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APPROVED MINUTES COMMISSION SPECIAL MEETING AUGUST 10, 2021

The Port of Seattle Commission met in a special meeting Tuesday, August 10, 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 (12:25 p.m.), Calkins, Cho, Felleman, and Steinbrueck were present.

1. CALL to ORDER

The meeting was convened at 10:00 a.m. by Commission President Fred Felleman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss three matters relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 90 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 Presentations and Staff Reports section of the agenda was reordered prior to New Business.

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

There were no committee reports at this time.

7. PUBLIC COMMENT

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

- The following person spoke regarding Agenda Item 10d, thanked the Port for moving forward with the program, and asked the Port to provide updates and encourages the Port to continue efforts to reduce greenhouse gas emissions from airlines: city of Des Moines Councilmember JC Harris.

- The following person spoke regarding wildfires and climate change: Jordan Van Voast (corresponding written testimony submitted).
- The following person spoke in support of cruise and economic recovery: Patti Mackey, President and CEO of Ketchikan Visitors Bureau.
- The following people spoke in opposition to cruise operations and climate impacts: Iris Antman; Marcie Keever; Katie McKenna; Carolyn Brotherton; Stacy Oaks; Peggy Printz; Kendra Ulrich; and Neal Anderson.
- In lieu of spoken comment, Ernest Thompson, Normandy Park City Council Member, submitted written comments in support of a landscape masterplan document documenting the percentage of plants which are native species.
- In lieu of spoken comment, Alexa Fay, submitted written comments regarding her health and environmental concerns relate to the return of cruise ships to the Port.
- In lieu of spoken comment, Laura Gibbons, submitted written comments speaking to a study of 46 US airports and surrounding schools, and data contained therein regarding the effects of noise on education and health.
- In lieu of spoken comment, Shaun Hutchins, submitted written comments asking the Commission to discuss and share plans for creating multi-story parking and shifting SEA and the community away from ground level surface lot parking.

[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 27, 2021.**
- 8b. Approval of the Claims and Obligations for the Period July 1, 2021, through July 31, 2021, including Accounts Payable Check Nos. 940234 through 940680 in the Amount of \$3,391,011.72; Accounts Payable ACH Nos. 036722 through 037555 in the Amount of \$46,636,189.17; Accounts Payable Wire Transfer Nos. 015644 through 015663 in the Amount of \$11,344,239.69, Payroll Check Nos. 199024 through 199333 in the Amount of \$93,999.45; and Payroll ACH Nos. 1032936 through 1037210 in the Amount of \$11,887,618.04 for a Fund Total of \$73,353,058.07.**

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

- 8c. Authorization in the Amount of \$820,000 for the Executive Director to (1) Proceed with the Wireless Network (WIFI) Replacement Project; (2) Prepare Design and Construction Bid Documents for the Replacement of WIFI Technology and Supporting Equipment at the Port of Seattle Headquarters (P69); and (3) Procure Required Hardware, Vendor Services, Licensing, and Maintenance Services in Support of WIFI and Network Services at P69. The Total Estimated Project Cost is \$2,500,000 (CIP #C801063).**

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

- 8d. Authorization in the Amount of \$6,300,000 Out of a Total Estimated Project Cost of \$46,200,000 for the Executive Director to (1) Complete Design and Prepare Construction Documents for the Airfield Utilities Infrastructure (AUI) Project at Seattle-Tacoma International Airport (SEA) and (2) Enter into Reimbursable Agreements with the Federal Aviation Administration. (CIP #C801177).**

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

- 8e. Authorization in the Amount of \$6,901,000 for an estimated total project cost of \$9,901,000, for the Executive Director to (1) Advertise, Award, and Execute a Major Works Construction Contract for the Building Controls Upgrade Project at Seattle-Tacoma International Airport, and (2) Use Port of Seattle Crews for Construction Activities. (CIP #C800944).**

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

- 8f. Authorization for the Executive Director to Execute a Service Agreement for Maintenance Services for the Airport's (SEA's) Direct Digital Control System for Up to Five Years, 2022-2026, for a Total Dollar Value Estimated at \$4,800,000.**

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

- 8g. Authorization for the Executive Director to Prepare, Advertise, Award, and Execute Appropriate Contract Documents to Procure a Chiller Maintenance Service Agreement for 14 Chillers at Seattle-Tacoma International Airport. The Agreement is for a Two-year Contract with Three One-year Service Options to be Determined Annually by the Port. Total Contract Cost Over the Requested Five-year Period is Not-to-Exceed \$600,000.**

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

- 8h. Authorization in the Amount of \$65,000 for the Executive Director to Proceed with Completion of Fisherman's Terminal Lighting Upgrades and to Use Port Crews to Complete the Installations, for a Total Project Cost of \$365,000. (CIP #C800816)**

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

- 8i. Authorization for the Executive Director to Execute a New Collective Bargaining Agreement (CBA) Between the Port of Seattle and the International Brotherhood of Teamsters, Local 117, Representing Police Specialists at the Port of Seattle, Covering the Period from July 1, 2021, through June 30, 2022.**

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

- 8j. **Authorization for the Executive Director to Advertise and Award a Major Public Works Contract to Replace the North Runway Protection Zone Culvert (NRPZ Culvert), a Year 2022 Component of the 2021 to 2025 Airfield Pavement and Supporting Infrastructure Replacement Program. This Construction Authorization is for \$3,800,000 for a Total Program Authorization to-date of \$55,195,000. (CIP #C800930).**

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

- 8k. **Request Commission Determination that a Competitive Process in not Reasonable or Cost Effective in Accordance with Chapter 53.19 RCW; and Authorization for the Executive Director to Execute an Agreement for Procurement Consulting Support Services, with The Le Flore Group, in the Amount Not-to-Exceed \$450,000, for a Contract Period of One Year, to Assist with Contracting Processes Including Opportunity Youth Initiative Procurement(s), Economic Recovery, and for Recommendations for Improvements to Community Engagement (Grant/Non-profit) Processes.**

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

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

9. **UNFINISHED BUSINESS** – None.

