



COMMISSION REGULAR MEETING AGENDA

March 22, 2022

To be held in virtually via MS Teams in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's Proclamations 20-05 and 20-28 et seq. You may view the full meeting live at meetings.portseattle.org. To listen live, call in at +1 (425) 660-9954, (833) 209-2690, and Conference ID 998 109 227#

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

4a. Annual Executive Director Performance Review (**no enclosure**)

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 March 22, 2022. 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 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 with your name and the topic you wish to speak to by 9:00 a.m. PT on Tuesday, March 22, 2022. 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.

8. CONSENT AGENDA (*consent agenda items are adopted by one motion without discussion*)

- 8a. Approval of Minutes of the Special Meeting of December 14, 2020, and the Regular Meeting of March 8, 2022 (**no enclosure**) (p.4)
- 8b. Authorization for the Executive Director to Proceed with the Construction of the Fishermen's Terminal ADA Compliance Project in the Amount of \$850,000. (CIP #C801198) ([memo](#) and [presentation](#) enclosed) (p.17)
- 8c. Authorization for the Executive Director to Advertise, Award and Execute a Contract with a Wellbeing Vendor to Provide Strategic Insight, a Robust Technology Solution, and Access to a Diverse Selection of Wellness Content for the Port of Seattle's Employee Benefit Program for up to 10 years in an Amount Not-to-Exceed \$1,250,000. ([memo](#) enclosed) (p.31)
- 8d. Authorization for the Executive Director to Execute a Settlement Agreement to Recover Environmental Costs. ([memo](#) enclosed) (p.35)
- 8e. Authorization for the Executive Director to Execute a Permanent Conservation Easement to the City of Auburn that Will Convey Two-thirds of an Acre of Port Property for a Third-party Stream Buffer Mitigation Site. ([memo](#) and [presentation](#) enclosed) (p.36)
- 8f. Authorization for the Executive Director to Sign an Interlocal Agreement (ILA) with Highline Public Schools, Maritime High School, to Support the Work of Instructional Design Plans Demonstrating a Maritime-focused Curriculum. ([memo](#), [interlocal agreement](#), [exhibit A](#), and [presentation](#) enclosed) (p.41)
- 8g. Authorization for the Executive Director to Advertise, Award and Execute a Major Public Works Contract and Fund the Construction Phase of the WTCW Roof Replacement Project in the Amount of \$1,915,000, Increasing the total project authorization to-date to \$2,215,000 (CIP #C801104) ([memo](#), [sustainability memo](#), and [presentation](#) enclosed) (p.61)
- 8h. Authorization for the Executive Director to Finalize and Sign Port Agreements Under CDC's COVID-19 Program for Cruise Ships and Amend Leases Relating to Port Cruise Facilities to Incorporate such Port Agreements. ([memo](#) and [program instructions](#) enclosed) (p.83)

9. UNFINISHED BUSINESS**10. NEW BUSINESS**

- 10a. PUBLIC HEARING and Introduction – Resolution No. 3800: A Resolution Declaring Surplus and No Longer Needed for Port District Purposes Approximately Two Acres of Port-owned Real Property, Herein Referred to as the 28th Ave Parcels "Parcels" and Located in the City of SeaTac, King County; and Further Authorizing the Transfer of a Portion (Approximately 4,000 Square Feet) of Said Real Property to the Central Puget Sound Transit Authority (Sound Transit) for Development of a Light Rail Elevated Guideway; and Further Authorizing the Conveyance of Permanent Easements to Sound Transit Required for Permanent Construction of the Elevated Guideway. ([memo](#), [draft resolution](#), and [presentation](#) enclosed) (p.94)

10b. Authorization for the Executive Director to Advertise and Award a Major Works Construction Contract in the amount of \$26,700,000 for the Relocation of Checkpoint 1 at Seattle-Tacoma International Airport, to Include a Project Labor Agreement, and to Use Port Crews for Support Activities, for a Total Estimated Project Cost of \$37,000,000. (CIP #C801093) ([memo](#) and [presentation](#) enclosed) (p.109)

10c. Authorization for the Executive Director to Execute Contracts to Promote International Travel Through SEA, Cruise-oriented Travel Options and Washington State's Tourism Opportunities in the UK and Europe as a One-year Contract for \$185,000 with Two Additional One-year Options at the Rate of \$185,000 Per Year for a Total Not-to-Exceed \$555,000. ([memo](#) and [presentation](#) enclosed) (p.128)

10d. Proclamation in Recognition of March Women's History Month (no enclosure) (p.151)

11. PRESENTATIONS AND STAFF REPORTS

11a. SEA Stakeholder Advisory Round Table (StART) 2021 Annual Report ([memo](#), [operating procedures](#), [membership](#), [noise action agenda summary](#), [matrix](#), [annual report](#), and [presentation](#) enclosed) (p.152)

11b. SEA Accessibility Program 2022 Update ([memo](#) and [presentation](#) enclosed) (p.203)

11c. 2022 Cruise Season Update ([memo](#) and [presentation](#) enclosed) (p.231)

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

13. ADJOURNMENT



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**APPROVED MINUTES
COMMISSION SPECIAL MEETING DECEMBER 14, 2020**

The Port of Seattle Commission held a special meeting, Monday, December 14, 2020, as a commission retreat session. The retreat was held remotely in accordance with Governor Inslee's 'Stay at Home' order and Proclamation 20-28. Commissioners Bowman, Calkins, Cho, Felleman, and Steinbrueck were present.

The meeting convened at 11:00 a.m.

The purpose of the meeting was to hold a retreat to consider priorities and planning for 2021. No public comment or final actions were taken at this meeting.

Immediately following the retreat the Commission recessed to executive session at 4:45 p.m. for approximately 60 minutes pursuant to RCW 42.30.110 and Article IV, Section 8, of the commission bylaws to discuss two matters related to the performance of a public employee (RCW 42.39.110(1)(g)).

The meeting adjourned at approximately 5:45 p.m. No action was taken.

Prepared:

Attest:

Michelle M. Hart, MMC, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: March 22, 2022



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Seattle, Washington 98111
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APPROVED MINUTES COMMISSION REGULAR MEETING MARCH 8, 2022

The Port of Seattle Commission met in a regular meeting Tuesday, March 8, 2022. The meeting was held remotely in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's Proclamation 20-28. Commissioners Calkins, Cho, Felleman, Hasegawa, and Mohamed were present.

1. CALL to ORDER

The meeting was convened at 10:30 a.m. by Commission President Ryan Calkins.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss two matters regarding the performance of a public employee and litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i), 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 12:00 p.m. Commission President Calkins led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved without objection with the postponement of Item 4b to the March 22, 2022, meeting and Items 8o and 8r pulled from the Consent Agenda, to be discussed separately.

4. SPECIAL ORDERS OF THE DAY

4a. Proclamation in Support of Those Impacted by the Invasion of Ukraine

Presenter(s):

LeeAnne Schirato, Senior Strategic Advisor
Karin Zaugg Black, International Business Protocol Liaison

Delegates in attendance:

Honorary Consul of Ukraine in Seattle, Valeriy Goloborodko
Oleg Pynda, Ukrainian Community Center President
Liliya Kovalenko, Ukrainian Association of WA State President
Yuriy Zaremba, Ukrainian Chamber of Commerce President
Anatoliy Kolomiets, IMOCE President
Vasyl Shablevskyy, Meest Director
Alex Leshko, Pacific Ukrainian Society Director

Digital recordings of the meeting proceedings and meeting materials are available online – www.portseattle.org.

Commission Clerk Michelle Hart read Item 4a into the record.

Executive Director Metruck introduced the item and spoke regarding the current invasion of Ukraine and in support of relief for those impacted and humanitarian aid.

Commissioner Calkins read the proclamation into the record.

Senior Strategic Advisor, LeeAnne Schirato, introduced Svetlana O'Brien, Port employee who spoke regarding her Ukrainian heritage and concern for her family and the people of Ukraine.

Honorary Consul of Ukraine in Seattle, Valeriy Goloborodko, and Ukrainian Community Center President Oleg Pynda addressed the Commission regarding the current crisis in Ukraine and thanked the Port of Seattle of its support.

Members of the Commission thanked the speakers and delegates in attendance and echoed their support of the proclamation and in supporting the Ukrainian community.

The motion, made by Commissioner Cho, to adopt the Proclamation, carried by the following vote:

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda and made general and meeting-related announcements.

6. COMMITTEE REPORTS

Ms. Erica Chung, Strategic Advisor, provided a report regarding committee meetings held on February 15, 2022, and overviewed items discussed during those meetings.

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 9a: Michele Manasse, Fireworks Gallery; Kathy Casey, Kathy Casey Food Studios; Lisa Luchau, Seattle Chocolate; and Chong Pak, Pallino.
- The following person spoke regarding the increase in cruise calls for 2022, critical impacts on the climate crisis, and the needed reduction for non-essential cruising: Iris Antman, Seattle Cruise Control member.
- The following person spoke regarding reduction of fossil fuel consumption, the increase in 2022 cruise calls to Seattle, and resulting climate impacts from ship emissions: Peggy Printz, Seattle Cruise Control member.
- The following person spoke regarding the current situation in Ukraine and regarding aviation noise over Vashon Island, requesting the retention of temporary noise monitors in the interim

of the placement of permanent monitors due to NextGen flight path noise: David Goebel, President Vashon Fair Skies.

- The following people spoke in opposition to development and in support of open space retention in North Seatac Park: Rob Bent and Noemie Maxwell Vassilakis (*written comments also submitted*), Defenders of North Seatac Park group.
- The following person thanked the Commissioner for its proclamation in support of Ukraine and regarding cruise tourism being a maritime activity causing impacts on the environment and human health, with small and doubtful local economic benefits: Jordan Van Voast, resident. (*written comments also submitted*).
- In lieu of spoken comment, written comments regarding preservation of all undeveloped land around the airport, including park land, and stating that the Port's Real Estate Strategic Plan does not supersede environmental justice and climate change concerns regarding North Seatac Park were submitted by: Megan Kogut.

[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 Meeting of February 6, 2022, and the Regular Meeting of February 8, 2022.**
- 8b. Approval of the Claims and Obligations for the Period February 1, 2022, through February 28, 2022, including Accounts Payable Check Nos. 942582 through 942922 in the Amount of \$6,099,841.97; Accounts Payable ACH Nos. 042508 through 043115 in the Amount of \$39,205,200.45; Accounts Payable Wire Transfer Nos. 015775 through 015793 in the Amount of \$ 7,694,046.46; Payroll Check Nos. 200790 through 200989 in the Amount of \$125,242.90; and Payroll ACH Nos. 1064592 through 1068670 in the Amount of \$11,461,493.81, for a Fund Total of \$64,585,825.59.**

Request document(s) included an agenda memorandum.

- 8c. Authorization for the Executive Director to Execute a Service Agreement for a Third-Party Commissioning Agent for the C Concourse Expansion Project at Seattle-Tacoma International Airport. (CIP #C800845)**

Request document(s) included an agenda memorandum.

- 8d. Authorization for the Executive Director to Authorize an Additional \$1,309,000 for a Total Project Authorization of \$11,675,000 for the Employee Services Center Project at Seattle-Tacoma International Airport. (CIP #C800934)**

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

- 8e. Authorization for the Executive Director to Proceed with the Airport Resource Management System Upgrade Project and Execute Contract(s) for Software, Equipment, Vendor Services, and Ten Years of Software License and Maintenance Fees, for a Project Implementation Cost of \$1,300,000 and the Estimated Ten-Year Software License and Maintenance/Enhancement Fee of \$3,000,000 (\$300,000 Annually). (CIP #C801233)**

Request document(s) included an agenda memorandum.

- 8f. Authorization for the Executive Director to Invest at Least \$5,718,840 into the Maritime Innovation Center (MInC) to Provide Required Matching Funds for a United States Economic Development Administration Grant in the Amount of \$5,000,000. (CIP #C801084)**

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

- 8g. Authorization for the Executive Director to Award and Execute a Construction Contract to the Low Bidder for the P69 Underdock Utility Replacement Project Due to an Irregular Bid Outcome for the Three Bids Submitted, and to Increase the Project Budget in the Amount of \$350,000 to Fund the Irregular Bid Outcome. (CIP #C801102)**

Request document(s) included an agenda memorandum.

- 8h. Authorization for the Executive Director to Amend and Increase the Not-to-Exceed Amount of the Puget Sound Energy (PSE) Engineering Services and Construction Agreement (ESCA) Required for the Supervisory Control and Data Acquisition System (SCADA) Project (CIP #C800699) from \$1,014,000 to \$1,200,000. (CIP #C800699)**

Request document(s) included an agenda memorandum.

- 8i. Authorization for the Executive Director to Execute a Contract for an Exclusive Catering Company to Provide Food and Beverage Service at the Conference Center at Seattle Tacoma International Airport, for an Amount Not-to-Exceed \$1,000,000 over Five Years (Three-year Contract, with Two, One-Year Extension Options).**

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

- 8j. Authorization for the Executive Director to Issue Two Separate Requests for Proposals to Select a Vendor for ATM and Merchant Deposit Services and Food and Beverage Vending Services and to Execute a Concession Agreement with the Selected ATM Service Provider and Vending Operator at Seattle-Tacoma International Airport.**

Request document(s) included an agenda memorandum.

- 8k. Authorization for the Executive Director to Execute a Contract with Varec for Foreign Object Debris (FOD) Detection System Maintenance and License Fees for a Period Not-to-Exceed Five Years in an Amount Not-to-Exceed \$2,000,000 Over the Five-Year Period.**

Request document(s) included an agenda memorandum.

- 8l. Authorization for the Executive Director to Execute a Contract for a System to Archive Text Messages for a Period Not-to-Exceed Ten Years in an Amount Not-to-Exceed \$2,000,000 Over the Ten-Year Period.**

Request document(s) included an agenda memorandum.

- 8m. Authorization for the Executive Director to Execute a Contract for a Human Resources Case Management System for a Period Not-to-Exceed Ten Years in an Amount Not-to-Exceed \$600,000 Over the Ten-Year Period.**

Request document(s) included an agenda memorandum.

- 8n. Approval of Commission International Travel Requests for Known Travel in the First and Second Quarters of 2022.**

Request document(s) included an agenda memorandum.

- ~~**18o. Adoption of the 2022 Local and Regional Government Policy Priorities for Staff to Engage with Local and Regional Officials and Other Partners in Support of these Priorities.**~~

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

- 8p. Authorization for the Executive Director to Execute One or More Procurements, in the Estimated Amount of \$8,620,000 to Replace Airfield Snow Removal Equipment.**

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

- 8q. Authorization for the Executive Director to Execute Two Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts for \$7,500,000 Each for Aviation Planning Services at Seattle-Tacoma International Airport in an Amount Totaling No More Than \$15,000,000 with a Three-Year Ordering Base Period and Two One-Year Options.**

Request document(s) included an agenda memorandum.

¹ Item 8o was pulled from the Consent Agenda and addressed separately.

~~**28r. Authorization for the Executive Director to Execute an Eighth Amendment to the Lower Duwamish Waterway Group Memorandum of Agreement.**~~

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

The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, 8l, 8m, 8n, 8p, and 8q carried by the following vote (items 8o and 8r were removed from the Consent Agenda):

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

8o. Adoption of the 2022 Local and Regional Government Policy Priorities for Staff to Engage with Local and Regional Officials and Other Partners in Support of these Priorities.

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

Presenter(s):

Dave Kaplan, Local Government Relations Manager, External Relations
Sabrina Bolieu, Regional Government Relations Manager
Keri Pravitz, East King County Community & Government Relations Manager, External Relations
Melissa Parks, Government Relations Policy Analyst, External Relations
Nate Caminos, Director Government Relations, External Relations
Geraldine Poor, Senior Regional Transportation Manager, External Relations

Commission Clerk Michelle Hart read Item 8o into the record.

Executive Director Metruck introduced the item.

The main motion, made by Commissioner Felleman, was approved as follows:

A primary amendment, made by Commissioner Felleman, to amend page 11 of the memo presented, last sentence, to add the clause, “as well as support for our partnership with King County on the Municipal Solid Waste Study,” to read:

“Support policy measures that equitably accelerate the transition to cleaner energy sources for maritime industry, as well as support for our partnership with King County on the Municipal Solid Waste Study.”

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

² Item 8r was pulled from the Consent Agenda and addressed separately.

The main motion, as amended, was approved as follows:

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

8r. Authorization for the Executive Director to Execute an Eighth Amendment to the Lower Duwamish Waterway Group Memorandum of Agreement.

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

Presenter(s):

Joanna Florer, Senior Environmental Program Manager, Maritime Environment and Sustainability

Kathy Bahnick, Senior Manager, Environmental Programs, Maritime Environment and Sustainability

Commission Clerk Michelle Hart read Item 8r into the record.

Executive Director Metruck introduced the item.

Kathy Bahnick reported regarding the amendment to the cost-sharing agreement, to include cost and contracting to perform work on the Superfund site which is beyond what is required, and that is why the authorization is needed. Additional clean-up actions will be above what is required in the record of decision.

Commissioner Felleman thanked staff for bringing the evaluation forward so that we know when we are performing the clean-up that it is at the maximum feasibility possible.

Members of the Commission supported the authorization and the importance of exceeding expectations.

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

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

9. UNFINISHED BUSINESS

9a. Authorization for the Executive Director to Extend all ADR Multi-Premise Leases and Single-Use Leases in Lease Groups 2, 3, 4, and 4a by Three (3) Years, with the Exception of Lease No. 2361 (as Defined in the Authorization Memo) and Introductory and Intermediate Single-Use Kiosk Leases.

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

Presenter(s):

Lance Lyttle, Managing Director, Aviation
Dawn Hunter, Acting Aviation Chief Operating Officer
Khalia Moore, Senior Manager ADR, Airport Dining and Retail

Commission Clerk Michelle Hart read Item 9a into the record.

Executive Director Metruck introduced the item.

The presentation addressed:

- the background of Motion 2020-19;
- Airport Dining and Retail (ADR) Tenants collectively met with ADR staff to discuss the cost of design and construction at the SEA;
- concerns heard included several areas of the process;
- a meeting with the Aviation Managing Director and Commissioners was held to find a resolution to the issue;
- Executive Director Metruck asked ADR Staff to engage with the LEAN Process Improvement Team to understand the issue and find long-term solutions to the problem;
- a 'Voice of the Tenant Meeting' was held;
- areas of concern included the design review process, port design standards, building and fire code review, and permitting;
- new best practices identified;
 - begin a new ADR Master Planning effort
 - evaluate current Port standards and create ADR specific standards
 - re-evaluate base building conditions based on new ADR Master Planning efforts
 - before design starts, Port Demo of the space (cold-shell)/after demo, verify as-builts conditions with new tenants
 - Port addressed base building conditions
 - Port standards impacting Aviation Commercial Management business partners will be discussed and approved with Aviation Commercial Management/ADR team prior to implementation to understand and analyze business and cost impacts to the tenants/program
 - subject matter experts are at the table when key planning decisions are made
- analyzing tenant impacts; and
- analysis recommendations - after reviewing the cost variance of the sample tenants, the Port is recommending that an additional three (3) years term be provided to the Affected Tenants.

Members of the Commission and staff discussed:

- the Port having a breakdown of minority businesses and the parts of the region they are from;
- the portion of cost overruns due to procedure;
- shortening the time of bid-length;
- site variations for different tenants;
- informing tenants on the challenges that may be present with running a business at the airport;
- removing any unnecessary challenges from the process; and
- opening new spaces at the airport which will accommodate additional business interest.

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

In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)

Opposed: (0)

10. NEW BUSINESS

10a. Authorization for the Executive Director to Advertise and Award a Professional Services Contract to Provide Investigation, Remediation, and Strategic Support to Address Per- and Polyfluoroalkyl Substances (PFAS) on Port of Seattle Properties and Facilities.

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

Presenter(s):

Megan King, Senior Environmental Programs Manager, AV Environmental Programs Group
Sarah Cox, Senior Manager, AV Environmental Programs Group

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

Executive Director Metruck introduced the item.

The presentation addressed:

- project authorization – for the Executive Director to advertise and award a professional services contract to address Per- and Polyfluoroalkyl Substances (PFAS) on Port properties and facilities;
- what are PFAS, the origin of use, exposure to PFAS, and associated health risks;
- use of firefighting foam at SEA and present locations;
- actions conducted to-date;
- actions conducted to confirm no known offsite risks;
- proposed scope of the authorization;
- critical near-term regulatory drivers;
- the state clean-up process; and
- next steps in contract procurement and ecology clean-up process.

Members of the Commission and staff discussed the priority of public health. Fire Chief Starkey spoke regarding measures being taken to screen employees of PFAS exposure.

Discussion continued regarding the long-term period of the study being conducted and how PFAS is traced and identified – sampling, as it is colorless and odorless.

The motion, made by Commissioner Mohamed, carried by the following vote:
In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)
Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. 2021 Financial Performance Briefing.

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance and Budget
Michael Tong, Director, Corporate Budget
Borgan Anderson, Director, AV Finance and Budget
Kelly Zupan, Director SP Finance and Budget, Maritime Finance
Stephanie Jones Stebbins, Managing Director, Maritime Division
Dave McFadden, Managing Director Economic Development, Economic Development Administration

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

Executive Director Metruck introduced the item and presenters.

Members of the Commission and staff discussed:

- key highlights in 2021;
- Aviation Division financial performance;
 - passenger growth rebounding
 - federal relief grants strengthening financial performance
 - a summary of operating expenses
 - aero rate base revenue requirements
 - aeronautical revenue
 - non-aero revenue concessions grant impacts
 - non-aeronautical revenues
 - strategic use of federal relief grants to achieve debt service coverage target
 - 2021 capital spending @ 79 percent of budget
 - 2021 airport development fund balance
 - federal relief bolstering key financial metrics
- Seaport financial performance summary;
- Maritime Division financial performance;
 - financial summary and business highlights
 - stormwater utility tracking to budget
 - Northwest Seaport Alliance summary – joint venture 2021 financials
 - Maritime achievements
- Economic Development Division; and
 - financial summary and business highlights
 - program advancements
- Central Services operating expenses summary and financial highlights;

- Portwide financial summary;
 - community programs summary
 - capital spending.

Members of the Commission and staff discussed:

- how totals are broken down by homeport;
- increasing cash balance on-hand;
- funding capital improvements in a more complete way; and
- providing a full picture of what the Port is doing with grant monies received from federal relief funds.

11b. Neighbors Advisory Committee (NAC) Annual Report 2020-2021

Presentation document(s) included an agenda memorandum and report.

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime Division
Rosie Courtney, Senior Manager, Maritime Engagement
Weldon Ihrig, NAC Facilitator

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

Executive Director Metruck introduced the item and presenters.

Managing Director of Maritime, Stephanie Jones Stebbins, recognized members of the Neighbors Advisory Committee who have contributed through the years, including Jim Smith, who recently passed away.

Rosie Courtney, Maritime Engagement Senior Manager, reported and introduced Weldon Ihrig, NAC Facilitator.

Mr. Ihrig provided the following report from the NAC:

- NAC members;
- virtual meetings held for the NAC during the pandemic;
- traffic studies regarding T91 suspended due to revised pandemic traffic patterns with work from home and they will revisit the study once traffic patterns return to its future normal state;
- ongoing issues for the NAC, including planned input for economic development of T91 uplands; and
- regular meetings of the NAC held on the third Wednesday of each month with Commissioners' attendance welcomed.

Members of the Commission encouraged the NAC to reach out to them with any concerns or input on issues at-large beyond the annual report.

11c. Port's Efforts Related to the Infrastructure Investment and Jobs Act Briefing

Presentation document(s) included an agenda memorandum and report.

Presenter(s):

Eric Schinfeld, Senior Manager, Federal & International Government Relations
Melissa Parks, Government Relations Policy Analyst, External Relations

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- major federal investments in infrastructure;
- Port Infrastructure Investment and Jobs Act (IIJA) goals;
- funding categories;
- Port-specific provisions;
- specific funding issued to airports;
- current Port grant efforts;
- other Port-relevant IIJA programs;
- examples of community-relevant IIJA programs;
- other provisions of interest to the Port and/or cities;
- risks and challenges; and
- next steps – submitting three active grant applications by deadlines, tracking, outreach to partners, and advocacy for additional ‘build back better’ investments, particularly for sustainable aviation fuel and maritime decarbonization.

Members of the Commission and staff discussed:

- reduction of truck emissions being a priority and equity focus;
- small grant programs for innovation and decarbonization; and
- domestic offshore wind opportunities.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –

Members of the Commission and Executive Director Metruck made closing comments.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:10 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: March 22, 2022

RETURN TO AGENDA

**COMMISSION
AGENDA MEMORANDUM**

Item No. 8b

ACTION ITEM

Date of Meeting March 22, 2022

DATE: February 18, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Melinda Miller, Director, Real Estate Portfolio & Asset Management
Pete Ramels, General Counsel
Julie Yun, Capital Project Manager

SUBJECT: Fishermen's Terminal ADA Compliance Project Construction Funding Request

Amount of this request: \$850,000

Total estimated project cost: \$1,190,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to proceed with the Construction of the Fishermen's Terminal ADA Compliance Project (C801198/U00658) in the amount of \$850,000.

EXECUTIVE SUMMARY

The Port of Seattle entered into a settlement agreement on October 5, 2020, to address alleged Americans with Disabilities Act (ADA) related deficiencies at the Fishermen's Terminal parking lot area south of the Fishermen's Center Building. The required minor or non-structural alterations improvements relating to the number of accessible spaces and routes, and the height and visibility of signage, were completed within 120-days of the effective agreement date by Marine Maintenance through 2020 expense funds. Other required alterations such as regrading, filling, demolition, reconstruction, or other significant remediation to address remaining ADA-related issues are required to be completed by October 5, 2022. The project team has developed a 90% Design and permit submittals are currently under agency review.

This request would allow staff to proceed with the Construction and deliver on Port commitments per the settlement agreement by October 5, 2022.

JUSTIFICATION

This project is driven by the settlement agreement committing the Port to deliver structural improvements at Fishermen's Terminal to comply with ADA code.

Meeting Date: March 22, 2022

Furthermore, this project would help improve safety and maintain Port assets to support the Port's Century Agenda objectives under the following strategies:

- Position the Puget Sound region as a premier international logistics hub.
- Responsibly invest in the economic growth of the region and all its communities.
- Advance this region as a leading tourism destination and business gateway.

Diversity in Contracting

Design development has been performed through Port's Infrastructure Indefinite Delivery Indefinite Quantity (IDIQ) consultant contract. The M/WBE goal for this contract was set at 18% and the current diversity in contracting utilization for the Service Directive is at 16%.

Construction Services for this project will be contracted through Port Construction Services (PCS) Small Works Contracts. This project anticipates utilization of a Port-wide Asphalt Paving & Striping On-Call Contract, which is currently in the process of being executed. Diversity in Contracting Goals are not established on PCS Small Works Contracts as historically there are opportunities for WMBE firms to prime. As such, no Diversity in Contracting goal has been established. However, Diversity in Contracting along with CPO will ensure outreach to WMBE firms to encourage them to bid.

DETAILS

Scope of Work

Scope of work under this project are:

- (1) Develop design and specifications, conduct project outreach, and develop construction phasing.
- (2) Apply for permits.
- (3) Construction implementation. Planned work includes sidewalk/roadway demolition and reconstruction, pavement overlays, pavement markings, signage installation, and landscaping.

Schedule

Activity

Commission design authorization	2021 Quarter 2 (complete)
Design start	2021 Quarter 2 (complete)
Commission construction authorization	2022 Quarter 1
Construction start	2022 Quarter 2
In-use date	2022 Quarter 4

Cost Breakdown

	This Request	Total Project
Design	\$0	\$300,000
Construction	\$850,000	\$890,000
Total	\$850,000	\$1,190,000

Meeting Date: March 22, 2022

ALTERNATIVES AND IMPLICATIONS CONSIDERED**Alternative 1 – Delayed/No Action**

Cost Implications: Potential reduced costs for avoided work but potential for increased costs related to enforcement of Settlement Agreement.

Pros:

- (1) Preserve Port capital funding and resources for other priority projects and financial initiatives

Cons:

- (1) Would not comply with the Port's agreement to address ADA concerns.
- (2) Could potentially increase safety risk to customers and visitors.

This is not the recommended alternative.

Alternative 2 - Proceed with construction of the structural improvements as proposed, contracting through Port Construction Services small works contracts.

Cost Implications: Requires allocation of \$850,000 in the Capital Plan.

Pros:

- (1) Comply with the Port's agreement to address ADA concerns within the committed timeframe.

Cons:

- (1) Limited temporary construction impacts.

This is the recommended alternative.

FINANCIAL IMPLICATIONS***Cost Estimate/Authorization Summary***

	Capital	Expense	Total
COST ESTIMATE			
Original estimate	\$1,500,000	\$30,000	\$1,530,000
Previous changes – net	\$0	\$10,000	\$10,000
Current change	(\$350,000)	\$0	(\$350,000)
Revised estimate	\$1,150,000	\$40,000	\$1,190,000
AUTHORIZATION			
Previous authorizations	\$300,000	\$40,000	\$340,000
Current request for authorization	\$850,000	\$0	\$850,000
Total authorizations, including this request	\$1,150,000	\$40,000	\$1,190,000
Remaining amount to be authorized	\$0	\$0	\$0

Meeting Date: March 22, 2022

Annual Budget Status and Source of Funds

This project has been included in the 2022 Plan of Finance under C801198 FT ADA Compliance at an estimated total project cost of \$1,492,000. The expense portion (\$40K) was funded through the 2020 and 2021 maintenance operating budgets.

This project will be funded by the Tax Levy.

Financial Analysis and Summary

Project cost for analysis	\$1,190,000
Business Unit (BU)	Maritime Portfolio Management
Effect on business performance (NOI after depreciation)	Depreciation will increase by \$48K per year, thereby reducing the NOI by the same amount.
IRR/NPV (if relevant)	No incremental revenue. The NPV is the present value of the project cost.
CPE Impact	N/A

Future Revenues and Expenses (Total cost of ownership)

N/A

ADDITIONAL BACKGROUND

N/A

ATTACHMENTS TO THIS REQUEST

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

April 15, 2021	Commission authorized Design funding
September 22, 2020	Commission authorized Settlement Agreement for Accessibility Improvements at Fishermen's Terminal

Fishermen's Terminal ADA Compliance Construction Authorization

Commission Meeting | March 22, 2022

Julie Yun - Project Manager, Waterfront Project Management

Melinda Miller – Director, RE Asset Management

Agenda

1. Project Context
2. Other Considerations
3. Timeline
4. Funding



Action Requested

Request Commission Authorization from the Executive Director to:

- ➔ Request Commission authorization for the Executive Director to proceed with the Construction of the Fishermen's Terminal ADA Compliance Project (C801198/U00658) in the amount of \$850,000.

Project Context (1/2)

- **Litigation Settlement Agreement:**
 - Signed 10/5/2020
 - Port committed to address alleged Americans with Disabilities Act (ADA) code violations at the Fishermen's Terminal parking lot area south of the Fishermen's Center Building.
 - Completion Deadlines
 - Non-Structural alterations: 120-days from agreement (complete)
 - Structural alterations: 10/5/2022

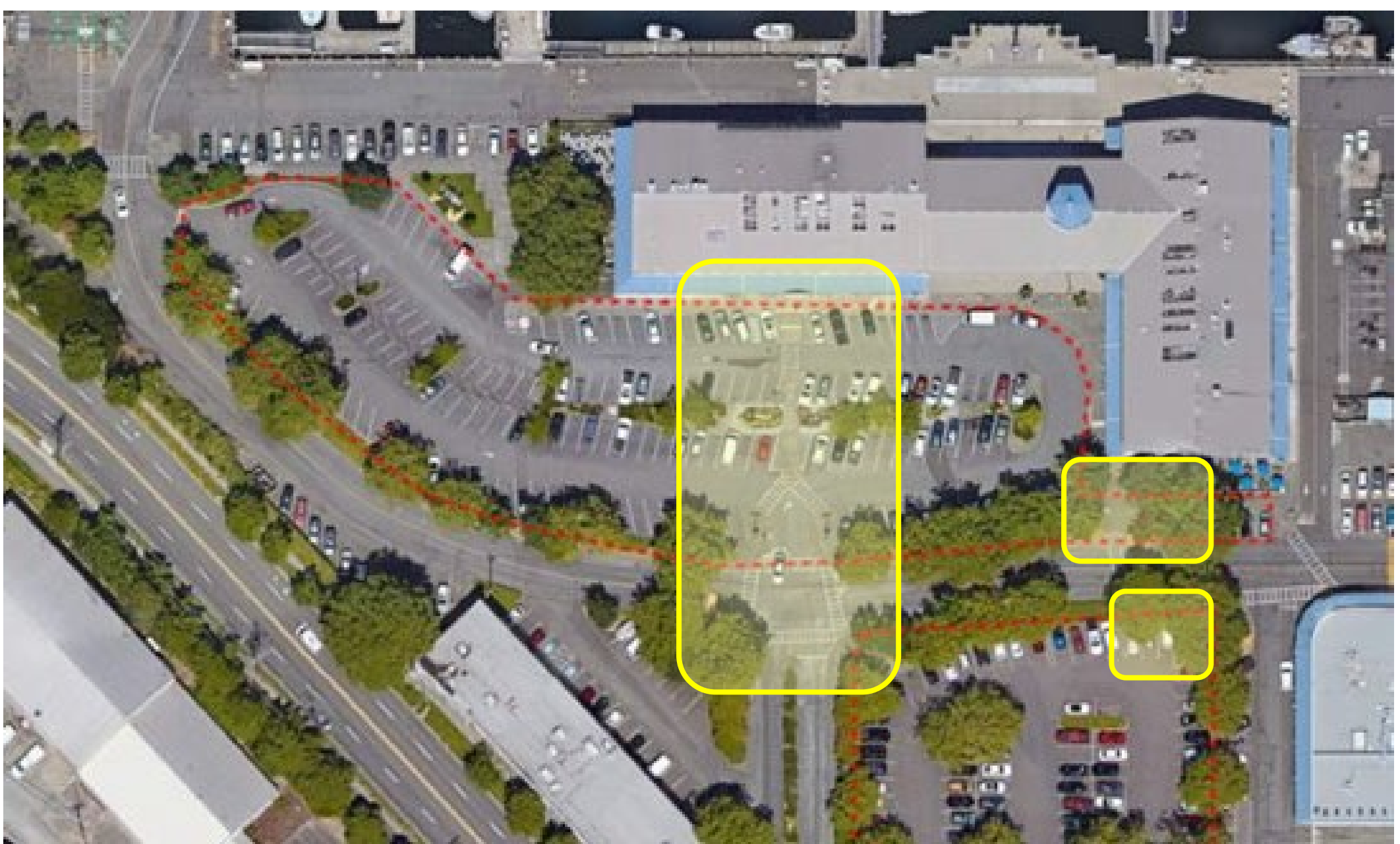
Project Context (2/2)

- **Objectives:**

- Satisfy Port's commitment per Litigation Settlement Agreement
- Provision of equitable access to the FT community via ADA compliant facilities
- Further Port's Century Agenda objectives under the following strategies:
 - Position the Puget Sound region as a premier international logistics hub.
 - Responsibly invest in economic growth of the region and all its communities.
 - Advance this region as a leading tourism destination and business gateway.

- **Scope:**

Demolition of existing curb ramp and sidewalks, regrading, paving/pavement overlay, pavement marking, landscaping



Other Considerations

Alternative 1: Delayed/No Action (*Not Recommended*)

Cost Implication: Potential reduced costs for avoided work but potential for increased costs related to enforcement of Settlement Agreement.

Pros: (1) Preserve Port capital funding and resources for other priority projects and financial initiatives

Cons: (1) Would not comply with the Port's agreement to address ADA concerns.
(2) Could potentially increase safety risk to customers and visitors.

Alternative 2: Proceed with construction of the structural improvements as proposed, contracting through Port Construction Services small works contracts (*Recommended*)

Cost Implication: Requires allocation of \$850,000 in the Capital Plan.

Pros: (1) Comply with the Port's agreement to address ADA concerns within the committed timeframe.

Cons: (1) Limited temporary construction impacts.

Timeline

Litigation Settlement Agreement	Oct 2020
90% Design	Feb 2022
Commission Construction Authorization	March 2022
Permit Approval	May 2022
Construction Start (PCS/Small Works Contract)	June 2022
Deadline for Construction Completion	October 5, 2022

Project Funding

- Funded from the Tax Levy
- FT ADA Compliance Project is included in the 2022 plan of finance.

Cost Breakdown	Capital	Expense	Total Project
Cost Estimate			
Original	\$1,500,000	\$30,000	\$1,530,000
Revised	\$1,150,000	\$40,000	\$1,190,000
Authorization			
Previous Authorization	\$300,000	\$40,000	\$340,000
Current Request	\$850,000	\$0	\$850,000

Questions?

[RETURN TO AGENDA](#)



**COMMISSION
AGENDA MEMORANDUM**

Item No.

8c

ACTION ITEM

Date of Meeting

March 22, 2022

DATE : March 14, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Sandra Spellmeyer, Total Rewards Manager
Tammy, Woodard, HR Director—Total Rewards

SUBJECT: Contract to Provide a Wellbeing Vendor to the Port's Employee Benefits Program

Amount of this request: \$1,250,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to advertise, award and execute a contract with a wellbeing vendor to provide strategic insight, a robust technology solution, and access to a diverse selection of wellness content for the Port of Seattle's employee benefit program for up to 10 years in an amount not-to-exceed \$1,250,000.

EXECUTIVE SUMMARY

The Port's Spirit and Wellness program is part of the Total Rewards Package that integrates all aspects of wellbeing into the Port's benefit package and supports each employees' personal wellbeing journey. Contracting with a wellbeing vendor ensures the Port has a partner dedicated to wellbeing who will collaborate on the strategic planning for the program, while ensuring the Spirit and Wellness program is aligned with the program's purpose and guiding principles. A wellbeing vendor also provides a level of industry expertise in the content and design of wellbeing materials. This contract will ensure that the Spirit and Wellness program runs on a robust technology platform that will support employees in achieving their health and wellbeing goals, maintain engagement with the Sprit and Wellness program, and have the flexibility to individualize the program to support Port goals and initiatives.

The current wellbeing vendor agreement will expire at the end of 2022 and Port staff plans to have a new agreement in place by the end of September to provide sufficient time to transition to a new vendor. This will allow time to ensure a new vendor will have a good understanding of the Port's Spirit and Wellness program and ensure that understanding can be integrated into a new technology solution.

Meeting Date: March 22, 2022

JUSTIFICATION

Contracting with a wellbeing vendor supports the Port's goal of being a highly effective public agency by helping to ensure the Port offers a robust and customizable Total Rewards Package that can help retain and attract skilled employees needed to carry out the Port's mission and goals.

