



# COMMISSION REGULAR MEETING AGENDA

June 22, 2021

To be held in virtually via MS Teams in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's 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 (425) 660-9954 and Conference ID 158 100 271#**

## 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>*

**DUE TO SENATE CONCURRENT RESOLUTION 8402 AND THE GOVERNOR'S PROCLAMATION 20-28** there will be no physical location for this meeting and the

**PORT WILL NOT ACCEPT** in-person, verbal comments during the regular meeting of June 22, 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, June 22, 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 Special Meetings of June 3 and the Regular Meeting of June 8, 2021. **(no enclosure)**
- 8b. Authorization for the Executive Director to Proceed with Construction of the Consolidated Rental Car Facility Camera Replacement Project Using Existing Job Order Contracts at Seattle-Tacoma International Airport for an Amount Not-to-Exceed \$1,511,000 of a Total Estimated Project Cost of \$2,231,000. (CIP #C800975) **([memo](#) and [presentation](#) enclosed)**
- 8c. Authorization for the Executive Director to Execute a Change Order to Contract MC-0319302 AOA Perimeter Fence Line Standards Compliance to Add 103 Calendar Days to the Contract Duration to Reconcile the Contractual Completion Date to the Actual Completion Date. (CIP #C800842) **([memo](#) enclosed)**
- 8d. Authorization for the Executive Director to Direct Staff to Award and Execute Major Construction Public Works Contract for MC-0320533 Pier 66 – Anthony’s, Bell Harbor International Conference Center and Cruise Terminal Roof Upgrade with Best Contracting Services, Inc. for \$1,895,000 with a WMBE Commitment of 5 Percent. Authorization will Increase the Total Authorized Budget from \$2,209,000 to \$2,809,000. (CIP #C801103) **([memo](#) and [presentation](#) enclosed)**
- 8e. Authorization for the Executive Director to (1) execute a Tenant Reimbursement Agreement in the Amount of \$7,245,000 with Delta Air Lines Inc. for Both Design and Construction of a New Passenger Boarding Gate at Gate A12A at Seattle-Tacoma International Airport and (2) Expend \$2,093,000 of Non-tenant Reimbursement Port Costs Associated with this Project. The Total Project Cost is \$9,338,000. (CIP #C801160) **([memo](#) and [presentation](#) enclosed)**

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

## 11. PRESENTATIONS AND STAFF REPORTS

- 11a. Port of Seattle Fire Department 2020 Annual Report ([memo](#) and [presentation](#) enclosed)
- 11b. 2021 Seattle Season Cruise Update ([memo](#) and [presentation](#) enclosed)

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

## 13. ADJOURNMENT



P.O. Box 1209  
Seattle, Washington 98111  
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206.787.3000

## **APPROVED MINUTES COMMISSION SPECIAL MEETING JUNE 3, 2021**

The Port of Seattle Commission met in a special meeting Thursday, June 3, 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**

Pursuant to RCW 42.30 and Article IV, Section 8, of the commission bylaws, the meeting convened at 12noon to conduct a 2022 budget priorities planning retreat session.

#### **Attendees**

- Seattle Port Commissioners Peter Steinbrueck, Stephanie Bowman, Ryan Calkins, Sam Cho, Fred Felleman.
- Executive Director Metruck and the Executive Leadership Team
- Michael Tong, Director of Corporate Budget & Finance
- Marin Burnett, Strategic Planning Manager
- Commission Staff: Barb Wilson, Aaron Pritchard, Pete Mills, LeeAnne Schirato, David Yeaworth, Erica Chung, Michelle Hart, Aubree Payne, Tyler Emsky, Patti Ward, and Marycruz Talavera

#### **Goals & Objectives**

- 2022 Budget Guidance
- 2022 Budget Strength, Weakness, Opportunity, Threats (SWOT) Analysis
- Listening Session Report Overview and Recommendations/Commissioner Discussion
- Commissioner Budget Request Package Development Discussion

#### **Executive Director Overview and Budget Presentation**

Executive Director Metruck provided an overview of the retreat agenda and spoke regarding Portwide budget and planning timelines for the 2022 budget.

Marin Burnett, Strategic Planning Manager, continued to present regarding the Port's strengths, weaknesses, opportunities, and threats (SWOT) analysis. Members of the Commission and staff discussed:

- staffing resources;
- climate change issues;

*Digital recordings of the meeting proceedings and meeting materials are available online – [www.portseattle.org](http://www.portseattle.org).*

Minutes of June 3, 2021, submitted for review on June 17, 2021, and proposed for approval on June 22, 2021.

- cybersecurity and discussing specific Port strategies to safeguard against attacks;
- telework policies and striking a balance between working from home and maintaining team connections through direct physical interaction;
- telework policies and keeping an equity focus in mind for employees who have to physically be at a Port facility;
- Commissioner commitments and also being under-resourced to keep pace with demands;
- ascertaining if identified weaknesses are getting worse over time, including demand to human resource capacity;
- advancing the idea of inefficient processes within the scope of review of the Delegations of Responsibility and Authority policy directive of the Commission;
- incorporating a SWOT analysis in the annual budgeting process as of way of forecasting uncertainties;
- exploring different resources and wrap around services to retain and attract workforce;
- creating a window of opportunity for innovation and efficiencies for 'the Port of the future;'
- being deliberate in communications to the community that the Port's intention is to be part of economic recovery; and
- adapting to emerging situations.

Executive Director Metruck continued the presentation by addressing 2022 budget planning and building on strong fundamentals. Budget guiding principles were discussed. Budget strategies and the 2022 budget process were overviewed.

Members of the Commission and Executive Director Metruck discussed:

- high-level strategies and exploring possible new lines of business for the Port;
- addressing barriers to employment through the equity lens in an effort to combat a constrained labor market; and
- looking at personnel in the budgeting process - having programmatic asks that specifically look at workforce development with respective fiscal notes and staff resource impact statements attached.

Michael Tong, Director of Corporate Budget and Finance provided the 2022 budget calendar.

Commission and staff discussion continued regarding:

- the number of positions at the Port currently frozen from hire;
- opportunities to rethink how we do our work;
- not holding the November budget adoption meeting at the airport due to holiday travel; and
- the potential of conducting an external community engagement process around the budget prior to its adoption and building this into the budget calendar timeline.

*(The special meeting recessed at 1:30 p.m. and reconvened at 1:36 p.m.)*

### **Listening Sessions Report Overview, Recommendations, and Commissioner Discussion**

Chief of Staff Barb Wilson and Commission Specialist Tyler Emsky provided a report to the Commission regarding discussions held with the community regarding economic recovery during and post-pandemic. The presentation addressed:

- Thirteen sessions held with 101 participants;
- leaders and stakeholders from around King County participated;
- key sectors and interest areas were focused on;
- feedback received from the listening sessions;
  - aviation – relief initiatives, restaffing, Port as coordinator
  - maritime – workforce development, public safety/public order advocacy, regulations
  - represented labor – disproportionate impacts on pandemic, jobs creation through investment in capital projects
  - contractors – capital spending, growth trajectory, cost escalators, design-build, and minority contracting
  - environmental – Port as advocate, electrification, air quality
  - arts – affordability, paid opportunities, arts ecosystem
  - equity – equitable recovery, Port contracting improvements, investments in youth
  - workforce development – career pathways, Port as convener, pandemic impacts
- takeaways;
  - the Port is a key economic engine for the region
  - keep the engine running and step on the accelerator – do more, go faster, and go further
  - we are going in the right direction
  - we may have more work to do and are poised to help lead the region's recovery
- issues identified;
  - disproportionate impacts of the pandemic
  - contracting and grant processes
  - strategic economic rebound
  - job losses and lack of opportunities
  - uncertainties driven by the pandemic
- actions identified; and
  - invest in capital programs and operations
  - support jobs and workforce development
  - invest in community programs and tourism
  - convene and advocate with our partners
  - equitable, sustainable, inclusive recovery
  - include communities at Port tables
  - simplify contracting to serve equity
- outcomes;
  - 2022 budget priorities
  - medium and longer-term efforts
  - policy changes
  - partnerships.

Chief of Staff Barb Wilson, Commission Specialist Tyler Emsky, and Members of the Commission discussed the Commission's key takeaways from the listening sessions; how those sessions influences Members' budget priorities; and if the process was valuable and worth repeating in the future.

Commission discussion ensued regarding:

- leveraging other resources available to compliment where we are leading efforts – being more discerning in areas where the Port can play a more supportive role;
- being a strong advocate for housing and quality of life regarding housing near to work locations;
- caution regarding moving into the scope and functions of general government;
- a priority on workforce development – green jobs, clean innovative new industries, and pipelines supporting youth and career pathways;
- diversity in contracting and reducing barriers to increasing diversity;
- contributing to the housing issue by helping to close the income gap in the state;
- getting out to others' meetings in order to better ascertain the needs and interests of those leaders and differences in those needs based on geography;
- organizing core competencies for the Port to include Port business lines; and
- positioning the Port for future opportunities.

*(The special meeting recessed at 2:32 p.m. and reconvened at 2:37 p.m.)*

At this time, Members of the Commission discussed their individual budget priorities for the 2022 budget.

Priorities included:

- Eco tourism conference in 2022 – Commissioner Bowman
- Electric trucks vis Northwest Seaport Alliance – Commissioner Bowman
- Human trafficking training certification – Commissioner Cho
- Refunding Workforce Development's budget – Commissioner Cho
- Performing a trip reduction study to establish clear and definitive baseline and recommendations on increasing mode splits to transit – Commissioner Steinbrueck
- South King County fund expansion with green jobs - Commissioner Steinbrueck
- Resiliency study response to fund recommendations – Commissioner Steinbrueck
- Policing taskforce funding – Commissioner Steinbrueck
- Bio refinery investment and shared costs with King County – Commissioner Steinbrueck
- Portwide art program funding, expanded beyond SEA – Commissioner Steinbrueck
- SEA Architect and needed support for the scope of work before the Port – Commissioner Steinbrueck
- TMA staff – Commissioner Steinbrueck
- Conducting building energy audits – Commissioner Steinbrueck
- Conducting a park activation study – Commissioner Steinbrueck

- Providing wraparound services to reduce Port employee attrition and employee turnover, which is a cost to the Port – Commissioner Cho
- Making investments so we are the airport of the future – Commissioner Steinbrueck
- Conducting an offshore wind feasibility study – Commissioner Calkins
- Conducting a Pacific Coast Offshore Wind symposium, similar to SAF symposium the Port hosted a couple of years ago – Commissioner Calkins
- Offshore wind ancillary expenses to include annual membership in a national trade association and staff site visits to Demark, epicenter of offshore wind, and the east coast – Commissioner Calkins
- Continued funding of Maritime High School - asking the Port to make a 4-year commitment of \$250,000 from 2022 to 2025 – Commissioner Calkins

**3. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:06 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: June 22, 2021.



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**APPROVED MINUTES  
COMMISSION SPECIAL MEETING JUNE 8, 2021**

The Port of Seattle Commission met in a special meeting Tuesday, June 8, 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 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 one matter relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 25 minutes, with the intention of reconvening the public session at 12:00 p.m. It was also noted for the record that an Executive Session would be held at the conclusion of discussion on the items of business for the purposes of reviewing the performance of public employees per RCW 42.30.110(1)(g). Following the executive session, which lasted approximately 25 minutes, the public meeting reconvened at 12:04 p.m. Commission President Felleman led the flag salute.

**3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved as presented.

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

**5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Metruck 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):

- Mark Everton, CEO, Seattle Southside Regional Tourism Authority, spoke in support of Agenda Item 10a, related to the restart of cruise in the Seattle region.

*Digital recordings of the meeting proceedings and meeting materials are available online – [www.portseattle.org](http://www.portseattle.org).*



- Tim Kuniholm, Seattle Aquarium, Director of Public Relations, spoke in support of Agenda Item 10a, related to the cruise in the Seattle region.
- Iris Antman, resident, spoke in opposition to Agenda Item 10a and to the restart of cruise in the Seattle region;
- Peggy Printz, resident, spoke in opposition to Agenda Item 10a and to the restart of cruise in the Seattle region;
- John Fricke, VP of Operations, Premier Airport Shuttle by Capital Aeroporter, spoke in support of the study session regarding airport ground transportation access planning at SEA and asked that door-to-door van and airporters operators be given more consideration in future development of the Ground Transportation Access Plan.
- In lieu of spoken comment, Rosemary Moore, resident, submitted written comments in opposition to the restart of cruise and asked that ships not be allowed to return without imposed restrictions on greenhouse gas emissions.
- In lieu of spoken comment, Barbara O'Steen, resident, submitted written comments in opposition to the restart of cruise, speaking to the impacts on climate from cruise ship operations.
- In lieu of spoken comment, Laura Gibbons, resident, submitted written comments highlighting materials from the budget retreat and asked what the Port's plan is meet the climate change and air quality concerns raised by community groups, noting that a reduction in aviation would address many of them.
- In lieu of spoken comment, Noemie Maxwell, resident, submitted written comments asking the Port to issue a resolution or order withdrawing the SAMP near term proposal for Lot L06, referencing a citizen's petition with public comments on the proposal.
- In lieu of spoken comment, Lisa Steele, resident, submitted written comments in opposition to the restart of cruise at the end of July and to climate and health effects resulting from cruise ship operations.
- In lieu of spoken comment, Russ Stevenson, resident, spoke in opposition to the SAMP proposal on Lot L06 and resulting damage to natural habitat as a result of development.

*[Clerk's Note: All written comments are combined and attached here as 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 May 11, 2021.**
- 8b. Approval of the Claims and Obligations for the period May 1, 2021, through May 31, 2021, including accounts payable check nos. 939642-939947 in the amount of \$8,675,479.92; accounts payable ACH nos. 035398-036047 in the amount of \$54,261,813.80; accounts payable wire transfer nos. 015603-015619 in the amount of \$7,950,768.02, payroll check nos. 198632-198816 in the amount of \$47,832.51; and payroll ACH nos. 1024488-1028704 in the amount of \$11,132,608.03 for a fund total of \$82,068,502.28.**

Request document(s) included an agenda memorandum.

- 8c. Authorization for the Executive Director to Execute up to Two (2) Indefinite Delivery, Indefinite Quantity Contracts for Baggage Handling System Design Services to Support of the Aviation Division's Capital Program, for a Total Amount Not-to-Exceed \$10,000,000. There is No Budget Request Associated with This Authorization. Each Contract will Have an Ordering Period of Five (5) Years.**

Request document(s) included an agenda memorandum.

