Minimum Wage and Worker Retention Requirements Applicable to Certain Employers Located at Seattle-Tacoma International Airport.
- Anne Kroeker, resident, spoke regarding public health concerns for the short- and long-term related to environmental noise. Written materials received are attached as minutes [Exhibit A](#).
- In lieu of spoken comment, Nastassia Barber, student, submitted written comments regarding the levels of aviation emissions in Washington State and requested a decrease in unnecessary aviation traffic. Written materials received are attached as minutes [Exhibit B](#).
- In lieu of spoken comment, Laura Gibbons, resident, submitted written comments asking the Port Commission how it will meet its 50 percent reduction in Scope 3 greenhouse gas emissions by 2030. Written materials received are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Roy Goldberg, on behalf of the Flying Food Group, submitted written comments regarding agenda Item 10b and spoke to the general application of minimum labor standards. Written materials received are attached as minutes [Exhibit D](#).
- In lieu of spoken comment, Peter Knutson, Loki Fish Company, submitted written comments regarding agenda Item 8f, encouraging the Port to integrate the existing Fisherman's Terminal community with the proposed uses of the building. Written materials received are attached as minutes [Exhibit E](#).
- In lieu of spoken comment, Brent Paine, on behalf of the United Catcher Boats organization, a tenant at Fisherman's Terminal, submitted written comments regarding agenda Item 8f and asked the Port to consider including a meeting facility in its design and function of the new Seattle Ship Supply building that can be utilized by the tenants. Written materials received are attached as minutes [Exhibit F](#).
- Post meeting correspondence received from Robert Alverson and Craig Morris was distributed to Commissioners and are attached at minutes [Exhibit G](#) and [Exhibit H](#), respectively.

## **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 Special Meetings of April 27, 2021.**
- 8b. Approval of the Claims and Obligations for the period April 1, 2021, through April 30, 2021, including accounts payable check nos. 939197-939641 in the amount of \$4,044,427.93; accounts payable ACH nos. 034670-035397 in the amount of \$64,349,126.52; accounts payable wire transfer nos. 015584-015602 in the amount of \$11,093,991.36, payroll check nos. 198378-198631 in the amount of \$69,866.46; and payroll ACH nos. 1018131-1024487 in the amount of \$16,910,809.42 for a fund total of \$96,468,221.69.**

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

- 8c. Adoption of Resolution No. 3786: A Resolution of the Port Commission of the Port of Seattle Authorizing the Issuance and Sale of Intermediate Lien Revenue and Refunding Bonds in One or More Series in the Aggregate Principal Amount of 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](#).

- 8d. Adoption of Resolution No. 3787: A Resolution of the Port Commission of the Port of Seattle 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](#).

- 8e. Authorization in the Amount of \$1,164,000 for the Executive Director to (1) Complete Design and (2) Utilize Port Crews and a Small Works Contract to Construct the IAF Maintenance Path Fence Project at Seattle-Tacoma International Airport (SEA), for a Total Estimated Project Cost of \$1,214,000 (CIP # C801218).**

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

- ~~**8f<sup>1</sup>. Authorization for the Executive Director to (1) Authorize an Additional \$1,000,000 in Design Funding for the Proposed Fishermen's Terminal Maritime Innovation Center to Complete Design and Permitting and (2) to Execute an Amendment to the Existing Service Agreement with Miller Hull Partnership, LLP for Fishermen's Terminal Phased Design Services in the Amount of \$2,500,000; for a New Not To Exceed (NTE) Value of \$6,000,000 (CIP #C801084, U00414).**~~

~~Request document(s) included an agenda memorandum.~~

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, and 8e carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)  
Opposed: (0)**

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

**ITEMS REMOVED FROM THE CONSENT AGENDA**

- 8f. Authorization for the Executive Director to (1) Authorize an Additional \$1,000,000 in Design Funding for the Proposed Fishermen's Terminal Maritime Innovation Center to Complete Design and Permitting and (2) to Execute an Amendment to the Existing Service Agreement with Miller Hull Partnership, LLP for Fishermen's Terminal Phased Design Services in the Amount of \$2,500,000; for a New Not-To-Exceed (NTE) Value of \$6,000,000 (CIP #C801084, U00414).**

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

Commission Clerk Michelle Hart read agenda Item 8f into the record.