Diversity in Contracting

Port staff is working with Diversity and Contracting to see if there is a possibility for subcontracting. If no goal is determined, the project team along with Diversity in Contracting department will be outreaching to WMBE firms to notify them of this opportunity.

DETAILS

The selected wellbeing vendor will meet regularly with Port staff to provide updates on program engagement and strategize on Port driven initiatives for the Spirit and Wellness Program. They will provide support for the technology platform and collect aggregate data points to assess how employees are engaging with the program and achieving their wellbeing goals. No specific employee data will be collected or disclosed by the selected vendor, only aggregated, de-identified data will be collected by the vendor and shared with Port staff. Alignment with the Port's Spirit and Wellbeing program and the Port's goals and initiatives will be part of the ongoing conversations with the selected vendor.

Scope of Work

The work will include:

- (1) An annual meeting to report the program's previous year's metrics and strategy development and planning for the upcoming plan year's goals.
- (2) Regularly scheduled meetings with Port staff to review current goals and find proactive solutions to any issues that arise.
- (3) Providing a wellbeing technology platform that has robust content options, an intuitive system design, and is engaging for Port employees.
- (4) Providing analytic resources, including external benchmarking data, to analyze and compare the Port's wellbeing program utilization to similar organizations and map out trends within the Port's eligible employee demographic.
- (5) Providing industry experts knowledgeable in developing wellbeing content and materials for a diverse wellbeing platform to support the Port's development of goals and strategies for the Spirit and Wellness program.

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do not utilize the service of a wellbeing provider and administer the Spirit and Wellness program internally.

Cost Implications: We estimated the cost of this option to be the cost of providing pay and benefits to two employees who could develop internal tools and systems to administer the Spirit and Wellness Program internally. One employee would need to have credentials, expertise, and experience in the health and wellbeing industry, while the other would be a software developer/systems administrator to create and administer an internal web-based interactive wellbeing platform. The cost for two FTE with these skill sets would be around \$357,674 per year for pay and benefits or a total of \$3,576,730 over 10 years.

Pros:

- (1) We would be creating additional jobs in the current job market.

Cons:

- (1) This cost would be much higher than the requested option.
- (2) With today's labor market hiring employees with the knowledge and skills required to do this work would be a challenge. It would likely take more time than we have available to hire and fully train two employees on this work and we would not be able to produce the amount of content a wellbeing vendor would; this could lead to an inferior product and lower employee engagement with the program than hiring a wellbeing vendor would.
- (3) This isn't the HR department's core work, nor is it an area current staff are intimately familiar with. Partnering with a wellbeing industry subject matter expert will ensure the Port can continue to support employees with a robust and engaging Spirit and Wellness Program.

This is not the recommended alternative.

Alternative 2 – Do not utilize the service of a wellbeing provider and provide these services by using our current healthcare providers optional tools and programing. This option would include one FTE program administrator and utilize the different options of our current healthcare providers platforms for those specific employee populations.

Cost Implications: We estimate the cost of this option would be pay and benefits for one employee to administer the program, by providing support and coordination with the various tools and programs from each healthcare provider. The program administrator would partner with our 2 healthcare providers and promote their specific products to those employees enrolled within those specific plans. The cost for one FTE program administrator would be approximately \$1,788,370 over 10 years for pay and benefits, and an additional \$151,000 over 10 years for program enhancements within each of the healthcare providers plan options. A total cost of \$1,939,370 over a 10 year period.

Pros:

- (1) We would be creating an additional job in the current job market.

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Cons:

- (1) This cost would be higher than the requested option.
- (2) The program would be fragmented by using 2 different platforms. This can make the communication challenging, the requirements would differ, and the aggregate data challenging to analyze.

This is not the recommended alternative.

Alternative 3 – Conduct a competitive selection procurement and award a 10 year contract to a wellbeing vendor to provide strategic support as a wellbeing expert, a robust technology platform that is intuitive, and a diverse range of engaging wellbeing content and materials.

Cost Implications: The estimated cost of a 10 year contract is not more than \$1,250,000.

Pros:

- (1) This is a wellbeing solution from a single source that will provide a thoroughly integrated and robust health and wellbeing technology platform with a wide array of content options that is highly customizable to support the Port's Spirit and Wellness program for the Port of Seattle.
- (2) Port HR staff will be able to focus on their core work and partner with a vendor whose core work complements the Port's HR staffs' core work.
- (3) The cost of this option is less than the other alternatives.

Cons:

- (1) The selected vendor may not have a local office in the Seattle region, therefore the Port would not be supporting and putting dollars back into our community.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

The estimated cost of this contract over 10 years is a maximum of \$1,250,000.

Annual Budget Status and Source of Funds

The annual cost for this contract is included in the Port's annual benefits budget.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None

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**COMMISSION
AGENDA MEMORANDUM**

Item No. 8d

ACTION ITEM

Date of Meeting March 22, 2022

DATE: March 22, 2022

TO: Steve Metruck, Executive Director

FROM: Pete Ramels, General Counsel
Elizabeth Black, Senior Port Counsel

SUBJECT: Commission Authorization for the Executive Director to Execute a Settlement Agreement to Recover Environmental Costs

Amount of this request: None

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a settlement agreement with Crosby & Overton Inc. to recover costs associated with the cleanup of Terminal 91 uplands.

SUMMARY

Over several decades, the Port has spent more than \$28.5 million on the environmental cleanup of Terminal 91. The Port is now working to recover both past and future costs from other responsible parties.

Contamination at Terminal 91 resulted from a variety of sources. From the late 1800s through 1920, owners of the area included various railroads, land development companies, and private individuals. The Great Northern Railroad began to develop the area in the 1900s by filling in the area between the Magnolia Bluff and Queen Anne Hill. Fill material was added to the area through 1920. A tank farm operated by Philip Services was constructed in the 1920s and appears to have been operated as a fuel storage facility in the late 1920s and 1930s. The U.S. Navy acquired the entire facility in 1942 and operated the tank farm primarily as a fuel and lubricating oil transfer station until 1972, when the Port leased back the consolidated facility and subleased the tank farm to Philip Services. Philip Services conducted waste oil recovery and wastewater treatment until 1995 when they ceased operation and performed above-ground closure activities. The tank farm was subsequently used for fuel storage and blending until 2003 and was demolished in 2005.

Under the proposed settlement agreement, Crosby & Overton Inc. will pay the Port \$450,000 for its share of cleanup costs associated with its contribution to the tank farm, in exchange for a release and indemnity from the Port for potential future Terminal 91 cleanup costs.

This matter was discussed in privileged attorney-client communications. There are no attachments to this memo.

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COMMISSION
AGENDA MEMORANDUM

Item No. 8e

ACTION ITEM

Date of Meeting March 22, 2022

DATE: February 18, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Jeff Moken, Interim Director of Aviation Business and Properties
Steve Kennard, Property Manager

SUBJECT: Request for conveyance of permanent conservation easement on Port property to the City of Auburn

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a permanent conservation easement to the City of Auburn that will convey two-thirds of an acre of Port property for a third-party stream buffer mitigation site.

JUSTIFICATION

The Port is receiving fair market value based on appraisal for the conservation easement. The function of the easement is consistent with the Port's intended use of the property. The Port benefits from cooperating with local municipalities including the City of Auburn, an important partner for managing and planning the Port's ongoing use of its holdings. Execution of the conservation easement enables economic and community development.

DETAILS

In 1998, the Port purchased approximately 100 acres in the City of Auburn to use for wetlands mitigation required for the construction of the 3rd runway. The Port used the eastern 65 acres for the required mitigation and holds the remaining 35 acres west of the mitigation site for potential use as stream and wetland mitigation or a mitigation bank available to other Port projects.

The Inland Group, a multifamily residential real estate developer, with large real estate holdings to the west of the Port's property, is realigning a City road (I Street) at the City's request to extend access to Inland's new development currently in the entitlement phase, and planned to be built to the west of the Port's 35 acres. I Street runs with a surface water conveyance known as Watercourse K, a portion of which is on the Port's property. The City of Auburn and the US Army Corps of Engineers (USACE) require Inland to purchase from the Port a conservation easement for stream buffer mitigation enabling Inland to proceed with the planned road modifications. The

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proposed easement area is about two-thirds of an acre (within the Port's 35 acres) and runs along a portion of the Port's west boundary from 45th St NE about 450 feet north and 60 feet wide. The easement area will be planted with native vegetation, monitored, and dedicated to the City of Auburn.

Scope of Work

Execution of permanent conservation easement.

Schedule

Q2 2022

Cost/Value Breakdown

Sale of permanent easement and reimbursement of appraisal costs will yield to the Port approximately \$140,000, which is fair market value based on appraisal.

ALTERNATIVES AND FINANCIAL IMPLICATIONS CONSIDERED

The alternative to granting the conservation easement is for the Port to refuse to grant it, with the expectation that the USACE, the City, and Inland can work out another approach to extend the public right of way. While an alternative approach is possible, it is not the preferred approach for the City. The City is an important partner for managing and planning the Port's ongoing use of its holdings. The Port is also a member of the community and as such is responsive to the needs of the community to the extent practicable. The extension of a public right of way as designed by Inland is, according to the City, in the interest of the community.

The financial implications of using a portion of the Port's property for a conservation easement was carefully considered in the Port's appraisal review. The easement area valuation considers the mitigation credits that would have been created, so the expected value of the Port's investment in the mitigation bank is retained. The easement area represents less than 2% of the available 35 acre mitigation bank land, which remains available for future mitigation or a mitigation bank.

Future Revenues and Expenses (Total cost of ownership)

There will be no future revenues or costs from the sale of this conservation easement.

ATTACHMENTS TO THIS REQUEST

(1) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

August 28, 2007 – With Resolution 3584 The Commission authorized a property exchange agreement in support of the City's extension of I Street.

Port Conveyance of Conservation Easement

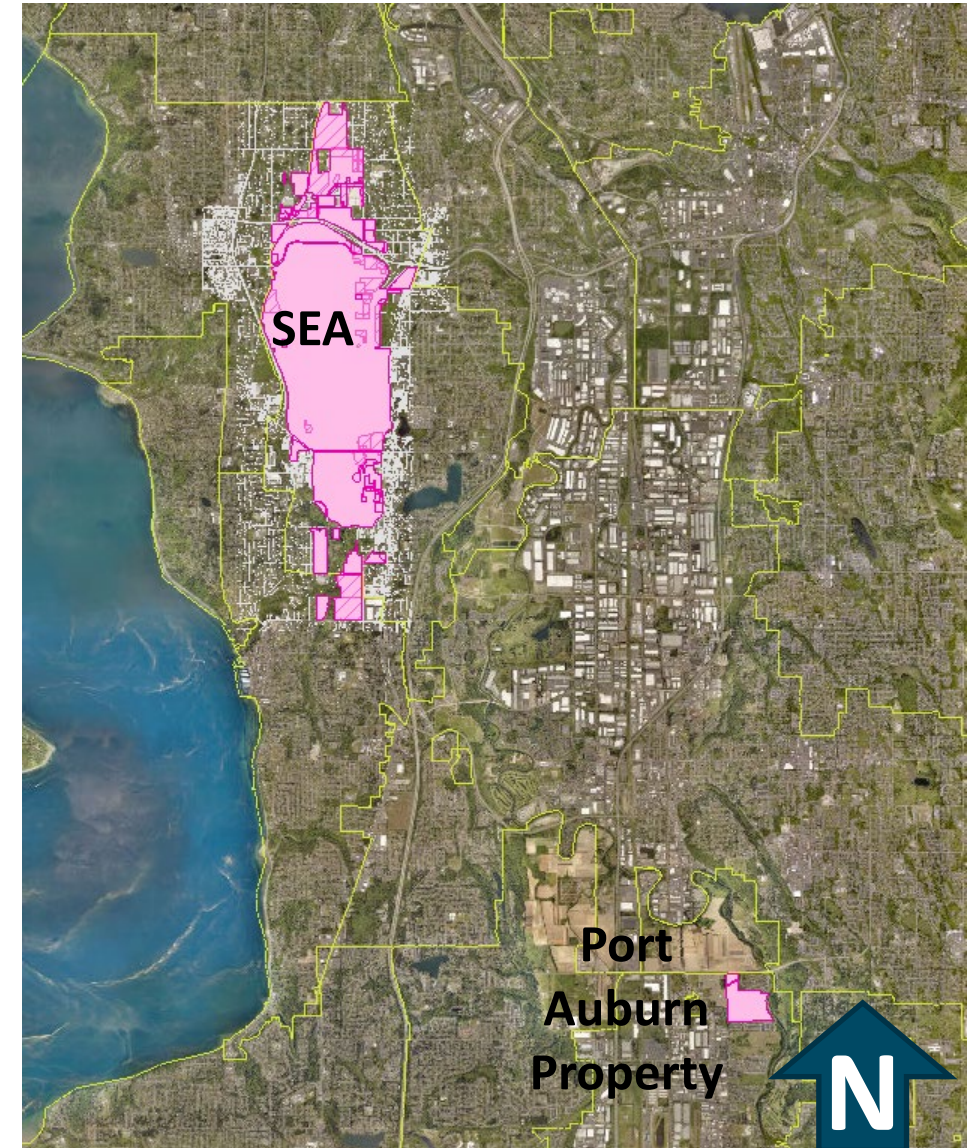
To the City of Auburn

Port of Seattle Commission
Meeting March 22, 2022



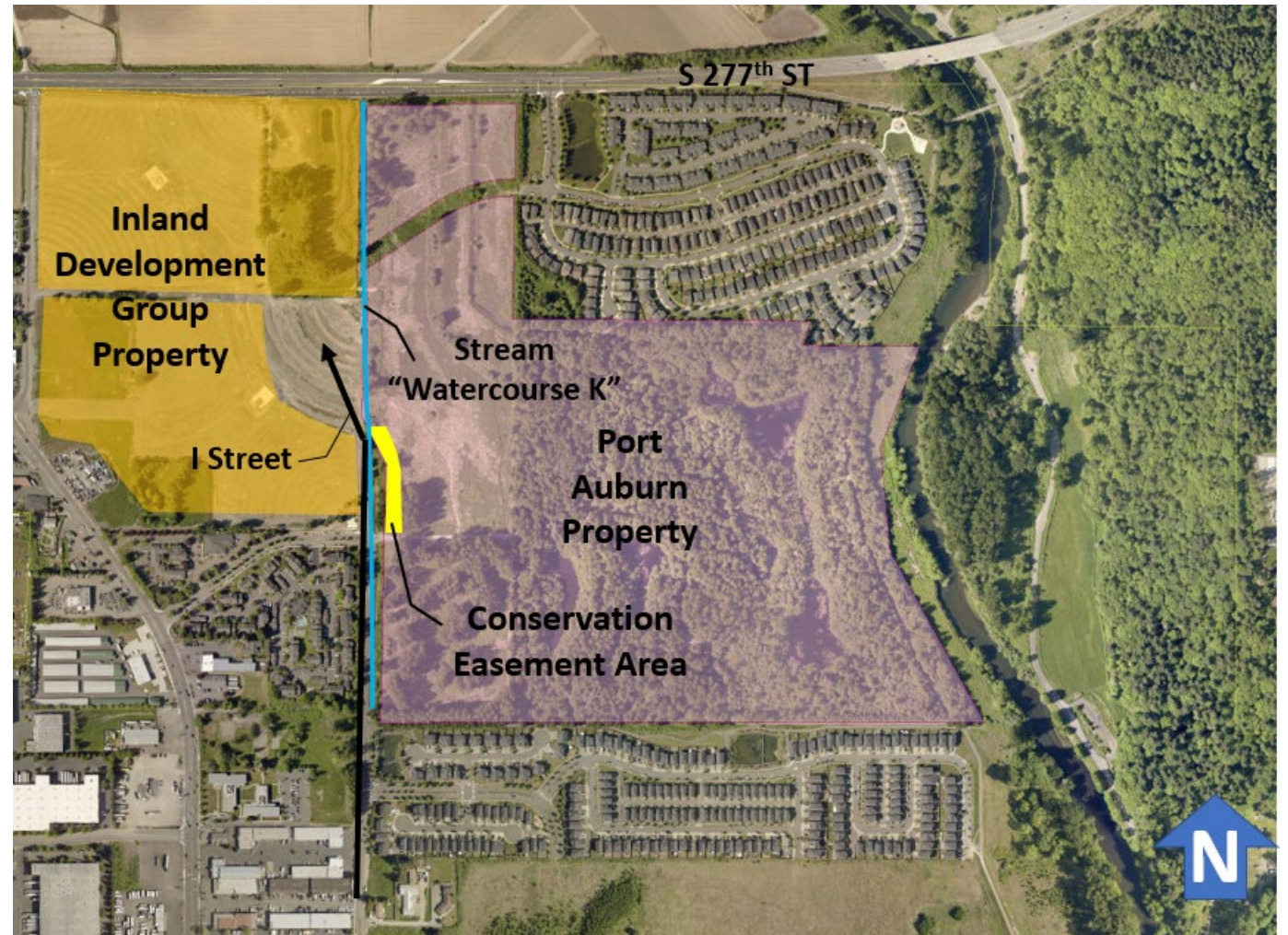
Port Conveyance of Conservation Easement

- Auburn Property



Port Conveyance of Conservation Easement

- Multi-Family development
- I street extension
- Stream protection
- Conservation Easement
- FMV received



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COMMISSION
AGENDA MEMORANDUM
ACTION ITEM

Item No. 8f
Date of Meeting March 22, 2022

DATE : March 4, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Luis Navarro, Director of Workforce Development

SUBJECT: Interlocal Agreement with Highline Public Schools, Maritime High School

Amount of this request: \$250,000

Total estimated project cost: \$250,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to sign an Interlocal Agreement (ILA) with Highline Public Schools, Maritime High School, in the form attached, to support the work of instructional design plans demonstrating a maritime-focused curriculum. The ILA will facilitate the transfer of Port of Seattle funds to Highline Public Schools, as authorized in the 2022 budget.

EXECUTIVE SUMMARY

The Maritime High School ("MHS") is a new high school that launched in the Fall of 2021. The school is located in South King County and operated by the Highline Public Schools District ("HSD"). MHS includes curricula focused on Port-related industries, including maritime and green jobs; and it is designed to expose students to the educational and employment opportunities provided by the region's robust maritime industry, and to develop and sustain a workforce that mirrors the diversity of the residents of South King County.

The HSD District provides partnership and support for King County students through the efforts of the MHS and provides project-based learning opportunities with an emphasis on port-related industries. Per the ILA, funds from the Port will support the work of instructional design plans demonstrating a maritime-focused curriculum. The HSD will provide the following:

- Progress reports in June and December 2022
- A final report with a five-year plan to grow and sustain the Maritime HS
- Key goals and milestones
- How the program will leverage partnerships with funders and maritime employers
- Plans to sustain equity, diversity and inclusion
- Fundraising plans and strategies including sponsorships, grants, etc.

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JUSTIFICATION

The Executive Director included \$250,000 in the Commission authorized 2022 budget to support the development and implementation of high school credit earning, project-based learning opportunities to be administered by HSD. The school is located in South King County and operated by HPS and includes curricula focused on port-related industries, including maritime and green jobs. The allocated funding aligns with the Port's Workforce Development Policy Directive, in particular the youth career connected learning priorities, the Duwamish Valley Community Benefits Commitment Policy Directive and the Workforce Development Strategic Plan.

DETAILS

In September 2019, the Port of Seattle convened a Maritime Secondary Education Summit to discuss how to design educational programs that will foster student interest and passion for the maritime industry and ocean sciences, close workforce skill gaps and support environmental sustainability.

In early 2020, Seattle Public Schools, Highline Public Schools, Federal Way Public Schools and the Tukwila School District leaders convened to explore and identify the district that would serve as the leading educational entity for this project, with a clear and indisputable choice in Highline Public Schools.

This past fall, HSD took the next step in this project by establishing a taskforce of Highline staff to move the project forward, guided by a design team of industry partners and a broader advisory team to inform the work. HSD also assembled an Advisory Board representing industry, education, community and government stakeholders to provide ongoing project advisement. The school is temporarily located at the Olympic Interim site, 615 S. 200th St., Des Moines, WA 98198. The School District has also identified the Duwamish River Cleanup Coalition (DRCC) to serve as a community engagement liaison and provide invaluable insight and perspective into the diverse Duwamish Valley communities, contracted with Northwest Maritime Center (NWMC) to provide direction and guidance related to maritime education and critical fundraising support, selected Tremain Holloway as the founding principal, received enrollment applications from 41 interested freshmen students, and received unanimous approval from the Washington State Board of Education for a traditional credit waiver necessary to support a true project-based learning experience.

The school is designed to:

- Expose students to the educational and employment opportunities provided by the region's robust maritime industry.
- Develop and sustain a workforce that mirrors the diversity of the residents of South King County.
- Explore the region's extensive maritime history.
- Include a focus on environmental stewardship, with a recognition that clean waterways, such as the Duwamish River, are a necessary element of the maritime and green jobs industries.
- Build on the District's existing commitment to the industry and an expertise with the subject matter, as evidenced by the Marine Science Technology program at the Puget Sound Skills Center.

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- Build on the Port's commitment to the Duwamish Valley through community collaboration and targeted outreach.
- Be open to students who reside within the District and students who live within the Puget Sound region, including communities adjacent to the Duwamish River, who are interested in the maritime and green jobs industries.

The HSD shall provide partnership and support for King County students through the efforts of the MHS and to provide project-based learning opportunities with an emphasis on port-related industries.

Funding from the Port will support the following:

Instructional Design

Extensive work will take place to develop the overall academic program for Maritime High School. This work will encompass addressing all components necessary to graduate from high school, as well as incorporating maritime content throughout. The instructional design work will focus on the design of a series of integrated projects to strengthen the current 9th grade curriculum and develop the 10th, 11th, and 12th grade curriculum and include the following:

- Alignment of meaningful and relevant projects to academic standards and specific competencies and standards related to maritime
- Development of culturally responsive assessments of student learning, including structures for sharing learning in multiple modalities
- Design of support structures for student success in accessing academic, including specific maritime-related learning
- Creation and curation of lessons, units and materials to support meaningful, real-world and engaging content to support learning across academic areas integrated with maritime content

Community Engagement

Short and long-term strategies to engage community partners to support access to the school will be advanced. Activities will include the following:

- Innovative events to share information about the school, and solicit input for ongoing development of the overall program
- Social media presences to sustain ongoing interest in and support of the school
- Newsletter publication to share information with stakeholders to nurture and grow support of the school
- Meeting and networking with community groups supporting the school

Partnership Development

In order to engage students in hands-on and relevant learning, relationships will be developed with partners to build and deepen learning experiences. Specifically, the following will take place:

- Implement plans for mentorship programming to connect students to industry and community professionals
- Increase opportunities for extended learning at industry and community sites aligned with standards and maritime competencies

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- Sustain relationships to ensure high quality engagement of partners to inform ongoing development of academic programming to be informed by current and future needs in maritime sector employment

Increase Visibility of Maritime Careers

Develop communication protocols and partnerships that support regional awareness of maritime education and careers. Efforts will include the following:

- Include information on broader maritime education opportunities to students and stakeholders. students, teachers and families
- Amplify maritime educational opportunities offered by MHS industry partners

Family and Student Engagement

To ensure families and students are fully engaged with the continued development and operation of the school, extensive work will take place to ensure multiple opportunities to provide input on programming, as well as general events to ensure families are fully knowledgeable about the school program, and the full range of employment in the maritime sector. Specifically, the school will:

- Support a student structure to provide input on the overall design of the school, as well incorporating student interests into learning
- Provide multiple venues for families to provide input, including live meetings and asynchronous platforms for feedback
- Host events for families to connect with industry and community partners to learn about the full range of maritime careers

Schedule

Deliverable	Milestone Payment	Schedule
Instructional Plans demonstrating Maritime focus of curriculum.	\$100,000	June 15, 2022
Six Month Report to include student demographics, number of students outreached, recruited, trained, lessons learned, and any other tangible benefits of the program. (all reports disaggregated by race, gender, zip code).	\$50,000	June 15, 2022
Annual Report to include demographics, number of students outreached, recruited, trained, lessons learned, student testimonials, and any other tangible benefits of the program.	\$80,000	December 15, 2022
Develop a five-year plan to grow and sustain the Maritime HS. This plan should include, but not limited to: 1) key goals and milestones including how the program will leverage partnerships with funders and maritime employers; 2) plans to sustain equity, diversity and inclusion; 3) fundraising plans/strategies including sponsorships, grants, etc.	\$20,000	December 15, 2022
Not to Exceed Total	\$250,000	

FINANCIAL IMPLICATIONS

The total estimated services will not exceed \$250,000, from the tax levy, to be paid during the 2022 calendar year.

ATTACHMENTS TO THIS REQUEST

- (1) Interlocal Agreement for Partnership and Cooperation between Highline Public Schools and the Port of Seattle
- (2) Exhibit A, Deliverables and Payment
- (3) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- April 2021, Interlocal Agreement with Highline Public Schools, Maritime High School

**INTERLOCAL AGREEMENT for PARTNERSHIP and COOPERATION between
HIGHLINE PUBLIC SCHOOLS and the PORT OF SEATTLE**

This Interlocal Agreement (“Agreement”) is hereby entered into by and between Highline Public Schools, hereinafter referred to as the “District” and the Port of Seattle, hereinafter referred to as “the Port”. The Port and the District are also referred to in this ILA collectively as “the Parties”, and individually as a “Party.”

RECITALS

WHEREAS, The Port of Seattle is a municipal corporation, with authority under Title 53 RCW of the laws of the State of Washington, and other federal, state and local laws, to engage in workforce development and economic development programs in Port-related industries; and

WHEREAS, Maritime High School (“MHS”) is a new high school that launched in Fall 2021. The school is located in South King County and operated by the District and includes curricula focused on Port-related industries, including maritime and green jobs; and

WHEREAS, MHS is designed to:

- Expose students to the educational and employment opportunities provided by the region’s robust maritime industry;
- Develop and sustain a workforce that mirrors the diversity of the residents of South King County;
- Explore the region’s extensive maritime history;
- Include a focus on environmental stewardship, with a recognition that clean waterways, such as the Duwamish River, are a necessary element of the maritime and green jobs industries;
- Build on the District’s existing commitment to the industry and an expertise with the subject matter as evidenced by the Marine Science Technology program at the Puget Sound Skills Center;
- Build on the Port’s commitment to the Duwamish Valley through community collaboration and targeted outreach;
- Be open to students who reside within the District and students who live within the Puget Sound region, including communities adjacent to the Duwamish River, who are interested in quality jobs in the maritime and green jobs industries; and

WHEREAS, The District operates MHS as a public school, and MHS is governed by the Highline School Board of Directors.

WHEREAS, Admission to the school is via application and if there is more interest than available seats, students will be admitted via a lottery process; and

WHEREAS, In support of the collaboration and partnership contemplated by this Agreement, the Port has identified \$250,000 in funding in fiscal year 2022, to be provided to the District in accordance with Exhibit A and in furtherance of workforce development and economic development in Port-related industries;

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants of the Parties contained herein, and pursuant to Chapter 39.34 RCW, the Parties hereto agree as follows:

1. STATEMENT OF WORK

The District shall provide partnership and support for King County students through the efforts of the Maritime High School and to provide project-based learning opportunities with an emphasis on port-related industries. The funding from the Port will support the following:

Instructional Design

Extensive work will take place to develop the overall academic program for Maritime High School. This work will encompass addressing all components necessary to graduate from high school, as well as incorporating maritime content throughout. The instructional design work will focus on the design of a series of integrated projects to strengthen the current 9th grade curriculum and develop the 10th, 11th and 12th grade curriculum and include the following:

- Alignment of meaningful and relevant projects to academic standards and specific competencies and standards related to maritime
- Development of culturally responsive assessments of student learning, including structures for sharing learning in multiple modalities
- Design of support structures for student success in accessing academic, including specific maritime-related learning
- Creation and curation of lessons, units and materials to support meaningful, real-world and engaging content to support learning across academic areas integrated with maritime content

Community Engagement

Short and long-term strategies to engage community partners to support access to the school will be advanced. Activities will include the following:

- Innovative events to share information about the school, and solicit input for ongoing development of the overall program
- Social media presences to sustain ongoing interest in and support of the school
- Newsletter publication to share information with stakeholders to nurture and grow support of the school
- Meeting and networking with community groups supporting the school

Partnership Development

In order to engage students in hands-on and relevant learning, relationships will be developed with partners to build and deepen learning experiences. Specifically, the following will take place:

- Implement plans for mentorship programming to connect students to industry and community professionals
- Increase opportunities for extended learning at industry and community sites aligned with standards and maritime competencies
- Sustain relationships to ensure high quality engagement of partners to inform ongoing development of academic programming to be informed by current and future needs in maritime sector employment

Increase Visibility of Maritime Careers

Develop communication protocols and partnerships that support regional awareness of maritime education and careers. Efforts will include the following:

- Include information on broader maritime education opportunities to students and stakeholders, students, teachers and families
- Amplify maritime educational opportunities offered by MHS industry partners

Family and Student Engagement

To ensure families and students are fully engaged with the continued development and operation of the school, extensive work will take place to ensure multiple opportunities to provide input on programming, as well as general events to ensure families are fully knowledgeable about the school program, and the full range of employment in the maritime sector. Specifically, the school will:

- Support a student structure to provide input on the overall design of the school, as well incorporating student interests into learning
- Provide multiple venues for families to provide input, including live meetings and asynchronous platforms for feedback
- Host events for families to connect with industry and community partners to learn about the full range of maritime careers

Reporting on the activities described above shall be provided in the reports described in Exhibit A.

2. PERIOD OF PERFORMANCE

The term of this Agreement shall be one year commencing from the last signature date of the Agreement unless terminated earlier in accordance with this Agreement.

3. PAYMENT BILLING PROCEDURE

The District shall submit invoices after completion of the deliverables identified in Exhibit A. Payment for approved and completed work in accordance with Exhibit A will be made by the Port of Seattle within thirty (30) days of receipt of each invoice. The total payment under this ILA shall not exceed \$250,000.

4. RECORDS MAINTENANCE

The Parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both Parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the Parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties. The furnishing party shall mark documents that it reasonably believes are or may be subject to an exemption from disclosure under the Public Records Act prior to transmittal to the receiving party.

5. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the Parties.

7. TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the Port shall be responsible for payment of deliverables invoiced and accepted prior to the effective date of termination.

8. TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

9. DISPUTES

Any disputes or questions of interpretation of this Agreement that may arise between the Port and the District shall be governed under these Dispute Resolution provisions. The Port and the District agree that cooperation and communication are essential to resolving issues efficiently. If disputes about the implementation of this Agreement arise, the designated contact persons for the Port and the District shall meet to discuss the issues and attempt to resolve the dispute in a timely manner. If the designated contact persons are unable to resolve the dispute, then the Parties may pursue any legal remedies. At all times prior to resolution of the dispute, the Parties shall continue to perform and make any required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute.

10. GOVERNANCE

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The King County Superior Court in Seattle, Washington shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

11. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

12. INDEMNIFICATION

Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the

consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. To the maximum extent allowed by law, the Parties shall protect, defend, indemnify, and save harmless each other, their officers, officials, employees, and agents, while acting within the scope of their employment, from any and all costs, claims, judgments, penalties, and/or awards of damages, arising out of or in any way resulting from the Parties' own negligent acts or omissions in connection with performance of activities under the terms of this Agreement. Each Party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. This indemnification shall survive the termination of this Agreement.

13. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

14. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

15. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

16. CONTRACT MANAGEMENT

Highline Public Schools shall administer the funds under this Agreement. For purposes of notice, the program manager for each of the Parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement. Any notice required or permitted to be given pursuant to this Agreement shall be in writing and sent by U.S. Mail to the following addresses unless otherwise indicated by the Parties to this Agreement:

Highline Public Schools:

All correspondence and notices related to this Agreement shall be delivered or mailed to Bernard Koontz, Highline Public Schools, 15675 Ambaum Blvd SW, Burien, WA 98166.

Port of Seattle:

Communications and billing contact person shall be Luis Navarro, Director of Workforce Development, Port of Seattle, 2711 Alaskan Way, Seattle, WA 98121

EXECUTED BY THE UNDERSIGNED PARTIES effective as of the date last below written and posted pursuant to Chapter 39.34 RCW:

Highline Public Schools

Port of Seattle

Signature Date

Name: _____

Title: _____

Signature Date

Name: _____

Title: _____

EXHIBIT A

Deliverable	Milestone Payment	Schedule
Instructional Plans demonstrating Maritime focus of curriculum.	\$100,000	June 15, 2022
Six Month Report to include student demographics, number of students outreached, recruited, trained, lessons learned, and any other tangible benefits of the program. (all reports disaggregated by race, gender, zip code).	\$50,000	June 15, 2022
Annual Report to include demographics, number of students outreached, recruited, trained, lessons learned, student testimonials, and any other tangible benefits of the program.	\$80,000	December 15, 2022
Develop a five-year plan to grow and sustain the Maritime HS. This plan should include, but not limited to: 1) key goals and milestones including how the program will leverage partnerships with funders and maritime employers; 2) plans to sustain equity, diversity and inclusion; 3) fundraising plans/strategies including sponsorships, grants, etc.	\$20,000	December 15, 2022
NOT TO EXCEED TOTAL:	\$250,000	

**INTERLOCAL AGREEMENT for PARTNERSHIP and COOPERATION between
HIGHLINE PUBLIC SCHOOLS and the PORT OF SEATTLE
EXHIBIT B**

Deliverable	Milestone Payment	Schedule
Instructional Plans demonstrating Maritime focus of curriculum.	\$100,000	June 15, 2022
Six Month Report to include student demographics, number of students outreached, recruited, trained, lessons learned, and any other tangible benefits of the program. (all reports disaggregated by race, gender, zip code).	\$50,000	June 15, 2022
Annual Report to include demographics, number of students outreached, recruited, trained, lessons learned, student testimonials, and any other tangible benefits of the program.	\$80,000	December 15, 2022
Develop a five-year plan to grow and sustain the Maritime HS. This plan should include, but not limited to: 1) key goals and milestones including how the program will leverage partnerships with funders and maritime employers; 2) plans to sustain equity, diversity and inclusion; 3) fundraising plans/strategies including sponsorships, grants, etc.	\$20,000	December 15, 2022
NOT TO EXCEED TOTAL:	\$250,000	

Item No. 8f_supp

Meeting Date: March 22, 2022

Maritime High School Interlocal Agreement with Highline Public Schools



Presentation to the Port of Seattle Commission
March 22, 2022



How will funding be used?

- Instructional Design
- Community Engagement
- Increased Visibility of Maritime Careers
- Partnership Development
- Family & Student Engagement

What are the deliverables?

- Instructional Plans demonstrating Maritime focus of curriculum
- Six Month Report to include demographics and number of students trained, recruited, and any other tangible benefits of the program
- Annual Report to include demographics, number of students trained, recruited, and any other tangible benefits
- Five-year plan to grow and sustain the Maritime High School



What and how are students learn?

Integrated Projects taking students into the field

- Vessel Ops 101: Into to Voyage Planning & Systems
- What Makes a Community?
- Marine Resources & Research 101: Observing & Identifying, Designing & Implementing Experimental Investigation
- Vessel Design & Construction 101
- Vessels & Voyages
- Marine Construction
- Vessel Ops 101: Intersection of Voyage Planning and Marine Research
- Marine Resources & Research 101: Water Quality



How do we know what students are learning?

Development of the Mastery Transcript

- Credit Architecture
- Evidence Guidelines
- Student and Teacher conferencing

The screenshot displays the MTC interface for the Maritime Leadership section. At the top, it shows '3 FC / 0 AC'. Below this, a description states: 'Students exhibit the habits and skills of a maritime professional, demonstrating a focus on safety, collaborative problem solving and transformative leadership in the maritime industry.' It also includes expected and exceptional numbers of advanced credits. The section lists three sub-competencies, each with a 'FC Foundational' status and a dropdown arrow:

- Career Planning
- Informed & Ethical Decision Making
- Professional Habits & Skills



Enrollment and Engagement

- 37 students enrolled in 2021-2022 school year
- 62 applications for the 2022-2023 school year – and continuing to recruit
- Current are about 50% are students of color
 - Ongoing strategies are in place to further engage the full community to ensure access
- Robust Project Design Workgroups
 - Driving force behind content
 - Support for Field Work Experience
- Advisory Board
 - Evolving to meet developmental needs of the school

How will we hold ourselves accountable?

- Yearlong planning to ensure all standards are met
- Regular review and adjustments based on analysis of student learning
- Regular reporting to Highline Public Schools Board of Directors
- Regular reporting to the Maritime High Schools Advisory Board
- An ongoing and unrelenting commitment to all our students, their families, and community

Questions?



Thank you!

[RETURN TO AGENDA](#)

COMMISSION
AGENDA MEMORANDUM

Item No. 8g

ACTION ITEM

Date of Meeting March 22, 2022

DATE: February 2, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Melinda Miller, Director of Real Estate Asset Management,
Susie Archuleta, Senior Real Estate Manager,
Rod Jackson, Capital Project Manager

SUBJECT: WTCW Roof Replacement (CIP #C801104)

Amount of this request: \$1,915,000

Total estimated project cost: \$2,215,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to advertise, award and execute a major public works contract and fund the construction phase of the WTCW Roof Replacement Project in the amount of \$1,915,000. This request would increase the total project authorization to-date to \$2,215,000

EXECUTIVE SUMMARY

The World Trade Center West (WTCW) Building was built in 1998 and is 24 years old. Its existing 17,000sf ballasted gravel roof is original to the structure and is nearing the end of its service life. This project will extend the service life of existing WTCW roofing system via repair, overlay and replacement, based on recommendations contained in a third-party assessment study completed on January 9, 2019. Due to funding priorities over the past few years, this roof project was deferred but is now ready to move forward due to its critical need. The proposed project is intended to provide reuse of existing ballasted roofing, membrane, and insulation. The project includes installing additional insulation including another 80-mil membrane overlay while adding 11,000sf Green Roof Technology to the building's roof top. This will provide an energy efficient and sustainable replacement roof and will have a design service life of 30+ years.

The project is currently in the final design/construction documentation phase, with design documents at the 100% stage of completion.

Meeting Date: March 22, 2022

JUSTIFICATION

This project is an asset stewardship and revenue preservation project which would repair and replace this essential roof infrastructure. The project team has explored design alternatives to minimize impacts on the environment and has selected durable materials to maximize the service life of the system including adding a sustainable Green Roof Technology.

The project supports the Port's Central Agency Goal 3, Responsibly Invest in the Economic Growth of the Region and all its Communities; Goal 4, Be the greenest and most energy-efficient port in North America; and Goal 6, Be a Highly Effective Public Agency.

