



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

APPROVED MINUTES COMMISSION REGULAR MEETING DECEMBER 14, 2021

The Port of Seattle Commission met in a regular meeting Tuesday, December 14, 2021. The meeting was held remotely in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's Proclamation 20-28. Commissioners Bowman, Calkins, Cho, Felleman, and Steinbrueck were present.

1. CALL to ORDER

The meeting was convened at 10:30 a.m. by Commission President Fred Felleman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss three matters - one regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i); one regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and national security per RCW 42.30.110(1)(a)(i); and one regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and the performance of a public employee, per RCW 42.30.110(1)(g) for approximately 55 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:02 p.m. Commission President Felleman led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as presented without objection.

4. SPECIAL ORDERS OF THE DAY

4a. 2021 Commission Year-End in Review and Commissioner Comments

Members of the Commission and Executive Director Metruck spoke regarding the accomplishments of the Commission in 2021, thanked staff for their support, and recognized outgoing Commissioners Bowman and Steinbrueck for their years in service to the Port of Seattle.

Opening Remarks from the President

Commission President Fred Felleman provided his opening meeting remarks and recognized Christina Gehrke, outgoing member of the Audit Committee, for her years in service to the Port.

Executive Director Metruck and Members of the Commission recognized Ms. Gehrke and thanked her for her service.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda, made announcements, and recognized Port of Seattle Fire Department Battalion Chief Jake Murry and Members of the fire department for the outstanding response to the recent SEA parking garage fire. Executive Director spoke regarding the regional response undertaken to address the incident.

Members of the Commission expressed appreciation to Mr. Murry and the Port of Seattle Fire Department.

6. COMMITTEE REPORTS

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

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 10f: Jolene Jewett, HR Director of Pallino; Kathy Casey, President of Kathy Casey Food Studios; and Nat Stratton-Clarke, resident.
- The following person spoke regarding airport noise: David Goebel.
- The following person thanked Commissioners Bowman and Steinbrueck for their service to the Port of Seattle and support of the community: Councilmember JC Harris, Des Moines City Council.
- In lieu of spoken comment, written comments regarding a call to end greenwashing of aviation, endorsed by 86 organizations internationally, including 350 Seattle, was submitted by Laura Gibbons, Member of 350 Seattle.

[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 Minutes of the Special Meetings of October 20, October 21, and November 19, 2021, and the Regular Meetings of November 9 and 16, 2021.**
- 8b. Approval of the Claims and Obligations for the Period November 1, 2021, through November 30, 2021, Including Accounts Payable Check Nos. 941597 through 941897 in the Amount of \$2,772,686.78; Accounts Payable ACH Nos. 039861 through 040753 in the Amount of \$53,741,551.11; Accounts Payable Wire Transfer Nos. 015718 through 015736 in the Amount of \$9,106,789.50, Payroll Check Nos. 200135 through 200359 in the Amount of \$94,493.93; and Payroll ACH Nos. 1052138 through 1056347 in the Amount of \$11,908,643.08 for a Fund Total of \$77,624,164.40.**

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

- 8c. Authorization for the Executive Director to Plan, Design, and Prepare Construction Documents for the Places of Worship Sound Insulation Program (CIP #C200098) Located within the Current Noise Remedy Boundary Near the Seattle-Tacoma International Airport (Airport) in an Amount Not-to-Exceed \$7,387,000 of a total Program Cost of \$25,872,000. (CIP #C200098)**

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

- 8d. Authorization for the Executive Director to Approve Funding to Acquire a Language Interpretation Contract for use at Seattle-Tacoma International Airport in the Amount of \$1,000,000 of a total Contract Estimate of \$1,000,000.**

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

- 8e. Authorization for the Executive Director to 1) Complete the Final Design, 2) Award a Design-Build Contract, and 3) Authorize an Additional \$1,729,000 for Phase II of the Terminal Security Enhancements Project at Seattle-Tacoma International Airport, for a Total Estimated Project Cost of \$22,950,000. (CIP #C800862)**

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

- 8f. Authorization for the Executive Director to Execute up to Three Professional Services Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts for Architectural Services for a Total Capacity Not-to-Exceed \$9,000,000. There is no Funding Associated with this Request.**

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

- 8g. Authorization for the Executive Director to (1) Proceed with Design and Construction of the Zone 2 Ticket Counter Common Use Conversion Project at Seattle-Tacoma International Airport in the Amount of \$1,870,000 and (2) Use Port Crews for Construction, for a Total Project Budget of \$2,000,000. (CIP #C801118)**