- 8d. Authorization for the Executive Director to Execute an Agreement Between the Port of Seattle and a Vendor to Provide Compressed Natural Gas (CNG) Station Maintenance, Repair, and Fuel System Compressor Rebuilds. The Contract Amount Shall Not Exceed \$1,500,000 and Seven Years.**

Request document(s) included an agenda memorandum.

- 8e. Adoption of Resolution No. 3790: A Resolution of the Port of Seattle Commission Amending the Policy Directive for Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement Established by Resolution No. 3739, to Reflect an Administrative Change Modifying Two Definitions Related to Probationary Employees, and Providing an Effective Date for All Amendments of June 8, 2021.**

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

- 8f. Authorization for the Executive Director to Extend the Juneteenth Holiday to Those Represented Employees at the Port with Contractual Holidays via Memoranda of Agreements (MOAs) with Their Respective Labor Representatives.**

Request document(s) included an agenda memorandum, proclamation, and memoranda of agreement.

- 8g. Authorization for the Executive Director to Execute Up to Two Consulting Services Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts to Provide Environmental Management and Compliance Support with a Total Value of \$3,500,000 and a Contract Ordering Period of Five Years. No Funding is Associated with this Request.**

Request document(s) included an agenda memorandum.

- 8h. Authorization for the Executive Director to (1) Authorize an Additional Amount of \$980,000 for the Design and Construction of Phase I, and (2) Complete Design, (3) Utilize Port Crews and Small Works Contracts to Complete Early Pavement Work, and (4) Authorize an Additional Amount of \$3,405,000, for Phase II of the North Employee Parking Lot Improvements Project at Seattle-Tacoma International Airport. This**

**Request is in the Amount of \$4,385,000, for a Total Authorization in the Amount of \$5,000,000. (CIP #C800957)**

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

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

9. **UNFINISHED BUSINESS** – None.

10. **NEW BUSINESS**

10a. **Authorization for the Executive Director to Finalize and Sign Port Agreements Under the Center for Disease Control's Framework for Conditional Sailing Order and Amend Leases Relating to Port Cruise Facilities to Incorporate Such Port Agreements. (memo and checklist enclosed)**

Request document(s) included an agenda memorandum and checklist.

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime  
Dr. John Lynch, Associate Professor & Medical Director, Harbor View Medical Center

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed the authorization to finalize and sign agreements in concert with CDC conditional sailing order guidelines with cruise lines, the State Department of Health, and King County Public Health. Staff detailed the responsibilities of the parties and noted that although terminal operators are not a signatory to the agreements, terms will be incorporated in their lease agreements.

Members of the Commission and staff discussed:

- health requirements and measures;
- the responsibility for onboard monitoring of compliance;
- ensuring a safe return to cruising.

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

10b. **Authorization for the Executive Director to: (1) Execute a Fifth Amendment to the Administrative Order on Consent with the U.S. Environmental Protection Agency for the Lower Duwamish Waterway (LDW) Superfund Site; and (2) Execute a Seventh**

**Amendment to the Lower Duwamish Waterway Group Memorandum of Agreement to Contract for and Perform Cleanup Design of the Middle Third of the LDW.**

Request document(s) included an agenda memorandum, Amendment No. 5, Amendment No. 7, and presentation slides.

Presenter(s):

Kathy Bahnick, Senior Manager, Environmental Programs  
Joanna Florer, Senior Environmental Program Manager, Maritime Environment and Sustainability

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

A staff presentation was provided addressing:

- scope and timeline of the project;
- clean-up goals;
- cleanup accomplishments on the Duwamish to-date;
- proposed amendments;
- timeline of current activities;
- elements of the clean-up design; and
- other notable sediment clean-up milestones being undertaken.

Members of the Commission and staff discussed:

- the future health of sea life in the river;
- river rehabilitation and continued contamination from up-river; and
- site characterization.

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

**11. PRESENTATIONS AND STAFF REPORTS**

**11a. 2021 State Legislative Session Review and Federal Look Ahead**

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

Presenter(s):

Eric ffitch, Manager State Government Relations, External Relations  
Eric Schinfeld, Senior Manager, Federal & International Government Relations  
Trent House, Contract Lobbyist  
Dennis McLerran, Contract Consultant

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

Executive Director Metruck introduced the item and presenters.

Staff provided a presentation to the Commission addressing high-level review of the 2021 legislative session, including the adoption of three budgets – transportation, operating, and capital, as well as the Low Carbon Fuel Standard (LCFS) and operating budget passage in the last hours of the legislative session. Priority Port items that found success included LCFS, secured state funding partnership for the Quiet Sound Program, and passage of the needed technical correction to airline catering legislation passed in 2020. Additional items of interest include passage of a statewide Juneteenth holiday, tourism funding, and environmental clean-up projects.

Eric ffitth, State Government Relations Manager, overviewed next steps.

Eric Schinfeld, Federal and International Government Relations Senior Manager, provided an overview of the federal look ahead for items related to and affecting the Port and its business lines. Mr. Schinfeld and Members of the Commission discussed climate legislation, infrastructure, and pandemic recovery was included in the report. Next steps with the federal focus include:

- sharing support for American Jobs Plan with the Washington Congressional delegation and Biden Administration (SecDoTretweet!);
- working to build champions for Sustainable Aviation Fuel and maritime decarbonization efforts within the delegation;
- identifying opportunities for port decarbonization pilot programs, demonstration projects or partnerships; and
- seeking FY22 appropriations earmarks and increased programmatic funding for key Port infrastructure and community programs.

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

No closing comments were noted and no referrals to committees were made.

**2. EXECUTIVE SESSION pursuant to RCW 42.30.110 (Continued)**

Commission President Felleman noted that the Commission would stand in recess for 10 minutes prior to entering Executive Session per RCW 42.30.110(1)(g) to discuss the performance of a public employee. He noted that no action would be taken at the close of the session and the meeting would adjourn immediately thereafter.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 4:03 p.m.

Prepared:

Attest:

\_\_\_\_\_  
Michelle M. Hart, Commission Clerk

\_\_\_\_\_  
Sam H. Cho, Commission Secretary

Minutes approved: June 22, 2021.

DRAFT

**RETURN TO AGENDA**



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8b

**ACTION ITEM**

**Date of Meeting** June 22, 2021

**DATE:** June 11, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Dawn Hunter, Director, Aviation Commercial Management  
Wayne Grotheer, Director, Aviation Project Management

**SUBJECT: Consolidated Rental Car Facility Camera Replacement (CIP # C800975) Construction**

**Amount of this request:** \$1,511,000  
**Total estimated project cost:** \$2,231,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to proceed with construction of the Consolidated Rental Car Facility Camera Replacement project using existing job order contracts at Seattle-Tacoma International Airport for an amount not-to-exceed \$1,511,000 of a total estimated project cost of \$2,231,000. (CIP # C800975)

**EXECUTIVE SUMMARY**

This project provides security enhancements to the Consolidated Rental Car Facility (CRCF) Camera Replacement project at Seattle-Tacoma International Airport (SEA) in response to the 2018 security assessment of the facility. The CRCF video camera system installed with the original building construction is now obsolete and has reached the end of its useful life. This system is necessary to continue to meet the security and RCF lease agreement requirements. Under the terms of the lease agreements with the rental car companies, replacement of the camera system is solely a Port responsibility.

This project will utilize existing Job Order Contracts to complete construction. During project definition the project budget required an increase to cover additional infrastructure modifications necessary to mitigate network shortfalls not identified when the initial budget was established.

**JUSTIFICATION**

The CRCF is chronically subject to theft attempts on rental cars, with a noticeable increase since 2017. The older cameras offered poor resolution, whereas the new cameras' higher resolution will provide useful information for security purposes.

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The security camera project is part of a larger effort by the Port and tenants at the CRCF to counter vehicle theft activity. This project will replace existing and add new cameras to cover additional areas within the facility. All replacement and new cameras are of the latest technology and include new mounts with related cabling and communications equipment.

***Diversity in Contracting***

This project will utilize a Job Order Contract (JOC) to construct this project’s scope of work. The overall JOC contract has a 16% Women and Minority Business Enterprise (WMBE) commitment goal. Each work order within the JOC strives to achieve this stated WMBE commitment.

**DETAILS**

***Scope of Work***

This project will replace existing cameras within the common areas and add additional cameras in areas currently having minimal or no coverage. Updated computer network equipment will be installed in the building communication rooms which will include upgraded cable from these rooms to the cameras.

These technological improvements will provide higher resolution images of the common areas of the facility. Consistent with Port policies, these cameras will not include any biometric screening capabilities.

***Schedule***

*Activity*

Construction start	2021 Quarter 3
In-use date	2022 Quarter 4

***Cost Breakdown***

	This Request	Total Project
Design	\$0	\$720,000
Construction	\$1,511,000	\$1,511,000
Total	\$1,511,000	\$2,231,000

**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1** – Do not proceed with construction; cancel project and expense design costs

Cost Implications: Expense Design Costs \$500,000

Pros:

- (1) Lowest cost option

Cons:

- (1) Does not address coverage gap identified within the CRCF
- (2) Would not improve the security coverage concerns of the facility.



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- (3) Does not meet the terms of the lease.

This is not the recommended alternative.

**Alternative 2** – Replace the existing cameras and add additional cameras as designed to provide more complete facility coverage.

Cost Implications: \$2,231,000

Pros:

- (1) Corrects the problem of poor image quality from existing cameras
- (2) Complies with the CRCF lease terms, which require the Port to undertake these repairs/replacements
- (3) Expands the existing camera system, upgrades the image capturing potential, responds to the security assessment and operation needs by reducing coverage gaps within the CRCF

Cons:

- (1) Costs more than Alternative 1

***This is the recommended alternative.***

**FINANCIAL IMPLICATIONS**

<b><i>Cost Estimate/Authorization Summary</i></b>	Capital	Total
<b>COST ESTIMATE</b>		
Original estimate	\$1,180,000	\$1,180,000
Previous changes – net	\$1,074,000	\$1,074,000
Revised estimate	\$2,254,000	\$2,254,000
Art (1% Transfer to Art CIP)	(\$23,000)	(\$23,000)
Revised Total	\$2,231,000	\$2,231,000
<b>AUTHORIZATION</b>		
Previous authorizations	\$720,000	\$720,000
Current request for authorization	\$1,511,000	\$1,511,000
Total authorizations, including this request	\$2,231,000	\$2,231,000
Remaining amount to be authorized	\$0	\$0

***Annual Budget Status and Source of Funds***

This project (CIP C800975) was included in the 2021-2025 capital budget and plan of finance with an estimated cost of \$2,254,000. There was a cost increase for scope expansion for additional infrastructure modifications necessary to mitigate network shortfalls not identified when the initial budget was established. Due to the 2019 Art Fund policy change, 1% of the project cost, \$23,000, will be transferred pending this request. The funding source will be Customer Facility Charges (CFCs).

Meeting Date: June 22, 2021

***Financial Analysis and Summary***

Project cost for analysis	\$2,231,000
Business Unit (BU)	Rental Car Facility
Effect on business performance (NOI after depreciation)	NOI after depreciation will decrease
IRR/NPV (if relevant)	N/A
CPE Impact	N/A

***Future Revenues and Expenses (Total cost of ownership)***

Aviation Maintenance would incur costs associated with the replacement of cameras as they fail. During design, the project team looked holistically to balance upfront costs with ongoing maintenance costs to arrive at the best overall financial decision for the Port. Aviation Maintenance involvement during design has resulted in a more innovative camera choice, resulting in reduced total number cameras required to be installed.

**ADDITIONAL BACKGROUND**

None

**ATTACHMENTS TO THIS REQUEST**

- (1) Presentation slides

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

December 10, 2019 – The Commission authorized design and a project budget increase.

# Consolidated Rental Car Facility Camera Replacement

Improved Security



# System is Outdated and Vulnerable

- Existing camera system has reached the end of its useful life
- The CRCF is chronically subject to theft attempts.
- Low image resolution
- Inadequate coverage



*Existing CCTV Footage Provides Limited Resolution*



# Project Solution

## Increased Units

- Replace existing cameras
- Install additional cameras to cover more locations

## Today's Technology

- Higher Resolution Images
- Expanded coverage areas
- Faster transmission

## Paired with

- U00576 RCF Security Improvements (gates)



# Schedule

Activity	Quarter
Commission Authorization for Construction	2021 Q2
Construction Start	2021 Q3
In-use date	2022 Q4

# Budget

<b>Authorizations</b>	<b>Project Budget</b>
Original Budget	\$1,180,000
Previous Budget Addition	\$1,074,000
Current Authorized Budget	\$2,254,000
Art (Transfer 1% Art CIP)	(\$23,000)
Revised Authorized Budget	\$2,231,000
<b>This Requested Authorization</b>	<b>\$1,511,000</b>

# Risks

Risks	Likely	Mitigation
Adjacent projects on site limit access	M	<ul style="list-style-type: none"><li>• Coordination meetings with adjacent projects.</li><li>• One inspector for both security gates and cameras.</li></ul>
Projects compete for limited technical resources	H	<ul style="list-style-type: none"><li>• Replace existing cameras after security gates are activated.</li><li>• Pre-construction coordination with contractor and Maintenance support staff.</li></ul>

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**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8c

**ACTION ITEM**

**Date of Meeting** June 22, 2021

**DATE:** June 3, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Tina Soike, Director Engineering Services  
Janice Zahn, Assistant Engineering Director, Construction Services

**SUBJECT: AOA Perimeter Fence Line Standards Compliance (CIP #C800842) Change Order Over 60 Days**

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute a change order to Contract MC-0319302 AOA Perimeter Fence Line Standards Compliance to add 103 Calendar days to the Contract Duration to reconcile the contractual completion date to the actual completion date. (CIP #C800842)

**EXECUTIVE SUMMARY**

This change order requires the addition of 103 calendar days to the Contract Duration. Commission action is required under the General Delegation of Authority because the Change Order includes a time extension of more than sixty days. No additional project funding is included with this request.

**Description of Change Order**

This change order revises the contract completion date and settles all claims due to Port and Contractor impacts to the project schedule.

**Background**

The Airport Operations Area (AOA) perimeter fence line is the primary physical barrier into the secured areas of commercial airports. Over the past years, other airports have experienced several nationally recognized breaches in security that included accessing the AOA by climbing over a perimeter fence. Seattle-Tacoma International Airport has also experienced this type of trespass. There is a recognized need to improve security by increasing the level of difficulty for unauthorized access through the AOA perimeter fence.