Diversity in Contracting

Diversity in Contracting has evaluated the planned construction activities and established a 5% WMBE aspirational goal.

DETAILS

The WTCW building is a commercial office building constructed in 1998. In addition to traditional office space, it includes a ground floor café that is popular with the neighboring Marriott guests, and the World Trade Center Seattle club on the fourth floor, which provides conferencing and restaurant services to its members. The Port manages the WTCW's ongoing property maintenance and revenues. This management includes identifying the need for capital improvements to the building structure, which includes the roof.

The roof is original to the WTCW building and is now 24 years old and at the end of its useful life. With the recommendation of its third-party consultant, the Port has determined that roof replacement is necessary to maintain the integrity of the building envelope. The scope of the proposed roof replacement is an overlay installation and not a full roof replacement. An overlay requires fewer labor hours than a new roof, so labor costs are considerably less. The existing ballast, membrane, and insulation will be reused to save on material disposal costs. Adding additional insulation per code and overlaying with an additional 80mil membrane will increase the life of the roofing system to 30+ additional years.

This project is Tier 2 under the Sustainable Evaluation Framework. Third-party certification is not being pursued due to the project's limited scope (roof replacement), but green design options were considered. Sustainability goals include energy efficiency, environmental health, sustainable asset management, material reuse, financial sustainability, and tenant impacts. Solar opportunities were explored but eliminated from scope due to weight (structural load), building positioning, and potential glare hazards.

Application of Green Roof Technology is the recommended alternative since it provides multiple environmental benefits at a moderate cost increase. Upgrading the design to include a Green Roof provides an innovation example and an opportunity for the Port to pilot a new technology and achieve significant environmental benefits in a location where none were previously. This

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alternative reduces heat island effect, sequesters carbon, retains stormwater, reduces runoff temperature, creates additional pollinator habitat, and provides additional rooftop insulation and interest to those neighbors with a site line to the roof. In the upgraded design, roughly 65% of the existing ballasted roof is converted into a Green Roof. A Green Roof can extend the life of the roofing system by eliminating ultraviolet sun rays from deteriorating the roof membrane. When a regular maintenance routine is followed, the useful life of a Green Roof can reach 50 years compared to the 25-year life of a ballasted roof.

The Green Roof is comprised of trays of sedum that are connected to form landscape beds. The beds will include an irrigation system to support these plants during the dry months of summer. Preliminary calculations show that the structural load of the existing ballasted roof is comparable to that of the sedum beds, so that no structural modifications to the roof will be needed to accommodate the Green Roof.

The total project cost of the recommended alternative is estimated to be \$2,215,000 which is \$826K more than the least expensive option, Alternative 2 estimated to be \$1,389,000. Despite its' higher cost, Staff recommends Alternative 3 because it enables the Port to achieve the broadest range of goals relative to the other alternatives. Funding for this project was included in the 2022 capital budget plan of finance.

Scope of Work

The scope of work for the WTCW Roof Replacement project includes.

- (1) Reuse of existing gravel ballast to eliminate waste.
- (2) Installing a new 80-mil membrane reusing exiting ballast for an energy efficient roofing system that includes additional insulation and a Green Roof technology.
- (3) Use environmentally sustainable components and methods as appropriate, such as: waste minimization, selection of materials with limited toxicity and greenhouse gas emissions, and utilization of construction best management practices (i.e. reduced idling).

Schedule

Activity

Commission Construction Funding authorization	March 2022
Construction Advertisement	April/May 2022
Construction Start	Q2 2022
In-use date	Q4 2022

Cost Breakdown

	This Request	Total Project
Design	\$0	\$300,000
Construction	\$1,915,000	\$1,915,000
Total	\$2,215,000	\$2,215,000

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do nothing, maintain the current roof and delay upgrades to the roof. Maintenance costs of \$5K annually (averaged over 12 months) will continue.

Cost Implications: \$5K

Pros:

- (1) Defers Port funding.
- (2) Allows the Port to reallocate capital investment dollars.

Cons:

- (1) Does not advance efforts to achieve Century Agenda goals.
- (2) Increases the chances that water infiltration will disrupt tenant activities and damage the interior of the facility causing expensive repairs.
- (3) Safety of the tenant could be compromised due to the slip hazard to tenant and employees.
- (4) Increase of future construction costs is likely and the risk of emergency repair costs will continue to increase.
- (5) The cost of a future roofing project and additional repairs in the event of roof failure would be the full cost of replacement (\$2.21 million) plus escalation and the cumulative ongoing expense costs. Risk of the cost of lost tenant space due to emergency repairs is unknown but likely would be high.
- (6) Maintenance costs will continue.

This is not the recommended alternative.

Alternative 2 – Replacement in-kind. Install a new 80-mil membrane roof and additional insulation while reusing existing gravel ballast to provide a 30-year service life.

Cost Implications: Minimum of \$1.38M

Pros:

- (1) Advances Century Agenda goals.
- (2) Replaces project elements on the existing roofing system with various roof elements that have a 25-year life.
- (3) The cost of Alternative 2 is approximately \$826K less than the recommended Alternative 3.
- (4) Repairing and replacing various roof elements will provide the lowest total cost of ownership.
- (5) Helps to assure a stronger positive tenant experience and avoids potential safety hazards.
- (6) Proactive maintenance provides protection of Port assets.

Meeting Date: March 22, 2022

- (7) Provide for a warranted roof that will minimize the cost of repairs going forward for the foreseeable life of the roof.

Cons:

- (1) This alternative uses \$1.38M of capital funds that might otherwise be made available for other uses on other projects.
- (2) Additional ballast may be required once the re-used ballast is in place over the new membrane.
- (3) Achieves no environmental goals.

This is not the recommended alternative.

Alternative 3 – Upgrade and install a new 80-mil membrane overlay and additional insulation while reusing existing gravel ballast including the installation of 11,000sf Green Roof Technology that will have a 30+ year life.

Cost Implications: \$2,215,000

Pros:

- (1) Advances Century Agenda goals.
- (2) Upgrades and replaces project elements on the existing roofing system with various roof applications that have a 30+ year life.
- (3) The 30+ year life span of this roof system will protect this Port asset, serving the Port and the tenants well.
- (4) Helps to assure a stronger positive tenant experience and therefore preserves this building's revenue generation.
- (5) This project would provide for a warranted roof that will minimize the cost of repairs going forward for the foreseeable life of the roof.
- (6) Upgrading to Green Roof Technology conceals the roof from harmful ultraviolet light and sun rays, extending the life of the roof.
- (7) The live areas of the Green Roof will produce oxygen, provide stormwater retention, and also create habitat and a stopping point for pollinators.
- (8) Substituting areas of ballast with a Green Roof reduces the heat load to the building and therefore reduces reliance on the HVAC system for cooling.

Cons:

- (1) This alternative uses \$2.21M of capital funds that might otherwise be made available for other uses on other projects.
- (2) The cost of Alternative 3 is approximately \$826K more than Alternative 2.
- (3) Minor weed removal may be needed twice per year at a cost of \$1.5K per year.
- (4) Since this is a new technology, there is some unknowns associated with performance and tenant maintenance.

This is the recommended alternative.

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FINANCIAL IMPLICATIONS***Cost Estimate/Authorization Summary***

Total

COST ESTIMATE	
Current estimate	\$2,215,000
AUTHORIZATION	0
Previous authorizations	\$300,000
Current request for authorizations	\$1,915,000
Total authorizations, including this request	\$2,215,000
Remaining amount to be authorized	\$0

Annual Budget Status and Source of Funds

This project has been included in the 2022 Plan of Finance under C801104 P66 World Trade Center West Roof Replacement at an estimated total project cost of \$1,676,000. The additional estimated cost of \$539,000 will be funded by C800216 EDD Reserve.

This project will be funded by the Tax Levy.

Financial Analysis and Summary

Project cost for analysis	\$2,215,000
Business Unit (BU)	Portfolio Management
Effect on business performance (NOI after depreciation)	The project will maintain annual gross revenue of \$1.4 million from WTCW. Depreciation will increase by \$148K per year, thereby reducing the NOI by the same amount.
IRR/NPV (if relevant)	No incremental revenue. The NPV is the present value of the project cost.
CPE Impact	N/A

Future Revenues and Expenses (Total cost of ownership)

This upgrade will provide protection of Port assets and extend their useful life of the roof system to achieve longevity and environmental goals. Maintaining existing assets and enhancing their environmental performance will preserve the economic vitality of our operations and serve the Port, tenants, and their customers well.

ATTACHMENTS TO THIS REQUEST

- (1) Sustainable Design Approach (SDA)/ Sustainable Design Strategy (SDS) Memo
- (2) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

December 14, 2021 – The Commission authorized Design funding authorization.

SUSTAINABLE DESIGN APPROACH

WORLD TRADE CENTER WEST (WTCW) ROOF REPLACEMENT

PURPOSE

This serves as a summary document for the sustainable design coordination for the World Trade Center West (WTCW) Roof Replacement project. Additional information can be found in Project Management's Notebook.

SUSTAINABLE DESIGN APPROACH

The WTCW Roof Replacement project has been identified as a Tier 2 project under the Sustainable Evaluation Framework Policy Directive (SEF Policy Directive) adopted by the Port of Seattle Commission in January 2020. Tier 2 projects are described as:

Tier 2: Medium-sized, or more complex, projects that have opportunities for sustainability benefit would be subject to targeted sustainability analyses and strategies. Tier 2 projects may receive a cost per ton of carbon calculation.

The scope of the project is to replace the existing 17,000 square foot roof on top of the WTCW building.

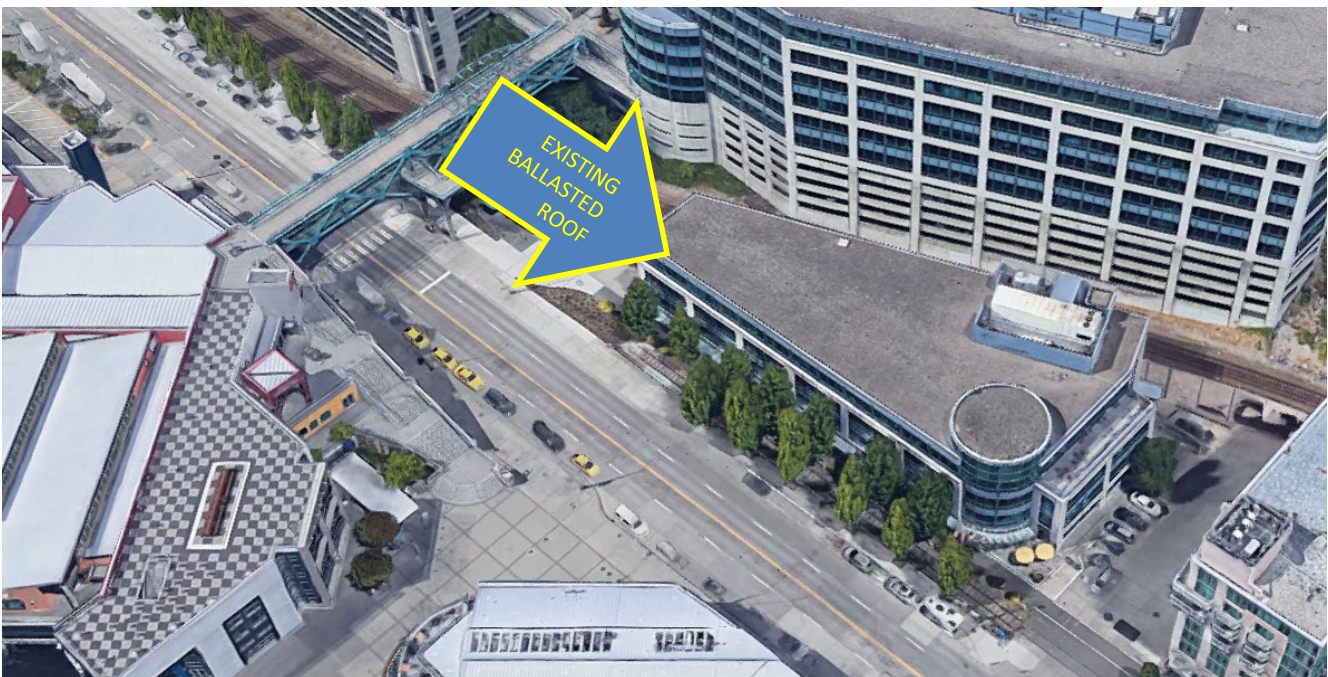


Figure 1. WTCW Roof Replacement Project

Following the project kickoff meeting, the Project Manager and Sustainability Coordinator assembled a *Sustainable Project Assessment and Review Collaboration* (SPARC) team. The SPARC team leverages port expertise and knowledge of existing and emerging sustainability practices to:

- (1) Identify, review, brainstorm, and recommend sustainability concepts and ideas for project and operational teams to consider and evaluate during the development and design stage of port projects.
- (2) Encourage project and operational teams to evaluate and consider innovative strategies to reduce emissions and energy use beyond traditional approaches.
- (3) Select and apply the relevant Sustainable Evaluation Framework criteria to highlight tradeoffs and benefits during development of the Sustainable Design Approach (SDA).

PROJECT GOALS

The SPARC team met in August 2021 to solidify project goals which were shared with the designer to identify potential design alternatives/strategies moving into the 30% design process.

- **Energy Efficiency and Environmental Health**
 - Reduce heat island effect within the urban core
 - Explore opportunities to reduce the building's and construction project's carbon footprint (ie, buy local, material reuse, recycled content, energy efficiency)
 - Explore solar and Green Roof Technology
 - Utilize construction best management practices
- **Sustainable Asset Management**
 - Maximize total cost of ownership
 - Consider ease and frequency of maintenance
- **Materials**
 - Reuse materials if possible
 - Consider environmentally-friendly alternative materials
 - Reduce waste
- **Financial Sustainability**
 - Balance project cost and function against environmental benefits
- **Impacts to Tenant**
 - Ensure a safe project
 - Minimize tenant and visitor disruptions

SUSTAINABLE EVALUATION FRAMEWORK CRITERIA

The goals identified by the SPARC team support three of the seven criteria articulated in the SEF Policy Directive:

- **Reduce GHG Emissions/Protect Health and the Environment.** This project focuses on the replacement and upgrade of existing infrastructure while limiting environmental impacts. Goals focus on materials, reduction of carbon footprint, and construction best management practices. The project will explore that incorporation of solar.

- **Increase Resilience.** The proposed improvements will upgrade the existing roof, limiting future damage to the existing structure and upgrading the roof to meet current code requirements.
- **Advance Innovation.** This project will explore the option of installing a green roof, which has not been utilized by the Port before.

SUSTAINABLE DESIGN STRATEGY

The aforementioned goals were used to evaluate three design alternatives, two of which were analyzed as feasible alternatives. A cost-benefit analysis was assembled for each alternative and recommendations were presented to the project sponsors in October of 2021.

DESIGN STRATEGIES

- **Alternative 1: In-kind System.** This was the original design plan for the project. This entails installing new insulation where necessary, replacing the existing roof membrane, and installing a roof overlay. For sustainability measures, design is reusing as many materials as are feasible (ballast, insulation). Since this is an in-kind consideration, it was moved forward for further consideration.
- **Alternative 2: Green Roof.** This design alternative considers the installation of green roof technology. Elements include leaving the existing insulation and roof membrane in place, installing a new membrane over existing, reusing as many materials as possible (ballast), and installing approximately 11,000 square feet of green roof. This design allows for additional environmental benefits and is technically feasible (ie, weight is comparable to weight of existing ballast), so was moved forward for further consideration.
- **Alternative 3: Solar.** This design alternative considers the installation of solar technology. Elements include leaving the existing insulation and roof membrane in place, installing a new membrane over existing, reusing as many materials as possible (ballast), and installing solar panels. This alternative was not carried forward due to glare and reflection concerns on neighbors, poor positioning for solar energy, and constraints with the existing roof to hold the additional weight of the solar panels.

SUSTAINABLE DESIGN ALTERNATIVES ANALYSIS

A cost-benefit analysis was prepared for Alternatives 1 and 2. Table 1 provides the summary matrix of how each alternative meets the project goals. It was determined that Alternative 2, Green Roof, is preferred since it provides multiple environmental benefits at a moderate cost increase. This is the first green roof the Port will install and can serve as an innovative pilot project for consideration at other sites in the future. Additional details are provided below.

- **Alternative 1: In-kind System.** An in-kind replacement roof is the lowest cost alternative but does not provide any environmental benefits and continues to contribute to typical issues facing developed areas (heat island effect, high temperature runoff, carbon footprint, minimal habitat, etc).

- **Alternative 2: Green Roof.** Use of a Green Roof provides and innovation example and an opportunity for the Port to pilot a new technology and achieve significant environmental benefits in a location where none were previously. This alternative reduces heat island effect, sequesters carbon, retains stormwater, reduces runoff temperature, creates additional pollinator habitat, and provides additional rooftop insulation and interest to those tenants with a site line to the roof. The initial and 20-year life cycle cost is more expensive than in-kind replacement, but green roofs can potentially last for up to 50 years if maintained properly.

Table 1. Alternatives Analysis WTCW Roof Replacement

	Energy Efficiency and Environmental Health				Materials	Sustainable Asset Management/ Financial Sustainability			Tenant Impact	
	Heat Island Effect Reduction	Carbon Footprint Reduction	Stormwater Retention/ Protection	Habitat Creation	Reuse of materials	ROM Cost	Life Cycle Cost (20 years)*	Maintenance Requirements	Tenant Disruption	Aesthetics
Alternative 1 <i>In-Kind Replacement</i>	Ballast creates a heat sink	No additional	No additional	None	Ballast and insulation	\$48/SF (\$1.34M)	\$98/SF (\$2.02)	Regular inspection	Construction noise	Neutral
Alternative 2 <i>Green Roof</i>	Ballast area reduced	37.5g/SF	Water retention and mitigation of high temperature runoff	Pollinator habitat	Ballast and insulation, ballast reuse offsite (habitat or stormwater)	\$108/SF (\$2.28M)	\$163/SF (\$3.36M)	Regular inspection	Construction noise, provides additional noise insulation	Visual interest for tenants with site line to roof

Coloring is to provide easy translation of pros and cons. Green is a benefit to the alternative, red is a detriment for the alternative. Orange is considered neutral.

*Green roof could have a life up to 50 years, which would bring the life cycle costs closer in line with one another.

Item No.: 8g_Supp

Meeting Date: March 22, 2022

World Trade Center West (WTCW) Roof Replacement

Rod Jackson, Capital Project Manager

Susie Archuleta, Real Estate Manager



Action Requested

Construction Request Authorization: \$1,815,000

Estimated Total Project Cost: \$2,115,000



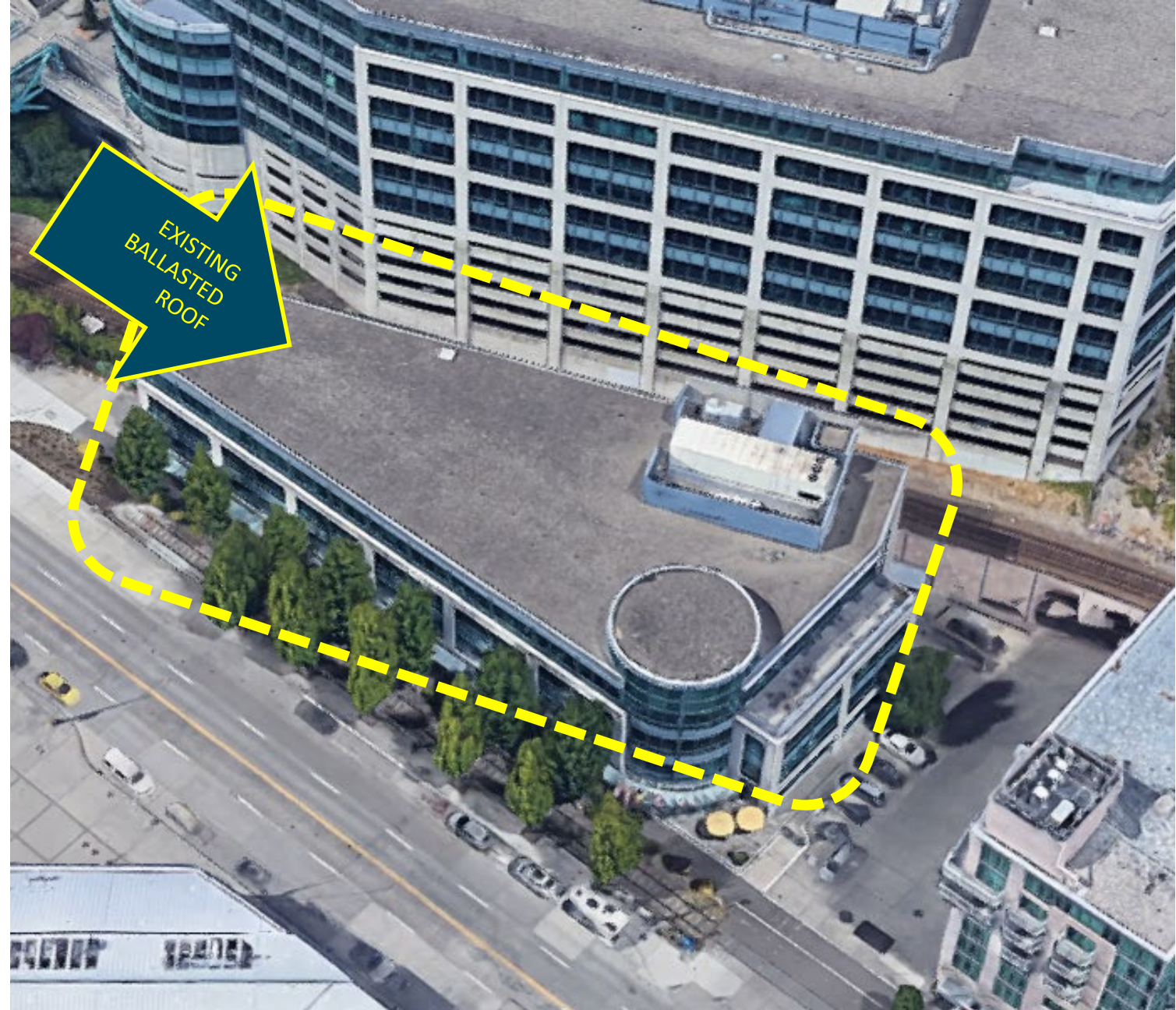
World Trade Center West and Vicinity

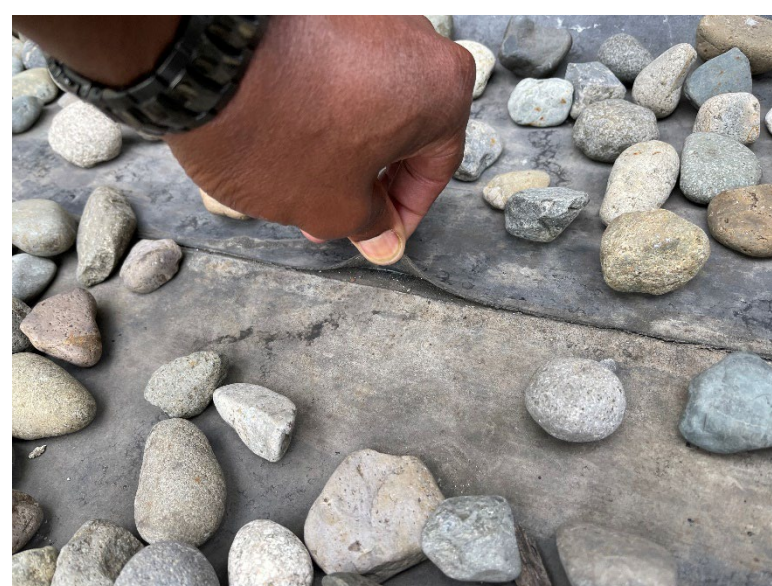
Background

- 69,507 sf 4 story multi-tenant office building. Ballasted 17,000sf Roof system at the end of service life
- Tenants: World Trade Center Club, Café Opla, Columbia Hospitality, World Affairs Council and Others

Approach

- A Sustainable Evaluation Framework was used
- Balanced Cost with Increased Energy Efficiency
- Installation of a Green Roof Technology
- Overlay existing waterproof membrane, add insulation, and reuse of the existing Gravel Ballast





WTCW Roof Photos of Existing Gravel Ballast and Membrane

Sustainable Design Strategies Considered

- **In-kind System**

- Inspect insulation and replace existing membrane
- Overlay with new membrane

- **Green Roof**

- Overlay with new membrane
- Install green roof technology
- **PREFERRED ALTERNATIVE**

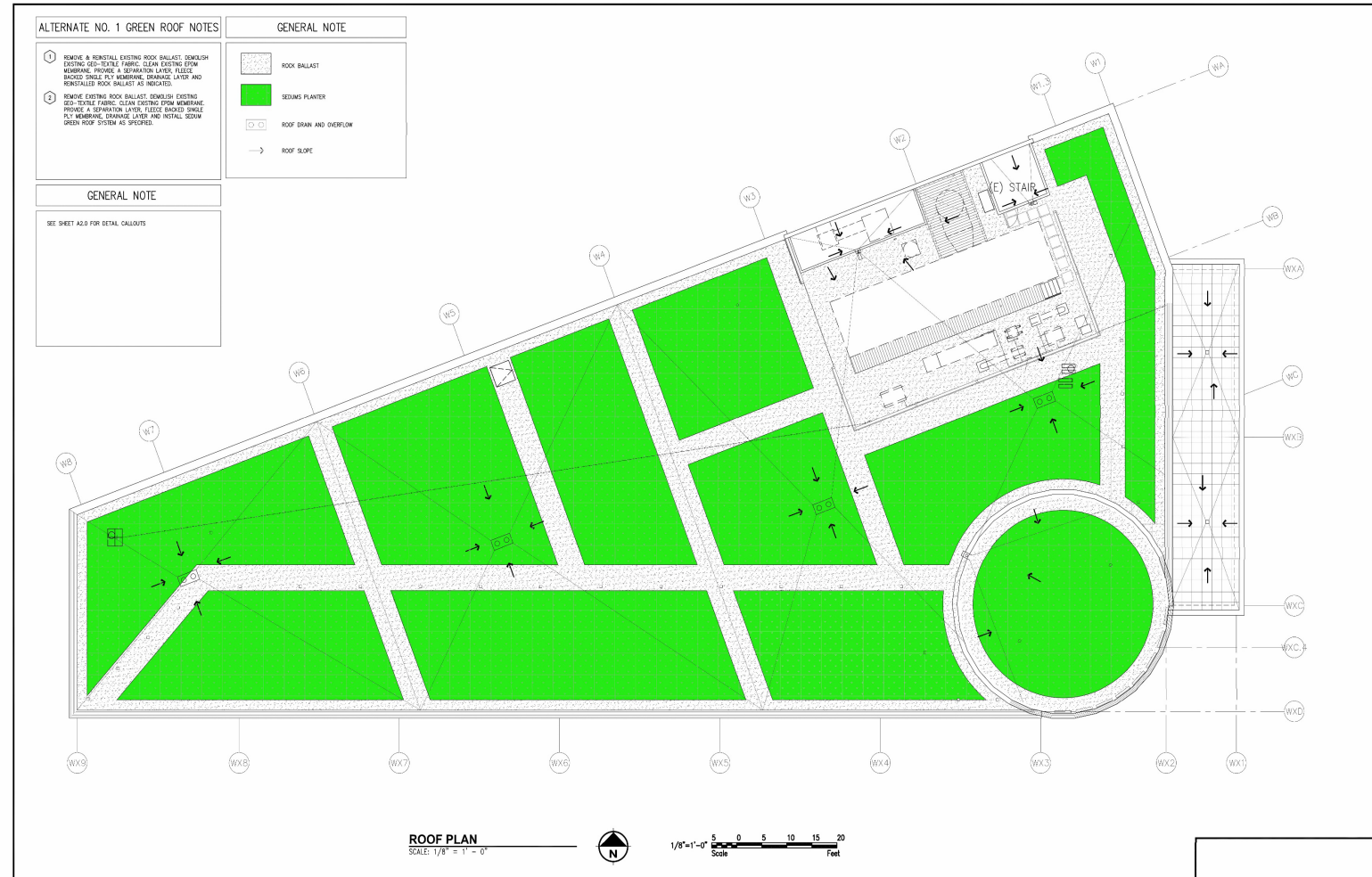
- **Solar**

- Overlay with new membrane
- Install solar
- **NOT CARRIED FORWARD**
 - Glare
 - Poor Positioning
 - Roof Structural Capacity Constraints

Green Roof Design

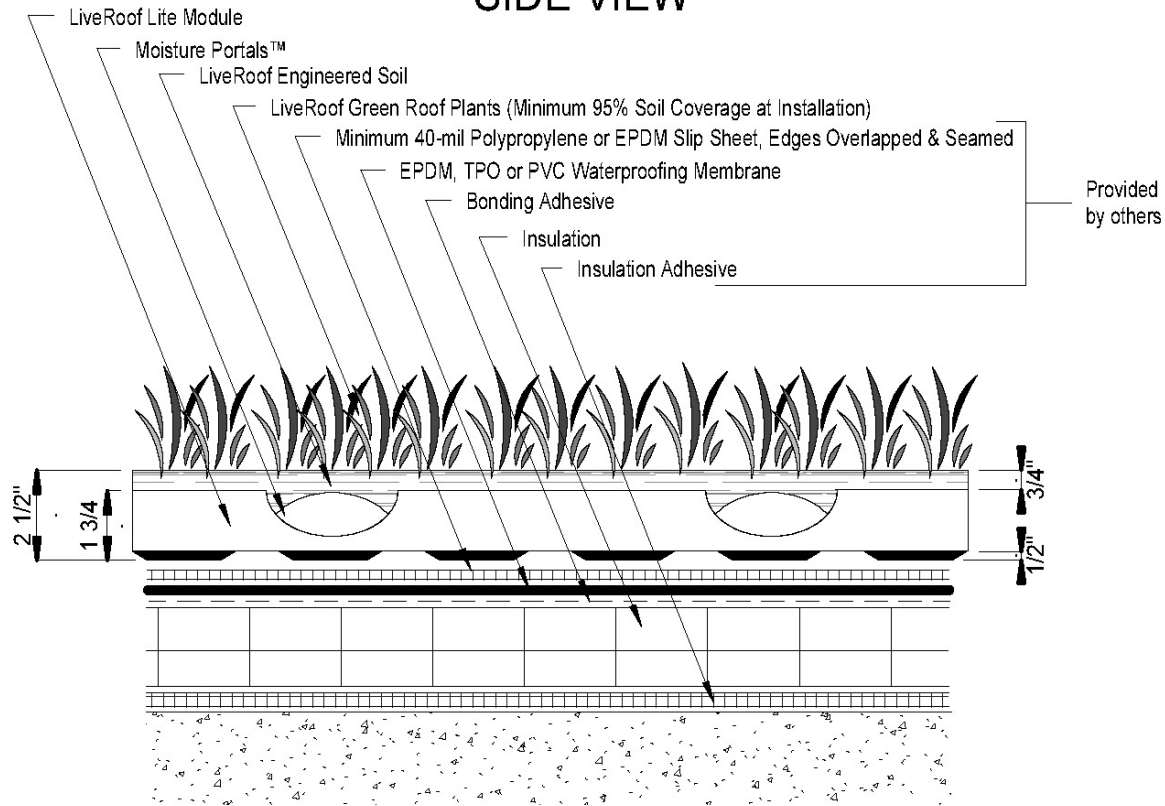
Benefits

- Innovative / Pilot Project
- Heat Island Reduction
- Carbon Sequestration
- Stormwater Retention
- Runoff Temperature Reduction
- Pollinator Habitat
- Rooftop Insulation
- Aesthetics



Green Roof Details

SIDE VIEW



WTCW Roof Top Schematic of Gravel Ballast with a Partial Green Roof Technology

Contracting Method and Schedule

- December 2021: Design Authorization
- December 2021 ~ March 2022: Design
- March 22, 2022: Commission Authorization for Construction Funding
- Q2 2022 : Advertise, Award, and Execute Construction Contract
- Q3/Q4 2022 : Construction
- Q1/2023: In-use date

Questions?



[RETURN TO AGENDA](#)

COMMISSION
AGENDA MEMORANDUM

Item No.

8h

ACTION ITEM

Date of Meeting

March 22, 2022

DATE: March 3, 2021

TO: Stephen P. Metruck, Executive Director

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

SUBJECT: Port Agreements Under Center for Disease Control's COVID-19 Program for Cruise Ships

Amount of this request: \$0

Total estimated project cost: \$0

ACTION REQUESTED

Request Commission authorization for the Executive Director to finalize and sign Port Agreements under CDC's COVID-19 Program for Cruise Ships and amend leases relating to Port cruise facilities to incorporate such Port Agreements.

EXECUTIVE SUMMARY

The cruise industry COVID-19 protocols incorporate testing, vaccination, screening, sanitation, enhanced ventilation, mask-wearing, physical distancing, and other proven public health measures. These protocols were part of CDC's Framework for Conditional Sailing Order that facilitated the safe return to sailing in 2021. The port's 2021 cruise season saw over 113,300 disembarking passengers in Seattle. Of those 113,300 passengers, 77 disembarked having tested positive for COVID, a per capita rate considerably lower than King County during that period. The safe return of cruising to Seattle helped contribute to the economic recovery from the pandemic.

Since the CDC updated its voluntary COVID-19 Program for Cruise Ships, Port staff have been working diligently with cruise lines, the Washington Department of Health and Public Health Seattle King County. Our efforts are focused on fulfilling the Port's commitment to protect the health and safety of the community, cruise passengers, crew and others associated with the cruise operations.

These Port Agreements will generally cover protections to prevent the spread of COVID onto the vessels and into the community. However, in the event of an on-board infection does occur, the

Meeting Date: March 22, 2022

agreements require pre-planning measures to address such an outbreak. More specifically the agreements will cover actions by the cruise line to provide transportation, quarantine and hospitalization of affected crew and passengers. The agreements also will detail the Port's responsibilities, which will include the duties of our Cruise Terminal Manager (CTA).

We are aiming to complete these agreements prior to the first scheduled sailings of Cruise ships in April.

As summary of the elements that will be included in the agreements are provided below.

JUSTIFICATION

CDC Program

Cruise ship operators have voluntarily chosen to opt-in to CDC's COVID-19 Program for Cruise Ships. Port Staff is working towards a template agreement that will be substantially similar across Cruise lines, although each Cruise Line would have a separate Port Agreement.

These agreements will include and cover the following elements:

- The total number of ships (including maximum number of passengers and crew) permitted to operate and jointly consider the number of ships that can safely operate at any one time without exceeding the ability of local public health, port authority, hospital, and other emergency response personnel to respond to an onboard outbreak of COVID-19.
- Requirements for reporting of cases identified during a voyage, including thresholds for reporting, timelines, reporting mechanisms, and points of contact.
- The agreements will include a port operations component, a medical care plan component, and a housing component addressing the CDC guidance, which will include:
 - Embarkation procedures that the cruise ship operator intends to use during passenger voyages.
 - Procedures for day-of-embarkation health screening, laboratory testing of travelers and management of close contacts.
 - Emergency response plans in the event of a "worst case" scenario of multiple ships experiencing simultaneous outbreaks of COVID-19.
 - Protocols for contacting emergency medical services while at port for exigent circumstances not covered by the hospital component of the agreement (e.g., a medical emergency not related to COVID-19, such as a heart attack).
 - Protocols that avoid medical evacuations at sea to the greatest extent possible.
 - Disembarkation procedures that will be implemented in the event of an outbreak of COVID-19, and that the cruise ship operator intends to use during passenger voyages.
 - Procedures for informing port personnel who are expected to interact with travelers (passengers and/or crew) of the risks of COVID-19 and how to prevent exposure.

Meeting Date: March 22, 2022

- Routine and outbreak-level cleaning procedures for areas where travelers are reasonably expected to gather or otherwise make use of, including terminals and restrooms. The agreement must also include routine and outbreak-level cleaning procedures for transportation vehicles under a cruise ship operator's control (e.g., buses, shuttle vans).
- Medical care arrangements addressing evacuation and medical transport to onshore hospitals for passengers or crew in need of care in accordance with CDC technical instructions.
- Provide for the emergency medical transportation of critically ill persons with suspected or confirmed COVID-19 from the ship to a shoreside medical facility in such a manner as to minimize potential for exposure.
- Arrangements with a shoreside medical facility or healthcare system or multiple shoreside medical facilities or healthcare systems with redundant capacities to ensure that travelers receive appropriate clinical evaluation, including testing, and medical care when needed.
- Incorporate housing arrangements for isolation and quarantine of persons with suspected or confirmed COVID-19 and close contacts, respectively, identified from the day of embarkation through disembarkation for each voyage, in accordance with CDC guidance.
- Arrangements in sufficient quantities to meet the transportation needs of all travelers from the ship to the shoreside housing facilities and from the shoreside housing facility to the medical facilities or healthcare systems if needed with precautions in place to avoid exposure of vehicle operators.

Background and full details of what should be included in Port Agreements is presented in the CDC's guidance linked below:

Diversity in Contracting

Not Applicable.

FINANCIAL IMPLICATIONS While there remains uncertainty, currently our forecasted revenue for the year is \$28.8M. This is a realistic, if not conservative, estimate.

ATTACHMENTS TO THIS BRIEFING

- (1) CDC COVID-19 Program for Cruise Ships Technical Instructions Port Agreements

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

June 08, 2021 – Commission authorized the Executive Director to finalize and sign Port Agreements under CDC's Framework for Conditional Sailing Order and amend leases relating to Port cruise facilities to incorporate such Port Agreements.



Technical Instructions for a Foreign-Flagged Cruise Ship Operator’s Agreement with Port and Local Health Authorities under CDC’s COVID–19 Program for Cruise Ships Operating in U.S. Waters



CDC’s Temporary Extension & Modification of Framework for Conditional Sailing Order (CSO) expired on January 15, 2022. CDC recommends that cruise ships operating in U.S. waters choose to participate in [CDC’s COVID-19 Program for Cruise Ships](#).

Summary of Recent Updates

~~February 09, 2022~~

Updated language for new COVID-19 Program for Cruise Ships Operating in U.S. Waters.

Audience

This section is intended to assist foreign-flagged cruise ship^[1] operators that have chosen to voluntarily opt into CDC’s COVID-19 Program for Cruise Ships in documenting the approval of U.S. port and local health authorities in developing medical care, housing, and port components.

[1] U.S.-flagged cruise ships may follow CDC’s COVID-19 Program for Cruise Ships at the cruise ship operator’s discretion.

Purpose

Cruise ship operators that have voluntarily chosen to opt-in to CDC’s COVID-19 Program for Cruise Ships must document the approval of all U.S. port and local health authorities where the ship intends to dock or make port during one or more passenger voyages.