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

- 8h. Authorization for the Executive Director to 1) Proceed with Completion of the Shilshole Bay Marina M2 Building Conversion and 2) Use Port Crews to Complete these Installations. The Amount of this Request is \$80,000, for a Total Project Cost of \$330,000. (CIP #C801088)**

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

- 8i. **Authorization for the Executive Director to Develop Design Documents, Execute Professional Service Contracts, Apply for Permits and to Prepare Construction Documents for the Fishermen’s Terminal C14 Downey Building Upgrades Project, for a Total Request for this Action of \$150,000 and a Total Project Cost of \$3,978,000. (CIP #C801164)**

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

- 8j. **Authorization for the Executive Director to Develop Design Documents, Execute Professional Service Contracts, Apply for Permits and to Prepare Construction Documents for the World Trade Center West Roof Replacement, for a Total Request of \$175,000 and a Total Project Cost of \$2,284,000. (CIP #C801104)**

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

- 8k. **Authorization for the Executive Director to Execute the Sixth Amendment to the Cruise Facility Lease Agreement with Cruise Terminals of America for Smith Cove Cruise Terminal at Terminal 91.**

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

- 8l. **Authorization for the Executive Director to (1) Execute a Contract in the Amount of \$2,000,000 for Architecture and Engineering (A&E) Services to Complete Planning and Preliminary Design for the Industrial Wastewater Treatment Plant (IWTP) Program (CIP C801234).**

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

- 8m. **Adoption of Resolution No. 3797: A Resolution of the Port of Seattle Commission Authorizing the Executive Director to Sell and Convey Port Personal Property in 2022 in Accordance with RCW 53.08.090 with a Value Not Greater than \$21,000 and Repealing Resolution No. 3784.**

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

- 8n. **Commission Approval of the Port’s 2022 State Legislative Agenda and Authorization for Staff to Advocate on the Agenda During the 2022 Legislative Session.**

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

- 8o. Authorization for the Executive Director to Execute a Change Order to Contract MC-032036 Sites 23/25 Habitat Restoration (Heavy Civil GC/CM) in the Amount of \$1,941,446.60 Due to Costs Related to the Unanticipated Subtitle D Disposal of Soils on Site 23.**

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

- 8p. Authorization for the Executive Director to Execute an Early Termination Agreement Between the Port of Seattle and Cathay Pacific Airways in Advance of its Scheduled Expiration of December 31, 2022.**

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

- 8q. Authorization for the Executive Director to Execute an Early Termination Agreement between the Port of Seattle and Norwegian Air in Advance of its Scheduled Expiration of December 31, 2022.**

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

- 8r. Authorization for the Executive Director to Execute a New Collective Bargaining Agreement (CBA) Between the Port of Seattle and the International Longshore and Warehouse Union, Local 9, Representing Airfield Operations Specialists and Senior Operations Controllers at the Port of Seattle Covering the Period from January 1, 2020, through December 31, 2023.**

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

- 8s. Authorization for the Executive Director to Execute a New Collective Bargaining Agreement (CBA) Between the Port of Seattle and the International Longshore and Warehouse Union, Local 9, Representing Security Access Specialists at the Port of Seattle Covering the Period from January 1, 2020, through December 31, 2023.**

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

- 8t. Authorization for the Executive Director to Execute a New Collective Bargaining Agreement (CBA) Between the Port of Seattle and the International Association of Firefighters, Local 1257, Representing Firefighters at the Port of Seattle Covering the Period from January 1, 2021, through December 31, 2021.**

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

- 8u. Authorization for the Executive Director to Execute up to Two (2) Professional Services Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts to Provide Project**

Management Services in Support of Capital Programs, Tenant Improvement, and Expense Projects, with a Total Value of \$5,000,000 and a Contract Ordering Period of Five (5) Years.

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

- 8v. Authorization for the Executive Director to Execute an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract for Salesforce Technical Services as Needed to Support Projects and Operations for a Total Amount Not-to-Exceed \$2,000,000, with a Contract Ordering Period Not-to-Exceed Five Years. There is No Funding Request Associated with this Authorization.**

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, 8k, 8l, 8m, 8n, 8o, 8p, 8q, 8r, 8s, 8t, 8u, and 8v carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)
Opposed: (0)**

- 9. UNFINISHED BUSINESS – None.**

10. NEW BUSINESS

- 10a. Order 2021-14: An Order of the Port of Seattle Commission Authorizing an Employment Agreement with Aaron Pritchard to Serve as the Port of Seattle’s Commission Chief of Staff.**

Presenter(s):

Eric Schinfeld, Acting Deputy Commission Chief of Staff

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

Eric Schinfeld, Acting Deputy Commission Chief of Staff, presented the Order and spoke regarding the process undertaken in interview of candidates and selection of Aaron Pritchard as the successful hire.