Chief Operating Officer Soike introduced the item and presenters.

Presenter(s):

Dave McFadden, Managing Director, Economic Development Administration  
Elena Franks, Capital Project Manager IV, Seaport Project Management

The presentation addressed:

- project status at the 60 percent design phase;
- the Maritime Innovation Center being a facility which will support both entrepreneurs and the maritime community;
- the Port's desire for the facility to host maritime industry gatherings, as well as for the facility to work for Fisherman Terminal's tenants and design of the facility to support both uses;
- as design is finished on the facility, it will also be clarified how the facility will operate with an update to the Maritime Innovation Center business plan and review of lease revisions to spell out how the facility operates; and
- the development of a broader interpretative sign plan for Fisherman's Terminal.

Commissioner Steinbrueck:

- discussed use and access of the facility and the desire that it serves the primary tenants and the community of Fisherman's Terminal;
- spoke regarding seeing more details about the business plan, with the inclusion of a gathering space in which to sit and hold larger events/meetings;
- noted that a history wall and a design flexible enough to accommodate these uses is appropriate, with subleases to operators and terms for community use reviewed.

**The motion, made by Commissioner Steinbrueck, for approval of Item 8f carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)  
Opposed: (0)**

**9. UNFINISHED BUSINESS – None.**

**10. NEW BUSINESS**

**10a. Industrial Development Corporation Annual Meeting – Approval of Minutes, Designation of Officers, and Annual Report for 2020.**

Request document(s) included [meeting materials](#) and [minutes](#).

Presenter(s):

Scott Bertram, Manager, Corporate Finance

Clerk Hart read Item 10a into the record.

Chief Operating Office Soike introduced the item and presenters.

*[Clerk's Note: At this time, the Commission meeting recessed and the Industrial Development Corporation convened its annual meeting of 2021. Director Felleman called the meeting to order at 1 p.m.]*

Mr. Bertram provided the annual report of the Industrial Development Corporation (IDC). The report addressed activity and status of the IDC in 2020.

**APPROVAL OF MINUTES**

**A motion, made by Director Bowman, for approval of the May 26, 2020, IDC meeting minutes, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

**DESIGNATION OF OFFICERS**

Clerk Hart read the slate of 2021 Directors into the record.

**A motion, made by Director Bowman, for approval of the slate of 2021 Industrial Development Corporation Directors, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

The designated Directors for the IDC are as follows: Director Bowman, Director Calkins, Director Cho, Director, Director Felleman, and Director Steinbrueck.

*[Clerk's Note: Director Felleman adjourned the annual meeting of the IDC without objection and the regular business meeting of the Port of Seattle Commission reconvened at 1:08 p.m.]*

**10e<sup>2</sup>. Order No. 2021-05: Directing the Executive Director to Allocate up to \$2 million from the Covid-19 Emergency Fund to Support the Port of Seattle's 2021 Opportunity Youth Initiative and Exempting all Related Contracts from the Requirements of Chapter 53.19 RCW.**

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

Presenter(s):

David Yeaworth, Commission Specialist, Commission Office  
Bookda Gheisar, Senior Director, Equity Diversity & Inclusion

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

Chief Operating Office Soike introduced the item and presenters.

The presentation addressed:

- the Port's response to community need during the pandemic and through the Opportunity Youth Initiative;
- 2020 program participants – 196 people;
- impacts made through the program;
- non-profit partners with Goodwill, Partner in Employment, Urban League, and Seattle Parks Foundation;
- focusing on pathways to Port careers; and
- funding, non-profit partners, and program timeline for 2021 program authorization.

Members of the Commission discussed:

- appreciation to Commissioner Bowman for championing the program;
- reaching out to females in what has historically been a male-dominated industry;
- the creation of a model program;
- opportunities for youth and career exploration;
- changes in the economy and in the communities with respect to the pandemic and the emergency nature of employment; and
- their appreciation to staff and the contracting and programming team for their hard work in making the program viable and successful.