In deliberating with cruise ship operators, U.S. port authorities and local health authorities consistent with their own jurisdiction’s legal authorities, needs, and local considerations may impose additional requirements that reflect a higher level of public health protection than in this document.

General Components of a Foreign-Flagged Cruise Ship Operator’s Agreement with Port and Local Health Authorities

- For the purpose of these technical instructions only, “[local health authorities](#)” refers to all health departments responsible for implementing state, territorial, and local laws relating to public health (e.g., city, county, territorial, and/or state health departments) and exercising jurisdiction over the U.S. port where the cruise ship operator intends to

commence passenger operations.

- For the purpose of these technical instructions only, “U.S. port authorities” refers to the local officials responsible for exercising oversight and control over the U.S. port where the cruise ship operator intends to commence passenger operations.

Such written approval must include the following general terms and conditions:

1. The parties to the agreement are the cruise ship operator, U.S. port authority where the cruise ship operator intends to conduct one or more passenger voyages, and all health departments exercising jurisdiction over the port.
2. The agreement must include a port operations component, a medical care plan component, and a housing component meeting the requirements of these technical instructions. These components should be attached as annexes to the agreement and will be deemed to constitute a part of the agreement.
3. There should be one agreement between the cruise ship operator and all relevant U.S. port and local health authorities per port. If it is expected that more than one cruise ship operator will be operating ships out of the U.S. port, then the relevant U.S. port and local health authorities should enter into separate agreements with each cruise ship operator. CDC does not seek to limit the number of separate agreements that U.S. port and local health authorities may enter into with cruise ship operators but defers to these authorities.
4. Deliberations should be conducted jointly between the cruise ship operator and all relevant U.S. port and local health authorities.
5. Cruise ship operators should not enter into separate agreements with U.S. port and local health authorities. However, the agreement may be executed in any number of separate counterparts, all of which when taken together will constitute one and the same agreement.
6. The agreement is intended solely for the benefit of the parties involved. The agreement should not be viewed as conveying any rights or benefits on any third parties not a party to the agreement.
7. The agreement must specifically list the names of the cruise ship operator's ships covered by the terms of the agreement.
8. The agreement must include the total number of ships (including maximum number of travelers (passengers and crew)) permitted to operate, make port, embark, or disembark. The parties to the agreement should jointly consider the number of ships (including maximum number of travelers (passengers and crew)) that can safely operate, make port, embark, or disembark at any one time without exceeding the ability of local public health, port authority, hospital, and other emergency response personnel to respond to an onboard outbreak of COVID-19. The agreement should briefly explain the factors relied upon by all parties in determining these numbers, including the potential for COVID-19 variants, which could undermine vaccine efficacy.
9. The agreement must be specific regarding the following:
 - number of ships that will be permitted to make port, embark, and disembark,
 - hours of the day, and days of the week, and during which these activities will occur, and
 - maximum number of travelers permitted during those hours and on those days.
10. If the port authority intends to allow more than one cruise ship operator to operate at its port facilities, then the port authority and local public health authorities should jointly consider the number of ships and maximum number of travelers (passengers and crew) that can safely operate, make port, embark, or disembark at any one time. Specifically, the parties should consider whether allowing multiple cruise ships to operate at any one time would potentially overwhelm necessary medical supplies or the ability of local public health, port authorities, hospital, and other emergency response personnel to respond to an onboard outbreak of COVID-19, particularly if the jurisdiction experiences an unanticipated simultaneous surge of cases.
11. Parties to the agreement should maintain the right to modify, amend, or rescind the agreement. The cruise ship operator must immediately notify the CDC if an agreement is modified, amended, or rescinded. The parties should also jointly consider the need to temporarily suspend or rescind an agreement if resources in the local community (e.g., local public health, port authority, hospital, or emergency response personnel) become insufficient to adequately respond to an onboard outbreak of COVID-19 on a cruise ship.
12. U.S. port authorities and local health authorities should monitor and enforce compliance with the agreement. However, if the U.S. port and/or local health authorities choose to temporarily suspend or rescind the agreement, such suspension or rescission cannot deny a cruise ships' ability to make port as approved by the CDC if on a voyage.
13. Local health authorities should determine their requirements for reporting of cases identified during a voyage, including thresholds for reporting, timelines, reporting mechanisms, and points of contact. Such reporting requirements, if any, should be incorporated into the agreement and may be in addition to but not replace CDC-mandated reporting by cruise ship operators.
14. The agreement must be signed and executed, and a copy (including all attachments, exhibits, and annexes) provided to CDC, prior to resuming passenger operations from the port. Agreements previously submitted to CDC by cruise ship operators before the expiration of the Conditional Sailing Order (CSO) do not need to be resubmitted.

15. The signatories to the agreement must include the following:
 - At least one of the cruise ship operator's responsible official, such as the Chief Executive Officer (or equivalent), the Chief Compliance Officer (or equivalent), or the highest-ranking Medical Officer.
 - The highest-ranking officials for all relevant local public health authorities, except that such officials may delegate at their own discretion.
 - The U.S. port authority's highest-ranking official. This individual will typically be designated as the Port Director/Chief Executive Officer.
16. A checklist for the agreements listed below will be available by email upon request. U.S. port authorities, local health authorities, and cruise ship operators may contact CDC at eocevent349@cdc.gov for these templates. The request should include "Agreements Checklist" in the subject line.

Additional Port Components of a Foreign-Flagged Cruise Ship Operator's Agreement with Port and Local Health Authorities

Parties to an agreement between a cruise ship operator and U.S. port and local health authorities should ensure that the agreement additionally incorporates the following components relating to maintaining the health and safety of port personnel:

1. The agreement must specify embarkation procedures that the cruise ship operator intends to use during passenger voyages. These embarkation procedures must be designed insofar as possible to minimize contact between travelers and port personnel. CDC may request that the parties modify or amend the agreement to reflect changes to embarkation procedures based on "lessons learned" from CDC cruise ship inspections. .
2. The agreement must specify procedures for day-of-embarkation screening for [signs and symptoms of COVID-19](#) and laboratory testing of travelers, including testing locations and management of individuals who test positive and their close contacts.
3. The agreement must include emergency response plans in the event of a "worst case" scenario of multiple ships experiencing simultaneous outbreaks of COVID-19. If the port authority intends to allow more than one cruise ship operator to operate at its port facilities, then the port authority and local public health authorities should jointly consider emergency response plans involving a "worst case" scenario of multiple ships from multiple cruise ship operators experiencing simultaneous outbreaks of COVID-19.
4. The agreement must include clear protocols for contacting emergency medical services while at port for exigent circumstances not covered by the hospital component of the agreement (e.g., a medical emergency not related to COVID-19, such as a heart attack).
5. The agreement must include clear protocols that avoid medical evacuations at sea to the greatest extent possible for both COVID-19 and non-COVID-19 related medical reasons. Protocols must rely on commercial resources (e.g., ship tender, chartered standby vessel, chartered airlift) for unavoidable medical evacuation at sea and be designed to minimize the burden to the greatest extent possible on Federal, State, and Local government resources, including U.S. Coast Guard resources. All medical evacuations at sea must be coordinated with the U.S. Coast Guard.
6. The agreement must specify disembarkation procedures that will be implemented in the event of an outbreak of COVID-19, and that the cruise ship operator intends to use during passenger voyages. CDC may request that the parties modify or amend the agreement to reflect changes to disembarkation procedures based on "lessons learned" from CDC cruise ship inspections.
7. The agreement must specify procedures:
 - to avoid congregating of embarking and disembarking travelers,
 - to ensure disembarking and embarking passengers do not occupy the same enclosed or semi-enclosed areas (e.g., gangways, terminal waiting spaces, check-in areas), to the extent practicable, and
 - to ensure disembarking and embarking travelers from different ships do not occupy the same enclosed or semi-enclosed areas (e.g., gangways, terminal waiting spaces, check-in areas), to the extent practicable.
8. The agreement must include procedures for informing port personnel who are expected to interact with travelers (passengers and/or crew) of the risks of COVID-19 and how to [prevent exposure](#).
9. It is recommended that the parties to the agreement consider incorporating specific procedures for routine testing and symptom monitoring of port personnel who are expected to interact with travelers (passengers and/or crew).

Additionally, employers should encourage employees to get a COVID-19 vaccine and [stay up to date with COVID-19 vaccinations](#). The [Workplace Vaccination Program](#) webpage has information for employers on recommended policies and practices for encouraging vaccine uptake among workers. These include but are not limited to the following personnel:

- Port agents/greeters
- Security personnel
- Transportation staff
- Baggage handlers
- Check-in staff
- Cleaners/janitorial staff
- Longshoremen
- Maritime pilots
- Delivery drivers

10. The agreement must include routine and outbreak-level cleaning procedures for areas where travelers are reasonably expected to gather or otherwise make use of, including terminals and restrooms. The agreement must also include routine and outbreak-level cleaning procedures for transportation vehicles under a cruise ship operator's control (e.g., buses, shuttle vans). For more information about cleaning and disinfection, please refer to CDC's [Detailed Disinfecting Guidance for Facilities](#) and [Cleaning and Disinfection for Non-emergency Transport Vehicles](#).

- It is recommended that commercial transportation companies/drivers be provided with information on cleaning procedures (taxi, ride share services, parking lot shuttle vans). For this industry, please refer to CDC's COVID-19 webpage for [Specific Industries](#).

Medical Care Components of a Foreign-Flagged Cruise Ship Operator's Agreement with Port and Local Health Authorities

A foreign-flagged cruise ship operator's agreement with all U.S. port and local health authorities where the ship intends to dock or make port must incorporate medical care agreements between the cruise ship operator and health care entities, addressing evacuation and medical transport to onshore hospitals for passengers or crew in need of care in accordance with CDC technical instructions.

Parties to an agreement between a cruise ship operator and U.S. port and local health authorities should ensure that the medical care component of the agreement includes the following:

1. The cruise ship operator must document that it has made arrangements to provide for the emergency medical transportation of critically ill persons with suspected or confirmed COVID-19 from the ship to a shoreside medical facility in such a manner as to minimize potential for exposure.
2. The cruise ship operator must document that it has made arrangements with a shoreside medical facility or healthcare system or multiple shoreside medical facilities or healthcare systems with redundant capacities to ensure that travelers receive appropriate clinical evaluation, including testing, and medical care when needed.
 - a. This requirement is to reduce the need to divert patients to other medical facilities or healthcare systems that do not have such an arrangement with the cruise ship operator.
 - b. If the cruise ship operator intends to rely on the services of a single medical facility or healthcare system, it must document that it has made arrangements with a second medical facility or healthcare system if its primary medical facility or healthcare system is unable to accept additional patients or provide the necessary level of care.
3. The cruise ship operator must document that its shoreside medical facilities or healthcare systems either singularly or collectively have enough medical capacity in the judgement of the local health authorities to care for travelers if an unanticipated outbreak of COVID-19 occurs on board its ships. The cruise ship operator's shoreside medical facilities or healthcare systems should have enough bed capacity for both potential intensive care and non-intensive care needs, as well as enough capacity to isolate patients with COVID-19.
4. The parties to the agreement must jointly consider the potential medical care needs of travelers including the capacity of local public health, port authority, hospital, and other emergency response personnel to respond to an onboard

outbreak of COVID-19. The agreement must briefly explain the factors relied upon by all parties in determining the capacity of the cruise ship operator's shoreside medical facilities or healthcare systems.

5. The parties to the agreement must jointly evaluate the need for further contingency planning to provide medical care to travelers in the event of limited hospital beds, medical personnel, or other factors potentially limiting the capacity of the cruise ship operator's designated shoreside medical facilities or healthcare systems. The agreement must briefly explain the outcome of these deliberations.

Housing Components of a Foreign-Flagged Cruise Ship Operator's Agreement with Port and Local Health Authorities

A foreign-flagged cruise ship operator's agreement with all U.S. port and local health authorities where the ship intends to dock or make port must incorporate housing agreements between the cruise ship operator and one or more shoreside facilities for isolation and quarantine of persons with suspected or confirmed COVID-19 and close contacts, respectively, identified from the day of embarkation through disembarkation for each voyage, in accordance with CDC technical instructions.

Parties to an agreement between a cruise ship operator and U.S. port and local health authorities should ensure that the housing component of the agreement incorporates the following:

1. The cruise ship operator must document that it has made arrangements (or has corporate-owned shoreside housing facilities) in sufficient quantities to meet the shoreside housing needs of travelers (passengers and crew) for isolation and quarantine identified from the day of embarkation through disembarkation for each voyage. In determining sufficient quantities of shoreside housing for isolation and quarantine, the parties should consider the potential for COVID-19 variants, which could undermine vaccine efficacy. The parties may consider the following options for crew who are considered close contacts but have tested negative for COVID-19:
 - a. All crew quarantine on board the ship provided that all crew can be housed in single-occupancy cabins with private bathrooms. Essential crew may have a working quarantine (i.e., continue working with appropriate public health measures such as physical distancing and properly wearing [well-fitting face masks](#)).
 - b. Essential crew stay on board the ship for a working quarantine (i.e., continue working with appropriate public health measures such as physical distancing and properly wearing [well-fitting face masks](#)) while nonessential crew quarantine shoreside.
 - c. All crew quarantine shoreside and essential crew are replaced with a contingent of alternate personnel.
2. The agreement must consider where the ship will be physically located during the isolation and quarantine period (i.e., at the pier or at anchor). The parties to the agreement must jointly consider the potential housing needs of travelers including the capacity of local public health, port authorities, hospital, and other emergency response personnel to oversee and monitor the housing needs of travelers under isolation and quarantine. The agreement must briefly explain the factors relied upon by all parties in determining the sufficiency of the cruise ship operator's corporate-owned shoreside housing facilities.
3. The cruise ship operator must document that it has made arrangements (or has corporate-owned shoreside housing facilities) in sufficient quantities as determined by the local health authorities to meet the housing needs of travelers until they meet CDC recommended [guidance for ending isolation and quarantine](#).
4. The cruise ship operator must document that it has made arrangements (or has corporate-owned vehicles) in sufficient quantities to meet the transportation needs of all travelers from the ship to the shoreside housing facilities and from the shoreside housing facility to the medical facilities or healthcare systems if needed with precautions in place to avoid exposure of vehicle operators.
5. Shoreside housing must meet CDC guidelines for isolation or quarantine including separate bedrooms, separate bathrooms, no shared living spaces for individuals who are not part of the same household, and the ability to separate infected persons within households from those not known to be infected.
6. Shoreside housing must provide separate ventilation systems for all travelers who are not part of the same household.
7. The parties to the agreement must also jointly consider the following needs of travelers (passengers and crew) under quarantine and isolation and briefly explain the outcome of these deliberations in the agreement:
 - a. Availability and frequency of testing including the logistics of specimen collection and transportation of specimens to laboratories for testing.

- b. Availability of mental health services, pharmacy delivery, and other essential services.
- c. Availability of security, including legal considerations, to prevent travelers from violating the terms of any mandatory isolation or quarantine, and a mechanism to notify public health authorities immediately in the event that a traveler attempts to violate such terms.
- d. A check-in process, including delivery of luggage, designed insofar as possible to minimize contact between exposed travelers and unexposed persons.
- e. Procedures to ensure the daily monitoring of travelers in quarantine, including points of contact for travelers to notify if symptoms develop in between symptom checks.
- f. Procedures to minimize contact between travelers in quarantine and/or isolation and support staff, while still ensuring the delivery of essential services:
 - i. Food delivery
 - ii. Laundry services
 - iii. Cleaning and linen change
 - iv. Garbage pick up
 - v. Post-quarantine [cleaning and disinfection](#) procedures
- g. Post-isolation and post-quarantine procedures to allow travelers to safely return to their home communities.

Frequently Asked Questions

Can a foreign-flagged cruise ship operator have a multi-port agreement?

Yes, the cruise ship operator may enter into a multi-port agreement (as opposed to a single port agreement) provided that all relevant port and local health authorities (including the state health authorities) are signatories to the agreement. Such multi-port agreements may be particularly suitable if one port has limited medical or housing capacity and a nearby port is able to supplement these capacities.

What if shoreside medical facilities and healthcare systems cannot accommodate the medical needs of cruise ship passengers and crew?

CDC acknowledges that shoreside medical facilities and healthcare systems cannot guarantee bed capacity. In documenting a foreign-flagged cruise ship operator's arrangements with such facilities or systems, redundant contracts, or contracts allowing for preferential acceptance of patients on a space available basis, are considered acceptable.

Considering many travelers will be able to use their own personal vehicles to safely return to their residences after cruising, how many arrangements are necessary to meet these housing and transportation components?

In determining whether a foreign-flagged cruise ship operator has arrangements for shoreside housing facilities in sufficient quantities to meet the needs of travelers for isolation or quarantine, the parties to an agreement may consider the ability of travelers to use their own personal vehicles to return safely to their residences. The parties should consider the time needed for travelers to drive to their final destinations to avoid the need for overnight stays en route. The health department at the traveler's final destination must be notified and travelers must be advised to complete their isolation or quarantine at home. For more information, review relevant information on ground transportation in CDC's [Guidance for Transporting or Arranging Transportation by Air of People with COVID-19 or COVID-19 Exposure](#).

CDC routinely works with state and local health departments and the U.S. Department of Homeland Security to prevent travelers from boarding commercial airplanes if they:

- ♦ are known or suspected to have a contagious disease, or
- ♦ were exposed to a contagious disease that poses a threat to the public's health.
 - For more information see [Travel Restrictions to Prevent the Spread of Disease](#).

The parties to an agreement should consider the housing needs of travelers who are unable to return to their residences by private vehicle as they will not be permitted to board commercial flights. Travel by air of people with COVID-19 or close contacts is only permitted in accordance with CDC's [Guidance for Transporting or Arranging Transportation by Air of People with COVID-19 or COVID-19 Exposure](#).

In documenting that the parties to an agreement have deliberated and jointly considered the needs of travelers under quarantine or isolation, including needs relating to security and legal considerations to prevent travelers from violating any mandatory isolation or quarantine, it is assumed that a government entity may issue an order for mandatory isolation or quarantine, and that the cruise ship operator would cooperate with the government entity in addressing security needs.

A standard hotel room with a thermostat on the wall or individual air handling unit is an example of housing that meets the requirement that shoreside housing provide separate ventilation systems for all travelers who are not part of the household.

What if a foreign-flagged cruise ship operator is unable to document the approval of all local health authorities for a port agreement?

In lieu of documenting the approval of all local health authorities of jurisdiction, the cruise ship operator may instead submit to CDC a signed statement from a local health authority, on the health authority’s official letterhead, indicating that the health authority has declined to participate in deliberations and/or sign the port agreement, i.e., a “Statement of Non-Participation.” Additionally, the cruise ship operator can submit to CDC documentation of attempted communication with the local health authority regarding the port agreement if a response is not received or if the local health authority declines to provide a signed statement.

Summary of Previous Changes

November 1, 2021

The definition of cruise ship was narrowed by adding “foreign-flagged,” in accordance with the minor modifications made in the then-existing Temporary Extension & Modification of the CSO. However, *U.S.-flagged* cruise ships previously covered by the CSO could continue to participate voluntarily.

Page last reviewed: February 9, 2022

[RETURN TO AGENDA](#)

COMMISSION
AGENDA MEMORANDUM

Item No. 10a

ACTION ITEM

Date of Meeting March 22, 2022

DATE: February 14, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Jeff Moken, Interim Director Aviation and Business Properties
Steve Kennard, Property Manager

SUBJECT: **First Reading and Public Hearing of Resolution No. 3800 to surplus two Port parcels near S 204th St and 28th Ave S and convey permanent easements**

ACTION REQUESTED

Request First Reading and Public Hearing of Resolution No. 3800: A Resolution of the Port Commission of the Port of Seattle declaring surplus and no longer needed for port district purposes approximately two acres of Port-owned real property, herein referred to as the 28th Ave Parcels "Parcels" and located in the City of SeaTac, King County; and further authorizing the transfer of a portion (approximately 4,000 square feet) of said real property to the Central Puget Sound Transit Authority (Sound Transit) for development of a light rail elevated guideway; and further authorizing the conveyance of permanent easements to Sound Transit required for permanent construction of the elevated guideway.

EXECUTIVE SUMMARY

This is a surplus action and a multi-part request for conveyance by the Port to Sound Transit.

Notice of Surplus Property: The subject Parcels were acquired by the Port with FAA funding in 2007 to mitigate noise impacts on residential property. Ten of the twelve acres of the combined area of the Parcels were conveyed to WSDOT in 20019 for development of the SR 509 extension. WSDOT declined to purchase the Parcels intact and instead purchased only the minimum land area needed for constructing SR 509. Sound Transit also declined to purchase the remaining two acres that now comprise the Parcels and is requiring the Port to sell approximately 4,000sf of the Parcels. It is the Port's intent to declare surplus the entirety of the Parcels and to convey the remainder (after Sound Transit's purchase) to a buyer as soon as reasonably possible and upon approval from the FAA. The Port has not identified an aviation related use for the Parcels.

Request for Conveyance: The sale of a portion of the Parcels and conveyance of permanent easements to Sound Transit will accommodate the extension of Sound Transit's rail line from Angle Lake Station to Federal Way. The elevated guideway which carries the trains will displace 28th Ave S and an adjacent public sewer to the West onto Port property about 25'. If approved,

March 22, 2022

the displaced road will be built on the acquired portion of the Parcels, and the sewer and guideway will permanently encumber the remainder of the Parcels still owned by the Port.

JUSTIFICATION

This action supports an important expansion of Sound Transit’s regional rail system which is responsive to regional governmental policy and voter approval. The Parcels were acquired for noise mitigation and their disposal will include an avigation easement reserving the Port’s rights to operate the airport without obstruction and complaint. The Port has reviewed Sound Transit’s appraisal and agrees that the valuation is consistent with fair market value.

Scope of Work

Execute conveyance documents.

Schedule

Q2 2022

ALTERNATIVES AND IMPLICATIONS CONSIDERED

No alternatives since Sound Transit can require conveyance using its authority of eminent domain.

FINANCIAL IMPLICATIONS

The Port will receive market value for the property sold, and compensation for permanent value diminution resulting from the sewer and guideway easements.

Area	Square Footage	Valuation
Before Fee Take	90,282	\$2,708,460
Fee Take	(4,195)	\$(126,000)
Easement/Encumbrance Value Diminution	-	\$(187,000)
Total Compensation Value	-	Sub Total \$(313,000)
After Fee Take and Easements	86,087	\$2,395,460

All values have been reviewed and approved by Port appraiser.

ATTACHMENTS TO THIS REQUEST

- (1) Property Surplus Resolution No. 3800
- (2) Presentation slides

March 22, 2022

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

July 12, 2007 (signature date)—Related Action—Resolution 3581: Authorization of acquisition of subject parcels

October 22, 2019 (meeting date)—Related Action—Resolution 3762: Surplus resolution for conveyance of a portion of Parcels to WSDOT

**PORT OF SEATTLE
RESOLUTION NO. 3800**

A RESOLUTION of the Port Commission of the Port of Seattle declaring surplus and no longer needed for port district purposes approximately 88,325 square feet (2.3 acres) of Port-owned real property located in the City of SeaTac, King County; and further authorizing the Executive Director, or his designee, to finalize negotiation, prepare and execute all necessary documents to convey in fee and permanent easement a portion of said real property to Sound Transit for use in the development of the Federal Way Link Extension Project

WHEREAS, the voters of King County, pursuant to the provisions of enabling legislation adopted by the Legislature of the State of Washington, Chapter 92, Laws of 1911, RCW 53.04.010, authorized and approved at a special election held in King County on the 5th day of September 1911, the formation of a port district coextensive with King County to be known as the Port of Seattle; and

WHEREAS, the Port of Seattle (the “Port”) was thereupon established as a port district and has since been and now is a duly authorized and acting port district of the State of Washington; and

WHEREAS, the Port owns certain real property consisting of approximately 88,325 square feet (2.3 acres) located in the City of SeaTac, King County, Washington with the legal description as set forth on attached Exhibit A together with the improvements thereon (collectively, the “Property”); and

WHEREAS, the Central Puget Sound Regional Transit Authority (“Sound Transit”) by letter dated July 30, 2021 has offered to purchase a portion of the Property (the “Fee Take Property”), and to obtain a permanent Guideway Easement (the “Guideway Easement”) and a permanent Sewer Easement (the “Sewer Easement”) on other portions of the Property

(collectively, the “Sound Transit Acquisition Property”), from the Port, under threat of condemnation, for the aggregate price of \$313,000 (the “Sound Transit Acquisition Offer”), said offer price being determined based on a market value appraisal prepared by Richard P. Herman, R.P. Herman & Associates LLC, Washington State Certified General Real Estate Appraiser (WA License No. 1100435) (the “Sound Transit Appraisal”); and

WHEREAS, the individual legal descriptions for the Fee Take Property, the Guideway Easement property and the Sewer Easement property are as set forth, collectively, on attached Exhibits B-1, B-2 and B-3; and

WHEREAS, Sound Transit intends to utilize the Sound Transit Acquisition Property in connection with its construction and operation of the Federal Way Link Extension, extending its light system from the Angle Lake Station in the City of SeaTac to the Federal Way Transit Center; and

WHEREAS, the Port has reviewed the Sound Transit Acquisition Offer and the Sound Transit Appraisal, including review of a third-party validity assessment of the Sound Transit Appraisal prepared by Kidder Mathew’s David M. Chudzik, Washington State Certified General Real Estate Appraiser (WA Certificate No. 1102099), the Port’s Member Appraisal Institute (MAI) appraiser; and

WHEREAS, the Port intends to sell at a later date the remainder of the Property (less the portions consisting of the Fee Take Property), consisting of approximately 84,130 square feet (the “Remainder Property”), to a suitable to-be-determined third party, for fair market value, pending subsequent Commission review and authorization;

WHEREAS, pursuant to Chapter 39.33 of the Revised Code of Washington (Intergovernmental Disposition of Property Act) the Port may sell, transfer, exchange, lease or otherwise dispose of real and personal property to the state, any municipality or any political subdivision thereof on such terms and conditions as may be mutually agreed upon by the governing authorities of the participating entities; and

72 **WHEREAS**, a resolution declaring the Property surplus to port district needs and no longer
73 needed for port district purposes is a prerequisite to conveyance of the Sound Transit Acquisition
74 Property to Sound Transit as well as for the eventual sale of the Remainder Property to a suitable
75 third party purchaser; and

76
77 **WHEREAS**, an official public hearing was held March 22, 2022, after notice of such
78 hearing was duly published as provided by law, to consider whether the Property should be
79 declared no longer needed for port district purposes and surplus to port district needs and the
80 proposed conveyance of the Sound Transit Acquisition Property to Sound Transit; and

81
82 **WHEREAS**, the maps and other data regarding the Property, including the Sound Transit
83 Acquisition Property for proposed conveyance to Sound Transit, are on file at the offices of the
84 Port's Airport Properties Division; and

85
86 **WHEREAS**, the Port of Seattle Commission has heard from all persons desiring to speak
87 at the public hearing regarding the proposed surplusing of the Property and conveyance of the
88 Sound Transit Acquisition Property to Sound Transit; and

89
90 **WHEREAS**, the members of the Port of Seattle Commission have considered the proposed
91 surplusing of the Property, the proposed conveyance of the Sound Transit Acquisition Property to
92 Sound Transit, and any comments by members of the public attending the public hearing;

93
94 **NOW, THEREFORE, BE IT RESOLVED**, by the Port Commission of the Port of
95 Seattle that:

96
97 Section 1. The Property, described on Exhibit A attached to this Resolution, is no
98 longer needed for Port purposes and is hereby declared surplus to Port needs.

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100 Section 2. The Executive Director, or his designee, is authorized to finalize
101 negotiation, prepare and execute all necessary documents to convey the Sound Transit Acquisition
102 Property to Sound Transit for the total price of Three Hundred Thirteen Thousand and 00/100
103 Dollars (\$313,000).

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ADOPTED by the Port Commission of the Port of Seattle at a regular meeting thereof, held this ____ day of _____, 2022, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Port Commissioners

**EXHIBIT A
TO
RESOLUTION NO. 3800**

Legal Description of Property

PIN 3445000141

THE SOUTH 140 FEET OF TRACT 19, HOMESTEAD PARK FIVE ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 7 OF PLATS, PAGE 88, IN KING COUNTY, WASHINGTON; EXCEPT THE EAST 5 FEET THEREOF CONVEYED TO KING COUNTY FOR ROAD BY DEED RECORDED IN VOLUME 8 OF DEEDS, PAGE 123.

TOGETHER WITH THAT PORTION OF 26TH AVENUE SOUTH AS VACATED BY ORDINANCE NO. 4010, RECORDED UNDER RECORDING NO. 7901181063, AS WOULD ATTACH BY OPERATION OF LAW.

EXCEPT THAT PORTION OF SAID TRACT 19 CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED UNDER RECORDING NUMBER 2020012801255, IN KING COUNTY, WASHINGTON.

TOGETHER WITH:

PIN 3445000155

TRACT 22, HOMESTEAD PARK FIVE ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 7 OF PLATS, PAGE 88, IN KING COUNTY, WASHINGTON; EXCEPT THE EAST 5 FEET THEREOF CONVEYED TO KING COUNTY FOR ROAD BY DEED RECORDED IN VOLUME 8 OF DEEDS, PAGE 123.

TOGETHER WITH THAT PORTION OF 26TH AVENUE SOUTH AS VACATED BY ORDINANCE NO. 4010, RECORDED UNDER RECORDING NO. 7901181063, AS WOULD ATTACH BY OPERATION OF LAW.

AND EXCEPT THAT PORTION OF SAID TRACT 22 CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED UNDER RECORDING NUMBER 20200128001255, IN KING COUNTY, WASHINGTON.

**EXHIBIT B-1
TO
RESOLUTION NO. 3800**

Legal Description of the Fee Take Property

THAT PORTION OF THE PROPERTY (SAID PROPERTY BEING DESCRIBED IN EXHIBIT "A" ATTACHED HERETO), DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID PROPERTY;
THENCE ALONG THE EAST LINE THEREOF, S00°30'38"E A DISTANCE OF 140.09 FEET
TO THE SOUTHEAST CORNER OF SAID PROPERTY;
THENCE ALONG THE SOUTH LINE THEREOF, N88°29'27"W A DISTANCE OF 21.96 FEET;
THENCE LEAVING SAID SOUTH LINE, N04°21'02"W A DISTANCE OF 17.91 FEET;
THENCE N02°06'16"W A DISTANCE OF 16.61 FEET;
THENCE N02°23'15"E A DISTANCE OF 16.74 FEET;
THENCE N10°33'24"E A DISTANCE OF 43.67 FEET;
THENCE N17°06'51"E A DISTANCE OF 47.50 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 2,309 SQUARE FEET, MORE OR LESS.

TOGEHER WITH:

THAT PORTION OF THE PROPERTY (SAID PROPERTY BEING DESCRIBED IN EXHIBIT "A" ATTACHED HERETO), DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID PROPERTY;
THENCE ALONG THE EAST LINE THEREOF, S00°30'38"E A DISTANCE OF 101.02 FEET;
THENCE LEAVING SAID EAST LINE, S85°38'58"W A DISTANCE OF 15.08 FEET;
THENCE N04°21'02"W A DISTANCE OF 103.04 FEET TO THE NORTH LINE OF SAID PROPERTY;
THENCE ALONG SAID NORTH LINE, S88°29'27"E A DISTANCE OF 21.96 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1,886 SQUARE FEET, MORE OR LESS.

**EXHIBIT B-2
TO
RESOLUTION NO. 3800**

Legal Description of the Guideway Easement Property

THAT PORTION OF THE PROPERTY (SAID PROPERTY BEING DESCRIBED IN EXHIBIT "A" ATTACHED HERETO), DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID PROPERTY;
THENCE S17°06'51 "W A DISTANCE OF 47.50 FEET;
THENCE S10°33'24"W A DISTANCE OF 9.47 FEET;
THENCE N04°20'40"W A DISTANCE OF 55.39 FEET TO THE NORTH LINE OF SAID PROPERTY;
THENCE ALONG SAID NORTH LINE, S88°29'27"E A DISTANCE OF 19.92 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 523 SQUARE FEET, MORE OR LESS.

TOGETHER WITH:

THAT PORTION OF THE PROPERTY (SAID PROPERTY BEING DESCRIBED IN EXHIBIT "A" ATTACHED HERETO), DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID PROPERTY;
THENCE ALONG THE EAST LINE THEREOF, S00°30'38"E A DISTANCE OF 101.02 FEET TO THE **POINT OF BEGINNING**;
THENCE CONTINUING ALONG SAID EAST LINE, S00°30'38"E A DISTANCE OF 55.19 FEET; THENCE LEAVING SAID EAST LINE, N04°20'40"W A DISTANCE OF 55.07 FEET TO A POINT THAT BEARS S85°38'58"W FROM THE POINT OF BEGINNING;
THENCE N85°38'58"E A DISTANCE OF 3.69 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 102 SQUARE FEET, MORE OR LESS.

241 **EXHIBIT B-3**
242 **TO**
243 **RESOLUTION NO. 3800**
244

245 **Legal Description of the Sewer Easement Property**
246

247
248 THAT PORTION OF THE PROPERTY (SAID PROPERTY BEING DESCRIBED IN
249 EXHIBIT "A" ATTACHED HERETO), DESCRIBED AS FOLLOWS:
250

251 COMMENCING AT THE NORTHEAST CORNER OF SAID PROPERTY;
252 THENCE S17°06'51"W A DISTANCE OF 4.11 FEET TO THE **POINT OF BEGINNING**;
253 THENCE CONTINUING, S17°06'51"W A DISTANCE OF 43.39 FEET;
254 THENCE S 10°33 '24"W A DISTANCE OF 40.36 FEET;
255 THENCE N00°42'37"W A DISTANCE OF 69.94 FEET;
256 THENCE N61°56'24"E A DISTANCE OF 23.83 FEET TO THE **POINT OF BEGINNING**.
257

258 CONTAINING 641 SQUARE FEET MORE OR LESS.
259

260 TOGETHER WITH:
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262 COMMENCING AT THE NORTHEAST CORNER OF SAID PROPERTY;
263 THENCE ALONG THE NORTH LINE THEREOF, N88°29'27"W A DISTANCE OF 21.96
264 FEET TO THE **POINT OF BEGINNING**;
265 THENCE LEAVING SAID NORTH LINE, S00°49'23"E A DISTANCE OF 4.95 FEET;
266 THENCE S00°03'50"E A DISTANCE OF 215.40 FEET;
267 THENCE S83°51 '42"E A DISTANCE OF 23.76 FEET TO THE EAST LINE OF SAID
268 PROPERTY;
269 THENCE ALONG SAID EAST LINE, N00°30'38"W A DISTANCE OF 15.10 FEET;
270 THENCE LEAVING SAID EAST LINE, N83°51 '42"W A DISTANCE OF 8.55 FEET;
271 THENCE N00°03'50"W A DISTANCE OF 104.70 FEET;
272 THENCE S85°38'58"W A DISTANCE OF 7.38 FEET;
273 THENCE N04°21 '02"W A DISTANCE OF 103.04 FEET TO **POINT OF BEGINNING**.
274

275 CONTAINING 2,297 SQUARE FEET, MORE OR LESS.

Port of Seattle

Property Surplus and Conveyance to Sound Transit

S 204th St. and 28th Ave S.