On February 26, 2019, the Port executed a construction contract with Massana, Inc. in the amount of \$4,042,694.55. The Contract has experienced cost and schedule growth, due to multiple Change Orders for design changes to accommodate differing site conditions, and operations and maintenance requirements, which have extended the current Contract completion date to July 19, 2020. Additionally, the Contractor requested and was granted a 41-

Meeting Date: June 22, 2021

day contract extension due to a work stoppage related to COVID-19, which further extended the Contract End date to August 29, 2020. The actual date the Contractor achieved Substantial Completion was December 10, 2020, 103 days beyond the contract specified date. This Change Order includes a credit back to the Port of \$131,879.22 for impacts to the Port due to late completion. The current value of the Contract is \$4,453,834.57.

**FINANCIAL IMPLICATIONS**

There is no additional funding being requested with this action.

**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1** – Do not authorize the issuance of the Change Order, continue further Dispute Resolution Processes.

Pros:

- (1) Further negotiations may result in a larger credit back to the Port.

Cons:

- (1) Delays project closeout and increase Port costs to continue negotiations.
- (2) Creates a risk potential for litigation.
- (3) Additional staff soft costs, potential legal expenses.

This is not the recommended alternative.

**Alternative 2** – Authorize the issuance of the Change Order to extend the Contract duration by 103 days. If executed, this will be the final Change Order on this project and will settle all outstanding claims between the Contractor and Port.

Pro:

- (1) Settles all claims between the Port and Contractor and allows contract close-out to commence.

Cons:

- (1) Eliminates potential additional credit to the Port.

**This is the recommended alternative.**

**ATTACHMENTS TO THIS REQUEST**

None

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**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

June 6, 2017 – The Commission authorized \$5,660,000 to design and prepare construction documents for the enhancement of Airport Operations Area (AOA) perimeter fence and access gate E-105 at the Seattle-Tacoma International Airport; and advertise and execute a construction contract for the AOA Perimeter Fence Line Standards Compliance project at Seattle-Tacoma International Airport.

July 10, 2018 - The Commission authorized an increase in the Airfield Operations Area Perimeter Fence Line Standards Compliance project scope and budget by \$1,255,000 for a revised total project cost of \$6,935,000. The revised scope and budget brought the project into alignment with updated Transportation Security Administration (TSA) standards, as well as adding upgrades to perimeter security gates.

**RETURN TO AGENDA**



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8d

**ACTION ITEM**

**Date of Meeting** June 22, 2021

**DATE :** June 7, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** James Truhan, MCR, Sr. Real Estate Manager  
Rod Jackson, Capital Project Manager  
Melinda Miller, Director, Portfolio and Asset Management

**SUBJECT: P-66 Roof Upgrades (CIP# C801103) Additional Funding Authorization Request**

<b>Amount of this request:</b>	\$600,000
<b>Previously Authorized:</b>	\$2,209,000
<b>Total estimated project cost:</b>	\$2,809,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to direct staff to award and execute Major Construction Public Works contract for MC-0320533 Pier 66 – Anthony’s, Bell Harbor International Conference Center & Cruise Terminal Roof Upgrade with Best Contracting Services, Inc. for \$1,895,000 with a WMBE commitment of 5%. Authorization will increase the total authorized budget from \$2,209,000 to \$2,809,000. (CIP# C801103)

**EXECUTIVE SUMMARY**

The Pier 66 campus consists of Anthony’s Restaurant, the Bell Harbor International Conference Center and the Bell Street Cruise Terminal. The campus roofing system is highly complex, consisting of 12 separate roof surfaces and 4 different roofing systems. Dating to 1995, it is now twenty-five years old and requires comprehensive maintenance and repair to extend its service life.

Based on Commission authorization received on March 23, 2021, bids were received on May 15, 2021. Only two bids were received, the low bid was 26% higher than the Port Engineering Estimate of \$1,501,000. The high bid was 93% higher than the Port Engineering Estimate.

The cost delta is driven primarily by limited bid competition, escalating material costs and pandemic-driven labor inefficiencies.

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***Energy & Sustainability Measures***

This project is designated “Tier 1” under the Sustainable Evaluation Framework Policy Directive.

Tier 1 projects are less complex projects that are otherwise required to follow established Port sustainability standards and specifications. As such, there is no rationale for linking this project to a large-scale sustainability upgrade (such as the installation of solar panels or implementation of a campus-level rain-water capture system).

Completion of this project does not preclude the implementation of sustainability upgrades later, for example, as part of a large-scale roof replacement project.

Currently planned P66 Energy & Sustainability measures include:

- A. Smart Metering (estimated execution in FY 2025).
- B. Anthony’s HVAC Upgrades: (FY 2022). Includes installation of more efficient infrastructure and controls.
- C. Pier 66 Shore Power: Ongoing capital project utilizing grant funding.

**JUSTIFICATION**

Immediate upgrades and replacement to the P66 Roofing Systems are critical to tenants and customers while preserving the revenue of two significant business units.

This P66 Roof Upgrade project supports all four of the Port’s Century Agenda objectives under the following strategies:

- A. Position the Puget Sound region as a premier international logistics hub.
- B. Advance this region as a leading tourism destination and business gateway.
- C. Use the Port’s influence as an institution to promote women and minority business enterprise (WMBE) growth, small business growth, and workforce development.
- D. Be the greenest, and most energy-efficient port in North America.

Further, the project supports the following additional imperatives:

- A. Protect Existing Assets  
Ensure that its highly complex roofing system (consisting of multiple roofing types, levels, and intersections) maintains its watertight integrity.
- B. Reduce Unplanned Maintenance Costs  
Mitigate future costs related to roof leaks, including rot, mold, and corrosion.
- C. Mitigate Impacts to Existing Business Operations  
Coordinate with Cruse, BHICC and Anthony’s around scheduled business events.

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D. Employ Sustainable Means and Methods

Incorporate environmentally sustainable practices during construction where practical.

***Diversity in Contracting***

Project staff along with the Diversity in Contracting Division have set a woman and minority business enterprise (WMBE) aspirational goal of 5% for the construction portion of the project. The low bid contractor met the 5% goal for the project.

**DETAILS**

***Project Approach***

- Facilitate small business opportunities by managing expense and capital scope as a single cohesive process
- Mitigate construction-driven business risk impacts by implementing project risk management and phasing plans
- Complete the project safely on schedule and on budget

***Scope of Work***

- A. Overlay or replace existing roof membranes and surfaces.
- B. Renew or replace penetrations and appurtenances.
- C. Reseal roof intersections and transitions.
- D. Add precast pavers to Anthony’s external decks.
- E. Bird deterrent and various fall protection upgrades to all buildings.

***Schedule***

*Activity*

Commission Authorization for Construction	April 2021
Commission Additional Funding Authorization	June, 2021
Construction	August 2021 – December 2021
In-Use Date	Quarter 1 2022

***Bid Proposal Summary***

Only two bids were received.

The low bid was 26% (\$393K) over the Port estimate; the second bid was 93% (\$1,391K) over the Port estimate.

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	PORT OF SEATTLE ESTIMATE	LOWEST COMPETITIVE BID
DATE PREPARED	2/19/21	5/15/21
ESTIMATED COST	\$1,502,000	\$2,271,639

Bidding Context

According to a report by the Associated General Contractors (Vol. 21, No. 19 · May 12-17, 2021), materials costs rose at a record pace in April with more increases expected. Indications also were that labor availability was tightening, reflected by a jump in job openings in March.

**Authorization Summary**

CATEGORY	Capital	Expense	Total
Previous Commission Authorization	\$1,347,490	\$861,510	\$2,209,000
Current Request for Authorization	\$366,000	\$234,000	\$600,000
<b>Total Authorizations, Including This Request</b>	<b>\$1,713,490</b>	<b>\$1,095,510</b>	<b>\$2,809,000</b>

**Annual Budget Status and Source of Funds**

This project has been included in the 2021 Plan of Finance under C801103 P66 Roof Upgrade at an estimated total project cost of \$1,743,000.

The expense portion of the project will be covered by expense budgets of Portfolio Management and Cruise Operations. This project is funded by the General Fund.

**Financial Analysis and Summary**

Project cost for analysis	\$2,809,000
Business Unit (BU)	Portfolio Management & Cruise Operations
Effect on business performance (NOI after depreciation)	The project will increase 2021 operating expense by approximately \$1M and increase annual depreciation expense by approximately \$57K.
IRR/NPV (if relevant)	NA
CPE Impact	NA

**Future Revenues and Expenses (Total cost of ownership)**

This upgrade will provide protection of Port assets and extend their useful life. Maintaining existing assets will preserve the economic vitality of our operations and support Port, tenant, and

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customer needs. This project will support the economic vitality of the operations and contribute to the preservation of revenue while minimizing the risk of disruption to the operations.

***Alternatives and Implications Considered***

**ALTERNATIVE 1 – Reject All Bids/Cancel Project**

**Cost Implications:**

Near term capital savings, offset by higher long-term costs incurred due to deferred maintenance and much less efficient incremental approach to completing required upkeep and repairs.

**Pros:**

- (1) Near term capital savings

**Cons:**

- (1) \$249,000 sunk costs to date on project development and design
- (2) Overall net increase in costs over the proposed project due to emergency repairs and less efficient incremental approach to required maintenance
- (3) Higher risk of operational disruption due to potential leaks
- (4) Higher risk of facility damage due to water infiltration.
- (5) Indefinite deferral could also lead to the risk of catastrophic failure.

**ALTERNATIVE 2 – Rebid at a later date**

**Cost Implications:**

Cost to be determined at a later date. Although higher costs would generally be the case over time, deferral may avoid or mitigate current labor and material cost impacts that have been associated with the pandemic.

**Pros:**

- (1) Shifts potentially disruptive project work to well after the COVID 19 pandemic, when BHICC, Anthony’s and the Cruise activities will have normalized
- (2) Opportunity to reassess the bid climate in the next few months, when labor and materials costs may have declined
- (3) Potential for Increased bid competition if more market interest can be generated
- (4) Defers near-term capital expenditures at a challenging time for Port budgets



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Cons:

- (1) No assurance that material and labor conditions will have improved
- (2) Delays needed roof maintenance to the summer of 2022

**ATTACHMENTS TO THIS REQUEST**

- (1) Presentation slides

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

December 15, 2020 - Commission approved \$300,000 for the design and permitting phase of the P-66 Roof Upgrades Replacement project for a total authorization of \$300,000.

March 23, 2021 - Commission approved \$1,909,000 for the construction phase of the P-66 Roof Upgrades Replacement project for a total authorization of \$2,209,000.

# Pier 66 Roof Upgrades

## Additional Funds Request

**James Truhan, MCR**  
**Rod Jackson**

Senior Real Estate Manager  
Capital Project Manager



# Action Requested

Authorize additional funding of \$600,000 for construction contract award.

Previous Authorization: \$2.209M  
Revised Project Budget: \$2.809M



# Objective

Extend the service life of existing Pier 66 campus roofing systems.



# Background

Campus completed in 1995.

Highly complex design.  
*12+ roof surfaces; 4 different roofing systems.*

Project Scope based on 2019 Engineering Study.

Status: Pending Award



# Current CIP Framework

DESCRIPTION	PROJECT STATUS	FCST. SUBST. COMPLETION	EST'D BUDGET
1. BHICC Interior Modernization	Complete	2020	\$11.9 M
2. P66 Roof Upgrades	Construction Auth.	2022	\$ 2.8 M
3. P66 HVAC Systems Upgrade	Const. Auth.	2022	\$ 3.0 M
4. P66 Shore Power	Design	2023	\$16.7 M
5. P66 BHM Pile Wraps	Div. Approved	2024	\$ 3.5 M
6. P66 Fender Overhaul	Div. Approved	2028	\$ 2.0 M

# Project Goals

## 1. Protect Existing Assets

Ensure that this highly complex roofing system (consisting of multiple roofing types, levels and intersections) maintains its watertight integrity.

## 2. Reduce Unplanned Maintenance Costs

Mitigate future costs related to roof leaks, including rot, mold and corrosion.

## 3. Mitigate Impacts to Existing Business Operations

Coordinate with Cruise, Bell Harbor International Conference Center and Anthony's around ongoing and scheduled events.

## 4. Employ Sustainable Means and Methods

Incorporate environmentally sustainable practices during construction, where practical.

# Project Summary

1. Overlay or replace existing roof membranes & surfaces
2. Renew or replace penetrations & appurtenances
3. Reseal roof intersections & transitions
4. Add precast pavers to Anthony's external decks
5. Add bird deterrent and fall protection devices to all buildings





# Project Approach

1. Facilitate small business opportunities
2. Manage expense and capital scope as a single, cohesive process
3. Mitigate construction phase business risk
4. Implement project risk management practices
5. Maintain detailed project phasing plans

# Next Steps

- Request Additional Construction Funding      June 22, 2021
- Construction Start      August 2021
- Construction Complete      December 2021
- In Use Date      Q1/2022

# Thank You.

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**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8e

**ACTION ITEM**

**Date of Meeting** June 22, 2021

**DATE:** June 14, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Laurel Dunphy, Director, Airport Operations  
Wayne Grotheer, Director, Aviation Project Management

**SUBJECT: A12A Jet Bridge Tenant Reimbursement Agreement (TRA) (CIP #C801160)**

<b>Amount of this request:</b>	\$9,288,000
<b>Reimbursement amount:</b>	\$7,245,000
<b>Total estimated project cost:</b>	\$9,338,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to (1) execute a Tenant Reimbursement Agreement in the amount of \$7,245,000 with Delta Air Lines Inc. for both design and construction of a new passenger boarding gate at Gate A12A at Seattle-Tacoma International Airport and (2) expend \$2,093,000 of non-tenant reimbursement Port costs associated with this project. The total project cost is \$9,338,000. (CIP #C801160)

**EXECUTIVE SUMMARY**

In 2019, Delta Air Lines, Inc., (Delta) pursued a feasibility study at Concourse A Gate A12 to improve the aircraft parking layout implemented by the International Arrivals Facility (IAF) project. Delta’s concept-level design presented in the study concluded a gate configuration that could accommodate two narrow-body aircraft gates (A12A and A12B) or one wide-body aircraft gate with dual passenger loading bridge (PLB) capability was feasible. Although the project creates a completely new independent gate, it will require two gates to accommodate the wide-body configuration planned to support IAF flights. This additional facility flexibility will be especially valuable during the off-peak time periods on Concourse A as loads occur to pre-COVID-19 activity levels.

This project will be completed using a Tenant Reimbursement Agreement (TRA) with Delta following the Airport’s AV-2 policy and includes a reimbursement for design study costs already expended by Delta.

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### **JUSTIFICATION**

This project proposes to implement the Gate A12A feasibility study's recommendation to:

- (1) Improve the aircraft parking layout at Gate A12 that was implemented by the IAF project by converting the A11B non-gated parking only position to a full contact gate serviced by a PLB.
- (2) Create the ability to serve an additional narrow-body aircraft with a contact gate or load a single wide-body aircraft with dual PLBs.
- (3) Increase the flexibility for contiguous domestic flight gate operation and minimize impacts to new wide-body International gates on Concourse A.