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

**Opposed: (0)**

**10b. Introduction of Resolution No. 3789 and Setting of Second Reading on July 27, 2021, to Enact Minimum Wage and Worker Retention Requirements Applicable to Certain Employers Located at Seattle-Tacoma International Airport.**

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

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<sup>2</sup> Item 10e was reordered on the agenda at approval of the agenda.

Presenter(s):

Aaron Pritchard, Deputy Commission Chief of Staff

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

Chief Operating Office Soike introduced the item and presenters.

The presentation addressed enacting minimum labor standards and worker retention requirements for flight kitchen employees at Seattle-Tacoma International Airport.

Members of the Commission spoke in support of the action and thanked staff and the community members for working together to address the need.

**The motion, to approve Item 10b, made by Commissioner Bowman.**

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

**On line 109 insert “at least” and strike “,but does not exceed” as follows:**

**Employers that provide goods or services at the Airport and are engaged in the preparation of food or beverage to be served in-flight by an airline from facilities that are located on property owned by the Port of Seattle within the City of SeaTac shall pay their employees a wage that at least meets, but does not exceed, the hourly minimum wage established by Prop 1.**

**On line 114 insert “at least” and strike “,but does not exceed” as follows:**

**The minimum wage required to be paid under this Resolution shall be adjusted for inflation on the same schedule that the minimum wage set forth in Prop 1 is adjusted, so that the minimum wage required to be paid by an employer under this Resolution continuously at least meets, but does not exceed, the minimum wage amount required by Prop 1.**

**On lines 33, 100, and 123, to make the same corresponding amendment language to those affected Whereas and Now, Therefore, Be It Resolved, clauses.**

**The main motion, as amended, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)**

**Opposed: (0)**

**10c. Authorization for the Executive Director to Execute a Contract to Establish a New Airport-wide Quality Assurance Program in the Amount of 1,360,000, for a Term of**

**Five Years, that Will Provide Anonymous and Periodic Measurement, Reporting and Action-planning to Enhance Employee Engagement with Customers.**

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

Presenter(s):

Lance Lyttle, Managing Director, Aviation  
Jim Peterson, Senior Manager, Customer Experience & Communication

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

Chief Operating Office Soike introduced the item and presenters.

*[Clerk's Note: Commissioner Calkins was excused and exited the meeting at 1:50 p.m.]*

The presentation addressed:

- the importance of quality assurance;
- how quality assurance can make a difference in measuring and reinforcing employee engagement, guided by SEA's customer service standards, and SEA brand compliance;
- program details;
- how quality assurance will be measured;
- STARS Elevated Customer Experience Program elements; and
- proposed program phasing.

Members of the Commission noted their support of the authorization.

Commissioner Felleman spoke regarding social distancing metrics being included in the customer service experience.

**The motion, made by Commissioner Bowman, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (4)  
Opposed: (0)**

**10d. Authorization to (1) Waive the Competitive Solicitation Process per RCW 53.19.020(5) and Authorize the Executive Director to Execute an Amendment to the Current Port Jobs Contract for an Estimated Value of \$456,250 and Total Contract Value of \$4,881,250, and an Extension of the Contract for a Period up to Six Months through December 30, 2021; and (2) to Authorize the Executive Director to Execute a Contract for the Administrative Oversight, Management and Implementation of Day-to-Day Operations of the Seattle Tacoma International Airport (SEA Airport) Employment Center, the Provision of Workforce Development Services and Support for the Aviation Career Pathways Program for an Estimated Amount of \$10,485,000, and a Five-year Contract Term Plus Two One-year Options to Renew at the Port's discretion.**

Request document(s) included an [agenda memorandum](#), [sample lease](#), [infographic](#), [sample license](#), [classroom schematic](#), [center office schematic](#), [Resolution No. 3776](#), and [presentation slides](#).



Presenter(s):

Luis Navarro, Director, Workforce Development

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

Chief Operating Office Soike introduced the item and presenters.