Members of the Commission and staff discussed the Order and spoke in support of the selection and Mr. Pritchard’s experience at the Port and qualifications for the position.

The motion, made by Commissioner Steinbrueck, carried by the following vote:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

- 10b. Authorization for the Executive Director to Fund \$149,500,000 for Construction of the Phase 1 Enabling Work of the North Main Terminal Redevelopment Program at Seattle-**

Tacoma International Airport and to Execute a Third Tenant Reimbursement Agreement with Alaska Airlines, Inc. to Complete the Phase 1 Construction Work. (CIP #C801204)

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

Presenter(s):

Jeff Moken, Interim Director, Aviation Business and Properties
Alan Olson, Capital Project Manager IV, AV Project Management Group

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the requested authorization to fund \$149.5 million for construction of the Phase 1 Enabling Work of the North Main Terminal Redevelopment Program at Seattle-Tacoma International Airport, and to execute a third Tenant Reimbursement Agreement with Alaska Airlines, Inc. to complete the Phase 1 construction work;
- program background;
- Phase 1 area of work overview;
- needed renewal and replacement drivers;
- scope summary by phase;
- scope objectives;
- renderings of the design;
- Phase 1 construction key points;
- tenant reimbursement agreement plans;
- cost breakdown;
- level of project build-out;
- project schedule; and
- program risks and mitigation.

Members of the Commission and staff discussed:

- whether or not the project is subject to sustainability screening;
- goals for green design; and
- the importance of tracking and sharing changes to scope and cost with public transparency.

The motion, made by Commissioner Steinbrueck, carried by the following vote:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

10c. Authorization for the Executive Director to (1) Authorize Construction of the Concourse A Building Expansion for the Lounges Project at Seattle-Tacoma International Airport by Delta Air Lines, Inc; (2) Authorize Reimbursements to Delta for Construction Under the Tenant Reimbursement Agreement Previously Authorized by the Commission on April

27, 2021; and (3) Utilize Port Crews for Construction and Support, for a Total Request of \$72,200,000 and an Estimated Total Project Cost of \$78,500,000. (CIP #C801205)

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

Presenter(s):

Jeff Moken, Interim Director, Aviation Business and Properties
John McWilliams, Capital Project Manager III, AV Project Management Group

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

Executive Director Metruck introduced the item and presenters.

Members of the Commission and staff discussed:

- the requested authorization for construction by Delta Air Lines; reimbursement to Delta Air Lines under the Tenant Reimbursement Agreement; and utilization of Port crews for construction and support;
- renderings of the Concourse A building expansion for lounges;
- project scope;
- sustainable design approach;
- budget and schedule; and
- project risks and mitigation.

Commissioner Calkins noted that the presentation has been before the Aviation Committee and commented regarding the exciting design of the exterior space.

The motion, made by Commissioner Steinbrueck, carried by the following vote:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

10d. Authorization for the Executive Director to (1) Execute a Contract for Design Services, and (2) Complete Design for the Concourse A Port Shared Use Lounge Project at Seattle-Tacoma International Airport for an Estimated Cost of \$6,000,000, and a Total Estimated Project Cost of \$24,726,000. (CIP #C801207)

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

Presenter(s):

Jeff Moken, Interim Director, Aviation Business and Properties
Sean Anderson, Capital Program Leader, AV Project Management Group

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- project background and location;

- construction design renderings;
- project goals and scope;
- environmental and sustainability aspects;
- existing conditions;
- project estimate;
- level of project build-out;
- project risks; and
- project schedule.

Members of the Commission and staff discussed:

- what 'shared use' means with respect to the public – a lounge for multiple airlines to utilize; and
- major construction projects currently going through sustainability review.

The motion, made by Commissioner Steinbrueck, carried by the following vote:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

10e. Authorization for the Executive Director to (1) Advertise, Award and Execute a Procurement Contract for the Purchase of a Submarine Cable and Associated Cable Termination Devices; (2) Enter into a Contract for the Procurement of a Proprietary Shore Power System at Pier 66; and (3) Execute a Service Agreement with Seattle City Light to Supply Cruise Shore Power for a Combined Amount Not-to-Exceed \$7,600,000, for a New Total Authorized Amount of \$8,855,000 out of a Total Estimated Project Cost of \$17,000,000.