### ***Diversity in Contracting***

The goals and objectives of relevant policy directives have been communicated to Delta for guidance on Project Labor Agreements, apprentice hiring, and women- and minority-owned business enterprise (WMBE) utilization on tenant and tenant reimbursement construction projects.

Delta has been encouraged to set and to incorporate these goals and objectives into their bid documents and will work with port staff and the port's Diversity in Contracting Department in directly setting and achieving the project's WMBE aspirational goals.

### **DETAILS**

This project represents the last opportunity to add a new passenger boarding gate equipped with a PLB within the footprint of the existing airport terminal and aircraft parking ramp area. The project scope will design and construct exterior and interior improvements for two (2) fully functioning passenger boarding gates at Gate A12 (A12A and A12B) to provide the flexibility to operate two narrow-body aircraft simultaneously or one wide-body aircraft. The additional loading bridge will also provide the ability to load a single wide-body aircraft with dual PLBs.

Although Delta has hired a designer who has provided a preliminary concept for the gate layout, there is concern that the layout will impact the use of the adjacent Gate A11 for wide-body aircraft. Aircraft fit testing at other gates has revealed space constraints for aircraft service vehicle maneuvering due to space limitations found to be replicated in this project's design. A mock-up fit test of the proposed space limits for Gate A11 has shown the current concept is viable. During design further refinement will be needed to address this challenge completely.

This request is proceeding now in order to have design resources to further develop the design and keep the project on schedule for construction completion prior to other scheduled gate outages planned for 2022 and avoid those outages being concurrent with the construction of this project. Delaying this request would delay this project's construction into the fall of 2022. The project team is currently evaluating different solutions to the layout concerns but proceeding without a fully defined layout is a risk to the project.

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**Scope of Work**

Exterior scope:

- (1) Install new PLB rotunda foundations. Relocate utilities as required.
- (2) Furnish and install fixed walkway at A12B and extended corridor at A12A.
- (3) Relocation of existing A12 PLB to A12B and install new extended corridor.
- (4) Furnish and install new A12A PLB including Wi-Fi access points (antennas).
- (5) Relocate and reuse PCA (pre-conditioned air) and GPU (ground power unit) from A12 to A12B.
- (6) Provide and install new PCA and GPU w/ new PLB at A12A to support dual PLB configuration.
- (7) Install new potable water cabinet for A12A and relocate existing A12 potable water cabinet to A12B.
- (8) Install a new SafeDock aircraft guidance system unit for A12A.
- (9) Replace pavement markings at A12 aircraft parking area to accommodate new aircraft layout.
- (10) Create new building envelope penetration for A12B. Existing A12 penetration to be used for A12A.

Interior Scope:

- (1) Install new entrance into IAF sterile corridor.
- (2) Reposition gate boarding podiums and customer service podiums.
- (3) Modify signage.
- (4) Installation of information display systems. Project to provide mounting hardware, power, and data connectivity.
- (5) Relocate existing seating.
- (6) Modify voice paging zones.

**Schedule**

*Activity*

Commission design and construction authorization required for TRA execution	2021 Quarter 2
Design start	2021 Quarter 3
Construction start	2022 Quarter 1
In-use date	2022 Quarter 2

**Cost Breakdown**

	This Request	Total Project
Design	\$1,415,000	\$1,465,000
Construction	\$7,873,000	\$7,873,000
Total	\$9,288,000	\$9,338,000

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**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1** – Prepare and complete a Port capital project to add a new passenger boarding gate at Gate A12A to accommodate an additional narrow-body aircraft contact gate instead of having Delta perform this work under a TRA.

Cost Implications: \$10,600,000

Pros:

- (1) Does not require Delta to construct the project.

Cons:

- (1) Work will be primarily performed within Delta’s preferentially leased gate area where the Port would not be in the best position to control and mitigate the construction impacts to Delta’s operation. This could increase project costs and delay the schedule.
- (2) Project would cost more than Alternative 3 due to increased Port staff time needed to procure, manage, and oversee the execution of the construction contract. Construction cost escalation likely due to longer design and construction procurement schedule.
- (3) This project would need to be included in the Port’s capital program requiring different resources that would need to be found.

This is not the recommended alternative.

**Alternative 2** – Don’t add second loading bridge and use A11B as a non-gated parking only position during non-peak periods.

Cost Implications: \$0

Pros:

- (1) Lowest cost alternative.

Cons:

- (1) More operational conflicts with adjacent contact gate operations.
- (2) Does not create an additional narrow-body aircraft passenger boarding gate.
- (3) Does not allow dual loading bridge capability for wide-body aircraft on Concourse A.

This is not the recommended alternative.

**Alternative 3** – Add new passenger boarding gate at Gate A12A to accommodate an additional narrow-body aircraft contact gate. Delta to perform this work under a TRA.

Cost Implications: \$9,425,000

Pros:

- (1) Work will be primarily performed within Delta’s preferentially leased gate area putting Delta in the best position to control and mitigate the construction impacts to their own operation.
- (2) Less Port staff time required to procure, manage, and oversee the execution of the construction contract will result in a project cost lower than Alternative 1.

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Cons:

- (1) After construction, the gate will be subject to the Port’s 2023 annual gate allocation, so Delta’s proprietary benefit could be temporary.

***This is the recommended alternative.***

**FINANCIAL IMPLICATIONS**

Expense funds are required in 2022 for the relocation of existing artwork, repositioning of existing casework and relocating the existing A12 PLB to A12B.

<b><i>Cost Estimate/Authorization Summary</i></b>	<b>Capital</b>	<b>Expense</b>	<b>Total</b>
<b>COST ESTIMATE</b>			
Original estimate	\$8,740,000	\$685,000	\$9,425,000
Art (Transfer to Art CIP)	(\$87,000)		(\$87,000)
Revised estimate	\$8,653,000	\$685,000	\$9,338,000
<b>AUTHORIZATION</b>			
Previous authorizations	\$50,000	\$0	\$50,000
Current request for authorization	\$8,603,000	\$685,000	\$9,288,000
Total authorizations, including this request	\$8,653,000	\$685,000	\$9,338,000
Remaining amount to be authorized	\$0	\$0	\$0

***Annual Budget Status and Source of Funds***

This project, CIP C801160, was not included in the 2021-2025 capital budget and plan of finance. A budget transfer of \$8,740,000 was transferred from the Aeronautical Reserve CIP (C800753) resulting in zero net change to the Aviation capital budget. The funding source will be revenue bonds. The expense costs would be included in the annual 2022 operating budget.

***Financial Analysis and Summary***

Project cost for analysis	\$9,425,000
Business Unit (BU)	Gates
Effect on business performance (NOI after depreciation)	NOI after depreciation will increase due to inclusion of capital (and operating) costs in airline rate base
IRR/NPV (if relevant)	N/A
CPE Impact	\$.06 in 2023

***Future Revenues and Expenses (Total cost of ownership)***

The cost of this project will be included in the airline rate base, but it does not add square footage to the overall allocation of airline gate area. Since gate revenue is assessed by square footage, this project will reduce the lease rate per gate by adding one more allocable gate to the total number of gates.



**ATTACHMENTS TO THIS REQUEST**

- (1) Presentation slides

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None

# A12A Jet Bridge Tenant Reimbursement Agreement

Seattle-Tacoma International Airport

June 22, 2021

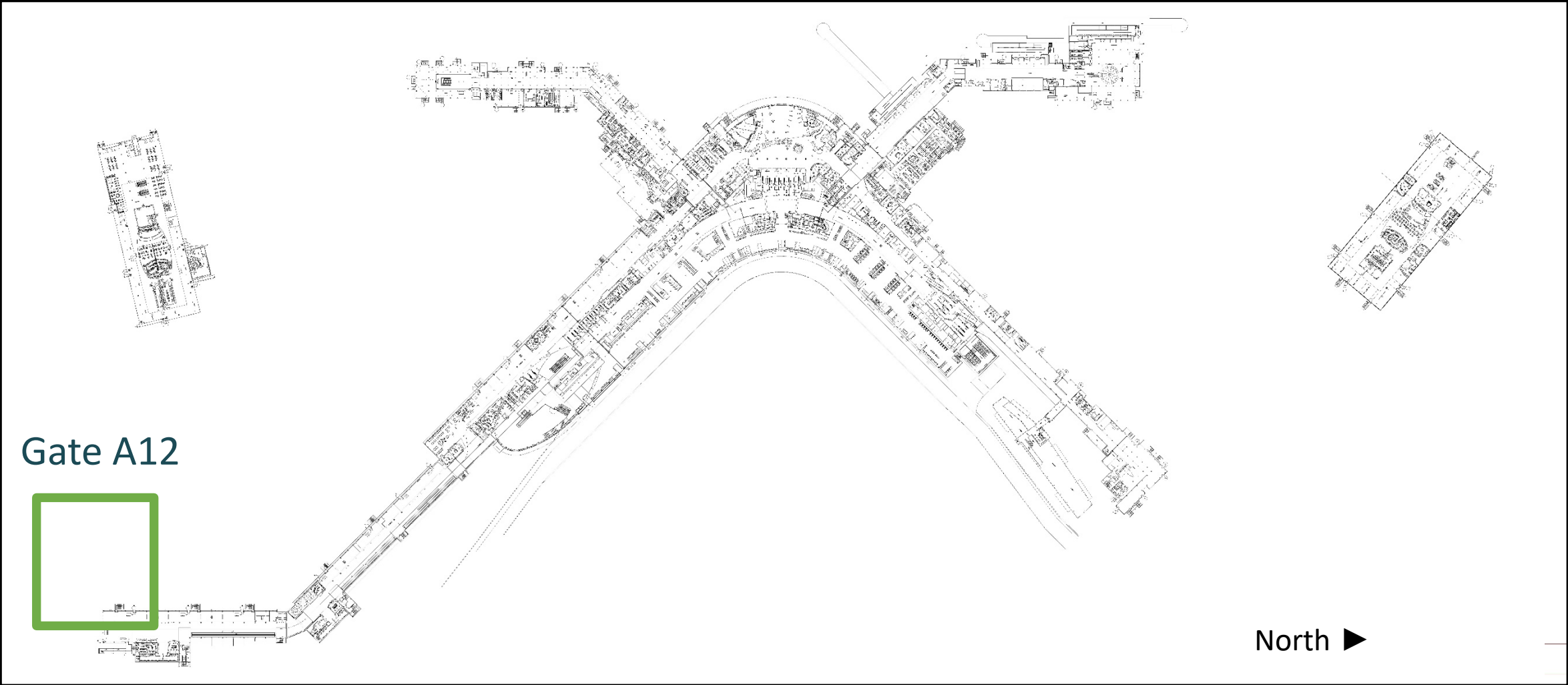
# Action Requested

- Execute a Tenant Reimbursement Agreement (TRA) in the amount of \$7,245,000 with Delta Air Lines, Inc. for the design and construction of a new passenger boarding gate at Gate A12A
- Authorize \$2,093,000 of non-tenant reimbursement Port costs associated with this project

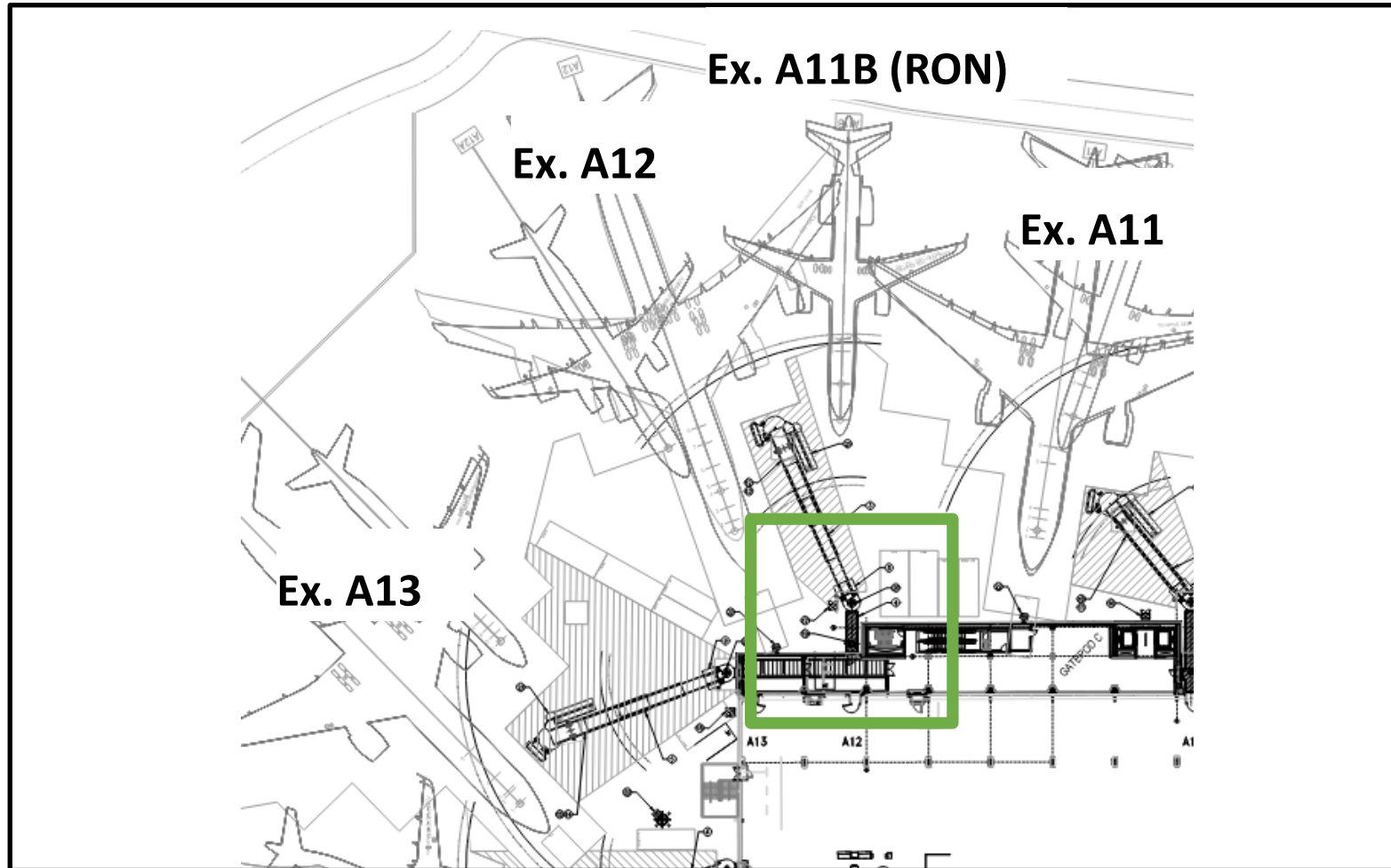
# Project Summary

- Project will design and construct exterior and interior improvements for two (2) fully functioning passenger boarding gates at Gate A12 (A12A and A12B)
- Provides flexibility to operate two narrow-body aircraft or one wide-body aircraft without expanding the aircraft parking ramp area or concourse building
- Provides the ability to load a single wide-body aircraft with dual PLBs
- The gates can be used for either domestic or international operations