Commission Meeting March 22, 2022

Property Surplus and Conveyance to Sound Transit

Subject Parcels Location



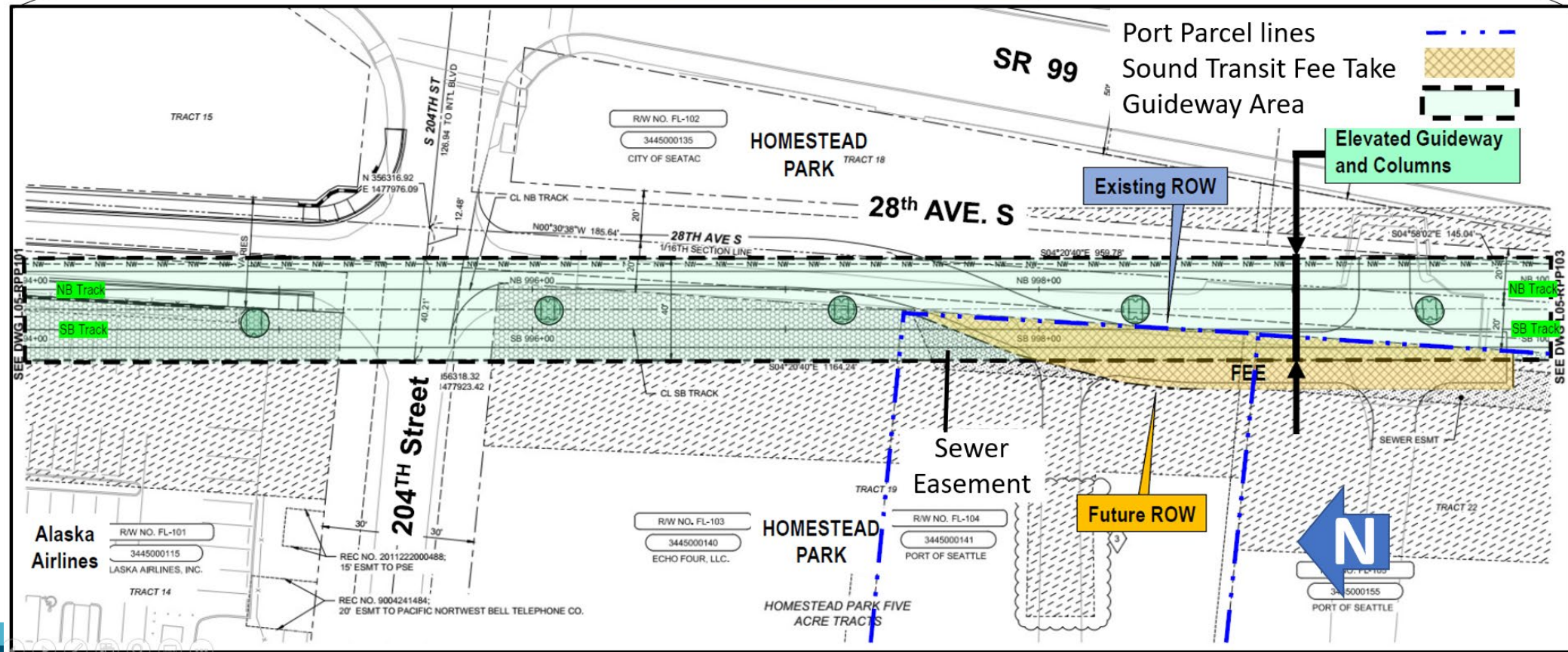
Subject Parcels — — — — —



Property Surplus and Conveyance to Sound Transit

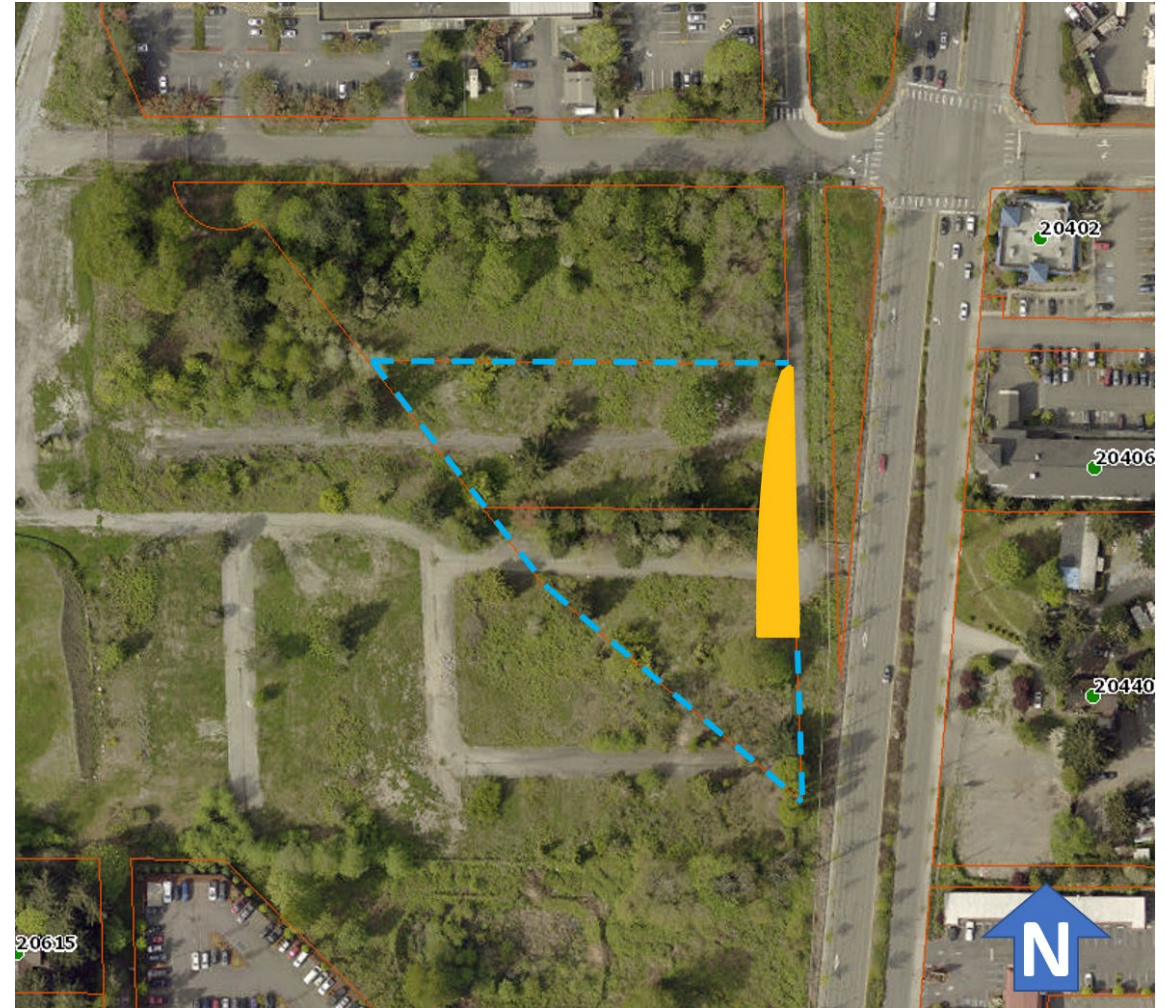
Detail

Sound Transit Fee Take and
Easement Conveyance Areas



Property Surplus and Conveyance to Sound Transit

Area	Square Footage	Valuation
Before Fee Take	90,282	\$2,708,460
Fee Take	(4,195)	\$(125,850)
Easement/Encumbrance Value Diminution		\$(186,800)
Total Compensation Value		\$(313,000)
After Fee Take and Easements (Remainder to be sold)	86,087	\$2,395,460



[RETURN TO AGENDA](#)

COMMISSION
AGENDA MEMORANDUM

Item No. 10b

ACTION ITEM

Date of Meeting March 22, 2022

DATE: March 11, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Wendy Reiter, Director Aviation Security
Wayne Grotheer, Director, Aviation Project Management

SUBJECT: Checkpoint 1 Relocation Construction Authorization (CIP #C801093)

Amount of this request: \$26,700,000

Total estimated project cost: \$37,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to (1) advertise and award a major works construction contract for the relocation of Checkpoint 1 at Seattle-Tacoma International Airport, include a Project Labor Agreement, and (2) use Port crews for support activities. The amount of this request is \$26,700,000 of a total estimated project cost of \$37,000,000.

EXECUTIVE SUMMARY

This project is needed to improve the level of service for airline passenger security screening at the Airport. The Airport currently has five checkpoints spread across the Ticketing Level. The current Checkpoint 1 located at the south end of the Ticketing Level is undersized, has an inefficient configuration, and will not be able to accommodate newer screening technologies proposed by the Transportation Security Administration (TSA). With the current conditions, Checkpoint 1 is only suitable for pre-check passengers, which limits the airport's overall screening flexibility and effectiveness. The relocation of Checkpoint 1 would enable other Main Terminal checkpoint and check-in improvements as part of the Main Terminal Optimization Plan (MTOP).

This project will relocate Checkpoint 1 from its current location on the Ticketing Level to the lower Baggage Claim Level to provide additional screening throughput flexibility and a more adequate level of service for our passengers. Along with supporting upgrades, the project will create new queuing, travel document verifications, and additional security screening lanes which will accommodate future TSA technology.

Meeting Date: March 22, 2022

This project was reviewed and approved by the airport airlines through a majority-in-interest (MII) vote in 2020.

JUSTIFICATION

Inability to accommodate efficient technology and adequate queuing for passenger security processing at Checkpoint 1 will result in continued deterioration of passenger level of service in the Main Terminal as demand increases. Passenger security screening at the Airport is experiencing stints of systemic failure, resulting in excessive wait times and impacts to other terminal processes. Without implementation of additional security screening capacity and efficiency, it is distinctly possible that queues will become unmanageable, resulting in passengers experiencing more and more missed flights.

Relocation of Checkpoint 1 to the lower level would provide additional processing capacity and operation area to improve passenger level of service. An enhanced Checkpoint 1 would provide additional compliant screening lanes, TSA support spaces, adequate queuing to meet peak demand, and flexibility to accommodate current and evolving screening protocols. This lower-level checkpoint will serve all passengers but will primarily benefit passengers using the South Satellite Concourse and passengers dropped off on the arrivals curb during peak departure periods, helping to mitigate curb congestion. It also introduces new opportunities for demand management, which are being considered in other initiatives. Passengers using Checkpoint 1 would have direct access to the South Satellite Transit System platform and ultimately any gate.

Diversity in Contracting

There will be a 14% women and minority business enterprise (WMBE) aspirational goal for the construction contract.

DETAILS

This project will relocate the existing Checkpoint 1 from its current location on the Ticketing Level to a new expanded location on the Baggage Claim Level to increase passenger processing capacity. In addition, the project scope creates a “meeter/greeter” area and circulation in the area for internationally arriving passengers and integration of new public art displays to enhance pre-security civic space at SEA.

Scope of Work

The scope includes the following elements:

- (1) New security lanes designed to current TSA standards
- (2) Demising of security checkpoint from the rest of the Bag Claim level and Gina Marie Lindsey (GML) Arrivals Hall
- (3) Removal of Bag Claim 1 device
- (4) Expansion of glass wall around the GML Hall and the Grand Staircase
- (5) Structural upgrades to support new glass walls
- (6) Removal of architectural elements to increase circulation in the GML Hall

Meeting Date: March 22, 2022

- (7) Upgrades to the controls of the existing air handler serving the GML Hall
- (8) New terrazzo flooring in the GML Hall area
- (9) Creation of a new curved bank of art display cases with lighting
- (10) Provide code compliant egress from the new Checkpoint
- (11) Vertical Circulation Upgrades to four elevators including one full replacement
- (12) Deaccession of The Clearing art wall
- (13) New flight information displays
- (14) Updated wayfinding signage
- (15) Demolition and closure of existing Checkpoint 1 on the ticketing level
- (16) Relocation of the United Baggage Service Office

Schedule*Activity*

Construction start	2022 Quarter 4
In-use date	2024 Quarter 1

Cost Breakdown

This Request

Total Project

Design	\$0	\$5,900,000
Long lead time equipment purchase	(\$600,000)	\$1,900,000
Construction	\$27,300,000	\$29,200,000
Total	\$26,700,000	\$37,000,000

ALTERNATIVES AND IMPLICATIONS CONSIDERED**Alternative 1** – Keep Checkpoint 1 on the Ticketing Level as-isCost Implications: \$2.8MPros:

- (1) No capital investment required.
- (2) All checkpoints will remain on ticketing. Less confusion for the traveling public.

Cons:

- (1) Does not increase checkpoint capacity.
- (2) Current checkpoint will continue to only screen pre-check travelers.

This is not the recommended alternative.

Alternative 2 – Relocation Checkpoint 1 to Bag Claim LevelCost Implications: \$37,000,000Pros:

- (1) Creates ideal amount of space for queuing, document check, screening, and re-composure.

Meeting Date: March 22, 2022

- (2) Provides additional area for passenger screening without expanding the building footprint.
- (3) Locating a passenger screening checkpoint on a different level than existing checkpoints and with additional lanes is likely to provide a moderate benefit to the TSA staffing formula and may result in additional Transportation Security Officers allocated to the Airport.
- (4) Existing Checkpoint 1 location can remain operational during a portion of construction activities.
- (5) Allows other portions of the MTOP program to proceed without having to reduce capacity (based on the current airport wide passenger screening capacity).

Cons:

- (1) Baggage claim level is not a typical location for passenger screening and wayfinding to this checkpoint will likely be challenging to resolve.
- (2) Requires additional TSA staff.

This is the recommended alternative.**FINANCIAL IMPLICATIONS*****Cost Estimate/Authorization Summary***

	Capital	Expense	Total
COST ESTIMATE			
Original estimate	\$40,000,000	\$0	\$40,000,000
Previous changes - net	(\$2,500,000)	\$2,500,000	\$0
Current change	(\$2,400,000)	(\$600,000)	(\$3,000,000)
Revised estimate	\$35,100,000	\$1,900,000	\$37,000,000
AUTHORIZATION			
Previous authorizations	\$7,800,000	\$2,500,000	\$10,300,000
Current request for authorization	\$27,300,000	(\$600,000)	\$26,700,000
Total authorizations, including this request	\$35,100,000	\$1,900,000	\$37,000,000
Remaining amount to be authorized	\$0	\$0	\$0

Annual Budget Status and Source of Funds

This CIP C801093 Checkpoint 1 Relocation was included in the 2022-2026 capital budget and plan of finance with a budget of \$40,000,000. A capital budget decrease of \$4,900,000 was transferred to the Aeronautical Reserve CIP (C800753) resulting in zero net change to the Aviation capital budget. Revised budget includes a transfer of scope from Airline Realignment for the build-out of the United Baggage Service Office. The TSA screening equipment would be treated as public expense and budgeted in the operating budget. The funding source will be the Airport Development Fund (ADF) and revenue bonds.

Meeting Date: March 22, 2022

Financial Analysis and Summary

Project cost for analysis	\$37,000,000
Business Unit (BU)	Terminal Building
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	\$.014 in 2025

Future Revenues and Expenses (Total cost of ownership)

While this security checkpoint has been designed to the most current TSA standards, and thus could accommodate the newest technology, there are no plans in place today to replace security equipment.

ATTACHMENTS TO THIS REQUEST

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

October 22, 2019 – The Commission authorized design of the project, use of Port crews for design support and enabling construction activities, and purchase of owner-supplied security screening equipment.

July 23, 2019 – The Commission was briefed on the Main Terminal Optimization Plan

Checkpoint 1 Relocation

Construction Authorization

Project Scope and Purpose

- This project will relocate the existing checkpoint 1 from the ticketing level to baggage claim.
- The relocated checkpoint will increase the number of lanes from 3 to 5 for higher throughput in passenger screening.
- The relocated checkpoint will include enough queue space to contain passengers at peak periods.

Project Location



Current Configuration



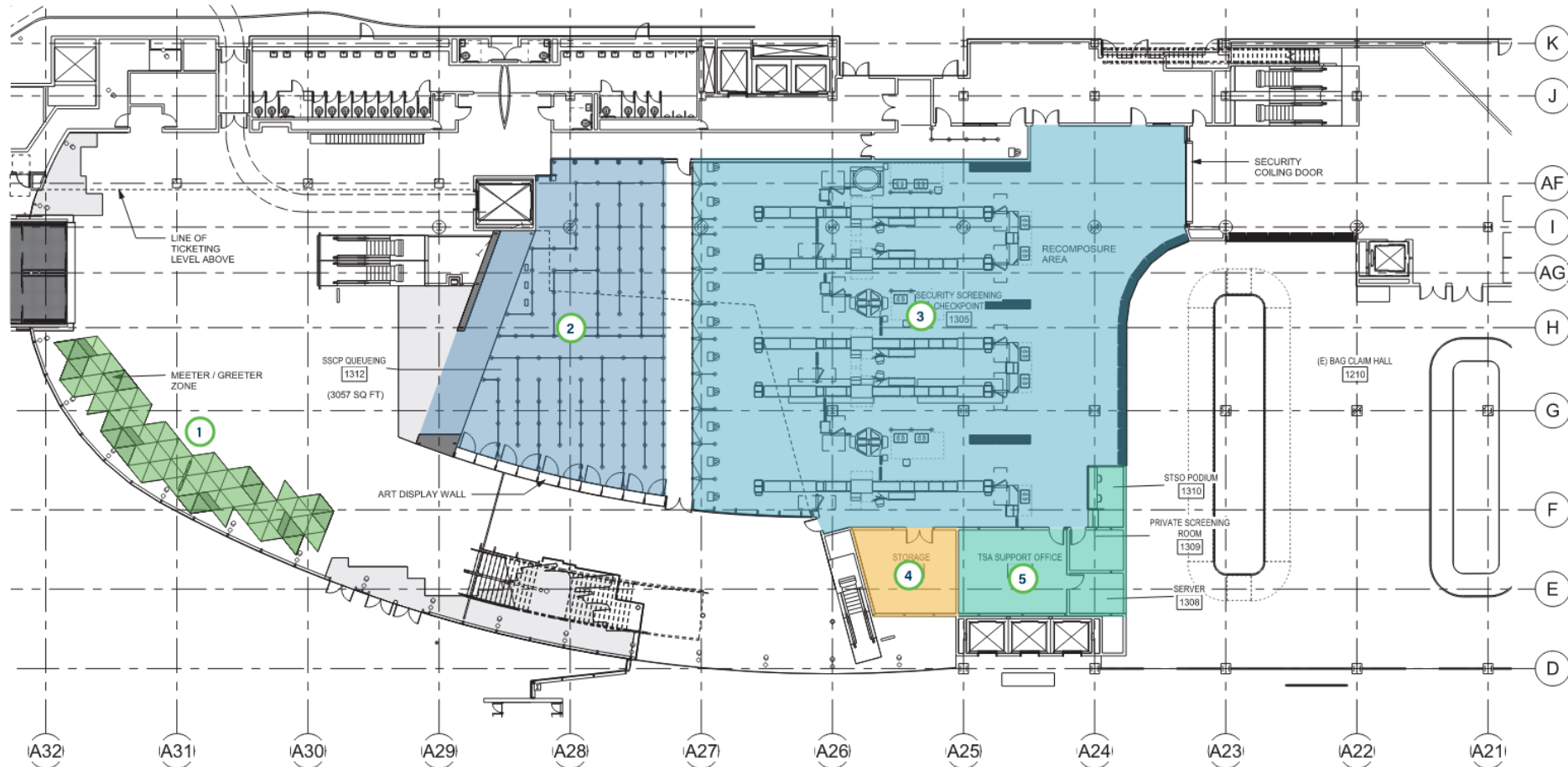
New Configuration

Proposed New Layout

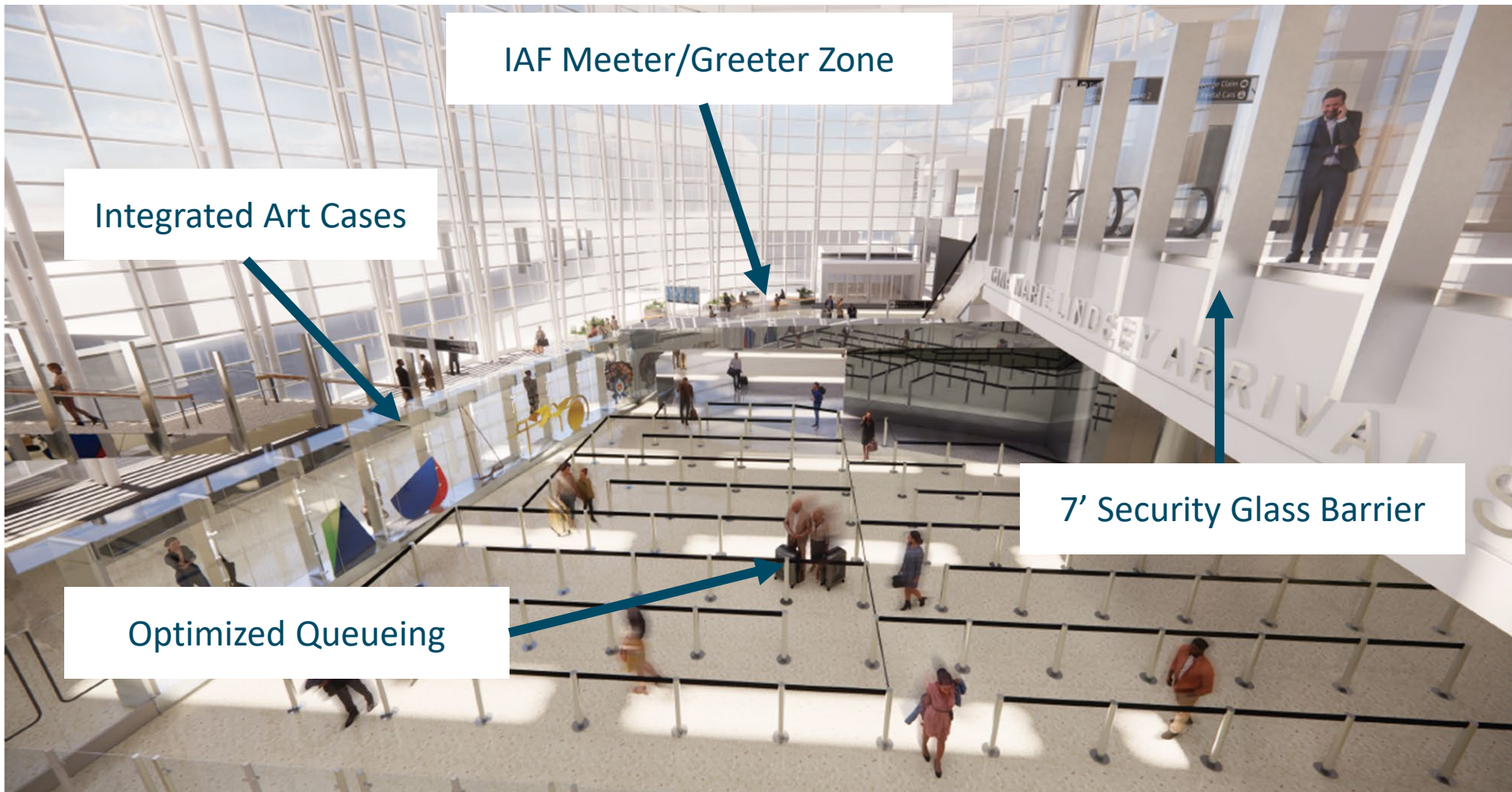
Figure 1-2: Bag Claim Level - Plan

KEY ELEMENTS

1. Meeter / Greeter Zone
2. Queuing Area
3. SSCP
4. Airport Storage
5. TSA Support Space



Proposed New Layout



Integrated Art Displays



Conceptual Rendering



Checkpoint 1 & Duty Free



Project Schedule

Commission Design Authorization	Q4 2019
Design Start	Q4 2020
Design Completion	Q2 2022
Commission Construction Authorization at 90% Design	Q1 2022
Construction Start	Q4 2022
In-use Date	Q1 2024

Budget

Cost Breakdown	This Request	Total Project
Design	\$0	\$5,900,000
Long Lead Time Equipment	\$(600,000)	\$1,900,000
Construction	\$27,300,000	\$29,200,000
Total	\$26,700,000	\$37,000,000

Risks

1. Terrazzo Flooring Area- Full scope of terrazzo floor repair and replacement cannot be determined until the “Clearing” art installation is deaccessioned. [Reference Slide - Appendix 1]

Mitigation: A contingency budget amount has been included for additional terrazzo flooring scope if required.

2. Project Phasing – The new United Baggage Service Office must be complete prior to demolition of the old tenant location, the post-security elevator upgrade must be completed prior to beneficial use of the new checkpoint, and flooring work will require short duration shut- downs of existing public use areas.

Mitigation: Phasing requirements will be written into the construction request for proposals. Construction mobilization and barricade planning will be coordinated based on long lead procurement durations including the new elevator equipment.

Risks

3. Wayfinding Signage Completed Design – Wayfinding prototypes are being created based off the current design documents. Design may be revised between now and construction based on prototype review comments.

Mitigation: A contingency budget amount has been included for potential changes to design based on prototype review.

4. Supply Chain – The construction supply chain has been highly unpredictable due to current events. It is possible that supply chain issues could present during construction which impact schedule and cost.

Mitigation: The project team will attempt to complete submittals and material purchases as early as possible to mitigate unforeseen impacts.

Questions?

Appendix 1 – The “Clearing”



This installation is an approx. 180' arcing wall anchored to the floor which will be deaccessioned as a part of the Checkpoint Relocation. Terrazzo conditions along the extent underneath cannot be fully known until removal.

[RETURN TO AGENDA](#)

**COMMISSION
AGENDA MEMORANDUM**

Item No. 10c

ACTION ITEM

Date of Meeting March 22, 2022

DATE: January 28, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Dave McFadden, Managing Director, Economic Development
Patti Denny, Interim Director, Tourism Development

SUBJECT: International Tourism Marketing Contracts

Amount of this request: \$555,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute contracts to promote international travel through SEA, Cruise oriented travel options and Washington state's tourism opportunities in the UK and Europe as a one-year contract for \$185,000 with two additional one-year options at the rate of \$185,000 per year for a total not to exceed \$555,000.

EXECUTIVE SUMMARY

PORT OF SEATTLE INTERNATIONAL MARKETING FOCUS

The Port of Seattle's Tourism Development Office takes a global approach to tourism marketing with a consistent message to promote:

- SEA as the preferred gateway for the Pacific Northwest, Western Canada, and Western USA
- Seattle as the cruise gateway of choice for Alaska (45% of current market share)
- Seattle and Washington state as unique and exciting pre/post cruise and fly/drive destinations

International trade shows are an efficient and cost-effective way to meet global leisure buyers (tour operators and travel agents) and media. To ensure high visibility and to provide statewide tourism information, we invite Washington destination management organizations (DMOs) to join us in Port sponsored booths to promote cruise/stay and fly/drive itineraries. Over the years, we have been joined by Visit Bellingham, Long Beach Peninsula Visitors Bureau, the Cascade Loop Association, Seattle Southside Regional Tourism Authority, Visit Seattle, Visit Walla Walla and

Meeting Date: March 22, 2022

others for the trade shows, World Travel Market, and ITB-Berlin, and for participation in Go West Summit familiarization tours.

Our Port booth at the U.S. Travel Association’s annual IPW trade show which brings the world to America, enables us to network with international buyers from 70 countries that have been ‘qualified’ to attend by in-market Visit USA Committees. Via scheduled appointments the Port meets with USA specialists from Europe, Asia, Africa, Australia, North America, and South America. Meeting results have provided Tourism with the opportunities to develop a cruise/stay training webinar for Indian cruise specialists, co-op collateral with Holland America Line to promote Seattle city stays in Korea, and Washington itineraries for tour operators that work with Singapore Airlines.

For in-depth efforts, Tourism focuses on countries which provide direct service into the Seattle-Tacoma International Airport (SEA) and/or provide exceptional potential for cruise customers.

Another focus would be countries with the highest propensity of foreign independent travelers (FIT) versus groups. (Much of Washington does not have infrastructure for large groups.) FITs are more likely to travel to explore local cultures and the great outdoors. They also tend to stay longer and spend more throughout state – contributing to economic development opportunities for rural areas and small businesses - not just urban centers. The UK and Germany are strong FIT markets.

INTERNATIONAL MARKETING PARTNERS

Washington state’s international marketing efforts were initially instigated to support long-haul flights from Japan and the UK. The Port established UK representation in 1984. The UK office provided opportunities such as trade show participation, familiarization tours, magazine supplements, and tour operator campaigns and the Port invited the Seattle CVB and Washington State Tourism to join. During this period, Seattle nor the state even participated in U.S. Travel’s IPW due to budget constraints.

Overtime, budgets improved, and the state established representation in Germany and the Seattle CVB established offices in Japan, China, and France. At one time, mid to late 80s, a partnership was created with the state of Oregon to market the destinations as America’s New West Coast Playground. Communication, teamwork, and common goals made the programs work.

As Washington’s international market share grew; the state’s tourism office closed; the Seattle CVB became Visit Seattle with available marketing dollars; and the Port became more strategic on conducting Business to Business (B2B) programs in markets with cruise/stay potential.

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Today, the Port maintains full-time representation programs in the UK/Ireland, Germany/Mainland Europe, and Australia/New Zealand and concentrating on B2B programs. Currently, Visit Seattle's efforts are more Business to Consumer (B2C) driven working with UK and German reps on a project-by-project basis. These B2B and B2C efforts are complementary. Our partnerships will be critical as we rebuild, improve, and grow international visitation.

State of Washington Tourism (SWT) is just launching their new brand into the global arena, working closely with the Port. Together, SWT and the Port are conducting a 2022 in-person UK Sales Mission and a virtual German Sales Mission.

Additional international relationships important to the Port include the partnerships built with airlines serving Seattle and cruise lines calling Seattle Homeport. With the contacts, the knowledge, and the experience, the Port will continue to be a leader in international tourism - strategically focused on bringing tourism to all corners of Washington via cruise/stay and fly/drive itinerary development.

Tourism will take advantage of future international opportunities presented by the U.S. Travel Association, Brand USA, SWT, DMOs and travel trade partners - cruise lines, airlines, tour operators, and the media - for such projects as familiarization tours, trade shows, sales missions, marketing campaigns and press releases, newsletters, and targeted trade campaigns. In 2019, DMOs provided \$250,000 in-kind contributions (lodging, attractions, and experiences) towards the operation of Port familiarization tours.

UK AND GERMAN-SPEAKING MARKET REPRESENTATION - ACTION REQUEST

Tourism targets the UK and German as they maintain multiple direct air service options into SEA and are countries with high levels of cruising enthusiasts. UK/Ireland is Seattle's largest long-haul market with direct air service via American Airlines, British Airways, Virgin Atlantic, Delta Air Lines and Aer Lingus and one-stop connections via United and Icelandair.

Where most of SEA's global business is stronger for outbound traffic, *the UK is unique with an inbound/outbound split of 50:50.*

For Germany, there is direct air service into SEA via Lufthansa and Condor (Alaska Airlines partner) with easy connections via Delta from Amsterdam and Icelandair via Reykjavik. Historically, Germany has been a strong market for the Pacific Northwest with tour operator demand for authentic experiences, outdoors activities, and wide-open spaces aligning with our unique fly and drive opportunities.

Concentrating on these markets with multiple nonstops, Tourism is supporting the Port's commitment to international aviation growth - SEA's new International Arrivals Facility.

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In 2019, the Port welcomed 1.2M cruise passengers - 10% were international visitors. These international passengers are high value in that with their long-haul travels, they can devote more time in-destination, conceivably visiting more of Washington state. European visitors spend more than domestic travelers (according to U.S. Travel Association up to four times as much). Again, Tourism works B2B to encourage travelers to not only cruise from Seattle but also to stay before or after their cruise.

2M Brits cruised in 2019 making it the largest overseas source of cruise passengers outside the USA. Via our UK Cruise Line Industry Association relationship, we have contact with 8,000 British cruise influencers. In 2021, POS/Tourism received World of Cruises' UK Waves Award as 'Highly Recommended Destination' by a jury of peers – key trade and media influencers.

There were 2.4M German cruise passengers worldwide in 2019. It is a rapidly growing source market for pre and post cruise vacations and a strong partnership in Germany exists between POS and NCL (NCL will have four ships sailing from Seattle to Alaska in 2022) for trainings and promotions.

JUSTIFICATION

As we are progressing through the pandemic, the international travel marketplace is proving to be even more competitive than it was previously. Traditional company structures have changed as well as key personnel within those companies. Destinations that are aware and fully utilize their knowledge of the intricate travel distribution network will be the ones with the competitive advantage.

The Association of British Travel Agents (ABTA) and the German Travel Association (DRV) state the majority of travelers utilize the services of a tour operator/travel agent. The Port's targeted B2B focus will allow Seattle and Washington state to be at the forefront of tourism development as we work with the travel channels – receptive operators, tour operators, travel agents, airlines, cruise lines – to ensure ready-to-book Pacific Northwest holidays can be actively promoted and sold.

The 'staying relevant despite the pandemic' matched by adaption, innovation, and the ability to bounce back have been keys to the Port's international success. It is important to note, that Tourism provides the content to our international representatives for training programs, press releases, newsletters, and itineraries.

We know that there has been a change in the profile of visitors to the USA from our key country markets. Prospective visitors have shifted their preference to itineraries that feature smaller, rural destinations and outdoor activities and experiences - that is, away from big cities.

The Port will continue to work through B2B channels to educate the trade so that they can inform their customers about new places to visit, new times to visit, and local practices. Where last year, we called an itinerary, the Ultimate Pacific Northwest Road Trip, we might transition to the Fabulous Green Washington Road Trip.

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The purpose of our RFP is to contract with a qualified agency to represent POS in UK/Ireland and German/Mainland Europe with a B2B focus for sales, marketing, and public relations.

This contract request is in alignment with Century Agenda Strategy:

- Advance this region as a leading tourism destination and business gateway
- Make SEA the west coast “Gateway of Choice” for international travel
- Double the number of international flights and destinations
- Double the economic value of cruise traffic to Washington state

Tourism works closely with Cruise Maritime in a very collaborative and cooperative fashion. We will continue to do so in both international and domestic travel trade arenas. Tourism’s focus is directed toward positively influencing consumers via the travel trade and travel media, while Cruise Maritime concentrates on impacting the cruise industry and deployment. Even though our missions are different, they converge. Collaboration is paramount.

Specific examples of past and continued cooperative efforts include the following:

- Florida SeaTrade Conference
- Participation in Cruise 360, a domestic travel trade show
- Participation in SeaTrade Europe
- China Cruise and Stay Sales Mission with Holland America
- Collaboration on the development of a WeChat platform with a cruise component
- Joint development and implementation of cruise visitor research surveys
- Cruise Connections participation by Tourism
- NCL inaugural activities including hosting NCL staff, travel trade and travel media
- Weekly meetings geared to share information, ensure collaboration and alignment

SCOPE OF WORK

Conduct press travel and trade services, including, but not limited to the following:

- (1) In consultation with the Port of Seattle, develop and supervise a comprehensive travel trade and media strategic marketing plan for the UK/Ireland, and Mainland Europe. The plan should include bi-monthly progress reporting to provide high-level market updates, media and trade familiarization tour information, promotion reviews and valued press clippings.

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- (2) Use UK CLIA Associate Partnership to positively impact CLIA travel influencers/agents to increase Alaska cruise traffic and pre/post travel in Washington state. Participate in specific CLIA-related programs that may include UK CLIA Annual Conference, enhancement of the Port's online training program and use of UK CLIA webinars, podcasts, newsletters, e-blasts, and other targeted communication activities.
- (3) Investigate Europe CLIA opportunities including participation in cruise trade shows, media events, travel agent training programs and webinars.
- (4) Represent the Port at Visit USA Association meetings as well as other pre-approved media/travel trade cruise related functions.
- (5) Develop a schedule for CLIA UK, CLIA Europe, Visit USA Committee and travel trade/media activities for which you would represent POS.
- (6) Work with POS to develop themes for new itineraries which could be pitched to receptive tour operators for packaging and then promoted to travel industry and media.
- (7) Distribution of newsletters (content to be provided by POS) reflecting itinerary themes and new destination developments to travel trade and media. Identify metrics that will be employed to illustrate effectiveness of newsletters.
- (8) Summarize your trade database with POS (understanding GDPR restrictions) to highlight your cruise, USA specialists, and leisure travel contacts. Identify a list of 15 key travel trade targets to consider in 2022 for campaigns including their preferred receptive tour operator.
- (9) Organize travel trade familiarization trips.
- (10) Public relations efforts to include the identification of potential story angles (content to be provided by POS) for broadcast, print or digital release.
- (11) Summarize your press database with POS (understanding GDPR restrictions) to highlight your contacts in the world of cruise, aviation, outdoor recreation, and USA specialists. Identify a top list of 15 media to target for special attention in 2022.
- (12) Organize media familiarization trips.
- (13) Investigate co-op multi-platform marketing strategies with cruise influencers with measurable return on investment. (Separate funding can be considered.)
- (14) Assist POS with securing appointments for the Go West Summit and IPW, U.S. Travel Association's premier travel trade event. Offer the possibility of POS add-on activities during State of Washington Tourism sales missions, World Travel Market and ITB participation.

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- (15) POS maintains the UK website, www.SeattleCruiseAlaska.co.uk. This site provides us with the opportunity to share information on cruising, SEA, itineraries, and Tool Kit, as well as storing newsletter/press releases. The site is older and technical improvements could be made. Evaluate current websites and suggest upgrade and improvements including cost.
- (16) Maintain the excellent UK and European airline and cruise line relationships the Port has built to secure support for media and trade familiarization tours to promote Alaska cruising and Pacific Northwest tourism development. Work with key partners to leverage budget - cruise lines, tour operators and media.

ALTERNATIVES AND IMPLICATIONS CONSIDERED**Alternative 1 – Do not propose an agreement for UK/Europe representation****Cost Implications:** \$555,000 total for three years**Pros:**

- (1) Reduces specific budget request by up to \$185,000 a year, which could be used for other types of tourism promotions.

Cons:

- (1) The Pacific Northwest and cruising from Seattle to Alaska are recognized as bucket-list holidays in the international marketplace. Not promoting cruising from Seattle and educating travel influencers about extending their stays in Seattle and Washington will do harm to the destination's momentum and ability to increase the number and economic value of the international cruise travelers.
- (2) It would eliminate the possibility of leveraging the good will and successful promotions over the past few years and would erode support for the cruise / tour operators that currently sell the destination.
- (3) It would erode the Port's leading role as a tourism advocate and economic asset for our region.
- (4) Promotions of SEA's new International Arrivals Facilities would be limited.

This is not the recommended alternative.**Alternative 2 – Request authorization for a UK /Europe agreement for up to three years at an estimated cost not to exceed \$555,000.****Cost Implications:** \$555,000 total for three years**Pros:**

- (1) This new agreement will reinforce the Port of Seattle's commitment to increasing the economic value and numbers of international cruise travelers experiencing Seattle and all of Washington state.

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- (2) This agreement will maintain and grow the momentum in these markets and provide funding for targeted promotions, medial familiarization projects and pro-active planning to grow international cruise visitor stays in Seattle and Washington.

Cons:

- (1) By not executing an agreement, the Port's leading role as a tourism advocate and economic asset for our region would be diminished and international cruise traffic from the UK and Europe would be negatively affected.

This is the recommended alternative.

POTENTIAL FOR WMBE / SMALL BUSINESS OPPORTUNITIES:

As part of the Port of Seattle's efforts to affirmatively expand its focus to increase WMBE participation on Port's contracts, staff will be reviewing the firms' affirmative efforts in their plan to achieve the Port's WMBE aspirational goals.

FINANCIAL IMPLICATIONS

The 2019 Economic Development operating budget includes \$185,000 for this purpose. The source of funds is the King County tax levy.

ATTACHMENTS TO THIS REQUEST

- (1) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 22, 2019 – The Commission authorized the Executive Director to execute a UK/Europe representation one year contract for \$185,000 with two additional one-year options at the rate of \$185,000 per year for a total not-to-exceed \$555,000.

July 14, 2015 – The Commission authorized the Chief Executive Officer to execute a contract for tourism consulting services in the United Kingdom, for a cost not to exceed \$750,000 with contract duration of one year plus 2 one-year options.

United Kingdom/Europe Tourism Marketing Contracts

Tourism Development
Department



UK/Europe In-Market Representation

Requesting Commission authorization for the Executive Director to execute a contract to promote Port gateways and Washington state tourism opportunities in the UK and Europe as a one-year contract for \$185,000 with two additional one-year options at the rate of \$185,000 per year for a total not to exceed \$555,000.



Promoting International Travel

- The Port started marketing its international gateways in 1984 with an emphasis on:
 - Supporting SEA's existing international carriers
 - Attracting new international routes and air service to/from SEA
- We bolstered these marketing efforts to support the growing Alaskan Cruise market
- We have also accented Washington's **pre/post cruise and fly/drive destinations**



International Travel Marketing – Who Does What

Washington State, Visit Seattle and the Port are the primary partners that have had **foreign representatives/offices** promoting international travel to Seattle and Washington State

Washington State:

- Tourism representation/office in Germany **closed years ago**
- Just now relaunching efforts – **no foreign representation**

Visit Seattle:

- Tourism representation/offices in Japan, Korea, China, Australia, France, Germany and United Kingdom
- **Curtailed representation during pandemic – slowly rebuilding international representation**

Port of Seattle:

- Tourism representation/offices in UK/Ireland, Germany and Australia/New Zealand
- **Maintained representation** – scaled back somewhat in 20/21 due to pandemic



United Kingdom: USA's biggest Overseas Market

- UK is the USA's biggest overseas market representing 8% of all inbound travel – 4.87M in 2019
- **SEA largest long-haul market** with direct air service via American Airlines, British Airways, Virgin Atlantic, Delta Airlines and Aer Lingus
- **SEA inbound/outbound UK traffic is 50:50 split.** (SEA maintains a stronger outbound traffic in all other markets even by foreign flag carriers.)
- 2M Brits cruised in 2019 making it the largest overseas source of cruise outside USA



German Market Potential

- **Germany is the largest and wealthiest source market in Continental Europe** - ranked 3rd in the world in 2019 for international tourism expenditures – USA \$93.2B
- **Direct air service into SEA via Lufthansa and Condor** (Alaska Airlines partner) plus easy connections via Delta from Amsterdam and Icelandair via Reykjavik
- **2.4M German cruise passengers worldwide in 2019**. It is a rapidly growing source market for pre/post cruise vacations. Port maintains a strong partnership in Europe with NCL.
- Tour operator demand for authentic experiences, outdoor activities and wide-open spaces **align with fly/drive opportunities in Washington** supporting SEA long-haul travel.