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

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime Division
Alex Adams, Senior Manager, Maritime Environmental and Sustainability
Fred Chou, Capital Program Leader, Waterfront Project Management
Marie Ellingson, Cruise Operations and Business Development Manager, Cruise Services Management

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

Executive Director Metruck introduced the item and presenters.

Members of the Commission and staff discussed:

- the request authorization to procure specialized submarine cable and a proprietary shore power system, and to execute a service agreement with Seattle City Light to supply shore power;
- Pier 66 Bell Street Cruise Terminal;
- shore power – a key environmental strategy;
- environmental benefits and successes of shore power;
- shore power project components;

- project status;
- long lead items; and
- next steps in the process.

Members of the Commission and staff discussed:

- hydroelectric energy and prioritizing its uses;
- electrification being crucial to sustainability efforts;
- other funding sources that may be available to support the effort;
- proactive efforts to reduce carbon emissions and approve air quality; and
- estimates of carbon reduction over time.

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

10f. Order No. 2021-15: An Order to Direct the Executive Director to Develop Recommendations to Support the Outcomes Identified in the SEA Tenant Build-Out Analysis.

Request document(s) included an [Order](#).

Presenter(s):

David Yeaworth, Commission Specialist, Commission Office

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

Commission Specialist David Yeaworth spoke regarding the Order and read it into the record.

Lance Lytle, Managing Director of Aviation, spoke regarding the LEAN process improvement project regarding the Airport, Dining, and Retail Tenant Build-out Analysis.

The motion, to adopt Order No. 2021-15, was made by Commissioner Bowman.

**A motion to amend Order No. 2021-15, in its entirety, was made by Commissioner Bowman.
(Amendment)**

Commissioner Bowman spoke to her proposed amendment, noting sentence construction changes and lease extension opportunity.

Members of the Commission discussed:

- the process used to bring forward the amendment;
- actual costs to tenants from Covid impacts and escalated costs of construction; and
- timing of the final report, with a target of January 25, 2022.

The primary amendment, carried by the following vote:

**In favor: Bowman, Cho, Felleman, Steinbrueck (4)
Opposed: Calkins (1)**

**The primary amendment, carried by the following vote:
In favor: Bowman, Cho, Felleman, Steinbrueck (4)
Opposed: Calkins (1)**

11. PRESENTATIONS AND STAFF REPORTS

11a. 2021 Internal Audit Annual Report

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

Presenter(s):

Glenn Fernandes, Director, Internal Audit

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

Executive Director Metruck introduced the item and presenters.

Mr. Glenn Fernandes, Director, Internal Audit, again recognized Committee Member Dr. Christina Gehrke for her years in service to the Port's Audit Committee, since January 2011.

The presentation addressed:

- an overview of the internal audit function and purpose;
- audits completed in 2021;
- key themes of the 2021 audits;
- highlighted audits to include the South King County Fund; the Art Program; and the Central Terminal Infrastructure Upgrade;
- informational technology audits undertaken;
- limited contract compliance audits; and
- 2022 audit strategy.

Members of the Commission and staff discussed thanked Mr. Fernandes, Members of the Audit Committee, and staff for their involvement in 2021 and for providing accountability in the auditing process.

11b. 2021 Art Program Annual Report

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

Presenter(s):

Tommy Gregory, Senior Art Program Manager, Aviation Director's Office
Annabelle Goavec, Art Program Coordinator, Aviation Director's Office
Tonisha Simmons, Senior Administrative Assistant, AV Facilities & Infrastructure

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Art Pool funds;
- Art projects;
 - N. Satellite Project
 - International Arrivals Facility
 - indigenous art acquisition
 - maritime projects
- conservation efforts and maintenance;
- Aviation Public Art Program Five-Year Capital Improvement Program Plan;
 - returning the Port of Seattle to its position as a national leader among its peers
 - promoting art and culture throughout all Port and Port-related facilities
 - public engagement
- developing art around airport expansion and remodel;
- connecting passengers with dynamic public art;
- providing a strong public art presence to allow for places of congregation and moments of tranquility; and
- equity, diversity, and inclusion principles built into programming.

Members of the Commission and staff discussed:

- diversity in collections as well as on the Art and Culture Board;
- the need for more public art outside of the airport;
- inclusion of performing arts within our facilities; and
- understaffing of the art program and recent and planned efforts to better support the program.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:54 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: January 4, 2022