# Location – Concourse A



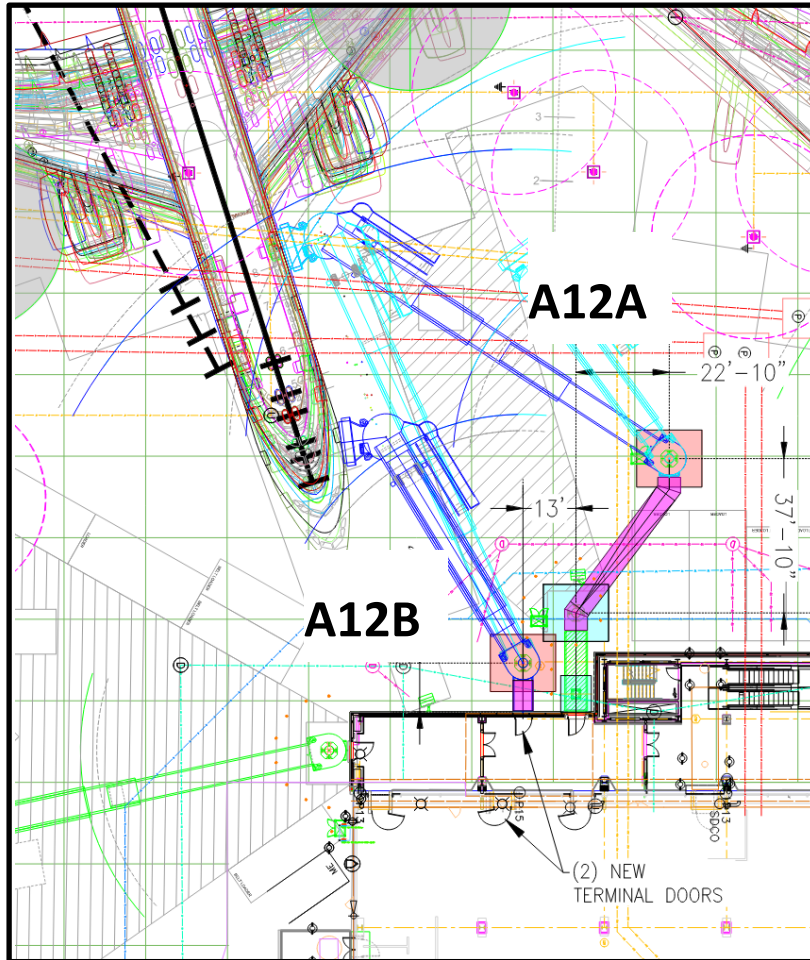
# Existing Condition – Concourse A



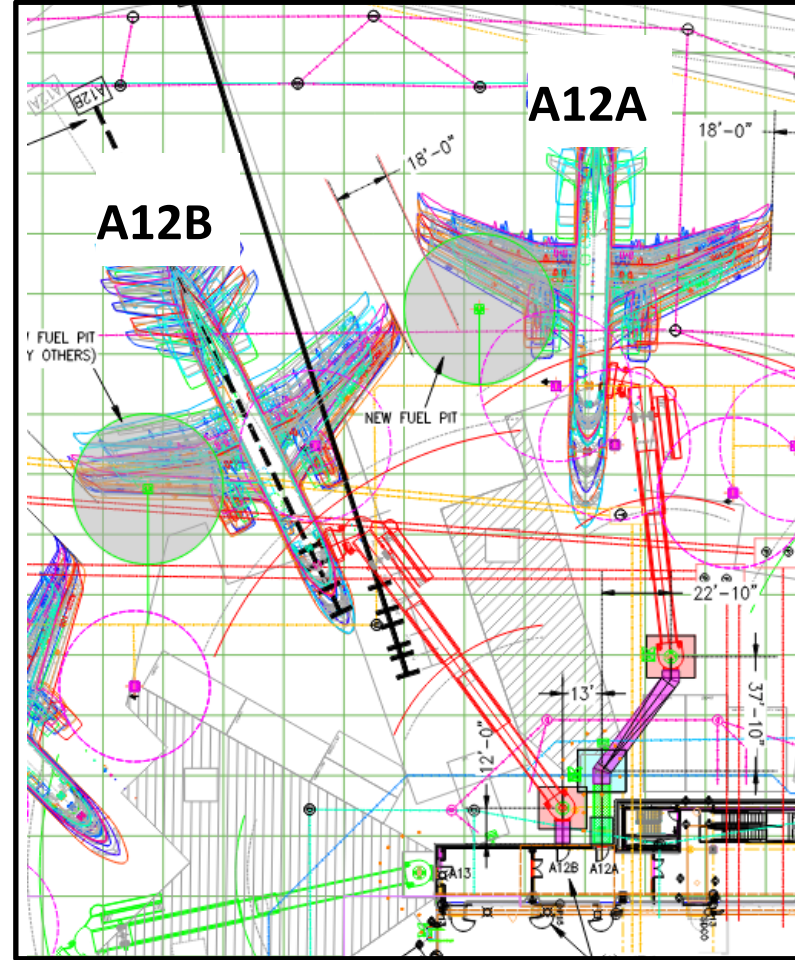
Gate A12, Plan

*RON - Remain Over Night, i.e., aircraft parking*

# New Configuration – Gates A12A & A12B



\* Wide body configuration

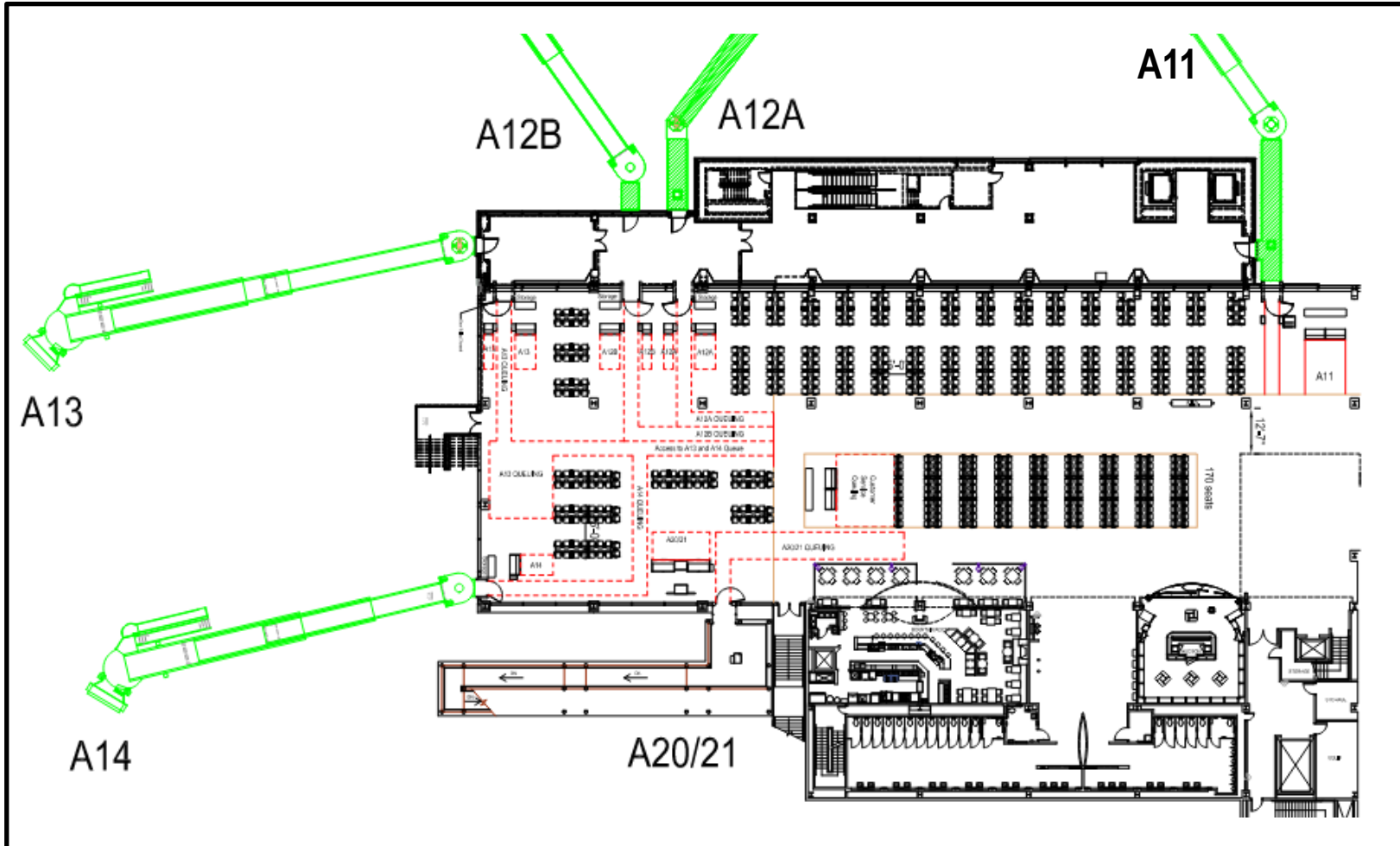


\* Narrow body configuration

## Exterior Modifications:

- Dual PLBs
- PLB Foundations
- Fixed Walkways
- PC Air
- Ground Power Unit
- Potable Water Cabinet
- Pavement Markings
- SafeDock
- New PLB Portal

# New Configuration – Proposed Holdroom Layout



## Interior Modifications:

- New IAF Sterile Corridor Gate Portal
- Existing Podiums Relocated
- Voice Paging Re-zoned
- Seating Reconfigured
- Existing Artwork Relocated



# Project Schedule

Commission Authorization for Design, Construction and TRA: June 22, 2021

Execute TRA: July 1, 2021

Design: Q3 - Q4 2021

Construction Notice to Proceed: Q1 2022

Substantially Complete: Q2 2022

Closeout complete Q1 2023

# Project Estimate

Port Costs:

\$2.18M

- \$2.02M\* (capital)
- \$0.16M (expense\*\*)

Delta TRA:

\$7.245M

- \$6.72M (capital)
- \$0.53M (expense\*\*)

Total Port Responsibility:

\$9.425M

- \$8.74M\* (capital)
- \$0.69M (expense\*\*)

\* Includes future Art Program CIP transfer amount of \$87,000.

\*\* Expense funds are required for the relocation of existing artwork, repositioning of existing casework and relocating the existing A12 PLB to A12B.

# Key Risks

Risk	Likelihood	Mitigation
Existing underground utilities conflict with PLB foundation placement.	M	During design: <ul style="list-style-type: none"> <li>• Obtain record drawings and IAF as-builts</li> <li>• Perform site investigation</li> <li>• Use information obtained above to locate foundation</li> <li>• Evaluate spread or drilled footing to avoid utilities</li> </ul>
Manufacturer lead time for PLB equipment may exceed planned duration.	H	Confirm lead times immediately following the execution of the TRA. Monitor fabrication and delivery. Proceed with construction only when delivery dates confirmed.
Schedule conflict with other airport project gate closures planned in Q1-Q2 2022.	H	Fast track schedule as possible to complete project prior to other gate closures planned in May 2022. Evaluate impacts of the gate closure when gate scheduling information becomes available. Determine a decision point as project and gate scheduling becomes known.

# Questions?

[RETURN TO AGENDA](#)



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 11a

**ACTION ITEM**

**Date of Meeting** June 22, 2021

**DATE :** June 22, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Randy Krause, Chief

**SUBJECT: POSFD 2020 Annual Report**

**EXECUTIVE SUMMARY**

Staff will brief the Commission on the Fire Department's Annual Report for 2020, to include:

- (1) Department overview and highlights
- (2) Operational statistics for 2020
- (3) Department updates

**ATTACHMENTS TO THIS REQUEST**

- (1) Presentation slides

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None.

# PORT OF SEATTLE FIRE DEPARTMENT 2020 ANNUAL REPORT



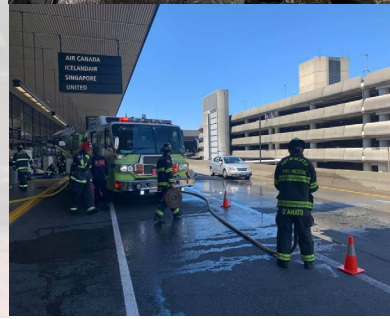
# OUR MISSION

*Save Lives,  
Protect Property,  
and Serve the Public*



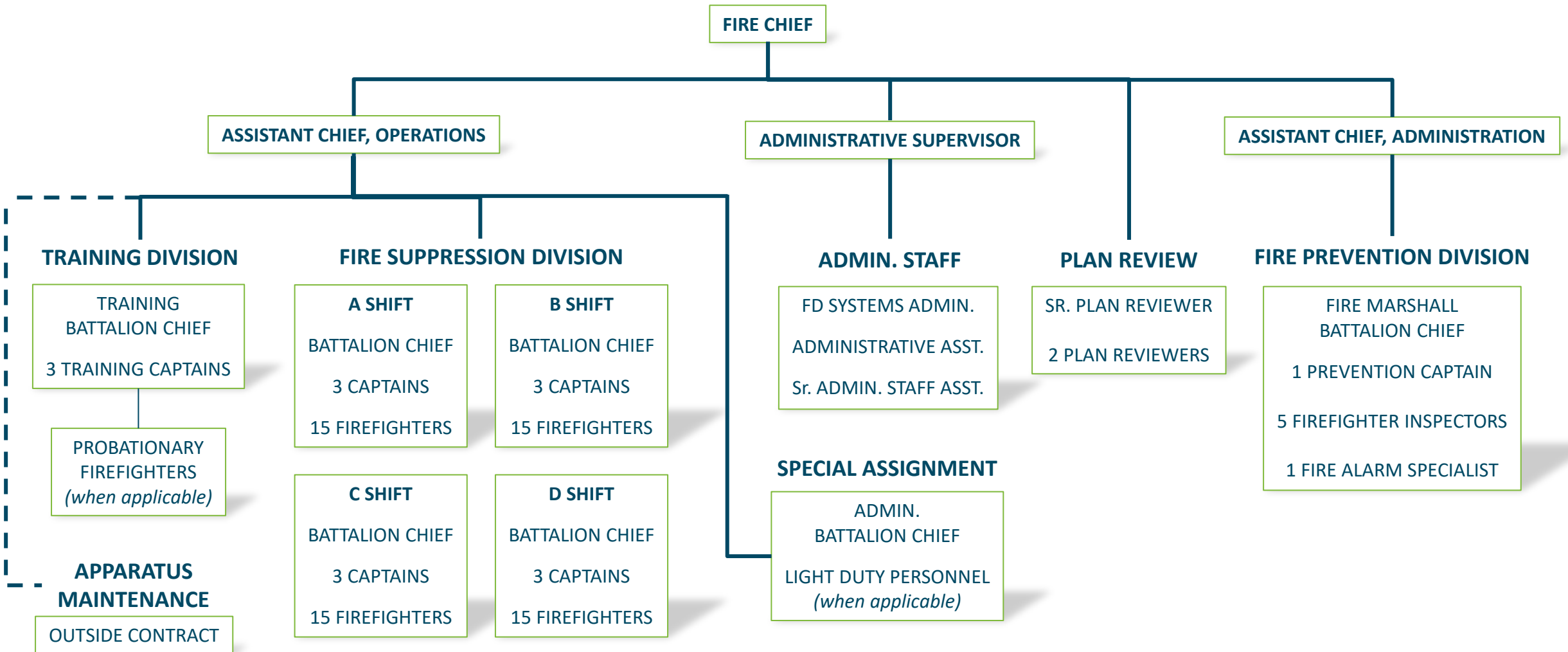
# OUR RESPONSIBILITIES

- Emergency Medical Services
- Structural Fires
- Brush and Outdoor Fires
- Motor Vehicle Accidents
- Hazardous Material Response
- Technical Rescues
- Odor Investigations
- Standbys and Safety Efforts
- Inspections
- Permitting
- Public Service Activities
- Aircraft Rescue Firefighting