11. **PRESENTATIONS AND STAFF REPORTS**

- 11a. **Q2 2021 Financial Performance Briefing.**

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance & Budget
Borgan Anderson, Director, Aviation Finance & Budget
Kelly Zupan, Director, Maritime Finance
Michael Tong, Director, Finance & Budget

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Aviation Division;
 - Passenger growth rebounding
 - Keys to financial results – increased federal relief
 - Operating expenses;
 - Aero rate base revenue requirements

- Aeronautical revenue
- Non-aero revenue concessions grant impact
- Non-aeronautical revenues
- Strategic use of federal relief grants to achieve debt service coverage target
- 2021 capital spending: 93 percent of budget
- Federal relief bolstering key financial metrics
- 2021 airport development fund balance
- 2021 bond issue
- Seaport;
 - Seaport performance summary
- Maritime Division;
 - financial summary and business highlights
 - cruise
 - second quarter maritime financials
 - stormwater utility tracking to budget
 - NWSA summary
 - joint venture second quarter financials
- Economic Development Division;
 - financial summary and business highlights
- Central Services; and
 - financial summary and business highlights
- Portwide
 - financial summary
 - capital spending.

Members of the Commission and staff discussed:

- the total amount due to the Port from deferred rent relief;
- Port assets generating revenue to the NWSA;
- portfolio management; and
- leveraging operations in the container business.

10. NEW BUSINESS

10a. Introduction of Resolution No. 3791, Amending Resolution No. 3770, which Adopted the Charters of the Commission's Standing Committees, by Further Amending the Energy and Sustainability Committee Charter to Change the Name of the Committee to the Sustainability, Environment, and Climate Committee.

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

Presenter(s):

Erica Chung, Commission Specialist, Commission Office

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed the recommendation of the Energy and Sustainability Committee to change its name. Committee Members spoke on behalf of the recommendation.

**The motion, made by Commissioner Steinbrueck, to Suspend the Rules to consolidate readings of the Resolution in order to take action at the meeting, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)
Opposed: (0)**

Commissioner Steinbrueck moved to adopt Resolution No. 3791.

**The motion, made by Commissioner Felleman, to amend Resolution No. 3791 to insert a Whereas clause noting the establishment of the committee, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)
Opposed: (0)**

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

10b. Authorization for Executive Director to Sign an Interlocal Agreement (ILA) with University of Washington's Sea Grant Program for the Port to Host One (1) 12-month Hershman Fellowship Position.

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

Presenter(s):

Jon Sloan, Senior Manager Environmental Programs, Maritime Environment & Sustainability

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the request for the Executive Director to sign an Interlocal Agreement with the University of Washington;
- funding authorized in 2021-22 expense budget (\$39,975);
- Fellow is a UW employee embedded within Maritime Environment & Sustainability Department for 12 months;
- Start date September 20, 2021.

Members of the Commission and staff discussed credit for marine habitat restoration.

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

10c. Sound Insulation Program Briefing (For information only.)

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

Presenter(s):

Stephen St. Louis, Capital Project Manager V, AV Project Management Group
Julie Kinzie, Noise Program Manager, Sound Insulation
Hanh Nguyen, Senior Manager, Aviation Finance & Budget

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

Executive Director Metruck introduced the item and presenters.

A presentation was provided addressing the program's accelerated overview; program status updates; funding, estimates, and schedule; risks and challenges; and next steps for the program.

Commission and staff discussion ensued regarding:

- the number of homes which will be addressed annually;
- participation in the program;
- program completion in 2026;
- negotiation for the investment of dollars as part of the SLOA agreement;
- reviewing contours;
- the status of homes previously insulated where mitigation efforts failed and doing something to address those homes separate and apart from FAA grants;
- possible internship efforts; and
- calculating the energy savings from the mitigation efforts.

Members of the Commission thanked Commissioner Bowman for pushing the program forward.

10d. Authorization for the Executive Director to Plan, Design, and Prepare Construction Documents for the Apartment Sound Insulation Program Located within the Current Noise Remedy Boundary Near the Seattle-Tacoma International Airport in an Amount Not-to-Exceed \$34,386,000 of a Total Apartment Program Cost of \$133,515,000. (CIP #C200096)

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

Presenter(s):

Stephen St. Louis, Capital Project Manager V, AV Project Management Group
Julie Kinzie, Noise Program Manager, Sound Insulation

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- apartment design authorization;

- high level apartment milestones; and
- noise remedy boundaries.

Commission and staff discussion ensued regarding:

- prioritizing apartment complexes where large concentrations of people live and their location to the airport;
- applying equity index measures; and
- gaining efficiencies in the permitting process in order to accelerate the work.

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

Opposed: (0)

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Commissioner Calkins spoke regarding the ICC Report and climate action and efforts the Port can take to reduce impacts, including working towards zero emission cruise vessels at the ports. Discussion ensued around studying the question at the Sustainability, Environment, and Climate Committee. Commissioner Steinbrueck requested that the discussion be expanded beyond cruise and to look at emerging technologies toward new carbonless energy.

Commissioner Steinbrueck recognized and congratulated Delmas Whittaker for his promotion to Director of Marine Maintenance.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 3:17 p.m.

Prepared:

Michelle M. Hart, Commission Clerk

Attest:

Sam H. Cho, Commission Secretary

Minutes approved: September 14, 2021