Tourism Marketing Efforts

- Port of Seattle implements Business to Business (B2B) marketing initiatives through travel agents
 - International consumers still purchase their holiday and international travel primarily through local travel offices
 - Travel agents are affiliated with tour operators that offer travel packages and itineraries. Some the travel agents work for the tour operators, and some are independent.
- We showcase itineraries that utilize this **B2B** distribution network:
 - Destinations/Hotels/Attractions »
 - **Receptive Tour Operator (RTO)** »
 - Tour Operator » Travel Agent » Consumers
- Our B2B approach supports and compliments the marketing efforts of **Visit Seattle** and the **State of Washington Tourism**

NEW PACKAGED ITINERARIES FOR SEATTLE & WASHINGTON STATE

1 ULTIMATE PACIFIC NORTHWEST ROAD TRIP
Olympic and Mount Rainier National Parks highlight this fly-drive that includes stunning mountain vistas, a temperate rain forest, miles of unspoiled ocean beaches, charming seaside towns, and unique urban centers while offering numerous options to explore nature by land and water.
Rocky Mountain Holiday Tours chris@rmht.com

2 NATURAL WONDERS OF WASHINGTON STATE
Experience the geographic diversity of Washington state: the grandeur of the Cascade Mountains, the high plateaus of Central Washington and the wide-open spaces in Eastern Washington. Learn about the unique events that formed this dramatic landscape while visiting cities and towns that showcase the best of Washington.
InquisiTours' group tour guy@inquistours.com

3 WANDERING WASHINGTON WATERWAYS
Use Washington's waterways to explore the diverse communities surrounding the Salish Sea. Seattle, coastal seaports, and incredible islands offer boutique shops, galleries, sea-to-table dining experiences and numerous opportunities for wildlife viewing and whale watching, hiking, biking, kayaking, ziplining and more.
American Tours International (ATI) FITSales@americantours.com

4 WASHINGTON VINEYARDS & VOLCANOES
A gastronomic fly-drive of Washington and Oregon that highlights both states' wine country, the Columbia River Gorge National Scenic Area, Mount St. Helens National Volcanic Monument, Mount Rainier National Park, Portland and Seattle. See, sip, and savor the best of the Pacific Northwest.
Travalco sales@travalco.com

5 NATIVE AMERICAN HIGHLIGHTS OF WASHINGTON STATE
Native American culture is woven into the fabric of the Pacific Northwest. Discover the heritage, legends, traditions, and art throughout Western Washington as you explore cities, tribal lands, cultural centers, contemporary galleries, and Olympic National Park.
Rocky Mountain Holiday Tours chris@rmht.com

6 A TASTE OF SEATTLE Pre/Post Alaska Cruise
The perfect introduction to Seattle, a vibrant hub where nature and technology meet, and the past and the future are present. One-of-a-kind attractions, culinary experiences, renowned coffee, and award-winning Washington state wines and more await.
Bonotel Sales@bonotel.com

7 FAMILY-FRIENDLY WASHINGTON
A three-city Hub-and-Spoke itinerary that allows more time in each destination. Attractions, tours, museums, history, nature, and wildlife viewing are combined to create a truly memorable, and educational, family holiday. Visits to Seattle, Bellingham and Olympia are followed by Mount Rainier National Park.
ATP gisa.hanson@atptravel.com

Tourism Marketing - Trade Shows

Strategy: Market Seattle and Washington State travel itineraries at key travel industry trade shows:

- U.S. Travel Association's IPW
- ITB-Berlin
- World Travel Mart

Port staff set up appointments (ex. 60+ at IPW) with tour operators, airlines, cruise lines and media. Booth visitors present additional contacts.

A key Port emphasis at trade shows/meetings is to provide bookable itinerary products. We highlight itineraries crafted with key business partners such *ATI, ATP, Bonotel, InquisiTours, RMHT, and Travalco* who, in turn, showcase our tours in **70 different countries** to **7,000 travel trade businesses** worldwide.



56 Daily Express Saturday, October 23, 2021

OXIST

144

Tour Operator Marketing Campaign – Barrhead Travel



Window Display

USA tour operator in Scotland/Northern England.

33% of their turnover is cruise - \$420M annually.

Traditionally sold more Vancouver departures.

2022 POS campaign with Princess Cruises and Royal Caribbean to promote Seattle includes:

- Dedicated Seattle landing page on website:
<https://www.barrheadtravel.co.uk/worldwide/usa/seattle>
- 100,000 database e-shots linking to landing page
- **Window poster displays in 180 retail High Street shops**
- Digital screen ads inside High Street shops
- Social media outreach via Instagram and Facebook
- Seattle banners and tiles on Barrhead website

2022 Tour Op Campaign – Gold Medal Travel

Gold Medal Travel is a leading British B2B tour operator with a network of 3,500 travel agents. Their cruise arm, **Cruise Plus**, provides agents with tailor-made worldwide cruising options in combination with ground packages

April 2022 campaign elements:

- Highlight in Gold Medal's Cruise Plus mini-brochure
- Mini-brochure distribution via 4 UK Travel Trade Road Shows
- Dedicated website landing-page during campaign
- Dedicated E-shot
- 2 Posters with tactical offer, key USPs and hero image
- Social media outreach

Facebook: 12,500 Followers

Messaging for above tools to include:

Holland America brand overview

Port of Seattle key selling points

6 Handpicked Seattle/Washington itineraries

**Cruise Plus/Holland America Line/Port of Seattle
create joint marketing campaign
to promote cruising from Seattle**

Promoting Alaska Cruise With Norwegian Cruise Lines



Road Show targeting 12 cities in Germany, Switzerland & Austria - March 29 – April 8, 2022

Road Show to educate travel agents/media on:

- NCL fleet and Alaska packages
- Seattle as the preferred gateway for Alaska
- Pre/Post tours to Seattle and Washington state

Audience: 400 travel agencies & local media

Format:

PowerPoint, videos, and talks presented by POS German representative



The Port of Seattle - More for you to sell

The Port of Seattle, on the beautiful Pacific Northwest USA coast, is the port for cruising to Alaska. In 2014 45% of cruises to Alaska sailed from Seattle, with 7 international cruise lines carrying 1.2 million passengers.

Why not encourage your clients to stay longer and enjoy pre or post-cruise touring packages combining Seattle's unique urban attractions with Washington State national parks (Mt. Rainier/North Cascades/Olympic), expansive wild Pacific Ocean beaches, rainforests, volcanic mountains, historic seaport towns and award-winning vineyards.

Our brand new [travel trade webpage](#) has lots of information to help you sell:

New itineraries bookable direct from Receptives:

- An ultimate open spaces road trip
- Boats, waterways and whale-watching
- Native American culture
- Wine-tasting, Volcanoes... and more
- Images and videos - free to use and help you promote this stunning region
- Port of Seattle Cruise & Stay Guide - everything you need to know about cruising and touring the Port of Seattle.

Cruise Lines of America UK Partnership



Multiple engagements with 8,000 UK CLIA members

- Keep current, POS profile on CLIA UK website
- Provide POS features for E-Newsletters targeting some 16,000 cruise influencers
- Participate in Media & Trade Cruise Workshops
- Promote POS Cruise & Stay Training Webinar
- Provide full-page ad for annual CLIA 2021 Yearbook

CLICK HERE FOR THE TRAVEL TRADE & MEDIA TOOLKIT
PORT OF SEATTLE

Prime Time To Market: International Travel Recovery

COUNTRY	2019	2019 v. 2018 Percent Change	2020	2020 v. 2019 Percent Change	2021 Projected	2021 v. 2020 Percent Change	2022 Projected	2022 v. 2021 Percent Change
Canada	1,740.0	1%	337.0	-81%	249.2	-26%	1,157.0	364%
China	166.0	-10%	24.2	-85%	11.8	-51%	45.2	283%
United Kingdom	75.5	-8%	12.6	-83%	10.9	-13%	37.4	243%
South Korea	76.4	3%	14.5	-81%	5.6	-61%	23.5	320%
Japan	53.2	11%	13.3	-75%	5.1	-62%	21.1	314%
India	48.7	4%	10.0	-80%	4.0	-60%	15.8	295%
Germany	47.2	1%	7.4	-84%	6.1	-18%	22.8	274%
Australia	36.8	-1%	6.2	-83%	4.2	-32%	15.5	269%
France	21.2	3%	3.1	-85%	2.8	-10%	9.5	239%
Mexico	18.6	-7%	8.3	-56%	8.2	-1%	15.6	90%
Total Overseas	721.4	0%	128.7	-82%	97.1	-25%	291.5	200%
Total International	2,480.0	1%	474.0	-81%	354.5	-25%	1,464.0	313%

VISIT
seattle

- **U.S. Travel Association projects major 2022 recovery for international visitation**
- **Optimism for Cruise:** 2022 bringing 296 sailings with strong global sales in-play
- **Seattle/Washington provides compelling/unique enticements:**
 - IAF Opening -- Waterfront Development -- 3 National Parks



Questions?

RETURN TO AGENDA

AGENDA ITEM 10d, Proclamation
(To be distributed under separate cover)

RETURN TO AGENDA

COMMISSION
AGENDA MEMORANDUM

Item No. 11a

BRIEFING ITEM

Date of Meeting March 22, 2022

DATE: February 25, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Lance Lyttle, Managing Director, Aviation Division
Marco Milanese, Senior Community Engagement Manager, External Relations
Eric Schinfeld, Senior Federal and International Government Relations Manager, External Relations

SUBJECT: SEA Stakeholder Advisory Round Table (StART) 2021 Annual Report

EXECUTIVE SUMMARY

The Port of Seattle developed the SEA Stakeholder Advisory Round Table (StART) in 2018 to enhance cooperation between the Port and the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way. This voluntary, non-governing, regional roundtable is convened by the Aviation Managing Director and was developed in partnership with the leadership from the Highline Forum-member cities and other representational entities.

StART provides all parties with the opportunity to:

- Support meaningful and collaborative public dialogue and engagement on airport-related operations, planning and development;
- Provide an opportunity for the Highline Forum-member cities to inform the airport-related decision making of the Port of Seattle and other jurisdictions/organizations;
- Raise public knowledge about the airport and its impacts, and, of most significance
- Focus on practical solutions to reduce the impact of the airport on Highline Forum-member cities.

On January 26, 2021, StART, after months of negotiations, formally revised its Operating Procedures. Among the numerous changes, the revised Operating Procedures established a more formal relationship with the Highline Forum, created a Steering Committee that provides StART with shared strategic direction, offers the StART membership greater input on the facilitator and strengthened the behavior expectations for the entire membership.

StART's major accomplishments are primarily the result of efforts initiated by its two working groups: The Aviation Noise (AN) Working Group and the Federal Policy (FP) Working Group.

In 2021, the AN Working Group, with a mission to prioritize and explore potential near-term actions to reduce and prevent aviation noise, continued to focus its efforts on its Aviation Near-Term Noise Action Agenda. This included reviewing and refining work associated with several of the agenda's initiatives and exploring new potential initiatives to include within the agenda.

Meeting Date: March 22, 2022

The FP Working Group has a mission to change federal policies and regulations that can give the FAA, the Port and the communities more tools, resources and flexibilities to address aircraft noise and emissions concerns. It has developed and continues to implement a shared Port-Cities Federal Policy Priorities agenda. In 2021, the FP Working Group prioritized advocacy surrounding federal Fiscal Year 2022 appropriations, the Infrastructure Investment and Jobs Act, and the Build Back Better Act.

In 2022, expect the AN Working Group to continue to prioritize efforts that fit within its Aviation Near-Term Noise Action Agenda. For the FP Working Group, expect a continued focus on advocating for shared federal priorities, particularly through the Build Back Better Act, federal Fiscal Year 2023 appropriations and the 2023 FAA Reauthorization Act.

StART OVERVIEW

Cognizant of SEA's growth and the community impacts associated with that growth, the Port of Seattle is committed to building open relationships with the community and local jurisdictions that foster trust, accountability and collaboration. An important component of that commitment is the creation of StART in early 2018.

The Port of Seattle, in collaboration with the six Highline Forum member-cities and other representational entities, developed StART to enhance cooperation between the Port and the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way. This voluntary, non-governing, regional roundtable is convened by the Aviation Managing Director, Lance Lyttle, the Chair of StART.

StART enables a forum that fosters a spirit of good will, respect and openness while encouraging candid discussion between the Port and residential and business community members from the Highline Forum-member cities.

Each city designates three members to serve on StART who are joined by representatives from Alaska Airlines and Delta Air Lines, an air cargo representative and Port staff. The Federal Aviation Administration (FAA) provides agency expertise.

Meetings, in 2021, were facilitated by Brian Scott, BDS Planning & Urban Design.

StART created two working groups to empower StART's members to work on identified priorities between StART meetings: The Aviation Noise (AN) Working Group in late 2018 and the Federal Policy (FP) Working Group in early 2019.

Meeting Date: March 22, 2022

MEMBERSHIP & REVISED OPERATING PROCEDURES

Though interrupted by COVID, the Port and all six Highline Forum-member cities collaborated throughout 2020 to address ways to increase StART's effectiveness and shared accountability. On January 26, 2021, an updated set of operating procedures, including a revised Code of Conduct, was confirmed by the Highline Forum-member cities and the Port. Some of the major changes to the Operating Procedures include:

- A more formal relationship between the Highline Forum and StART.
- A Steering Committee that provides support, guidance, and strategic direction for StART.
- Feedback annually on the facilitator's management of StART meetings and members.
- Strengthened behavior expectations and clarified responsibilities for all with adhering to StART's Code of Conduct.

By-mid-2021, all Highline Forum-member cities had appointed their two community representatives to serve on StART and StART again reached full representation.

AVIATION NOISE WORKING GROUP

In June 2019, StART formed its first working group: The AN Working Group comprised of a subset of StART members, Port staff and additional staff from the Highline Forum-member cities and other representational entities along with a noise consultant to provide expert advice. Its assignment: prioritize and explore potential near-term actions to reduce and prevent aviation noise.

Aviation Near-Term Noise Action Agenda

In 2021, the AN Working Group focused on reviewing and refining work associated with several of the agenda's initiatives and exploring new potential initiatives to include within the agenda, including:

(1) **The Late Night Noise Limitation Program** – Voluntary measure to reduce late night noise by incentivizing air carriers to fly at less noise sensitive hours or transition to quieter aircraft. Program commenced in July 2019 with regular reporting each quarter to external audiences. In 2021, Port staff began to meet again directly with air carriers who had the most noise exceedances during the late night hours. In 2021, the program achieved its first significant success when EVA Airways, because of the program, made the switch to a quieter aircraft during the late night hours.

(2) **Runway Use Plan** – Informal Runway Use Plan, implemented in late 2019, to minimize use of the Third Runway during the late-night hours (12:00 AM to 5:00 AM). Late night operations on the Third Runway have dropped dramatically since implementation of the Runway Use Plan from an average of 12 nightly landings pre-implementation to an average of one nightly landing in 2021. Runway usage continues to be monitored with regular reporting at StART meetings.

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(3) **Glide Slope Adjustment** – Raise Runway 34R’s glideslope to lessen aircraft approach noise. The 34R glide slope adjustment is incorporated into an airport taxiway reconfiguration project. Preliminary design is now complete. Implementation is contingent on the Sustainable Airport Master Plan’s (SAMP) finalization and FAA approval. A three degree glideslope on Runway 34R seven miles south of SEA will equate to aircraft being roughly 184 feet higher than they fly currently.

(4) **Monthly Noise Comment Reporting** – Provide up-to-date, accessible information on noise complaints and comments submitted by the public. Online monthly reporting began with June 2020 and updates are provided at StART meetings on a regular basis.

(5) **Noise Abatement Departures Profiles Analysis** – Analyze the feasibility of implementing a “distant” departure profile to lessen aircraft departure noise for farther out airport communities. Though a “distant” departure profile could lessen noise, the analysis also identified a possible uptick in noise for close-in neighborhoods. Consequently, the AN Working Group agreed to not pursue any additional proactive measures to promote the distant procedure with air carriers.

(6) **Ground Noise Study** – Analyze airfield ground noise sources and identify potential mitigation measures. Airfield ground noise sources identified in the study include taxiing, takeoff rolls, reverse thrust upon arrival, auxiliary power unit (APU) use and engine maintenance run-ups. The study’s noise monitoring and modeling is complete and potential mitigation measures are being developed by the consultant team.

(7) **Rolling Takeoffs** – Establish rolling takeoffs as the preferred takeoff procedure during periods of light air traffic. A noise monitoring effort will soon be implemented to evaluate whether there is a measurable noise difference of instituting a rolling takeoff versus a traditional takeoff. Results to be shared with the AN Working Group.

In 2022, the AN Working Group will continue to identify and analyze sources of aviation noise and explore new action items that could be undertaken as part of its Aviation Near-Term Noise Action Agenda.

FEDERAL POLICY WORKING GROUP

The Port of Seattle is extremely limited in its authority to address some of the core issues that local residents have expressed about aviation: it has no authority to set flight paths or control when planes take off or land; it is required by federal law to accommodate all legitimate airline requests; it cannot determine what airplanes or engines are used by airlines; and airport revenue can only be used for noise insulation if the properties are within the FAA’s approved 65 DNL noise contour.

For those reasons, StART formed a FP Working Group – to identify areas of consensus and collaboration between the Port and airport cities on new tools, new authorities, new resources, new approaches and new engagement from the federal government, and to engage Members of Congress in pushing for these shared priorities.

Meeting Date: March 22, 2022

Over a year-long period, the Port and the airport cities successfully identified a significant number of shared federal policy priorities – both implementation of existing laws from the 2018 Federal Aviation Administration (FAA) Reauthorization Act as well as new policies and investments to pass into law. They are as follows:

FAA Reauthorization Provisions:

While all the FAA Reauthorization noise provisions are important, there are three top priorities – 1) the provisions related to evaluation of the 65 DNL noise standard (sections 173, 187 and 188), 2) the study of the impact of overflight noise on human health (section 189), and 3) the proposed environmental mitigation pilot program (section 190). The timely and effective execution of these provisions are well aligned with community concerns and have the potential for substantive benefit to the region.

- **Sections 173/187/188:** In terms of the 65 DNL, the FAA put out a brief report finding that the 65 DNL is the only viable metric, but the FP Working Group is interested in them taking a more comprehensive review of this topic. The FAA also recently released its comprehensive and detailed survey of noise annoyance levels, and the findings of this study will be a key driver of next steps related to noise mitigation best practices. The Federal Policy WG is urging policy guidance based on the release of the survey as soon as possible.
- **Section 189:** As one of the metropolitan areas called out in the legislation for focus of the human health study, the FP Working Group is particularly interested in the scope, methodology and findings of the study of health and economic impacts of overflight noise. In addition to urging swift action on this provision, the Federal Policy WG would like to be engaged with the FAA and the research university carrying out this work throughout the process.
- **Section 190:** The Puget Sound region is known for both its innovation and commitment to sustainability, and so the FP Working Group was very excited about the potential for a pilot program that would allow for experimenting with new approaches to reducing or mitigating aviation impacts on noise, air quality, or water quality. The FP WG certainly intends to apply for this funding, but also offer its willingness to provide input to the design and structure of the grant program. The Federal Policy WG also looks forward to working to ensure sufficient appropriations for this provision.

New Legislation:

There are also pieces of legislation that the FP Working Group believe would help move its priorities forward:

- **Representative Smith’s Protecting Airport Communities from Particle Emissions Act,** which would direct the FAA to report on ultrafine particles and their health impacts for communities around 10 of the busiest U.S. airports. The study would also analyze the potential impacts of mitigation options, emissions reductions, and the increased use of aviation biofuels.

Meeting Date: March 22, 2022

- **Representative Lynch's Air Traffic Noise and Pollution Expert Consensus Act**, which would direct the FAA to enter into appropriate arrangements with the National Academies of Sciences, Engineering, and Medicine to provide for a report on the health impacts of air traffic noise and pollution.
- **Representative Smith's legislation that would allow for secondary noise mitigation investments in previously insulated homes**, in specific situations where those noise reduction packages failed or were flawed in some way.
- **Representative Smith's legislation that would provide EPA funding for research and mitigation efforts related to aircraft noise and emissions.**
- **The Sustainable Skies Act**, to incentivize the production and implementation of sustainable aviation fuels through a tax credit for sustainable aviation fuels blending

New Investments:

- **More funding for the existing FAA noise insulation program** – The FP Working Group supports increased set asides for airport improvement grants for airport emission reduction projects, airplane noise mitigation and other airport projects that reduce the adverse effects of airport operations on the environment and surrounding communities.
- **Funding for a "Healthy Ports Initiative"**, to provide federal funding for environmental justice programs in near-port communities. The House-passed Build Back Better Act included \$3.5 billion for a "Healthy Ports Initiative" to "support programs to mitigate the cumulative impacts of air pollution on neighborhoods near ports, often communities of color." The bipartisan \$1.2 trillion Infrastructure Investment and Jobs Act also included some funds for programs that address these issues - including funding to reduce drayage truck idling and to address indoor air quality in public schools.
- **More funding for research and deployment of sustainable aviation fuels as well as other low-zero carbon alternative fuels for ground transportation vehicles such as renewable natural gas and electrification** – The FP Working Group is focused on not only pursuing this goal through legislation and appropriations but also executive action, especially because sustainable aviation fuels not only decrease carbon emissions, but also decrease other air particle emissions.
- **More funding and incentives for aircraft modernization and other environmental performance improvements** – The FP Working Group is impressed and excited about the work that the European Union and the European aviation industry has done to tie together COVID recovery and environmental sustainability and will be doing more research on how those efforts can be applied in the United States.
- **More research and investment into the future of aircraft** – The FP Working Group supports federal investments and policies that drive cleaner aircraft, such as electric jets, while ensuring that these new planes don't increase noise impacts. Any new commercial jets – including supersonic aircraft – should meet or exceed existing noise standards.

Meeting Date: March 22, 2022

StART IN 2022

One of the key results from StART’s revised Operating Procedures, the StART Steering Committee began meeting in early 2021 with the goal of providing support, guidance, and strategic direction for StART. Membership on the Steering Committee includes the Chair of StART, city representatives, which typically are filled by the city managers, and airline representatives. The Steering Committee is resourced by the FAA, Port support staff, and the facilitator.

Six times a year, the Steering Committee meets to discuss agenda items for upcoming StART meetings and receive updates on efforts underway at the AN and FP Working Groups. The Steering Committee also reviews and adjusts a list of tentative priorities for upcoming StART meetings or for StART to act on. The list, as of February 2022, is:

Tentative priorities for 2022 StART meetings:

- Sustainable Airport Master Plan (SAMP)
- Aviation fuel dumping & airline/airport procedures
- South King County Fund update
- Air cargo operational changes & expected trends
- The latest on airport-related health studies
- Commercial Aviation Coordinating Commission recommendations
- Paine Field overview
- Next-Gen procedures & implementation in Puget Sound
- Noise Comment Reporting & How it’s utilized
- Infrastructure Investment & Jobs Act
- 2023 FAA Reauthorization Act priorities
- Airport’s impact on near-airport roads
- Insulation Program overview
- Impact of the Washington State Aircraft Noise Abatement Act

The StART AN Working Group and FP Working Group set their own workplans and meeting agendas. Both working groups are also receptive to tackling additional topics and priorities as they arise.

ADDITIONAL BACKGROUND

The 2019 StART Annual Report to the Commission was cancelled in 2020 because of impacts related to COVID-19.

Meeting Date: March 22, 2022

ATTACHMENTS TO THIS BRIEFING

- (1) StART Operating Procedures
- (2) StART 2021 Membership Roster
- (3) Aviation Near-term Noise Action Agenda Summary
- (4) StART Federal Advocacy Priorities Matrix
- (5) 2021 StART Annual Report
- (6) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

March 9, 2020 – The Commission was briefed on StART’s 2020 Annual Report

January 22, 2019 – The Commission was briefed on StART’s 2018 Annual Report

OPERATING PROCEDURES

Enacted on May 20, 2021

Background

In Fall 2017, the Port of Seattle (Port) developed the SEA Stakeholder Advisory Round Table (StART) to enhance cooperation between the Port and the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way (Highline Forum-member cities). This voluntary, non-governing regional roundtable is being convened by the Aviation Managing Director, influenced by discussions with leadership from the Highline Forum-member cities and other representational bodies.

Purpose

StART provides Highline Forum-member cities, airline representatives, the Federal Aviation Administration (FAA) and the Port with the opportunity to:

- Support meaningful and collaborative public dialogue and engagement on airport-related operations, planning and development;
- Provide an opportunity for the Highline Forum-member cities to inform the airport-related decision making of the Port of Seattle and other jurisdictions/organizations;
- Raise public knowledge about the airport and its impacts, and
- Focus on practical solutions to reduce the impact of the airport on Highline Forum-member cities.

The intent is to provide a forum that fosters a spirit of good will, respect and openness while encouraging candid discussion between the Port and residential and business community members from the Highline Forum-member cities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way.

Membership on StART does not preclude StART members from participating fully in any airport-related environmental review processes at the state or federal level.

StART is the preeminent forum for information-sharing, discussing the Highline Forum-member cities' concerns, and providing feedback to the Port for issues related to the airport. StART's effectiveness will be driven by a willingness by all parties to fully discuss matters of mutual concern. All parties pledge their good faith best effort to achieve those ends (see Commitments from Members and Alternates Code of Conduct).

Sponsorship

StART is convened by the Port's Aviation Managing Director, who in addition to serving as the Chair, will serve as the sponsor. The sponsor will provide staff support and technical

analysis/expertise, and work with the Steering Committee to identify briefing topics and work toward consensus to shape potential solutions.

Reporting Structure with the Highline Forum

StART shall have a formal relationship structure with the Highline Forum. The Highline Forum provides cities (elected representation and senior staff), educational governing bodies, and the Port (elected representation and senior staff) with the opportunity to share information, interact with outside speakers and other governmental organizations, and work in partnership on initiatives that benefit their shared constituency. Regular updates on StART will be provided at Highline Forum meetings. The StART Steering Committee will consider agenda topics for future StART meetings, as well as other input proposed by the Highline Forum. Agreed upon recommendations from StART will be presented at Highline Forum meetings for consideration.

Each Highline Forum member-city will be given a formal role to designate StART members (see Membership).

An Annual Report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the Chair, each Highline Forum member-city can receive a presentation of the Annual Report.

Membership

StART shall consist of the following members:

- Three (3) members serving as stakeholders, designated by each Highline Forum-member city electing to participate. Two (2) members shall be community members who reside, own a business or property, or are employed within the city and who do not serve as an elected official. One (1) member shall be the primary non-elected city employee.
- Two (2) airline representatives from each of the two highest passenger volume carriers serving SEA (one representative and one alternate per carrier).
- One (1) air cargo representative.
- Two (2) representatives from the Port. One (1) representative shall be the Port's Aviation Managing Director. The Port's Aviation Managing Director shall designate an alternate to serve in their absence.

Each Highline Forum-member city may assign one (1) non-elected city employee to serve as an alternate for the primary non-elected city employee member. All assigned alternates are encouraged to attend all meetings in order to remain current on StART activities. Because it is important for StART's membership to remain consistent in order to effectively address issues, each city has two appointed community members. Community members on StART are not assigned alternates. If one of the community members is unable to attend a meeting, the second StART community member from that city is available to participate and provide information either representative would like brought forth at the meeting.

Members shall be appointed for a two (2) year term. All members and alternates who serve on StART shall serve at the pleasure of their appointing bodies. Community members whose situation relative to eligibility changes after their appointment, are allowed to complete their terms if their appointing bodies so desire, but they are not eligible for reappointment if they no

longer meet eligibility requirements. It is the responsibility of each city or representational body to notify the facilitator and the Chair anytime a member is appointed, reappointed or terminates service on StART.

Suspension, Termination, Reinstatement of Membership

It is the responsibility of each Highline Forum-member city or representational body to provide written notification to the Chair and facilitator if they suspend or terminate their membership in StART. If a city or representational body wishes to reinstate their membership, they shall provide written notification to the Chair and facilitator with their plan for reinstatement that includes identification of appointed members.

Adherence to the Operating Procedures

It is the responsibility of each member to adhere to the Operating Procedures including the Commitment from Members and Alternates Code of Conduct. Each Highline Forum-member city or representational body will be responsible for ensuring adherence from their appointed members and alternates and will work with the facilitator to resolve any conflicts or issues related to non-adherence by their members and alternates.

Federal Aviation Administration

Representatives from the Federal Aviation Administration (FAA) participate as non-members and provide agency expertise on StART. Periodically, time will be set aside at meetings for representatives to provide updates and briefings at StART meetings.

Steering Committee

A Steering Committee will be established to provide support, guidance, and strategic direction for StART. Membership of the Steering Committee will include the Chair, primary non-elected city representatives, and airline representatives. The Steering Committee will be resourced by a representative from the FAA, Port support staff, and the facilitator. Each Highline Forum member-city and represented airline may serve on the Steering Committee, though it is not a requirement that they serve. There must be a minimum of three Highline Forum-member cities participating at a Steering Committee meeting. If three member cities are unable to attend, the meeting will be rescheduled. The responsibilities of the Steering Committee include:

- Meet at least one month prior to StART meetings to discuss and decide upcoming agenda topics
- Provide recommendations for potential presenters
- Provide guidance for and approve StART specific external communications and/or promotions (not including StART facilitator meeting summaries and meeting notices).
- Review and approve StART's annual report
- Provide feedback annually on the facilitator

A non-elected city representative or airline representative on the Steering Committee may assign their designated alternate to attend Steering Committee meetings in their absence.

Facilitator

An independent, neutral facilitator will be selected and provided by the Port to assist in the preparation, management and summation of each StART meeting. The facilitator will preside over the StART meetings, managing the agenda and member participation, and be responsible

for ensuring a fair, open, honest, and balanced discussion of issues and ensure the timely administering of the agenda. As a collaborative process provider, the facilitator will not act as an advocate for anyone on any substantive issue. The facilitator's neutrality and fairness is essential for building trust and integrity in the StART process.

The facilitator may have non-confidential, informal communications and perform facilitation activities with Port staff, StART members, and others between and during meetings. To ensure a spirit of goodwill, respect, openness and candidness occurs at all StART meetings, the facilitator will manage member engagement and address situations with support from the appropriate Highline Forum-member city or representational body when it appears that one of their members is not acting in accordance with the Commitments from Members and Alternates Code of Conduct. During meetings, the facilitator may use their independent judgement as to how to address non-adherence to the Commitments from Members and Alternates Code of Conduct.

The facilitator will serve as the lead disseminator of all information related to StART and its meetings, including meeting agendas and summaries. The facilitator will keep a running list of aviation topics of interest and share it with the Steering Committee. The facilitator will be responsible for drafting meeting summaries, which will be provided electronically in draft form to StART members for proposed correction and comment prior to the next meeting. Final meeting summaries will be posted on the Port's StART webpage.

Meetings

- **Frequency**

StART shall meet six (6) times a year unless otherwise agreed to. Meetings will be scheduled on the 4th Wednesday of the month (typically February, April, June, August, October, December) alternating with the Highline Forum. If Christmas falls on the fourth week in December, StART will be held on a prior Wednesday in December.

Special meetings may be called upon with twenty-four (24) hours notice by the Chair. Any regularly scheduled or special meeting may be cancelled by the Chair.

- **Recording**

Meetings will not be officially audio or video-recorded. If any participants in StART including members of the public wish to audio or video-record a meeting, they are required to notify the facilitator prior to beginning recording. If the facilitator consents to such recording, the facilitator must notify all StART attendees that the meeting will be recorded. Attendees may leave the meeting if they do not consent to the recording. Any recordings of StART meetings made by participants in StART, including members of the public, are not considered official or necessarily accurate recordings of the meeting.

- **Meeting Attendance**

Members will notify the facilitator via email if they are unable to attend, preferably one week in advance.

- **Location**

The location of StART meetings will be at the airport unless otherwise noticed. It is possible that some meetings will be held at locations away from the airport or online.

- **Notification of Meetings**

Attendance at StART meetings is open to the public and the media. All meeting materials are considered public documents and available to the public consistent with the requirements of the Washington State Public Records Act Chapter 42.56 RCW. Meeting agendas will be distributed at least one week prior to a meeting for public notification. All meeting materials including agendas and final meeting summaries will be posted on the Port of Seattle's StART webpage: www.portseattle.org/page/sea-tac-stakeholder-advisory-round-table.

- **Meeting Agendas**

The Steering Committee will develop the agenda for each StART meeting (not including Working Group meetings). A running list of aviation topics of interest will be kept by the facilitator and shared with the Steering Committee. The agenda for each meeting will be developed from five major sources:

1. The work program or plans established by Working Groups
2. Specific topics identified as priority issues by StART
3. Topics identified by Port staff
4. Topics of interest identified by the facilitator
5. Requests from the Chair

- **Meeting Summaries**

Meeting notes for StART meetings will be taken at each meeting. The facilitator will write a facilitator's meeting summary which will be posted on the Port of Seattle's StART webpage and distributed to all StART members after members have had the opportunity to provide correction and comment.

- **Public Comment**

All StART meetings are open to the public and the meeting agenda is dedicated to StART-related business. Limited time is set aside at each meeting for the public to provide comments pertinent to the topics listed on that day's StART meeting agenda. Members of the public who wish to speak are asked to sign-up before the meeting begins and are provided one to three minutes of time. Due to time limitations, not all who sign-up to speak will necessarily be provided an opportunity to speak. Members of the public are encouraged to submit written comments to the facilitator for circulation to the full StART membership.

StART does not engage in dialogue with those who provide public comment during meetings. Questions or requests for information or documents may be made separately from StART meetings.

Feedback

StART is not a formal decision-making body or an inter-local agency and is not governed by the requirements of the Washington State Open Public Meetings Act Chapter 42.30 RCW; StART will not follow procedural rules of order and will not entertain motions or record votes.

StART will strive to use consensus to shape guidance, which will be captured in the meeting summary developed by the facilitator. Consensus-based guidance is the product of discussions among the members to distinguish underlying values, interests, and concerns with a goal of developing widely accepted feedback. The facilitator will assist StART in articulating points of agreement, as well as articulating concerns that require further exploration or areas where consensus could not be achieved. Feedback from individual StART members is also important, even when there is not consensus on specific guidance.

Working Groups

Working groups may be established to allow for work to continue between StART meetings and to give specific issues and topics a more in-depth focus. A working group will be comprised of a subset of StART members and any staff support and technical analysis/expertise as identified by the Chair. Any StART member can volunteer to serve on a working group. Primary non-elected city employees may assign non-elected city employees or consultants to participate in working groups. StART airline representatives and the FAA may designate employees or consultants to participate in working groups. Working groups adhere to the Commitment from Members and Alternates Code of Conduct. Working groups set their agendas and work plan. Working groups will report out on the progress of their work and are open to suggested topics and guidance on their work plan during StART meetings. StART members who are not a member of the working group may attend as “observers”. Working group meetings are not open to the public and will not be audio or video-recorded. Written summaries of working group meetings will be posted on StART’s website.

Amending the Operating Procedures

Operating Procedures may be amended by consensus of the Chair and the primary non-elected city employees from the Highline Forum-member cities. Proposed modifications to the Operating Procedures will be distributed in writing to the Chair and the primary non-elected city employees. If there is consensus, modifications to the Operating Procedures will be communicated to all StART members.

Annual Report

StART will have an annual report. With assistance from Port staff, the facilitator will produce the annual report based on StART’s meeting summaries. After completion and upon achieving consensus from the Steering Committee, the annual report shall be presented to the Port of Seattle Commission and the Highline Forum. Upon request to the Chair, each Highline Forum-member city can receive a presentation of the Annual Report.

COMMITMENT FROM MEMBERS AND ALTERNATES

CODE OF CONDUCT

StART members have the following responsibilities:

- a) Prioritize Preparing for, Attending, and Actively Participating in Meetings: Members will arrive on time and avoid leaving early. Members will inform the facilitator as far in advance as is possible if they (or their alternates) cannot attend a scheduled meeting.
- b) Focus on the Subject at Hand during Meetings: Members agree to focus on the topic of discussion, share discussion time, avoid interrupting, respect time constraints, and avoid side conversations, including texting.
- c) Represent Constituency: Members will bring the concerns and perspectives of their various constituencies to StART, where appropriate, for discussion. Members will consult regularly with their appointing bodies. It is understood that some members participate in other initiatives, organizations, and forums at the local, regional, state, and national levels and may advocate in those forums on issues related to StART's work. Members will make it clear they are representing only themselves, not StART.
- d) Respectful of the Diversity of Views: To enhance the possibility of constructive discussions, members agree to be respectful of the diversity of views represented on StART. Members agree to listen openly to all points of view. Members agree to avoid personal attacks on other StART members both during StART meetings and away from meetings.
- e) Communicate Fairly: When communicating with others, including when posting information on social media, members agree to accurately summarize the StART process, discussion and meetings, presenting a full, fair and balanced view of the issues and arguments out of respect for the process and other members.
- f) Abide by Discussion Ground Rules:
 - Participate fully, honestly and fairly, commenting constructively and specifically.
 - Speak respectfully, briefly and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak.
 - Engage and discuss with an open mind, listening to different points of view with a goal of understanding the underlying interests of other StART members.
 - Acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not you are in agreement with them.
 - Allow people to say what is true for them without fear of criticism from StART members.

- Agree to work toward fair and practical feedback that reflects the diverse interests of all StART members and the public.
- Strive for consensus in shaping feedback and closure on issues.
- Avoid dominating the discussion.
- Listen when others are speaking, silence cell phones, avoid interrupting, side conversations, and texting.
- Act in “good faith,” state concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
- Disagree respectfully. Avoid making personal attacks or slanderous statements.
- Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.
- Adhere to the agenda as much as possible, focusing on the subject at hand.
- Indicate to the facilitator when they wish to make a comment and be acknowledged before speaking.
- Self-regulate and help other members abide by these commitments.