# FIRE DEPARTMENT ORGANIZATION CHART



# AFFILIATIONS & PARTNERSHIPS



Airport Council International (ACI)  
American Association of Airport Executives  
ARFF Working Group  
Center for Disease Control - Seattle  
FAA Advisory Panel

International Fire Service Accreditation Congress (WA)  
International Fire Service Training Association  
King County Emergency Medical Services  
King County Fire Chiefs Association  
King County Fire Marshals  
King County Operations Chiefs Association  
King County Public Health  
National Fire Protection Agency  
South King County Fire Training Consortium  
Washington State Fire Chiefs Association  
Washington State L&I and Firefighter JATC



# LONG HISTORY OF EMBRACING DIVERSITY

Port of Seattle Fire Department actively partners with Local 1257's Diversity Association and Port HR in community outreach and recruiting. We recognize the importance of EDI and strive for our department to be reflective of the communities we serve and we continue to foster an organization based on inclusion.



Created in 1980, the Diversity Association also provides annual scholarships and raises money for various charities. In 2020, TWO scholarships were awarded. Even though the annual Pancake Breakfast and Golf Tournaments had to be cancelled due to COVID restrictions, plans are already being made for a return in late 2021.

# RECENT PROMOTIONS AND AWARDS



Battalion Chief  
Stephanie McGinnis



Battalion Chief  
Jake Murry



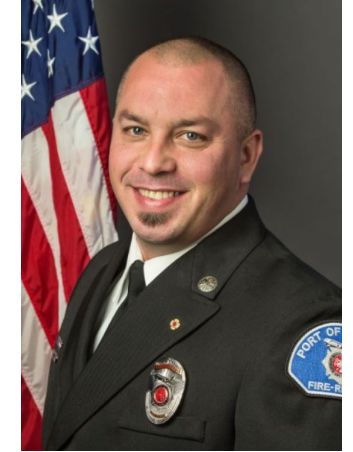
Captain Chris Clark



Captain Toby David



Captain Einar Mikkelsen



Captain Jake Young

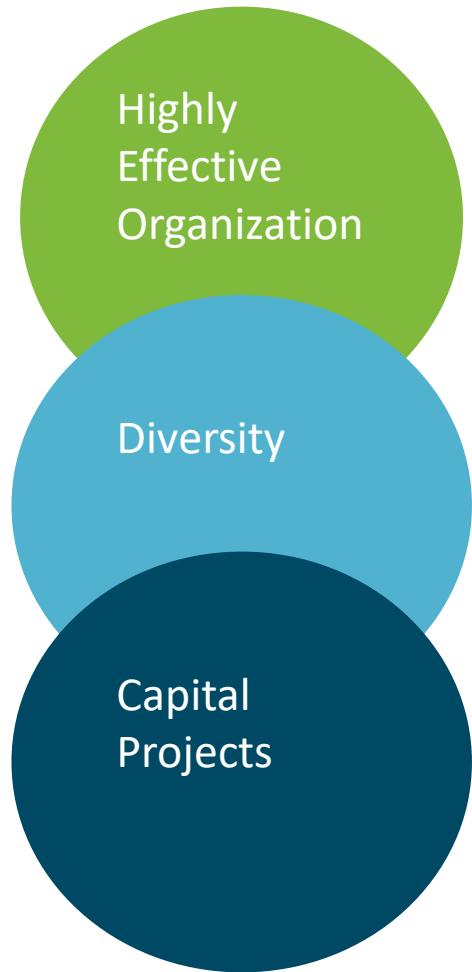


Firefighter Mike Harguess  
Firefighter of the Year 2019



Captain Frank Smith  
Firefighter of the Year 2018

# 2021-2025 STRATEGIC PLAN



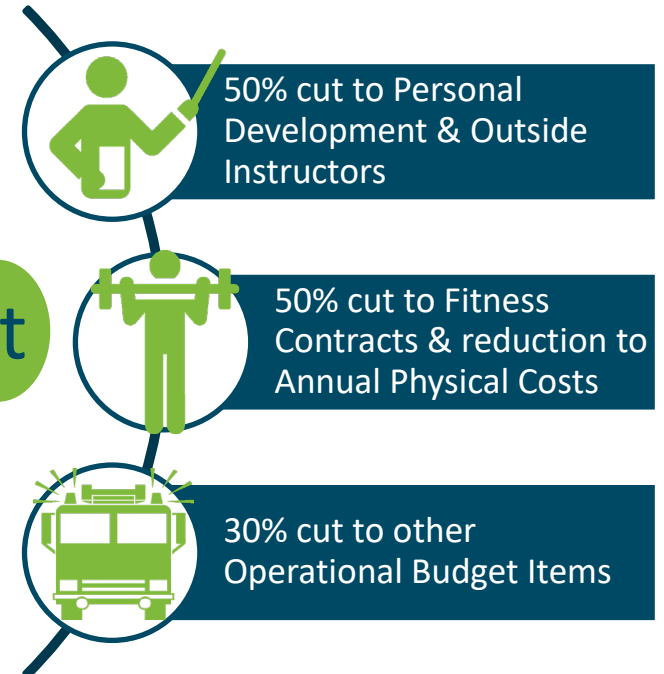
- Improve emergency response operations / capabilities during airport growth (Pre-Fire Planning)
- Evaluate current training model / determine best long-term approach for firefighter development
- Champion diversity, equity and inclusion
- Strengthen communications plan and development programs for all officers and management
- Evaluate Fire Prevention's use of technology

# BUDGET HIGHLIGHTS

## Impact of COVID-19 on 2020 Budget

	Revised 2020 Budget	Original 2020 Budget	2020 COVID Budget Cut
Payroll less: Capitalized Payroll	17,901,100 (596,367)	18,113,100 (667,767)	212,000 (71,400)
Payroll Expense	17,304,733	17,445,333	140,600
Non-Payroll Expense	1,060,761	1,278,040	217,279
<b>Total O&amp;M Expense</b>	<b>18,365,494</b>	<b>18,723,373</b>	<b>357,879</b>

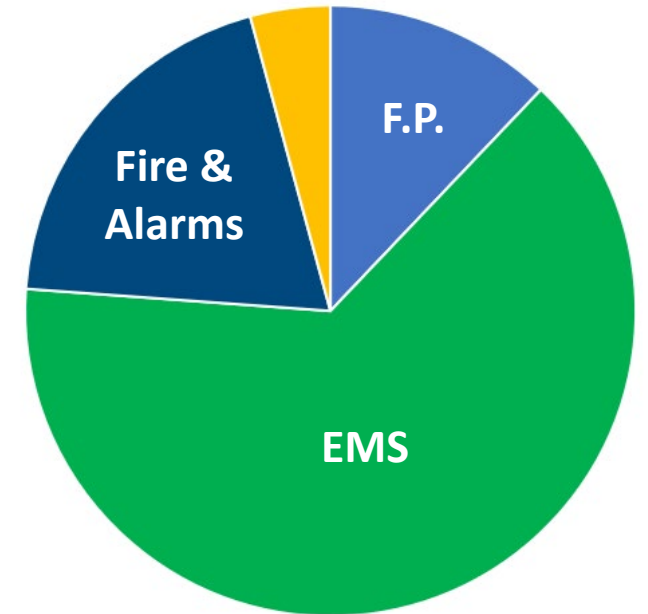
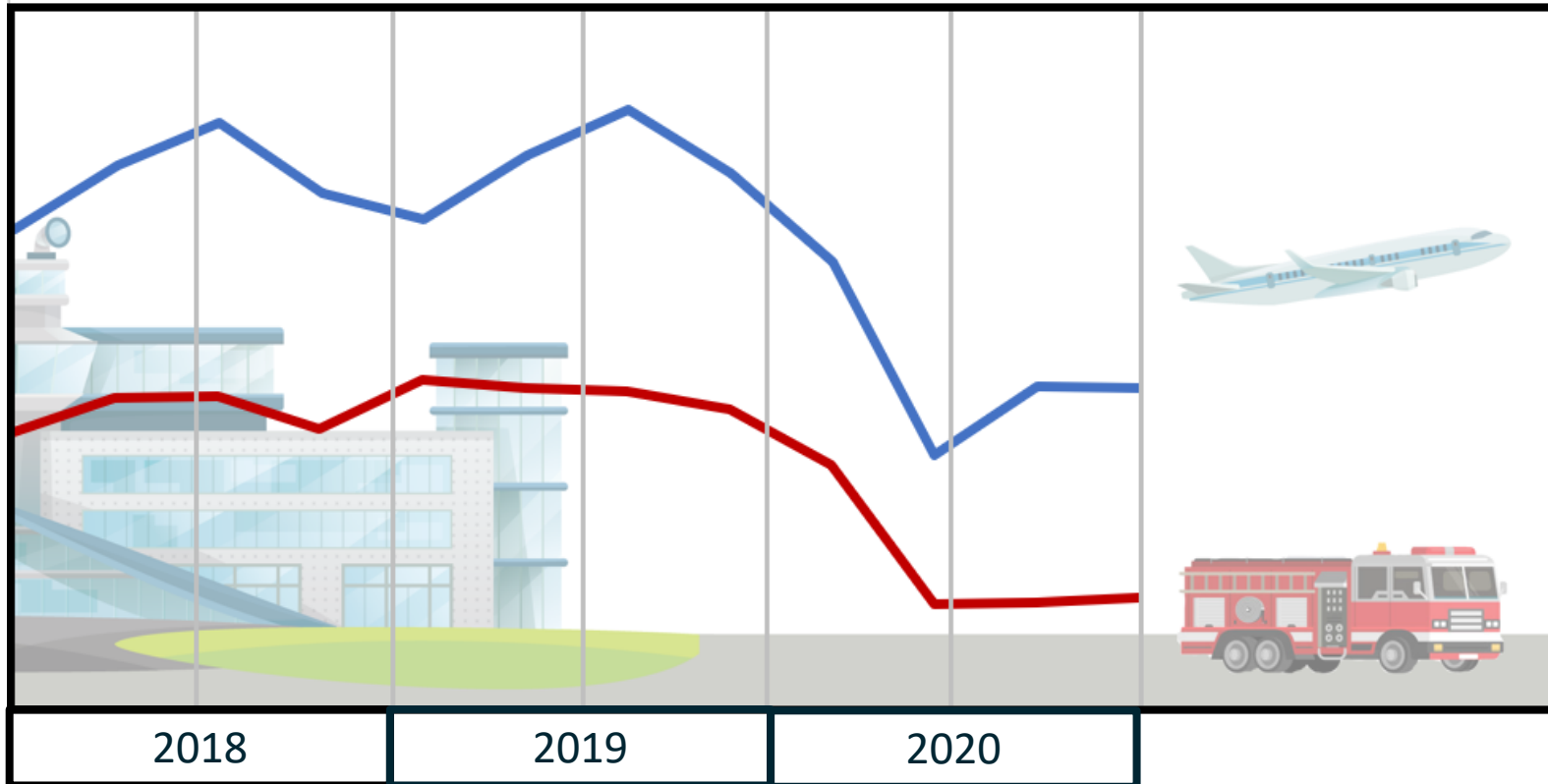
28% Cut



*Final 2020 Budget Variance of less than 1%*

# 2020 TOTAL INCIDENTS DOWN 61.5% FROM 2019

ENPLANEMENTS vs. FIRE DEPARTMENT INCIDENTS



Total Incidents  
2667

# RESPONSE VOLUME

<b>2019</b>	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Sub-Total
Fire Calls	5	3	3	6	7	7	10	9	3	2	5	5	65
EMS / Rescue	283	264	320	266	338	356	353	361	294	296	283	326	3740
Haz Conditions	13	14	15	10	12	12	17	10	12	10	12	15	152
Good Intent	11	11	14	6	5	6	6	4	3	14	8	11	99
Alarm Calls	20	24	22	10	21	21	32	21	29	36	33	26	295
Service Calls	231	253	301	233	219	224	178	168	225	195	171	183	2581
	563	569	675	531	602	626	596	573	566	553	512	566	<b>6932</b> TOTAL
% diff v prior yr	3.1%	16.6%	49.3%	-3.5%	12.7%	2.5%	5.1%	-5.1%	4.6%	13.1%	11.1%	1.8%	<b>8.3%</b> change from 2018

<b>2020</b>	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Sub-Total
Fire Calls	4	3	0	2	2	0	4	3	4	4	2	2	30
EMS / Rescue	292	267	208	56	65	93	117	118	105	123	143	121	1708
Haz Conditions	7	5	4	1	6	6	2	2	2	2	4	2	43
Good Intent	7	15	5	3	3	4	4	6	7	7	4	5	70
Alarm Calls	33	37	12	20	23	29	21	26	30	22	23	17	293
Service Calls	213	183		127									523
	556	510	229	209	99	132	148	155	148	158	176	147	<b>2667</b> TOTAL
% diff v prior yr	-1.24%	-10.37%	-66.07%	-60.64%	-83.55%	-78.91%	-75.17%	-72.95%	-73.85%	-71.43%	-65.63%	-74.03%	<b>-61.5%</b> change from 2019



# MUTUAL AID

Provide mutual aid to surrounding agencies and participate in Zone responses.



