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APPROVED MINUTES COMMISSION REGULAR MEETING JULY 27, 2021

The Port of Seattle Commission met in a regular meeting Tuesday, July 27, 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 (*arrived at 12:29 p.m.*), 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 two matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 74 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:00 p.m. Commission President Felleman led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was approved as amended, to re-order Agenda Item No. 10b as the first New Business item to be addressed.

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. Staff also provided a report to the Commission and public regarding summer travel.

6. COMMITTEE REPORTS

Mr. Aaron Pritchard, Deputy Commission Chief of Staff, provided a report regarding recently held committee meetings and overviewed the schedule of upcoming committee meetings.

7. PUBLIC COMMENT

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

- The following people spoke in opposition to the restart of cruise operations in the region: Alexa Fay (corresponding written testimony submitted); Iris Antman; Stacy Oaks; Jim Bernthal; Neal Anderson; and Patrick McKee (corresponding written testimony submitted).

- The following person spoke in support of the restart of cruise operations in the region: Karen True, Economic Development Director, Alliance for Pioneer Square;
- The following people spoke in support of Agenda Item 10c and thanked the Port, staff, and the community involved for working together to pass a solution to address minimum labor standards for flight kitchen employees: Stefan Moritz and Nicole Grant.
- The following person spoke in opposition to the Lot L6 project at North Seatac Park: Shaun Hutchins.
- In lieu of spoken comment, Bonnie Miller, resident, submitted written comments in opposition to expansion of the L06 parking lot and in opposition to cruise pollution and expansion, and regarding environmental equity.
- In lieu of spoken comment, Steven Marias, Noble House Corporate Director of Rooms and Acting General Manager, Edgewater Hotel, submitted written comments in support of cruise resumption and spoke to the reintroduction of cruise ships in the harbor this year creating a sense of normality for the summer; and
- In lieu of spoken comment, Rosario-Maria Medina, Georgetown Open Space Committee Chair, submitted written comments in supporting Gateway Park North and advocated for the Port's continued efforts towards park construction and river access for the Georgetown community.

[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 July 13, 2021.**
- 8b. Authorization for the Executive Director to Complete Design on the Departures Drive Drainage Project at Seattle-Tacoma International Airport (SEA) in the Amount of \$500,000 for a Total Estimated Project Cost of \$1,880,000. (CIP #C801036)**

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

- 8c. Authorization for the Executive Director to (1) Prepare Design and Construction Bid Documents for the Communication Enhancement Project and (2) Utilize Port of Seattle Crews and Small Works Contracts for Pre-Construction Work. This Request is for \$3,000,000 to Increase the Total Authorized Amount to \$3,200,000 with an Estimated Total Project Cost of \$11,000,000. (CIP #C801161)**

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

- 8d. Authorization for the Executive Director to (1) Proceed with the Smart Restrooms Plan to Procure Software and Vendor Services to Implement a Comprehensive, Airport-specific Custodial and Analytics Platform; (2) Execute Contract(s) for Software, Equipment, and Vendor Implementation Services in a Minimum of Four Airport Public-facing Restrooms; (3) Prepare Design and Construction Bid Documents for the**

Related Infrastructure Work Required; (4) Use Port Staff for Implementation, (5) Advertise and Execute Small and Major Works Contracts and Utilize Port Crews to Perform the Construction Work; (6) Authorize Contracting Authority for a Contract for up to Ten Years for Software License, Service, and/or Maintenance Fees Estimated at \$1,380,000. The Amount Requested for Project Implementation is \$1,300,000. (CIP #C801184)

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

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

9. **UNFINISHED BUSINESS** – None.