StART MEMBERSHIP LIST		
	<i>2021 Membership List as of 12-02-21</i>	
Member/ Association	Name	Title
Facilitation Team	Brian Scott	Facilitator
	Dori Krupanics	Notetaker
Burien	Diana Smith	Burien Community Member
	Jeff Harbaugh	Burien Community Member
	Brian Wilson	Burien City Manager
	Garmon Newsom II (Alt)	Burien City Attorney
Federal Way	Dave Berger	Federal Way Community Member
	Chris Hall	Federal Way Community Member
	Bill Vadino	Federal Way Mayor's Office, Senior Policy Advisor
	Steve McNey (Alt)	Federal Way Communications & Government Affairs Manager
Des Moines	Bob Leonard	Des Moines Community Member
	Peter Philips	Des Moines Community Member
	Michael Matthias	Des Moines City Manager
	Susan Cezar (Alt)	Des Moines Chief Strategic Officer
Normandy Park	Eric Zimmerman	Normandy Park Community Member
	David Lashley	Normandy Park Community Member
	Amy Arrington	Normandy Park City Manager
	Dan Yourkoski (Alt)	Normandy Park Chief of Police
SeaTac	Tejvir Basra	SeaTac Community Member
	Robert Akhtar	SeaTac Community Member
	Carl Cole	SeaTac City Manager
	Kyle Moore (Alt)	SeaTac Government Relations and Communications Manager
Tukwila	Erica Post	Tukwila Community Member
	Tod Bookless	Tukwila Community Member
	Brandon Miles	Tukwila Business Relations Manager
	Laurel Humphrey (Alt)	Tukwila Council Analyst

Port of Seattle	Lance Lyttle	Aviation Managing Director
	Arlyn Purcell (Alt)	Aviation Environment and Sustainability Director
	Eric Schinfeld	Federal Government Relations Senior Manager
	Marco Milanese	Community Engagement Manager
Delta	VACANT	
	Scott Ingham (Alt)	Public Affairs Advisor, Delta Air Lines
Alaska	Scott Kennedy	State and Local Government Affairs Manager, Alaska Airlines
	Randy Fiertz (Alt)	Airport Affairs Director, Alaska Airlines
Air Cargo	Shan Hoel	Transgroup Global Logistics
FAA (non-members)	Justin Biassou	Community Engagement Officer, Federal Aviation Administration
	David Suomi	Northwest Mountain Regional Administrator, Federal Aviation Administration

SEA Stakeholder Advisory Round Table (StART)
Aviation Noise Working Group
Aviation Near-term Noise Action Agenda Summary (as of 2/22)

Action Items	Late Night Noise Limitation Program	Runway Use Program	Glide Slope Adjustment	Ground Noise Study	Noise Abatement Departure Profiles Analysis	Rolling Takeoffs	Noise Comment Reporting
Description	Voluntary measure to reduce late night (12:00 AM to 5:00 AM) noise by incentivizing air carriers to fly at less noise sensitive hours or transition to quieter aircraft	Revise the current informal Runway Use Program to minimize use of the Third Runway during the late night (12:00 AM to 5:00 AM)	Raise Runway 34R's glideslope to lessen aircraft approach noise	Analyze airfield ground noise sources and identify potential mitigation measures	Implement a Noise Abatement Departure Profile to lessen aircraft departure noise for farther out airport communities	Establish rolling takeoffs as the preferred takeoff procedure during periods of light air traffic	Provide up-to-date, accessible information on noise complaints and comments submitted by the public
Components	<ul style="list-style-type: none"> Ongoing outreach with air carriers about possible late night schedule and aircraft fleet changes including meetings with carriers with the most noise exceedances Established noise thresholds that identify louder aircraft exceeding noise thresholds during the late night hours Late night noise threshold observance tracked and reported out on a quarterly basis and publicized as part of the Fly Quiet Program 	Updated language for: <ul style="list-style-type: none"> Third Runway daytime/evening runway usage Third Runway late night runway usage 	Considered various strategies and timelines for raising Runway 34R's 2.75 degrees glideslope and settled on plan to permanently relocate 34R's navigational aids and pursue a 3.0 degrees glideslope with the FAA	Major ground noise sources identified in the study: <ul style="list-style-type: none"> Taxiing/queuing Takeoff rolls Reverse thrust upon arrival Auxiliary Power Unit (APU) use Engine maintenance run-ups 	Analyze the tradeoffs and feasibility of implementing the "distant" versus the "close-in" departure profile and the noise impact it would have on communities south and north of the airport	Evaluate whether there is a measurable noise difference of instituting a rolling takeoff versus a traditional takeoff	Monthly statistic and heat map reports posted on Port website detailing totals and trends by city, zip code and subject matter.
Change	Reduction of aircraft noise during the late night hours	Reduction of aircraft noise for Third Runway adjacent communities and communities underneath the Third Runway's flightpath	Potential reduction of aircraft noise for communities south of airport	Reduction of aviation noise for close-in communities surrounding the airport	Reduction of aircraft noise for farther out communities directly south and north of airport	Potential reduction of aircraft noise for communities close to the runway ends	Transparent and convenient information on noise complaints and comments submitted by public
Key Responsible Parties	Port of Seattle, airlines and air cargo carriers	Port of Seattle and FAA	Port of Seattle and FAA	Port of Seattle, FAA, airlines and air cargo carriers	Port of Seattle, FAA, airlines and air cargo carriers	Port of Seattle, FAA, airlines and air cargo carriers	Port of Seattle
Status Update	UNDERWAY - Program commenced in July 2019 with regular reporting each quarter to external audiences. In 2021, the program achieved its first significant success when EVA Airways made the switch to a quieter aircraft during the late night hours.	UNDERWAY - Implemented in September 2019. Late night operations on the Third Runway dropped dramatically from an average of 12 nightly landings pre-implementation to an average of one nightly landing in 2021.	UNDERWAY - The 34R glide slope adjustment is incorporated into an airport taxiway reconfiguration project. Preliminary design is complete. Implementation is contingent on the Sustainable Airport Master	IN PROCESS - The study's noise monitoring and modeling is complete. The consultant team is developing potential mitigation measures.	NOT IMPLEMENTED – The analysis identified a possible uptick in noise for close-in neighborhoods. Consequently, the decision was made to not pursue any additional proactive measures to promote the distant procedure with air carriers.	IN PROCESS – A noise monitoring effort will soon be implemented to evaluate whether there is a measurable noise reduction with a rolling takeoff. If there is, the next step is to identify what language can be	UNDERWAY – Monthly reports began with June 2020.

			Plan’s (SAMP) finalization and FAA approval.			strengthened to encourage their use.	
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StART Federal Policy Working Group - Federal Advocacy Priorities

Issue	Category	Goal
65 DNL evaluation and alternative metrics	FAA Reauthorization Implementation	Encourage timely release of the "noise annoyance survey" and relevant accompanying policy guidance
Overflight noise/human health study	FAA Reauthorization Implementation	Help shape the scope and implementation of the study
Environmental Pilot Program	FAA Reauthorization Implementation	Help shape the scope of the grant program, and secure funding for an innovative local pilot for mitigation
Air Traffic Noise and Pollution Expert Consensus Act	New Legislation	Advocate for passage
Protecting Airport Communities from Particle Emissions Act	New Legislation	Advocate for passage
Secondary Insulation for "Failed" Packages	New Legislation	Advocate for passage
Sustainable Skies Act/SAF Blender's Tax Credit	New Legislation	Advocate for passage
EPA Aviation Environmental Justice Grant Programs	New Legislation	Advocate for passage
High Speed Surface Transportation Investments	Additional Investments	Support federal funding for innovative high speed surface transportation options
"Healthy Ports Initiative"	Additional Investments	Support federal funding for environmental justice programs in near-port communities.
Noise Program Funding	Additional Investments	Significantly increase funding for noise insulation of eligible buildings near SEA.
Sustainable Aviation Fuels Funding and Other Alternative Energy Investments	Additional Investments	Significantly increase funding for deployment of Sustainable Aviation Fuels for airplanes as well as other low-/zero-carbon alternative fuels for ground transportation vehicles such as renewable natural gas and electrification
Aircraft Modernization and Environmental Performance Incentives	Additional Investments	Investigate steps that could be taken - including those currently underway in Europe - to incentivize environmental performance of aircraft, including upgrading of fleets to more modern airplanes
WHO Europe Study	Other	Request FAA formal explanation of interpretation of the study, and how they are including it in their policymaking

GAO Study of Community Noise Impacts	Other	Request Congressional letter asking GAO for inclusion of "single site" airports in their analysis, along with metroplexes
The Future of Aircraft: Supersonic, Electric and Urban Air Mobility	Other	Ensure that noise standards for supersonic aircraft meet or exceed commercial aircraft noise standards. Continue to support federal investments and policies that drive cleaner aircraft, such as electric jets and eVTOL, while ensuring that these new planes don't increase noise impacts

StART

2021 Annual Report SEA Stakeholder Round Table

The SEA logo consists of the letters "SEA" in a bold, black, sans-serif font. The letter "A" is stylized with a white, curved swoosh underneath it, resembling a wing or a stylized letter.

Seattle-Tacoma
International
Airport

2021 StART Members

Burien

Diana Smith
Jeff Harbaugh
Brian Wilson
Garmon Newsom II (Alt)



Des Moines

Bob Leonard
Peter Philips
Michael Matthias
Susan Cezar (Alt)



Federal Way

Dave Berger
Chris Hall
Bill Vadino
Steve McNey (Alt)



Aviation Noise Working Group

Arlyn Purcell
Bill Vadino
Bob Leonard
Brian Wilson
Carl Cole
Chris Hall
Christopher Schaffer
Colin Rice
Dave Berger
Eric Zimmerman
Erica Post
Jeff Harbaugh
Jennifer Kester
Justin Biassou
Lance Lyttle
Lynae Craig
Marco Milanese
Amy Arrington
Michael Matthias
Robert Akhtar
Scott Ingham
Scott Kennedy
Stan Shepherd
Steven Osterdahl
Susan Cezar
Tim Toerber
Tom Fagerstrom
Vince Mestre

Federal Policy Working Group

Alex Stone
Amy Arrington
Anthony Hemstad
Arlyn Purcell
Bill Vadino
Brian Wilson
Chris Hall
Dave Berger
Diana Smith
Eric Schinfeld
Erica Post
Jeff Harbaugh
Justin Biassou
Kyle Moore
Lance Lyttle
Marielle Trumbauer
Megan Utemei
Michael Matthias
Robert Akhtar
Tommy Bauer

Normandy Park

Eric Zimmerman
David Lashley
Amy Arrington
Mark Hoppen
Chief Dan Yourkoski (Alt)



SeaTac

Tejvir Basra
Robert Akhtar
Carl Cole
Kyle Moore (Alt)



Tukwila

Erica Post
Tod Bookless
Brandon Miles
Laurel Humphrey (Alt)



Alaska

Scott Kennedy
Randy Fiertz (Alt)



Delta

Scott Ingham (Alt)
Tony Gonchar



Air Cargo

Shan Hoel

FAA (non-members)

Justin Biassou
David Suomi



Port of Seattle

Lance Lyttle
Arlyn Purcell (Alt)
Eric Schinfeld
Marco Milanese



Facilitation Team

Brian Scott
Dori Krupanics



Welcome & Summary

Committed to Collaboration in 2022



I am pleased to present this report on SEA Stakeholder Round Table's (StART's) 2021 activities on behalf of the city government officials, community representatives, Port staff, and airline representatives who make this collaboration successful.

This report features a Summary of 2021 Activities (pgs. 4-7). Topics include a renewed culture of trust and collaboration, a new Steering Committee, pandemic and recovery, impact studies, and the Sustainable Airport Master Plan (SAMP) process, as well as summaries of the topics explored by the Federal Policy and Aviation Noise Working Groups. An overview of each StART and Working Group meeting agenda is also included (pgs. 8-9).

I want to especially recognize the 12 community representatives who each volunteered dozens of hours to learning, sharing knowledge, and advocating for the needs and desires of their neighbors and communities. Together, all of StART's members, presenters, and observers, including the Federal Aviation Administration (FAA), make this forum a powerful force for greater understanding and collaboration between SEA and the communities that surround the airport.

I was delighted to see everyone come back to the (virtual) table in 2021 after some challenges in earlier years. The new Steering Committee (composed of city representatives, Alaska Airlines, the FAA, and Port staff) played a key role in setting StART agendas and administering our new operating procedures. This new approach allowed procedural issues of concern to be arbitrated through collaborative dialogue, which expanded everyone's sense of trust.

I also want to call out the Port's Marco Milanese, Eric Schinfeld, Arlyn Purcell, Stan Shepherd, Tom Fagerstrom, and Clare Gallagher who worked tirelessly to coordinate meetings, organize presenters, prepare information, and follow-up on requests. Their spirit of community service is a credit to the Port of Seattle.

I am proud of StART's accomplishments in 2021 and look forward to an even more productive 2022.

In Community,

Lance Lyttle

SEA Airport Managing Director

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2021 StART Activity Summary

For the SEA Stakeholder Advisory Round Table, 2021 was a year of renewal, group learning, and trust building.

StART provides Highline Forum-member cities, airline representatives, the Federal Aviation Administration (FAA) and the Port with a forum for meaningful and collaborative public dialogue; informing airport-related decision-making; raising public knowledge about airport operations and impacts; and a focus on practical ways to reduce the impact of the airport on Highline Forum-member cities. The intent is to foster a spirit of good will, respect, and openness while encouraging candid discussion between the Port and all StART members.

In its first three years, StART had many successes but also challenges with communication, cooperation, and trust. StART members addressed these issues head-on and approached 2021 as a new beginning with everyone committed to a spirit of collaboration. The following are highlights from the year. More detail is available on the Port's website (https://www.portseattle.org/page/StART_Partners) and in the StART meeting minutes.

(Meeting dates are included for reference)

Renewed Culture of Trust & Cooperation

The strongest feature of StART in 2021 was a renewed culture of trust and cooperation. Each of the StART member cities and the Port of Seattle agreed to an amended set of Operating Procedures that strengthen behavior expectations for StART membership, clarify the role of the facilitator, and establish a Steering Committee. The Steering Committee serves to guide implementation of the Operating Procedures, develop StART agendas, and troubleshoot any issues that arise. Brian Douglas Scott of BDS Planning & Urban Design also took over facilitation duties for StART, as well as Working Group, and Steering Committee meetings. These changes have helped build a spirit of collaboration on common objectives among the StART participants.

Steering Committee

The StART Steering Committee is made up of the SEA Managing Director, the designated executive representative of each StART member city, and an airline representative. The FAA also attends Steering Committee meetings. The group meets about a month before each StART meeting to set the upcoming agenda, outline topics for future meetings, and manage implementation of the Operating Procedures. During 2021, the Steering Committee addressed two substantial issues regarding StART membership. The group decided that community representatives whose circumstances change and make them no longer a resident, business, or property owner in their respective communities are allowed to finish their StART term representing that city but are ineligible for reappointment at the end of their term. The Steering Committee also reviewed the criteria for communities eligible for StART membership and decided to continue limiting membership to The six Highline Forum cities that immediately surround SEA.

Pandemic & Recovery

A major theme of Working Group and StART meetings during 2021 was passenger traffic at the airport. Traffic levels started slow but began growing early in the year and grew much more rapidly later in the year as pandemic impacts receded and passengers became more comfortable with air travel. Another key feature of airport traffic was the dramatic growth of air cargo, which continued growing steadily throughout the year.

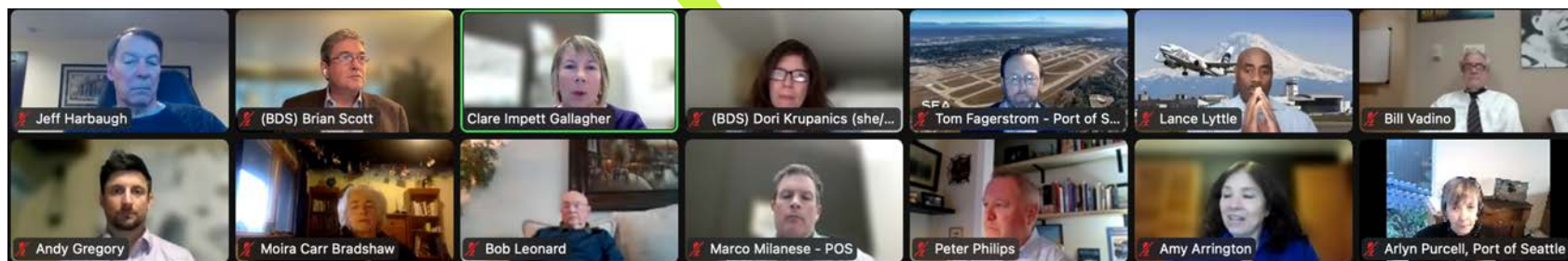
Impact Studies

The Working Groups and full StART also gave considerable attention to several studies related to the impacts of commercial air traffic. Studies reviewed included:

- Federal Aviation Administration Neighborhood Environmental Survey (February 24th)
- Seattle-King County Public Health: Health Impacts of Aviation Study (June 23rd)
- FAA and Boston University Aviation Emissions Research within the Vicinity of Airports (August 25th)
- HMMH Ground Noise Study (October 27th & December 8th)

Sustainable Airport Master Plan (SAMP) Process

Another theme of StART meetings in 2021 is the upcoming environmental review for the Sustainable Airport Master Plan Near-Term Projects (SAMP NTP). StART members see the SAMP process as an opportunity to share formal input regarding their concerns about airport operations, aircraft impacts on their communities, and the potential for future growth in flights and passenger volumes. Of particular interest are the timeline for the SAMP NTP environmental review and opportunities and timing for public input.



Federal Policy

The Federal Policy Working Group focused its energy on updating and implementing the shared Federal Policy Agenda that was developed in collaboration between the Port and the six cities. These policy priorities identify new resources, new flexibilities, and new policies that can address community concerns related to aircraft noise and emissions. 2021 saw a number of significant opportunities for progress, ranging from a joint comment letter in response to the FAA's release of its "noise annoyance survey" to passage of the bipartisan infrastructure bill that included several airport and community provisions. A good example of positive momentum was the FAA's formal recognition that homes with noise insulation installed before 1993 are eligible for upgrades with additional federal funding; the Federal Policy Working Group continues to work toward approval for secondary insulation for homes insulated pre-2001. The Working Group also held virtual "fly-ins" with U.S. Representative Pramila Jayapal (7th District) and U.S. Representative Adam Smith (9th District), each of whom represents a portion of the cities surrounding SEA. Looking forward, the Working Group plans to continue advocating for implementation of its priorities through FY23 appropriations and the 2023 FAA Reauthorization legislation.

Aviation Noise

The Aviation Noise Working Group, as part of its Aviation Near-term Noise Action Agenda, explored and discussed several issues related to aviation noise, including late night noise, how noise comments and complaints are captured, third runway usage, runway glideslopes, airfield ground noise, and rolling takeoffs. The group received quarterly reports on the Port of Seattle's Late Night Noise Limitation Program, including a tally of late night noise exceedances by each airline and by type of aircraft. It is notable that late night cargo flights represent a majority of these exceedances and that nearly all exceedances are by older model aircraft since newer planes are typically quieter. The group also reviewed quarterly summaries of noise comments and complaints received by the Port, including where those complaints originate, with a strong majority from Vashon Island. The group also discussed reports on runway usage, with particular attention to the western-most runway (or "3rd Runway"), during the late night hours.

One well-received accomplishment for StART in 2021 was EVA Air, in response to the Late Night Noise Limitation Program, replacing their older and noisier aircraft with a newer and quieter Boeing 787 for their nightly late night flight between Seattle and Taipei. By doing this, they went from 85 noise exceedances in the third quarter of 2019 (the highest of all carriers in that quarter) to zero exceedances in the third quarter of 2021.



Guest Presenters at StART and Working Groups

- Donald Scata, Noise Division Manager, FAA & Sean Doyle, Senior Aviation Noise Policy & Research Specialist, FAA
- John Heimlich, VP and Chief Economist, Airlines for America
- Dr. Kris Johnson, Senior Social Research Scientist, Seattle/King County Public Health
- Dr. Elena Austin, Assistant Professor, UW School of Public Health
- Kevin Welsh, Executive Director, FAA Office of Environment and Energy & Dr. Jonathan Levy and Dr. Kevin Lane, Boston University
- U.S. Representative Adam Smith
- Annie Russo, Senior Vice President of Government and Political Affairs, Airports Council International – North America
- Amanda Wyma-Bradley, Legislative Assistant, Office of U.S. Representative Adam Smith
- Vince Mestre, Noise Consultant
- Gene Reindel, Vice President, & Mariano Sarrate, Consultant

Port of Seattle Personnel

- Michael Drollinger, Business Intelligence Director
- Clare Gallagher, Capital Project Delivery Director
- Tom Hooper, Manager of Aviation Planning
- Arlyn Purcell, Aviation Environmental Services Director
- Tim Toerber, Airline Resource and Scheduling Manager
- Colin Rice, Airfield/Airspace Planner
- Stan Shepherd, Airport Noise Programs Manager
- Tom Fagerstrom, Airport Noise Programs Coordinator



2021 StART Meetings



February 24

- StART's Revised Operating Procedures
- Neighborhood Environmental Survey Results
- Federal Policy Working Group Update
- Aviation Noise Working Group Update
- Public Comment

April 28

- U.S. Airlines: Road to Recovery
- SEA Aviation Forecast
- Noise Insulation Program Overview
- Federal Policy Working Group Update
- Aviation Noise Working Group Update
- Public Comment

June 23

- Seattle-King County Public Health: Health Impacts of Aviation Study
- SAMP Public Process
- Federal Policy Working Group Update
- Aviation Noise Working Group Update
- Public Comment

August 25

- Aviation Emissions Research within the Vicinity of Airports Update
- SAMP Primer & Public Process Schedule
- Federal Policy Working Group Update
- Aviation Noise Working Group Update
- Public Comment

October 27

- Aviation Legislation
- Federal Update
- Ground Noise Study Progress Report
- SAMP Update
- Federal Policy Working Group Update
- Aviation Noise Working Group Update
- Public Comment

December 8

- School Resilience to Air Pollution Study
- Infrastructure Investment & Job Act Briefing
- SAMP Update
- Public Comment

2021 Working Group Meetings

Federal Policy

February 1

- Biden Administration and Congressional Progress and Priorities Update
- Congressional Meetings: Opportunities for improvement

April 5

- Potential Aircraft Noise and Emissions Policy Opportunities for 2021
- Policy Updates
 - Airport Improvement Program Eligibility Expansion of Sound Insulation
 - Letter to FAA: Request for Input on Research Activities to Inform Aircraft Noise Policy
 - Appropriation Process/Member-Directed Spending Updates
- Next Virtual Fly-in Meetings

June 7

- New Federal Policy Agenda Items
 - EPA Grant Program
 - American Jobs Plan Update
 - The Sustainable Skies Act
- Policy Updates:
 - Congressional Earmarks
 - Upcoming Emission Rule by EPA
 - FAA Environmental Program Grants
 - Prepare for FAA Presentation at the next StART Meeting

August 2

- Federal Policy Update
- Community Feedback & Working Group Decision on New Federal Policy Agenda
- Prepare for FAA Presentation at the next StART Meeting

October 18

- Federal Policy Updates:
 - Infrastructure Bill
 - Build Back Better Act
 - Vaccine Policies
 - Federal Funding & Federal Debt Ceiling
 - 2023 FAA Reauthorization

Aviation Noise

February 8

- StART's New Operating Procedures
- Aviation Near-term Noise Action Agenda Update
- Aircraft Fleet Changes at SEA
- FAA Noise Annoyance Survey Results

April 12

- 34R Glideslope Adjustment Progress to Date
- Aviation Near-term Noise Action Agenda Update
- Temporary Noise Monitoring: Update & Next Steps
- Noise Abatement Departure Profiles Study Recap

June 14

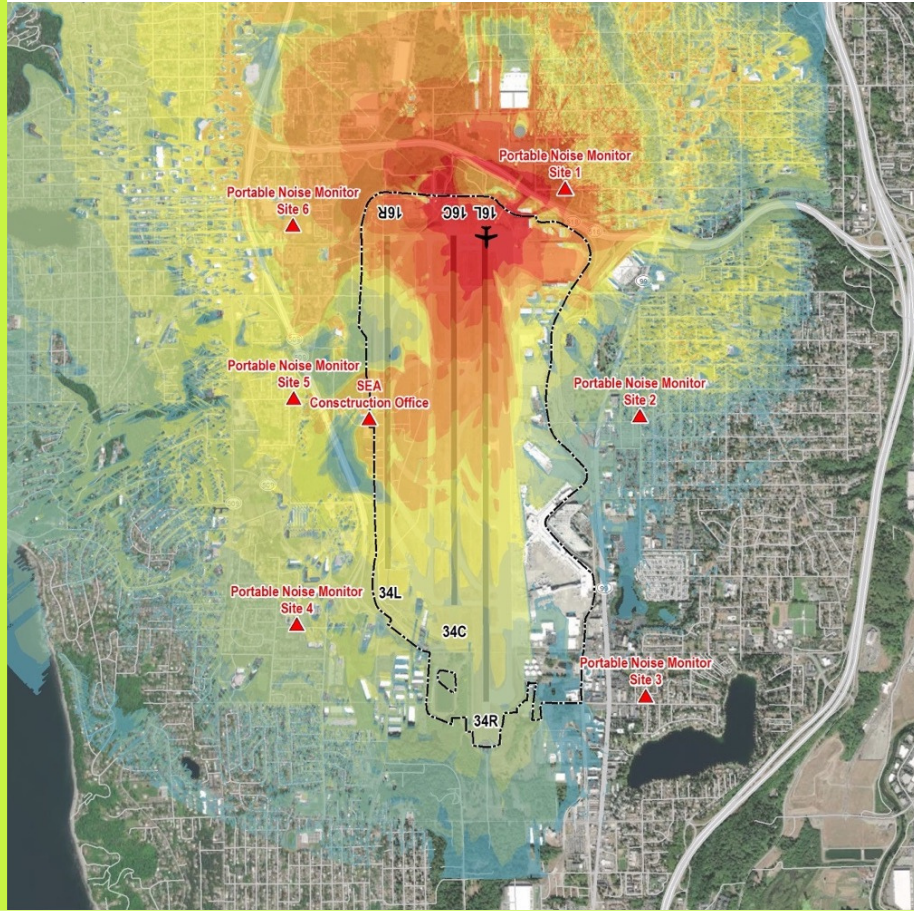
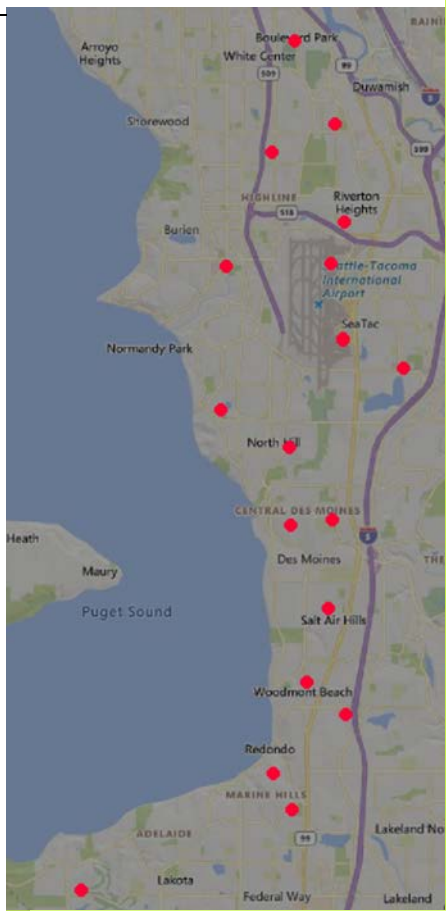
- Aviation Near-term Noise Action Agenda Update
- 34R Glideslope Adjustment Progress to Date
- Noise Abatement Departure Profiles Study: Further Analysis
- Late Night Noise Limitation Program: Enhanced Outreach

August 9

- Aviation Near-term Noise Action Agenda Update
- The Airport Noise & Capacity Act (ANCA) Primer
- Resumption of Ground Noise Study

November 11

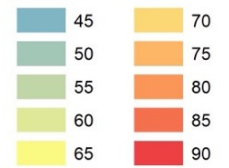
- Aviation Near-term Noise Action Agenda Update
- Ground Noise Study Progress Report
- Rolling Take-offs Primer



Seattle-Tacoma International Airport Seattle, Washington

South Flow Start of Take-off Roll
Runway 16L

dBA Lmax



- Airport Boundary
- Portable Noise Monitoring Locations
- B737 Aircraft Source
- Runway / Pavement
- Highway / Road

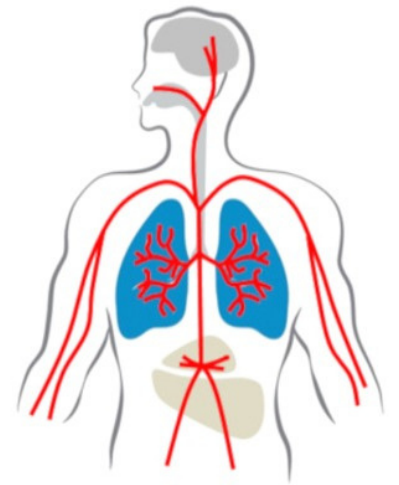
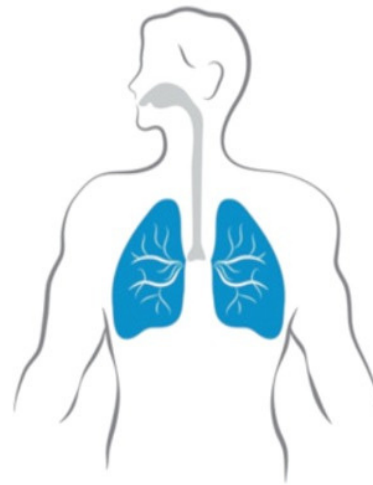
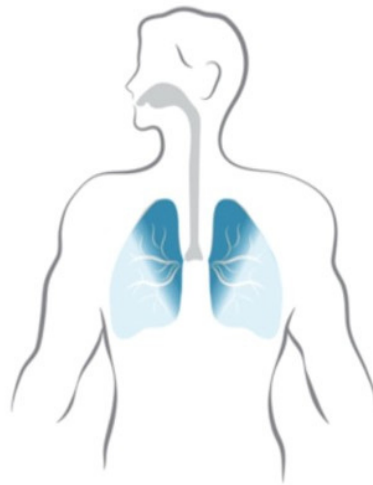


PM10

PM2.5

PM1

PM0.1



Coarse particles
Upper respiratory tract

Fine particles
Lower respiratory tract

Very fine particles
Alveolus

Ultrafine particles
Blood/Whole body

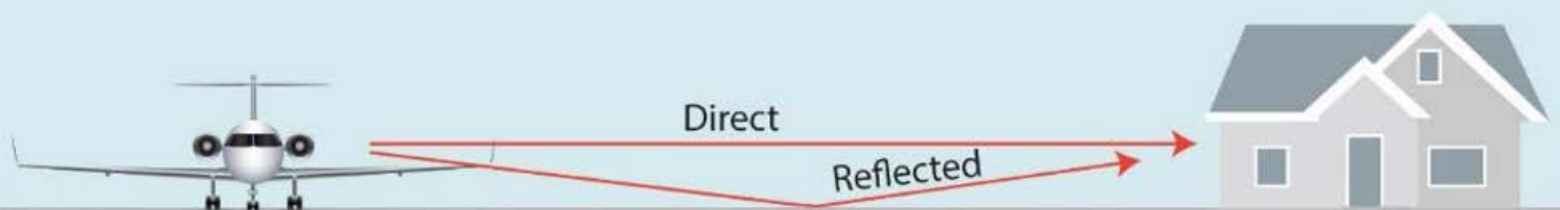




Photo Captions

Previous Page:

Upper Left: Aircraft noise monitor locations

Upper Right: Noise footprint of a take-off role in south flow

Middle: Airborne particles and the respiratory system

Bottom: Aircraft noise diagram



This page:

Top: Aircraft noise monitoring equipment

Middle: Residential noise insulation program

Bottom: Air cargo operations





SEA Stakeholder Advisory Round Table 2021 Annual Report

- Lance Lyttle, Port of Seattle
- Brian Scott, BDS Planning
- Marco Milanese, Port of Seattle
- Eric Schinfeld, Port of Seattle

StART 2021 Annual Report Presentation

- Overview
- 2021 Accomplishments & 2022 Workplan
 - Aviation Noise Working Group
 - Federal Policy Working Group
- Discussion Topics in 2021
- Tentative Priorities for 2022



StART

SEA Stakeholder Advisory Round Table

StART Overview

- Supports meaningful and collaborative public dialogue and engagement;
- Provides an opportunity for the cities to inform the airport about their priorities;
- Raises public knowledge about the airport and its impacts,
- And focuses on practical solutions to reduce the impact of the airport on the Highline Forum-member cities.

StART Overview

- Developed in consultation with the Highline Forum-member cities
 - Burien, Des Moines, Federal Way, Normandy Park, SeaTac & Tukwila
- Alaska Airlines, Delta Air Lines, Air Cargo and FAA all play roles
- Consultant serves as facilitator
- Inaugural meeting: early 2018



StART: Revised Operating Procedures



- Establishment of a Steering Committee
- Formalized ties with the Highline Forum
- Strengthened behavior expectations

2021 Accomplishments & 2022 Workplan

Aviation Noise Working Group

StART 

SEA Stakeholder Advisory Round Table

Aviation Near-term Noise Action Agenda

Initiatives:

- Late Night Noise Limitation Program
- Runway Use Plan
- Noise Abatement Departures Profiles Study



Aviation Near-term Noise Action Agenda

Initiatives in Development:

- Ground Noise Study
- Rolling Takeoffs

Focus for 2022:

- Continued focus on Noise Action Agenda
- Development of new efforts to prevent & reduce aviation noise



2021 Accomplishments & 2022 Workplan

Federal Policy Working Group

StART 

SEA Stakeholder Advisory Round Table

Port-Cities Federal Agenda

- Shared federal policy agenda includes 1) implementation of key 2018 FAA Reauthorization priorities, 2) new legislation and 3) new federal investments.
- Successes in 2021 include:
 - FAA approval of secondary noise insulation for homes insulated pre-1993
 - Joint Port-Cities response letter to FAA noise annoyance survey
 - Introduction of Rep. Smith's EPA aircraft noise & emissions research & mitigation legislation
 - Passage of bipartisan infrastructure legislation containing Port-cities priorities

Port-Cities Federal Agenda

- Many opportunities for progress in 2022:
 - Ensuring inclusion of aircraft noise & emissions policy priorities in 2023 FAA Reauthorization Act
 - Joint Port-cities public comment on new proposed EPA aircraft engine particle emissions standards
 - Securing infrastructure bill investments in key priorities, such as addressing indoor air quality in schools
 - Advocating for passage of SAF incentives and investments from the House-passed Build Back Better Act

Discussions Topics in 2021 & Tentative Priorities for 2022

StART 

SEA Stakeholder Advisory Round Table

Discussion Topics in 2021

- Pandemic & Recovery
- Impact Studies
- Sustainable Airport Master Plan
- Federal Policy
- Aviation Noise



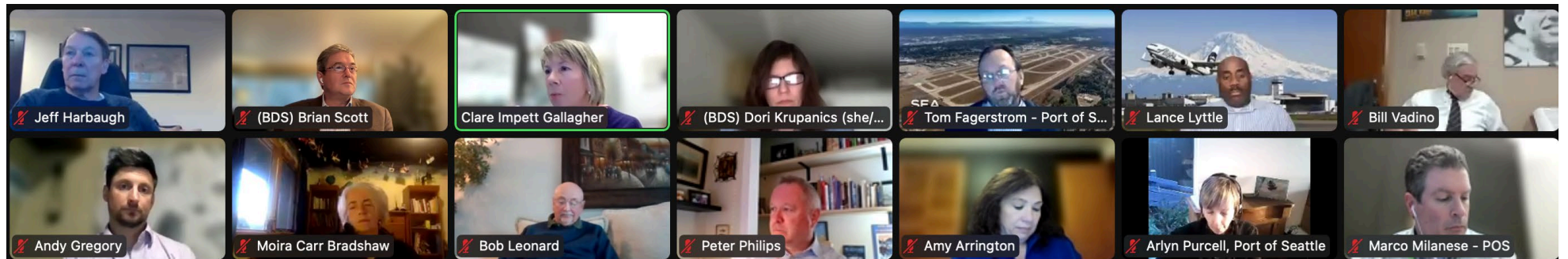
Tentative Priorities for 2022

- Sustainable Airport Master Plan (SAMP) Process
- 2023 FAA Reauthorization Act
- Next-Gen Procedures & Implementation
- Noise Comment Reporting
- Aviation Fuel Dumping
- Impact of SEA on Near-airport Roads
- Overview of Port Insulation Program



Facilitator Observations

- Renewed Culture of Trust & Cooperation
- Steering Committee
- Neutral Facilitation
- Active Engagement
- Transparency
- Communication



QUESTIONS ?





COMMISSION
AGENDA MEMORANDUM

Item No. 11b

BRIEFING ITEM

Date of Meeting March 22, 2022

DATE: February 18, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Heather Karch, Aviation Facilities and Infrastructure Manager - Architecture
Chelsea Rodriguez, Airport Volunteers & Customer Accessibility Manager

SUBJECT: SEA Accessibility Program 2022 Update

EXECUTIVE SUMMARY

The purpose of this briefing is to update the Port of Seattle Commission on the Accessibility Program at Seattle-Tacoma International Airport (SEA). This Accessibility Program is a broad interdepartmental effort that encompasses the amenities we offer travelers with disabilities, the facilities and programs, and our engagement with the disability community. Although 2021 has been another challenging year due to the evolving nature of COVID, significant progress has been made. We found opportunities to improve accessibility and even gain national recognition for our efforts. Whether it was successfully opening SEA's first Sensory Room, rolling out a new Accessibility customer service e-learning, engaging with disability community members, or receiving the 2021 FAA Civil Rights Partner award in recognition of the airport's accessibility work; 2021 has been a banner year for accessibility at SEA.

Recognizing the importance of taking a holistic perspective towards accessibility, this briefing is grouped into three categories – Facilities, Customer Service, and Engagement. The foundation of SEA's Accessibility Program is the Open Doors Organization (ODO) Accessibility Assessment Report, completed in March 2018. The assessment frames recommendations between low and high priorities, and further subdivides into 2, 5, and 10-year time frame suggestions. In the past four years we made progress towards implementing the 108 recommendations to improve accessibility at SEA. We have expanded our goals with additional initiatives intended to advance accessibility. Significant progress was made in 2021 and 70% of the original recommendations are either complete or in progress.