- Structure Fires – home/apartment fires, commercial buildings
- Brush and Grass Fires – we frequently respond to I-5 fires
- HazMat Incidents – including a major chlorine spill at a water treatment facility
- Motor Vehicle Accidents – responding to nearby freeways and roadways
- Technical Rescue – including rope rescue and confined space
- Move Up and Standbys – assisting neighboring department coverage

# SPECIAL TEAMS

## HAZMAT RESPONSE TEAM



## TECHNICAL RESCUE TEAM



# CONTINUOUS TRAINING



## FAA Requirements

- 100% Compliance for all Uniformed Personnel



## JATC 3-Year Program

- 10 Firefighters successfully completed program in 2020



## WAC Requirements

- 96% Completion Rate for all Uniformed Personnel



## SKCFTC Academy

- 2 Firefighters graduated from Academy



## Port Requirements

- 96% Completion Rate for all Uniformed Personnel



## Certified Instructors

- New instructors certified for public training



# TRAINING IN THE YEAR OF COVID-19



## 2020 Triennial Drill

Held in partnership with Emergency Preparedness, Mutual Aid Agencies, and other Port partner



## 2020 Live Fire Drills

Despite the limitations on travel, the Fire Department creatively found a solution to provide FAA mandatory live fire training.



## Changing Habits

Appropriate use of masks, distancing, and decontamination protocols were immediately adopted

# COVID-19 RESPONSE



## EMERGENCY MEDICAL SERVICE DIRECTIVES

March 2020 King County Emergency Medical Services develops and implements directives to reduce the transmission of the virus.



## PREVENTATIVE MEASURES

More thorough daily cleaning and disinfecting of the entire fire station, staggering time in common living areas to maintain distance, etc.



## CONSTANT COMMUNICATION

Bi-Weekly COVID Conference Calls, including King County Medical Program Director, are attended to receive updates, additions and revisions to all COVID-19 EMS protocols.

# SAFETY



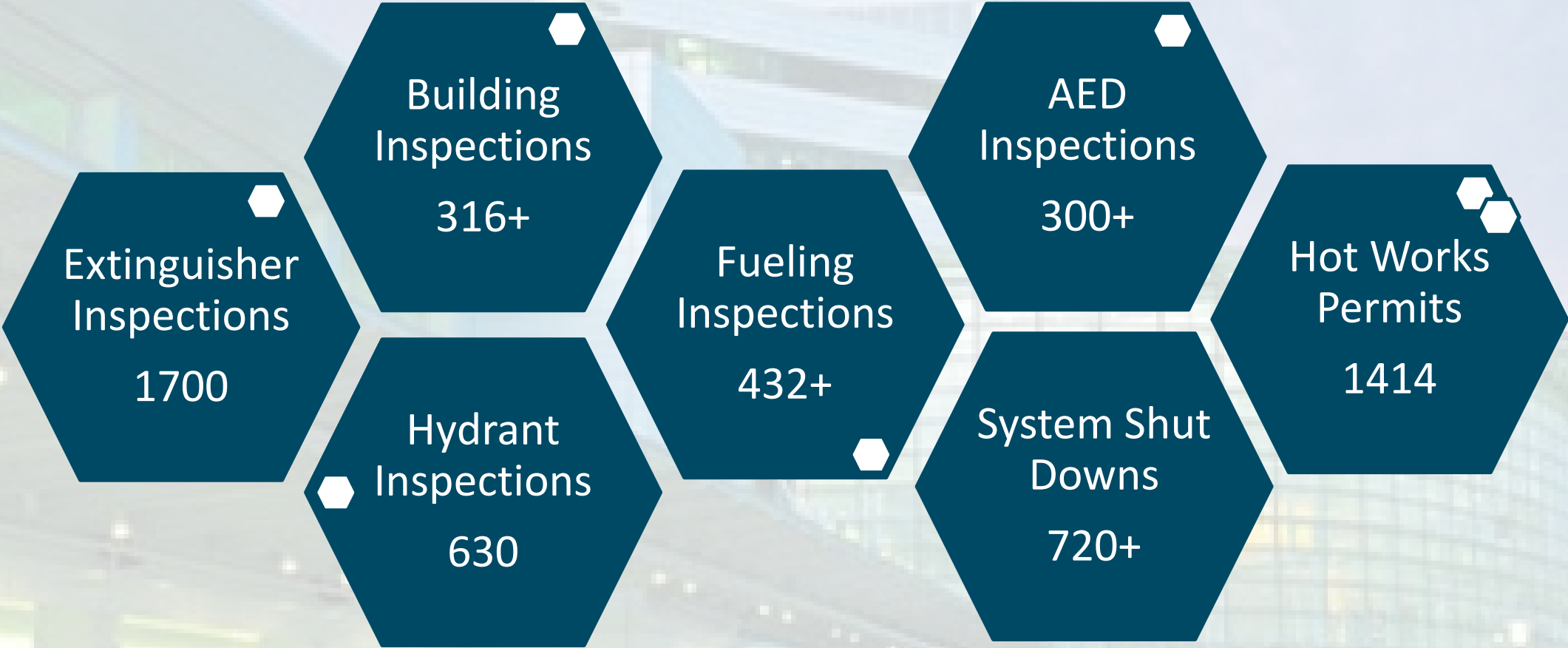
- 48 Safety Classes (4/month)
- 4 Quarterly Safety Committee Meetings
- 12 Monthly Station Safety Inspections
- 104.3% Safety Score

# AED & FIRST AID PROGRAM



- Maintain approximately 300 AEDs placed conveniently on Port property
- Provide training in First Aid, AEDs and CPR to the people who work at the Airport
- Partner with Port Emergency Management and the American Heart Association to assure life saving equipment is readily available to everyone

# FIRE PREVENTION ACTIVITIES





# ALARM MANAGEMENT



## Installation

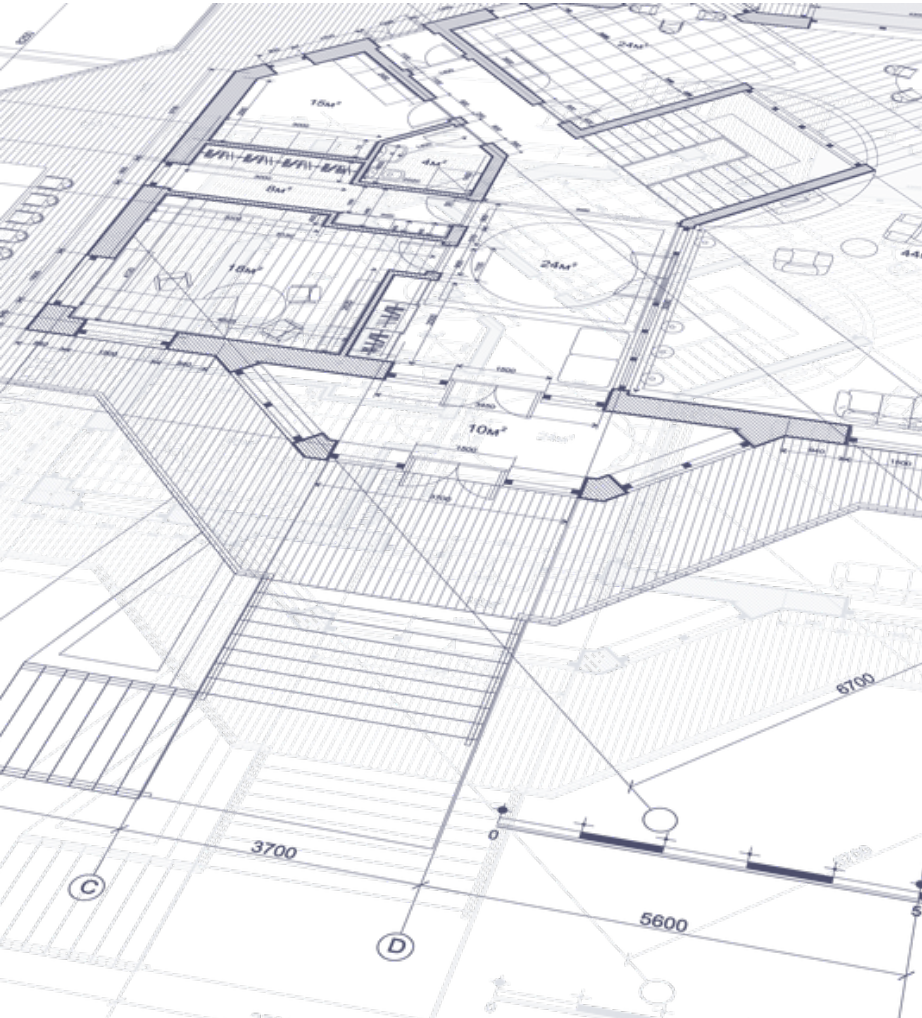
- ▶ Alarm Technician consults with Plan Review on technical integration of alarm systems
- ▶ Installs physical systems and programs monitoring software
- ▶ Supports construction contractors



## Management

- ▶ System integrated with Dispatch, monitoring more than 11,000 devices
- ▶ Alarm Technician maintains Port Waterfront Alarm devices
- ▶ Performs regular testing and repairs

# PLAN REVIEW



- Reviews all new construction and remodel plans for Fire & Life Safety compliance
- Integral planning participants of all Capital Building projects
- Consults with contractors for integration in Port Fire Suppression and Alarm systems
- Commission and test fire suppression and alarm systems upon completion
- Authorize and approve certificate of occupancy upon project completions

# COMMUNITY INVOLVEMENT

In partnership with Local 1257 the Fire Department has, and will continue to be, involved in community efforts to help others.



[RETURN TO AGENDA](#)



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 11b

**BRIEFING ITEM**

**Date of Meeting** June 22, 2021

**DATE:** June 1, 2021

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Stephanie Jones Stebbins, Managing Director Maritime  
Mike McLaughlin, Director Cruise Operations & Maritime Marketing  
Marie Ellingson, Cruise Operations & Business Development Manager

**SUBJECT:** Cruise Update 2021 Seattle Season

**EXECUTIVE SUMMARY**

Briefing to Commission on projected 2021 Cruise Season. We will be covering four main areas:

- Status of 2021 Cruise Season
- Public Health Precautions and Coordination with State Department of Public Health and Public Health-Seattle & King County
- Safety enhancements at our Terminals
- Engagement with Community and Stakeholders

**Status of 2021 Cruise Season**

Cruise ships will be returning to our harbor after more than 20 months. Our first revenue Cruise is expected on July 19 and we expect our last call on October 23. We have 7 Cruise lines and 8 different Vessels intending to homeport out of the Port of Seattle. For context, in 2019, we had 12 homeported vessels. Also note, that these vessels will be sailing at less than full capacity. The Most of these vessels will be sailing with at least 95 % of both passengers and crew vaccinated. At this time, we are still working with one line that would require all eligible for vaccinations to be vaccinated, but would like to allow unvaccinated children to Cruise, allowing families to travel together.

Previously, we noted that the Port's work focused around four areas: vaccines, port agreements, the international stop, and enhanced safety measures in our own terminals.

Since then, public health officials, cruise lines, and federal leaders addressed or reached major milestones on these topics, including new temporary, federal authority to sail directly from Seattle to Alaska without a stop in Canada, beginning CDC approval of port agreements for ships beginning sailing in other states, and the start of crew vaccinations by cruise lines. Locally we reached a major milestone with our Washington Governor announcing a full re-opening of our state on June 30.

Meeting Date: June 22, 2021

Cruise vessels have been sailing successfully for some time in the Mediterranean and parts of Asia. In the US, Cruising is expected to start this month from Port Everglades, and shortly afterwards from Galveston. We are watching all these locations closely for lessons learned.

### **Public Health Precautions**

Throughout the Covid Pandemic, the Port of Seattle has prioritized public health. As we restart Cruise, we continue to prioritize measures for both the Cruise Lines and our own terminal operations that will not only prevent Covid from spreading on Cruise vessels, but provide clear protocols for responding if there are cases of Covid on Cruise vessels. We have been working with our local public health agencies through this time to make sure that all procedures meet our high local standards and are consistent with local efforts. These protocols are documented and committed to by all parties the “Port Agreements”.

**These agreements are signed by each Cruise Lines, the Port, the State Department of Public Health and Public Health-Seattle & King County. They include and cover the following elements**

- Cruise Ship Line protocols for the following
  - Embarkation Procedures –Restricted Passenger Voyages;
  - Procedures for Day of Embarkation Screening;
  - Emergency Response Plans;
  - Protocols for Contacting Emergency Medical Services (Non COVID-19 Related);
  - Protocols that Avoid Medical Evacuations at Sea;
  - Disembarkation Procedures in Event of COVID-19 Outbreak;
  - Procedures to Avoid Congregation of Embarking and Disembarking Travelers;
  - Procedures for Informing Port personnel who interact with travelers of COVID-19 Risks;
  - Procedures for Routine Testing and Symptom Monitoring of vessel crew, passengers and terminal personal who are expected to interact with travelers;
  - Procedures for Routine and Outbreak-Level Cleaning for Gathering Areas and Transportation Vehicles; and
  - Reporting Requirements of COVID-19 Cases During Voyages
  
- Cruise Ship Lines contractual arrangements with:
  - lodging facilities,
  - medical service providers, and
  - medical transportation service providers
- Cruise Ship Vaccinations Strategy
- Approved Ships and Capacity
- Cleaning requirements for Cruise Terminal

Meeting Date: June 22, 2021

### **Safety Enhancements at our Terminals**

Throughout our cruise terminals, the Port has made improvements to enhance safety of our passengers and workers.

- We installed touchless fixtures in the restrooms and water bottle filling stations,
- Barriers are installed to limit face-to-face contact and technology implemented to provide touchless check in and passenger processing in many cases.
- Signage is installed to limit crowding and contact.
- We also reviewed and, where needed updated our ventilation systems to MERV 13 filtration.

### **Engagement with Community and Stakeholders**

Engagement with community, attractions, retailers, and the many maritime businesses that serve the cruise sector is particularly essential this season.