The presentation addressed:

- the request for a six-month extension of the current contract and authorization of airport employment management services;
- guiding principles and funding sources;
- aviation section strategies, 2021—2023;
- continue funding of SEA job placements;
- expanding aviation career pathways;
- scope of work by revenue source;
- contract review;
- added focus to the agreement services;
- data and reporting requirements; and
- employment center location.

Members of the Commission and staff discussed:

- outreach in the fall to discuss expansion of the program beyond airport workers;
- utilizing Greater Seattle Partners to get the message out regarding programming to BIPOC residents;
- future funding for workforce development at the Port;
- balancing long-term solutions and short-term solutions and further long-term solutions are sought;
- including a full description of the Port's Workforce Development Programs as a community resource;
- tracking the number of jobs produced as a result of the programming; and
- career pathways, as opposed to just jobs.

**The motion, made by Commissioner Cho, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (4)**

**Opposed: (0)**

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

### **11a. 2020 Workforce Development Annual Report**

Presentation document(s) included an [agenda memorandum](#), [appendix](#), [report](#), [recover better executive summary](#), [Resolution No. 3776](#), and [presentation slides](#).

Presenter(s):

Luis Navarro, Director, Workforce Development

Consuelo Davis, Program Manager, Workforce Development

Janice Zahn, Assistant Engineering Director, Engineering General Services  
Heather Worthley, Executive Director, Port Jobs

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

Chief Operating Office Soike introduced the item and presenters.

The presentation addressed:

- guiding principles of workforce development;
- 2020 – a year of challenges and resilience;
- 2020 results of investments;
- 2020 results by aviation sector;
- 2020 results by maritime sector;
- green careers strategies, 2021 – 2023;
- 2020 results by construction sector;
- 2020 apprenticeship and priority hire utilization;
- 2021 – 2025 Port construction forecasting;
- \$9.4M proposed in workforce development investments in 2021 – 2023; and
- workforce development partners and stakeholders.

Three videos were played during this presentation highlighting participants' experiences in the Port's workforce development programs.

Members of the Commission and staff discussed:

- the priority hire initiative;
- delivery of the priority with respect to diversity goals working with contractors and labor; and
- components that go into a good work training program.

*[Clerk's Note: Commission Calkins returned to the meeting at 3:27 p.m.]*

*[Clerk's Note: At this time, Members of the Commission removed Item 11c from the agenda and scheduled it to come before the Commission at its May 25, 2021, business meeting.]*

### **11b. South King County Fund Recommendations Briefing**

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

Presenter(s):

Andy Gregory, Senior Program Manager Environmental Engagement, External Relations  
Alison Beason, EDI Senior Data & Policy Analyst, Equity, Diversity & Inclusion  
Alma Villegas, AV Consulting (External)  
Sofia Estevez, Community Liaison (External)

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

Chief Operating Office Soike introduced the item and presenters.

The presentation addressed:

- partnerships between external relations, the Office of Equity, Diversity, and Inclusion, and South King County communities;
- goals of creating an equity-based program and supporting historically underserved near-airport communities;
- South King County Fund 2020 programs and schedules;
- programs in 2020 - 27 proposals awarded; \$1.4M in awards;
- first year evaluation processes;
- lessons learned;
- equity and community;
- organizational change; and
- community capacity building

Members of the Commission heard from Sofia Estevez and Alma Villegas, AV Consulting, regarding the benefits of the program.

The presentation concluded with a summary of program recommendations.

Members of the Commission and staff discussed:

- conducting a theory of change process lead by Port staff with support of external partners;
- addressing redundancy to lessen the load on community members in conveying their needs;
- recruitment of liaisons to support the process;
- geographic criteria for funding eligibility;
- communicating effectively with respect to the statutory limitations of the program and maintaining a clear definition of program services;
- use of an equity index to guide decision-making; and
- overall environmental vision in South King County.

**11c<sup>3</sup>. Q1 2021 Financial Performance Briefing**

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

Members of the Commission made closing comments and Commission President Felleman noted cancellation of the August 17, 2021, regular business.

**13. ADJOURNMENT**

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<sup>3</sup> Agenda Item 11c was moved to the May 25, 2021, business meeting.

There was no further business and the meeting adjourned at 4:15 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: May 25, 2021.