10. **NEW BUSINESS**

10b. **Authorization for the Executive Director to (1) Execute a Contract with Bombardier Transportation Holdings USA for Goods and Services; (2) Advertise and Award a Major Works Construction Contract; (3) Advertise and Award Contracts for Busing and Wayfinding Services, and (4) Use Port Crews and Small Works Contracts, in Support of the STS Controls Renewal and Upgrade Project at the Seattle-Tacoma International Airport (Airport). (CIP #801043) The Amount of this Request is \$69,240,000 for a Total Project Authorization of \$78,240,000.**

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

Presenter(s):

Lance Lyttle, Managing Director, Aviation
Michael Dysart, Capital Project Manager IV, AV Project Management Group
Ryan Pazaruski, Senior Manager Aviation Maintenance, AV Electrical & Electronic Systems
Katie Techa, AV Capital Programs Development Manager, Aviation Capital Program Management

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- background of the STS's operations to the airport's north and south satellites;
- project purpose – renewal and replacement for the STS's Automatic Train Control (ATC) sub-system and associated software, hardware, and networks;
- scope of the project – construction phase 1 and good and services phase 2;
- customer experience during the planning for STS shutdowns;
- risks and operational impacts;
- the project's timeline;
- authorization – cost range \$67m - \$95m; and

- STS asset management – long-term – renewal and replacement to the STS will be required in the next 10 to 15 years.

Members of the Commission and staff discussed:

- if the upgrade will extend the life of the current system/financial benefits that will extend into 2030;
- capitalizing the full credit for extending the useful life; and
- receiving only one bidder on the project due to the proprietary nature of the system and software.

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

Opposed: (0)

10a. Authorization for the Executive Director to Execute Contract Agreements and Implement the 2021 South King County Fund Program in an Amount Not-to-Exceed \$2 million.

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

Presenter(s):

Alison Beason, Senior Data & Policy Analyst, Equity, Diversity & Inclusion

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the request to execute contract agreements and implement the 2021 South King County Fund Program in the amount of \$2m;
- program management being a partnership between external relations, the Office of Equity, Diversity, and Inclusion, and South King County communities for the purpose of creating equity-based partnerships and supporting historically underserved near-airport communities;
- program proposals and awards in 2020;
- 2021 plan and schedule; and
- 2021 program authorization process.

Members of the Commission and staff discussed:

- support of airport-impacted communities;
- equity and environmental sustainability, through youth programs and green jobs;
- lessons learned from the first year of the program applied to the upcoming year of grants;
- consolidating the timeline in order to speed up the funding process;
- receiving a final report of outcomes for 2020 prior to contract signing in 2021; and
- the importance of keeping to guidelines.

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

10c. Adoption of Resolution No. 3789, Flight Kitchen Minimum Labor Standards, Enacting Minimum Wage and Worker Retention Requirements Applicable to Certain Employers Located at Seattle-Tacoma International Airport, Pursuant to the Authority Granted to the Port under RCW 14.08.120(2).

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

Presenter(s):

Aaron Pritchard, Deputy Chief of Staff, Commission Office

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

Executive Director Metruck introduced the item and presenters.

Aaron Pritchard, Deputy Commission Chief of Staff, spoke regarding the process to-date in bringing the resolution forward, both at the state and Port level, and the community participation and stakeholder interest in enacting the minimum wage standards.

Members of the Commission thanked staff for their work on bringing the final action forward, the Senate sponsor of the legislation for championing equity and inclusion, and the representatives and supporters of Unite Here Local 8 for their long efforts to make minimum labor standards applicable to flight kitchen workers at SEA.

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

11. PRESENTATIONS AND STAFF REPORTS

11a. 2022 Budget Development Briefing.

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

Presenter(s):

Michael Tong, Director Corporate Budget, Finance & Budget

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2022 budget guiding principles;
- Budget strategies; and

- An overview of the budget process and key dates.

Members of the Commission and staff discussed elements of the 2022 budget development process in advance of their Thursday budget retreat. At this time, budget proposals for each Commissioner will be brought forward.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Commissioner Calkins spoke to the mandatory requirement of Covid-19 vaccines.

Commission President Felleman spoke to his recent participation and experiences during the kelp survey.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 2:11 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: August 10, 2021