We developed a robust public communications plan, which includes multiple new public briefings, webinars, and online resources to ensure that community, passengers, and crew know what to expect during the 2021 cruise season. Highlights of that work include:

- Created a new [webpage](#) for Business, Tourism and Community Partners; ship schedules will be posted here when confirmed.
- Providing a cruise update at two Visit Seattle webinars for hotels and the broader leisure travel industry
- Hosting a webinar with speakers from NCL, HAL and RCCL and moderated by Tom Norwalk, Visit Seattle; co-sponsored with DSA, Visit Seattle, Visit Bellevue, and Seattle Southside Regional Tourism Authority
- Launching a new waterfront-focused email newsletter

### **ATTACHMENTS TO THIS BRIEFING**

- (1) Presentation slides

### **PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None



# Restarting Seattle's Cruise Industry

**Stephanie Jones Stebbins**

Managing Director, Maritime Division





**1** PREPARING FOR  
A SAFE RETURN

**2** 2021 SEASON

**3** ECONOMIC  
RECOVERY



1

# PREPARING FOR A SAFE RETURN



# Safe Return Strategy



Health and safety



FlyHealthy@SEA



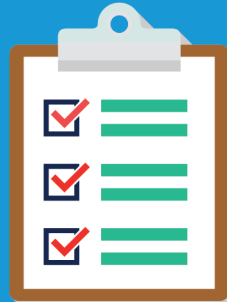
Early and often

## PHASE 1: Mass testing and lab capacity building



- Conduct screening testing of all crew onboard
- Develop onboard lab capacity for testing symptomatic crew, close contacts, and future passengers
- Conduct embarkation testing of all crew

## PHASE 2A: Voyage preparation



- Implement routine screening testing of all crew
- Develop port, medical, and housing agreements approved by port and local health authorities
- After agreements are approved, embark nonessential crew with testing and 14-day quarantine

## PHASE 2B: Simulated (trial) passenger voyages



### Volunteers

- Request approval from CDC to conduct simulated (trial) voyage
- Conduct simulated voyage\*
- Complete after-action report

*\*Subject to in-person and virtual CDC inspections*

## PHASE 3: Conditional Sailing Certification



- Meet CDC's standards for protection of crew in U.S. waters
- Fulfill requirements for simulated voyage(s)
- Apply for COVID-19 Conditional Sailing Certificate

## PHASE 4: Restricted passenger voyages



### Passengers

- Obtain and retain a COVID-19 Conditional Sailing Certificate
- Resume passenger operations with restrictions, such as voyage length and testing requirements

# Port Agreements

- Port Agreements define a cruise line's local operations plan.
  - Embarkation and disembarkation procedures
  - Screening, testing and social distancing
  - Emergency response plans, including medical care, transportation, quarantine housing
  - Training of land-based staff
  - Cleaning landside spaces
- Local public health agencies provided input and review
- External review by independent epidemiologist

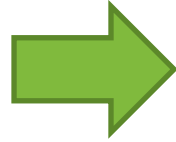


# Multiple Layers Improve Success

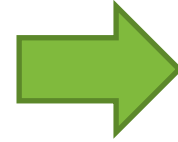
**MOST EFFECTIVE**

**LESS EFFECTIVE**

- Vaccinated passengers and crew



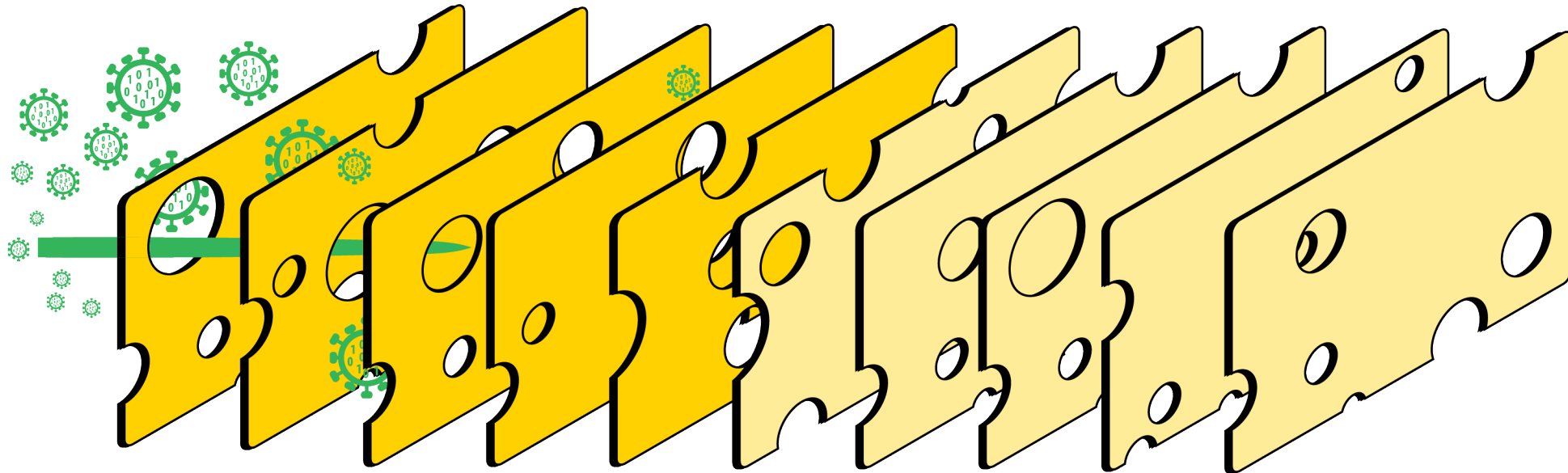
- Clean facilities
- Test unvaccinated people
- Health screening



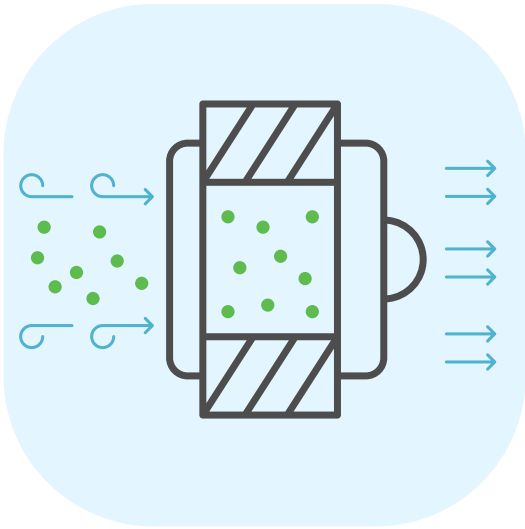
- Lower Density



- PPE/Masks



# Terminal Safety



**Ventilation**



**Touchless  
Fixtures**



**Appropriate  
COVID Protocols**



**Port Valet**

# Implementation Milestones

- ☑ International Stop
- ☑ Vaccinations
- ☑ Port Agreements
- ☑ Safety Enhancements



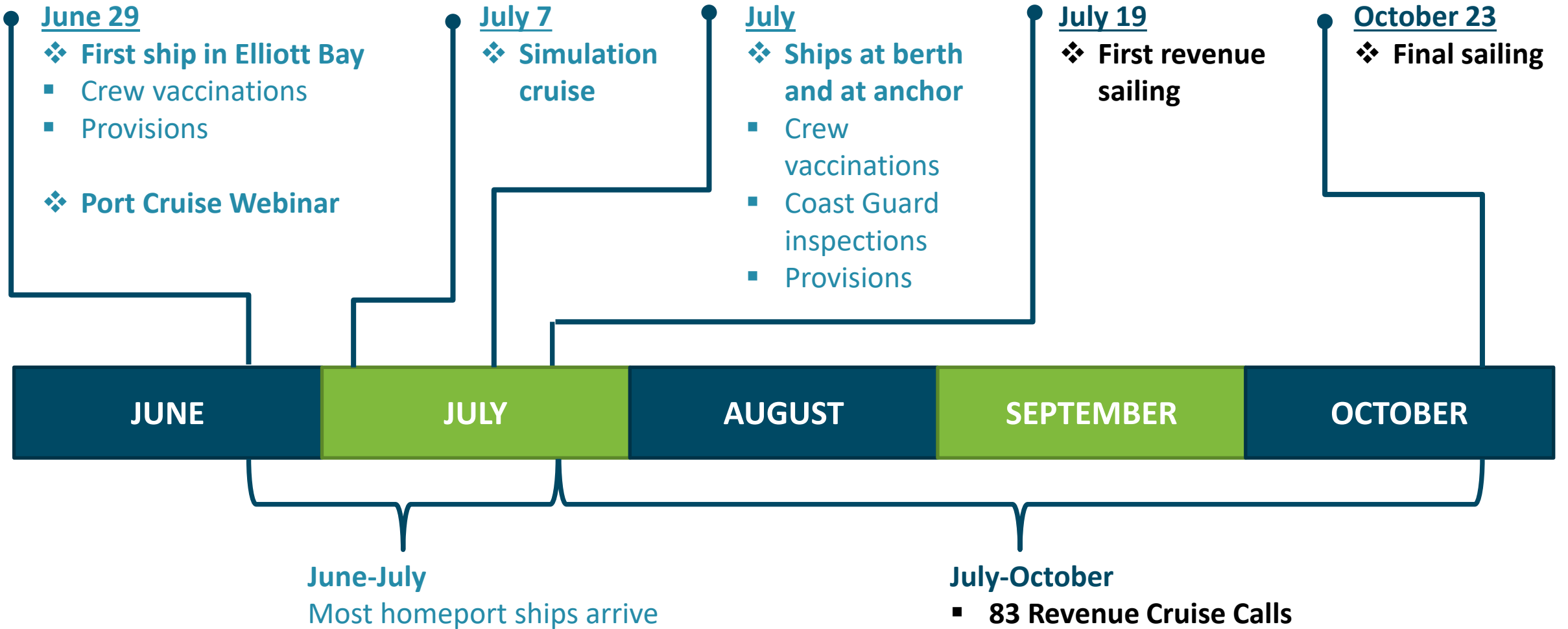
2

2021 SEASON





# 2021 Season Milestones



# Seattle – Alaska Demand Remains High



Holland America Line®  
SAVOR THE JOURNEY



**NORWEGIAN**  
CRUISE LINE®



PRINCESS CRUISES



**Carnival**®



Royal Caribbean  
INTERNATIONAL



Celebrity Cruises®



SILVERSEA®

# Connecting with Community Partners

- Current focus: Communications & Community Engagement
  - Webpage for Business, Tourism and Community Partners
  - Visit Seattle webinar for June 22 and July 19 webinars
  - Port cruise webinar on June 29
  - Ongoing briefings at stakeholder meetings



# Expanded Communications



Cruise Healthy Web Page



Pier to Pier: Adventures on Seattle's Working Waterfront  
New Waterfront Newsletter

# Environmental Priorities

- NW Ports Clean Air Strategy
- Shore power
- Banned Exhaust Gas Cleaning Systems Water Discharge at Berth
- Cruise Memorandum Of Understanding
- Quiet Sound



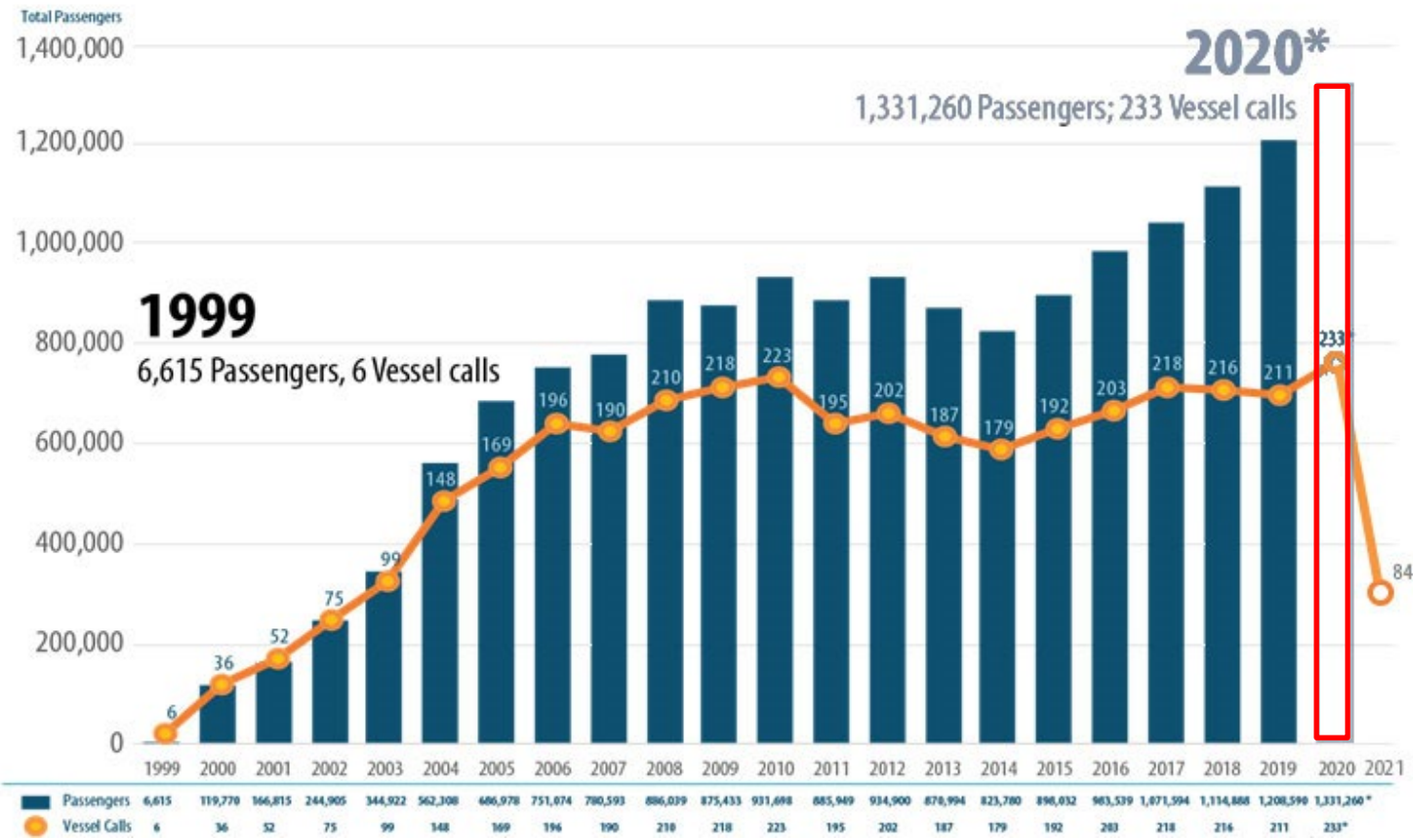
**QUIET SOUND**

# 3

## ECONOMIC RECOVERY



# Cruise Economic Impact Lost in 2020



**\$893.6 M**  
revenue to local businesses



**\$4.2 M**  
in regional economic activity  
per vessel call



**5,500**  
total jobs related to cruise

Passengers

Vessel Calls





# Congratulations Mike!





[RETURN TO AGENDA](#)