Although ODO's recommendations are the foundation of accessibility improvements, they are just the starting point. As technology and passenger needs evolve, so has SEA's Accessibility Program. In 2022 and beyond, SEA's Accessibility Program will focus on an evolving list of recommendations developed through disability community stakeholder engagement, customer feedback, internal accessibility audits, and interdepartmental collaboration. SEA's Accessibility Program involves the work and efforts of many departments. Our success hinges on the ongoing work of the many key team members and stakeholders involved in advancing these initiatives.

Meeting Date: March 22, 2022

We aim to continue this positive momentum in 2022 to fulfill our goal of being the nation's most accessible airport.

FACILITY UPDATES

Infrastructure updates are related to the physical infrastructure systems of SEA, including signage, that is available for all passengers. Current infrastructure improvements include:

Sensory Room

To address the needs of passengers with autism, sensory processing, or other neurological diversity we developed SEA's first sensory room that opened on April 2, 2021 to coincide with World Autism Awareness Day. The room is intended as a calming space with furniture and finishes selected to address the diverse needs of passengers including additional acoustic insulation. Feedback from both internal and external stakeholders within the disability and aviation community influenced many design decisions including development of a custom wayfinding symbol for our signage.

Since opening, the room has been well received and has surpassed expectations in terms of use and positive feedback from passengers. We are pleased to be able to provide a space that improves the travel experience for many and potentially opens opportunities for those who avoid air travel to enjoy SEA in the future. The feedback from the passengers really illuminates the demand for this type of space because it can address a wide range of passenger needs. Based on the success of the room we look forward to developing a second sensory room in the C Concourse Expansion Project, currently in design.

Service Animal Relief Areas (SARA)

In 2021 SEA increased the number of indoor and outdoor SARA. Phase II of North Satellite project included our largest indoor pet relief area to date. The space was designed to allow passengers to walk around the flush turf area and includes a water bowl filling station, sink, bench, and Pacific Northwest inspired tree stump to encourage animals to use the space. North Terminal Utilities Upgrade project installed the first plumbed outdoor SARA at the north end of the arrivals drive by door 26. The SARA includes a water station and real boulders for the 3-D object to encourage use.

Looking ahead to 2022 a SARA will open in the International Arrivals Facility to support our international travelers and we will be developing a fenced SARA at the south end of the arrivals drive outside of Gina Marie Lindsey Arrivals Hall. Phase 5 of the Restroom Project, which is currently in design, will also be installing a SARA in Concourse D.

Signage

Signage is critical to a successful passenger experience and the sign department made multiple accessibility related improvements over the past year including:

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- (1) The Interim Signage Improvements Phase 1 project was partially installed and includes new dynamic and illuminated signage at the breezeway and esplanade between checkpoint 2 and checkpoint 3.
- (2) Updated digital directories designed to improve clarity and align with SEA brand.
- (3) Designed and installed signage inside the rental car busses to encourage passengers in wheelchairs or scooters to be safely secured.
- (4) Updated signage in elevators and wheelchair areas to eliminate outdated “special needs” language to “wheelchair assistance,” and incorporated people first language.
- (5) Developed braille translation handout for passengers to explain details of biometric screening process and options available.

Seating

The Operations department made considerable efforts to ensure we are including accessible seating options throughout the airport in 2021. They worked together with the Sign Team to ensure every holdroom has clearly identified accessible seating near the jet bridge door. To provide an optimal experience at the new Marketplace at N they purchased wheelchair accessible tables and included a mix of seating including chairs without armrests that can accommodate up to 500 pound seating capacity.

Adult Changing Tables

Adult changing tables are a relatively new amenity provided at SEA and fill an important need for a wide range of passengers that need additional restroom support. In 2021, Phase 2 North Satellite added a second adult changing table for a total of two in the North Concourse. Moving forward an additional adult changing table will be available to passengers in the International Arrivals Facility, opening in 2022. Phase 5 of the restroom renovations, currently in design, will include an adult changing table in both the C and D Concourse.

Garage Improvements

The initial round of elevator core accessibility improvements included some revised expansion joints and additional cane rail installed at the elevator banks throughout the garage. Additional garage accessibility improvements as part of the elevator cab updates, currently in construction, include audio announcements and improved wayfinding. We will continue to evaluate additional accessibility opportunities for the garage in upcoming capital projects.

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Upcoming Facility Improvements

Nursing Suites

Moving forward, we hope to replicate the success of the Nursing Suite that opened in Phase I of North Satellite Renovation with the addition of a nursing room in the C Concourse Expansion project and one in D Concourse as part of Phase 5 Restroom Project.

Exit Ramps and Curbside

The SEA Gateway project will update all sloped exit ramps from baggage claim to lower curbside to meet current code requirements, thus ensuring an accessible path from any baggage claim door. The Terminal Security Enhancements Phase II project will improve the accessibility of the upper and lower drive curbside, and will bring the upper and lower curbside to code compliance. Updating the slope of the ramps and doorways also provides a design opportunity to enhance the intuitive wayfinding and introduce memorable design elements at ticketing and baggage claim level.

CUSTOMER SERVICE UPDATES

The SEA brand promise is to create, through a passionate service culture, an elevated travel experience that's inspired by the original nature of the Pacific Northwest. This elevated travel experience is for all, including travelers with disabilities. Within the Customer Service department there is a recognition that the airport experience begins prior to arrival and that the travel journey has many steps. We are systematically addressing steps where we can elevate customer experience for travelers with disabilities. This perspective is rooted not just in the accessibility programs and services SEA offers, but also in staff training, customer communication, customer feedback, and quality assurance. Highlights of this work include:

Programs + Services

Just as SEA's facilities have improved to better meet the needs of travelers with disabilities, so have our programs and services. Highlights include:

- (1) **Sunflower Lanyard:** In October 2019, SEA became the first airport in the nation to participate in the Sunflower Lanyard program. Originally pioneered by Gatwick International Airport, this program helps staff identify that a traveler has an invisible or hidden disability (ex: autism, MS, PTSD) and may need additional assistance, patience, or flexibility. The Sunflower Lanyard is now recognized at 30+ airports across the nation, and locally is growing in recognition beyond SEA. To support the program's continued growth, SEA staff host a quarterly Airport Sunflower Lanyard Working Group with airports who already participate or are planning to participate. The Working Group is an

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opportunity for airport staff to share lessons learned and best practices on this growing program.

- (2) **Aira:** SEA also was the first airport on the west coast to participate in the Aira Airport Network. Aira (pronounced EYE-rah) helps people who are blind and low vision safely navigate the airport by connecting travelers to a virtual agent via their smartphone. The Port's free minutes plan covers the cost for any traveler using the Aira service while on the airport's wifi.
- (3) **Wheelchair Service Gap:** Although airlines are obligated to provide wheelchair service at key locations, such as from ticketing-to-gate, gate-to-gate, and then gate-to-baggage claim, SEA contracts for the 'service gap.' This service gap is the space between light rail, parking garage, and drives to ticketing counter and then baggage claim to light rail, parking garage, and drives. This service is also available for travelers who are blind or low-vision and need sighted guide support.

In recognition of the critical role wheelchair service plays in traveler's experience, the Customer Service Department is leading an interdepartmental Working Group to elevate wheelchair service at SEA. Although the work plan is still taking shape, there is a recognition that broad buy-in and engagement with the disability community, airline partners, and wheelchair service providers will be needed.

Staff Training

Investing in the staff who provide customer service to travelers with disabilities is a linchpin of SEA's Accessibility Program. To that end, the Airport's Learning team finalized an *Excellent Customer Service for People with Disabilities* e-learning in 2021. The training includes emphasis on general disability sensitivity, 'people-first' language, familiarization with the Airport's amenities such as Sunflower Lanyards and includes scenarios that reinforce customer service expectations. It is a required training for all Port of Seattle Aviation staff, including volunteers. Additionally, the e-learning is broadly promoted and available to the airport badge holder community to supplement existing disability training they may already offer staff. The e-learning was vetted by the SEA Accessibility Advisory Committee who provided valuable input which strengthened the final product. In 2022, the Learning team aims to build-upon the e-learning, with in-person disability customer service focused training for frontline staff, as well as future wheelchair attendant specific training.

The Port of Seattle ICT Department hosted four training sessions for Port staff about the accessibility features built into commonly used Microsoft software products. The sessions were hosted in July to coincide with the anniversary of the ADA being signed. Sessions included information on creating accessible content, low vision accommodations, hard of hearing accommodations, and neurodiversity.

Customer Communication

The ODO assessment encouraged embracing technology to facilitate customer communication for travelers with disabilities. COVID-19 demonstrated a general customer preference for more

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contactless communication. In 2021, the Customer Communication team added a new feature for travelers to text with Customer Communication team members during business hours. Additionally, the AskSEA program launched in fall 2021 where travelers can ask their airport-related questions using their Google or Amazon Alexa devices.

External Relations hired Open Doors Organization to train staff, who work on the external website, how to make the website more accessible. In 2022, Open Doors is conducting a website accessibility audit and will provide a report, monitor remediation, and issue a certificate of compliance based on WCAG 2.1 standard.

Customer Feedback

Customer feedback helps us learn where SEA is doing well and where improvements can be made. Our Customer Communication team already hears from travelers via social media, email, phone, and in-person. Accessibility related feedback is immediately shared with key stakeholders and addressed.

Other proactive customer feedback approaches include a QR code-based survey within the Sensory Room where people are encouraged to share their feedback. Passengers have shared valuable insight on navigability to the room, why they chose to visit, and how we can make the airport travel experience less stressful. This winter, the Business Intelligence department is leading a Wheelchair Experience survey which will complement an airport-wide study on Customer Satisfaction. Similar to the Sensory Room survey, the aim is to get customer perspective on their experience and what would make it better.

Quality Assurance

A SEA Customer Experience Quality Assurance program was recently launched to measure and reinforce employee engagement utilizing the SEA Customer Service Standards Manual. The Standards Manual was adopted last year to help evaluate employee customer engagement performance to raise the bar to a world-class SEA customer experience. Accessibility customer service expectations were integrated into the standards. Experience Evaluators are professional evaluators who anonymously pose as customers to utilize various airport services and report on every aspect of their experience, including the evaluation of wheelchair services. Experience evaluations are conducted monthly and occur at touchpoints across the SEA customer journey.

Teams with representatives from the Port of Seattle, SEA business partners and stakeholders, including representatives from the SEA wheelchair service community will be meeting regularly to receive program updates and to review experience evaluations. Wheelchair services are one of the 56 airport-wide touchpoints that are evaluated throughout the year. Experience evaluations provide feedback to SEA leaders and airport tenants with valuable insights that lead to actions to improve customer satisfaction, reward positive behavior, and to identify training opportunities. Accessibility remains a focal point within SEA's quality assurance efforts to ensure services meet expectations while offering customers positive and consistent experiences.

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ENGAGEMENT UPDATES

Engagement includes our efforts to engage with the disability community, increase awareness about SEA's Accessibility Program, and our industry advocacy efforts. In culmination, these many efforts have hopefully supported industry-wide accessibility improvements. Recent engagement highlights include:

Disability Community Engagement

A cornerstone of SEA's engagement efforts is the SEA Accessibility Advisory Committee. This committee is composed of internal Port of Seattle employees, airline partners, and disability community stakeholders. Disability community stakeholders are affiliated with Paralyzed Veterans of America NW Chapter, MS Society NW Chapter, Arc of King County, Purple Mountain Advocates, Open Doors Organization, NW ADA Center, and more. Quarterly meeting topics have ranged from signage, upcoming facility improvements, how to best measure success, and more. The committee provides a constructive platform for discussing accessibility related initiatives, challenges, and opportunities. Though the committee's feedback is highly valued, it is just one engagement approach. Throughout the year, Customer Service and Facilities staff regularly meet with disability community members to learn more and potentially collaborate on initiatives.

External Relations is a critical partner in our engagement work. In 2021, the airport communications staff in External Relations designed a photo shoot to show travel in our new pandemic normal, specific to travelers with disabilities. The images have been widely used for a variety of external communication and illustrate that the airport is a welcoming and inclusive place for all. This year, External Relations and Customer Service communications staff have made expanded outreach to accessibility audiences a priority goal. Strategies for expanding outreach include deepening relationships with influential communicators in the disability space, expanding our communications with more blogs, brochures, and videos, putting emphasis on specific communities such as the deaf community and those who could benefit from the Sunflower Lanyard, and adding in a new targeted advertising campaign to reach audiences who want accessibility services. Our community can expect to see this information in the media, in their news feeds, in advertising, in the airport, and in their own accessibility communities.

Aviation Industry Advocacy

SEA staff were interviewed in episode 13 of Explorable podcast highlighting the airport's commitment to accessibility. Explorable is a travel disability and inclusion podcast, where experts, advocates, and disability allies are interviewed on disability travel topics.

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- (1) Feature article in July *International Airport Review* on SEA's efforts to make travel more accessible for all
- (2) Inclusion in upcoming ACRP 01-48 Report on *Assessing Airport Programs for Travelers with Disabilities and Older Adults*. SEA is to be highlighted as a mini case study.
- (3) AAAE conference panel participation presentation along with colleagues from Houston Airport and Southwest Airlines on *What You Don't See – How to Address the Challenges of Invisible Disabilities*.

A significant 2021 advocacy accomplishment was SEA's selection for the 2021 FAA Civil Rights Advocate and Partner Award. This was in recognition of SEA's accessibility work, with an emphasis on expansion of amenities for travelers with hidden or invisible disabilities.

CONCLUSION AND NEXT STEPS

Aviation staff are committed to making SEA the most accessible airport in the nation. Accessibility is a consideration in all current and future initiatives and projects. While many efforts can be implemented quickly such as information updates on the website, other projects such as major infrastructure changes or signage changes require significant investment and time to complete.

Increasing awareness of these programs and amenities is an overarching goal for 2022 and beyond. Working with our External Relations and Customer Communication teams we plan to regularly highlight accessibility initiatives at SEA. We are proud of our efforts to provide information via the SEA website but have learned many passengers are not fully utilizing it, and often unaware of available resources. This can lead to frustration. We are looking for more opportunities to amplify accessibility pre-travel information, as well as information available when travelers arrive at the airport.

We have made significant progress by taking an intentionally holistic perspective of focusing on the three pillars of facilities, customer service, and disability community engagement. We will continue to expand our engagement with passengers through initiatives like expanding and diversifying our volunteer team, auditing our terminal facility and programs, developing on-site resources like accessibility brochures, and updating garage elevator cabs to improve wayfinding and reinforce Pacific Northwest sense of place.

Our progress reinforces SEA's reputation within the aviation industry as a leader in the field, which has been shown to influence accessibility improvements across the aviation industry. SEA's Accessibility Program involves the work and efforts of many departments, disability community members, and aviation stakeholders. Together, we look forward to continuing to build-upon this positive momentum in 2022 and beyond.

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ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 26, 2021 – 2020 Accessibility Improvements at Seattle-Tacoma International Airport

October 22, 2019 – Accessibility Improvements at Seattle-Tacoma International Airport

SEA Airport Accessibility Program 2022 Update

Heather Karch, Aviation Facilities and Infrastructure Manager – Architecture
Chelsea Rodriguez, Airports Volunteers & Customer Accessibility Manager

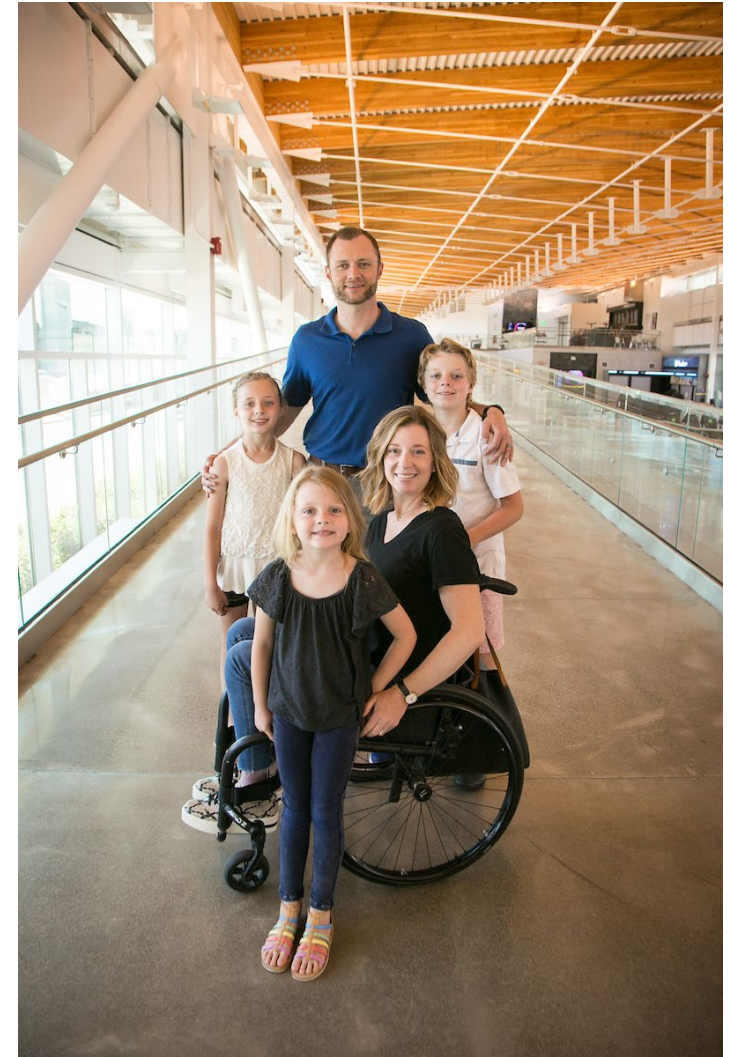
Overview

- Guiding Principles
- Background and Progress
- Facilities Update
- Customer Service Updates
- Engagement Updates
- Conclusion



Guiding Principles

- Goals
 - SEA most accessible airport in the USA
 - Exceed accessibility requirements
 - Innovative leader in aviation accessibility
 - Align with SEA brand promise
- Areas of Focus
 - Facilities
 - Customer Service
 - Engagement



Accessibility is Continuous Improvement Process

- Interdepartmental effort since 2018 following Open Doors Organization Evaluation
- Ongoing engagement with SEA Accessibility Advisory Committee
- 70% of recommendations are complete or in progress





FACILITY UPDATES

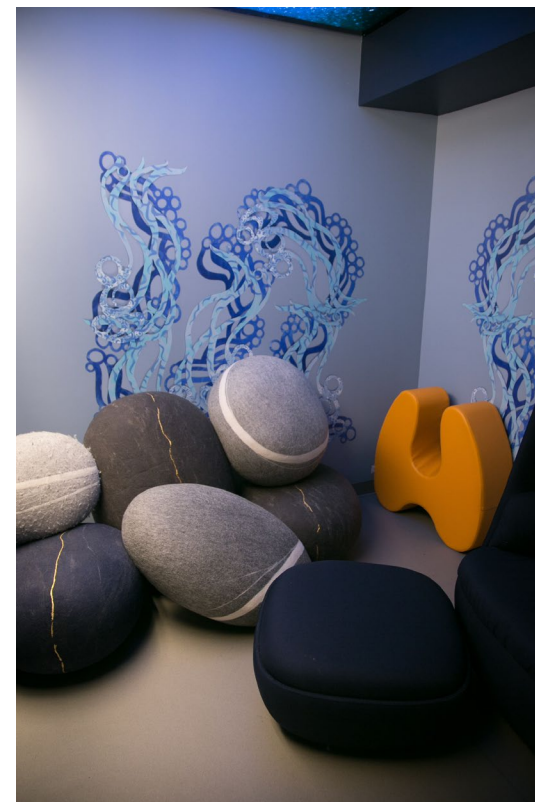
Sensory Room Opened April 2021

I am consistently overwhelmed by all of the very intense and persistent sensory feedback involved in travel. I also have a very hard time with standing all the time, and sitting in hard chairs. The sensory room is genuinely incredible. The first time I found it was an accident, and I called three of my disabled friends to let them know that it existed. Two of them have since let me know that it was immensely helpful in easing their travel.”

- Passenger feedback



Sensory Room



"I just want to say how amazing it is that this room exists. I have been autistic all my life, and at 19, this was of the very first time I ever felt accommodated in the world. It is a wonderful, necessary room and I am so, so thankful that it exists. I found it on accident, because I am often looking for a quiet dark space away from everyone. I loved being able to take off my shoes, wear my headphone ear protection without people staring judgmentally, and rock and stim as needed. Thank you so much." – Passenger feedback

Service Animal Relief Areas

- New Indoor and Outdoor Facilities



Signage

WHEELCHAIR AND SCOOTER USERS



The Port of Seattle strongly recommends that all wheelchairs and scooters be secured while the vehicle is in motion.

Driver is trained to secure wheelchairs and scooters.

There is increased risk of tipping when riding on a scooter while the vehicle is in motion, even when secured. Passengers able to sit independently on bench seating are encouraged to do so.



Accessible Seating





CUSTOMER SERVICE UPDATES

Customer Service Background

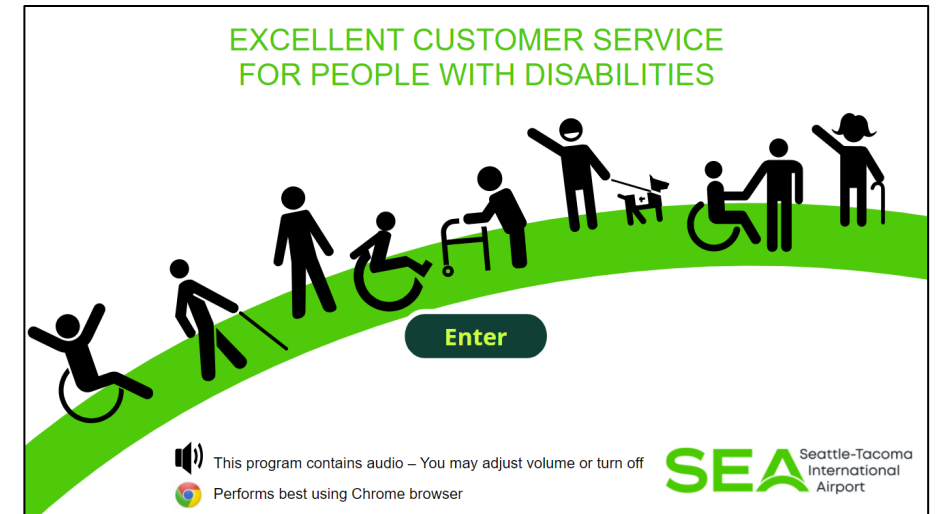
- **Systematic approach**
 - Programs + Services
 - Staff Training
 - Customer Communication
 - Customer Feedback
 - Quality Assurance

At Seattle-Tacoma International Airport (SEA), we promise to create through a passionate service culture, an elevated travel experience that's inspired by the original nature of the Pacific Northwest



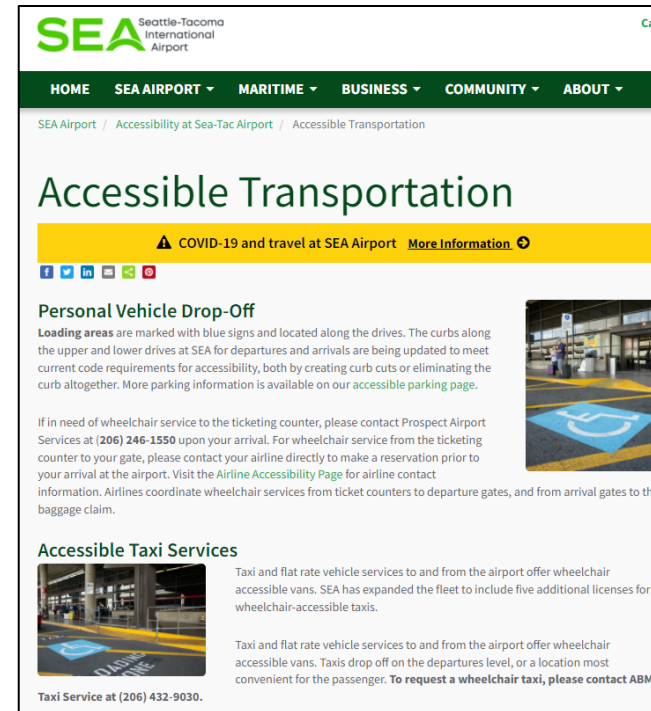
Programs + Staff

- **Programs + Services**
 - Sunflower Lanyards
 - Wheelchair Service
- **Staff Training**
 - E-learning
 - Digital Staff Training



Customer Communication + Feedback

- **Customer Communication**
 - Leveraging technology
 - Pre-visit and on-site resources
- **Customer Feedback**
 - QR Code Surveys
 - Business Intelligence Wheelchair Study



Quality Assurance Program

- Supports SEA Customer Service Standards Manual
- A tool to evaluate customer engagement performance
- Accessibility integrated





ENGAGEMENT UPDATES

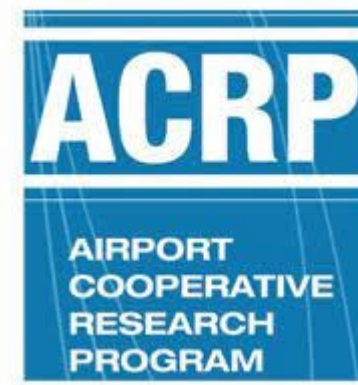
Disability Community Engagement

- SEA Accessibility Advisory Committee
- Regular outreach with disability community members and organizations
- External Relations initiatives



Aviation Industry Advocacy

- Sunflower Lanyard Working Group leadership
- Conference participation
- Podcast participation
- Aviation industry publications



Conclusion and Next Steps

- **Ongoing commitment to becoming most accessible airport in the nation**
 - 2021 FAA Civil Rights Partner award
 - 4 Star Skytrax recognition
- **Looking forward to in 2022**
 - Increasing awareness of programs and amenities
 - Expanding volunteer roster
 - Auditing terminal facility
 - Continued engagement with SEA AAC and disability community

[RETURN TO AGENDA](#)



**COMMISSION
AGENDA MEMORANDUM**

Item No. 11c

BRIEFING ITEM

Date of Meeting March 22, 2022

DATE: March 11, 2022

TO: Stephen P. Metruck, Executive Director

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

SUBJECT: Cruise Update 2022 Seattle Season

EXECUTIVE SUMMARY

Briefing to Commission on projected 2022 Cruise Season. We will be covering four main areas:

- Economic Outlook, Jobs, and Economic Equity
- Communications and Engagement
- Sustainability
- Safe Return

Status of 2022 Cruise Season

After an abbreviated but highly successful 2021 cruise season, cruise ships will be returning to our harbor in April of 2022 under an updated CDC COVID-19 Program for Cruise Ships. Our first revenue cruise is scheduled for April 11 at Pier 66 and we expect our last call on October 23. This season, we have 7 Cruise lines and 14 different homeport vessels leaving Seattle on an Alaska itinerary. Under the new voluntary CDC Program, these vessels will be sailing with at least 95 % of both passengers and crew fully vaccinated. This vaccinated population will be required to show proof of a negative COVID test upon arrival to the terminal. The small number of unvaccinated passengers will be tested at the terminal prior to boarding. All passengers will be tested again before arriving to Canada per Transport Canada's public health plan for cruise ships. The ships typically arrive to Victoria, B.C. the day before disembarking in Seattle.

Throughout the Covid Pandemic, the Port of Seattle has prioritized public health. Port agreements required under the CDC program reflect the high local standards and are consistent with local efforts. These agreements, which are signed by the port, cruise lines, and local health officials, provide clear protocols for responding if there are cases of Covid on a cruise vessel.

Cruise vessels have sailed safely for some time not only out of Seattle in 2021 but throughout the world. More than 30 countries have reopened to cruise tourism.

Engagement with Community and Stakeholders

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

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As in 2021, we have developed a robust public communications plan, which includes a webinar, job fairs, and online resources to ensure that community, passengers, and crew know what to expect during the 2022 cruise season. Highlights of that work include:

- Updated the [webpage](#) for Business, Tourism and Community Partners; tentative ship schedules are posted here.
- Hosting a webinar with speakers from the cruise lines.
- Regular updates in Pier to Pier, a waterfront-focused email newsletter

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

June 22, 2021 – Cruise Season Update



Cruise 2022 Season Update

Stephanie Jones Stebbins

Managing Director, Maritime Division

Marie Ellingson

Cruise Operations & Business Development Manager



1 2022
SEASON

2 SUSTAINABILITY

3 SAFE RETURN



1

2022 CRUISE SEASON



2022 Cruise Season Preliminary Schedule



296 ship calls

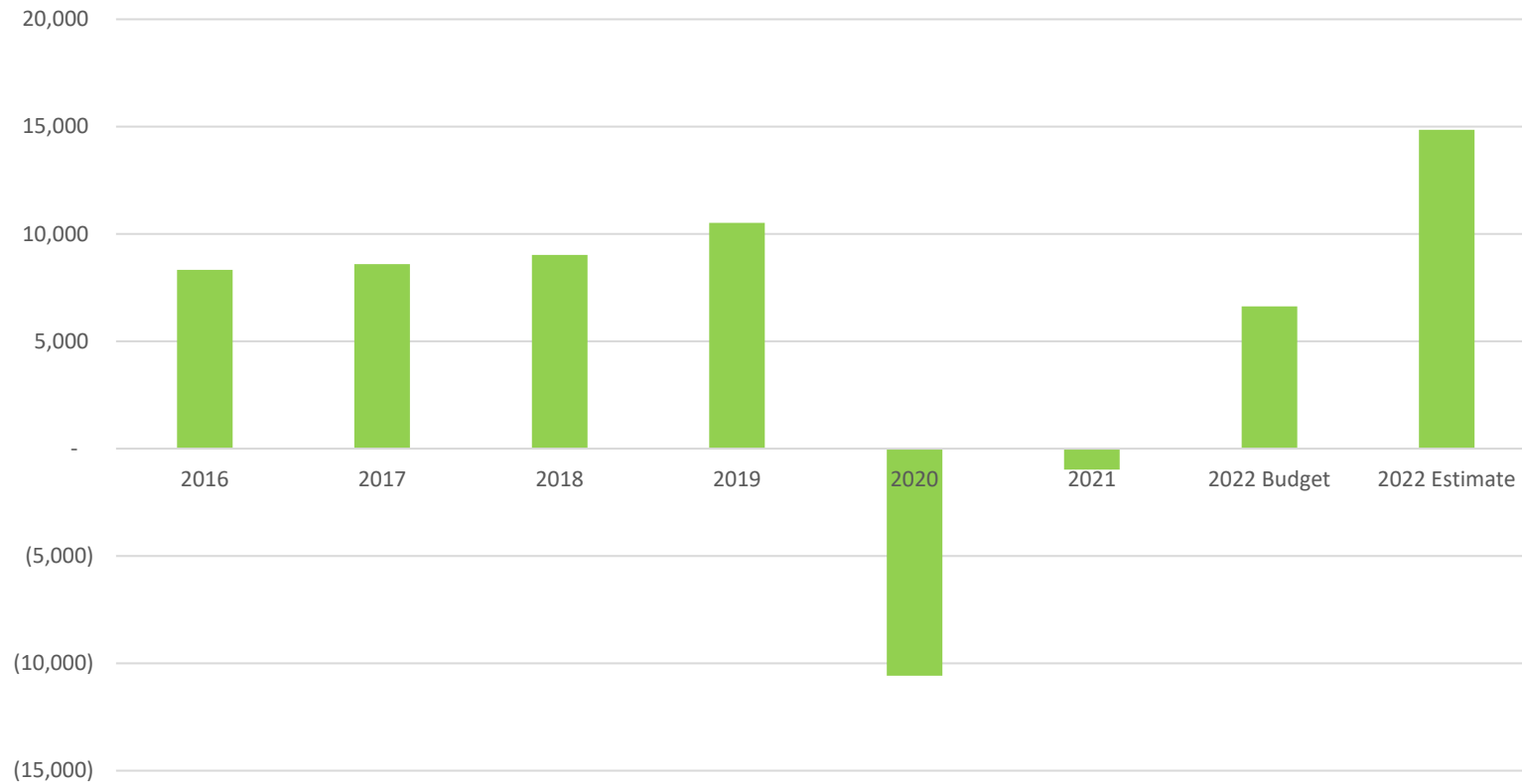


**1.26 million
revenue
passengers
(estimated)**



Forecast \$15 Million to Maritime/Port in 2022

NOI Before Depreciation in \$000s



- Aggressive fee raises
- Expense control
- Supports other Maritime Businesses and Capital programs

Regional Economic Benefit



\$900 million
annual business revenue



5,500 jobs



Suppliers



Tourism



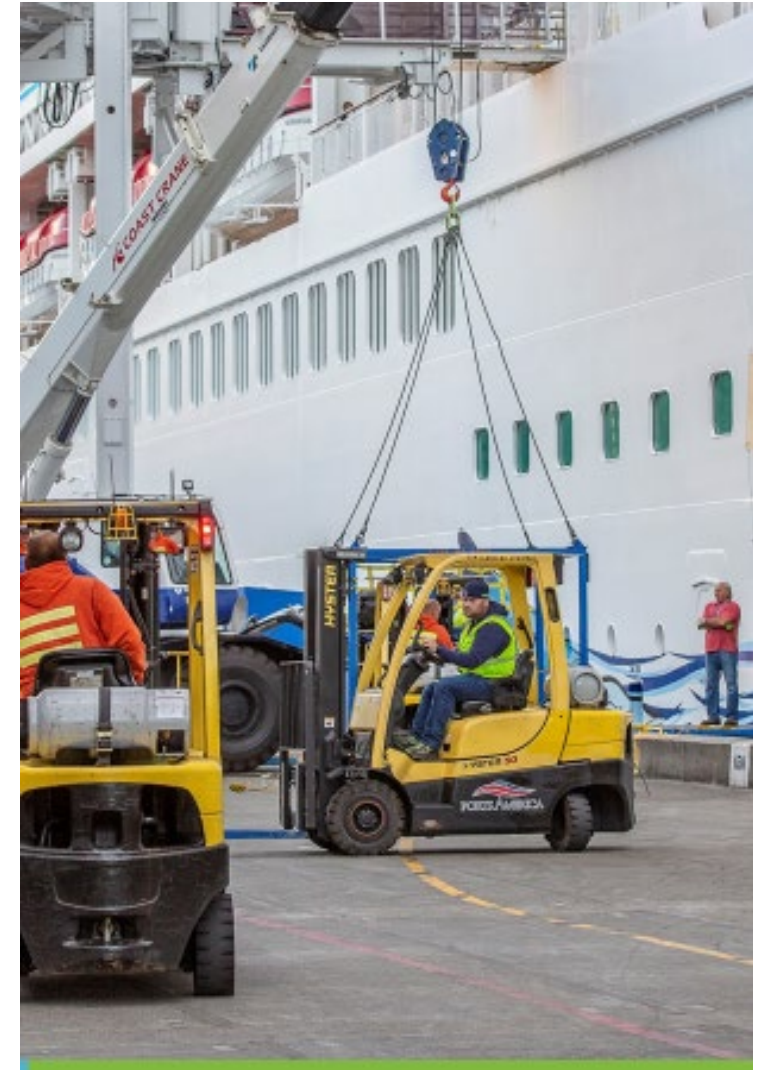
**Vessel
services**



Direct Impacts by Activity

Projected Direct Impacts by Economic Activity of Cruise Operations of the Port of Seattle

Activity	Revenues (mils 2018 \$)	Wages (mils 2018 \$)
Passenger Spending	\$226.8	\$83.2
On Shore Staff	\$28.4	\$14.5
Maritime Services	\$27.8	\$14.2
Maintenance	\$24.2	\$7.4
Provisioning	\$60.2	\$0.7
Fuel	\$98.3	\$1.7
Crew Spending	\$2.1	\$0.9
Total	\$467.8	\$122.7



Economic Equity: Benchmarking other Ports

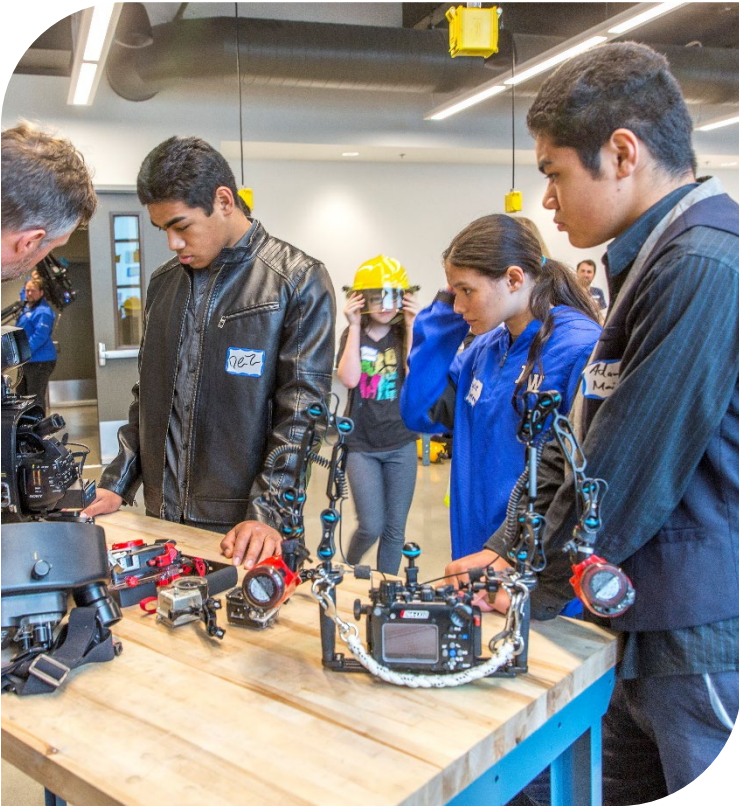
2020 Research Study: “EQUITABLE ECONOMIC CRUISE INVESTMENTS AT OTHER PORTS”

- Researched what Ports around the world (4 U.S. and 17 International Ports) What can we learn?
- Cruise-specific programs more common outside of U.S.
- Domestically, multiple maritime programs similar to the Port’s current work;
- Notable exception is **Icy Strait Point**, in Hoonah, Alaska.
 - Owned by Huna Totem Corporation, with over 1,550 shareholders whose aboriginal ties are to the Village of Hoonah in Southeast Alaska.



Image courtesy www.hunatotem.com

2022-2023 Priority Economic Equity Initiatives



- Expand workforce development for youth and adults



- Grow utilization of local suppliers, service providers and WMBE
- Local craft and souvenir vendor opportunities



- Connectivity and opportunity to Alaska communities

2022 Job Fairs

New partnership to support four job fairs

- Full-time, part-time seasonal jobs
- Flexibility for high school and college students, and teachers
 - March 25 & 26: Port and cruise employers host job fair at Pier 91
 - March 29: Cruise employers join OEDI South King County Job Fair
 - April 2: Port and cruise employers host job fair at HUB



Community Engagement

April 6 webinar

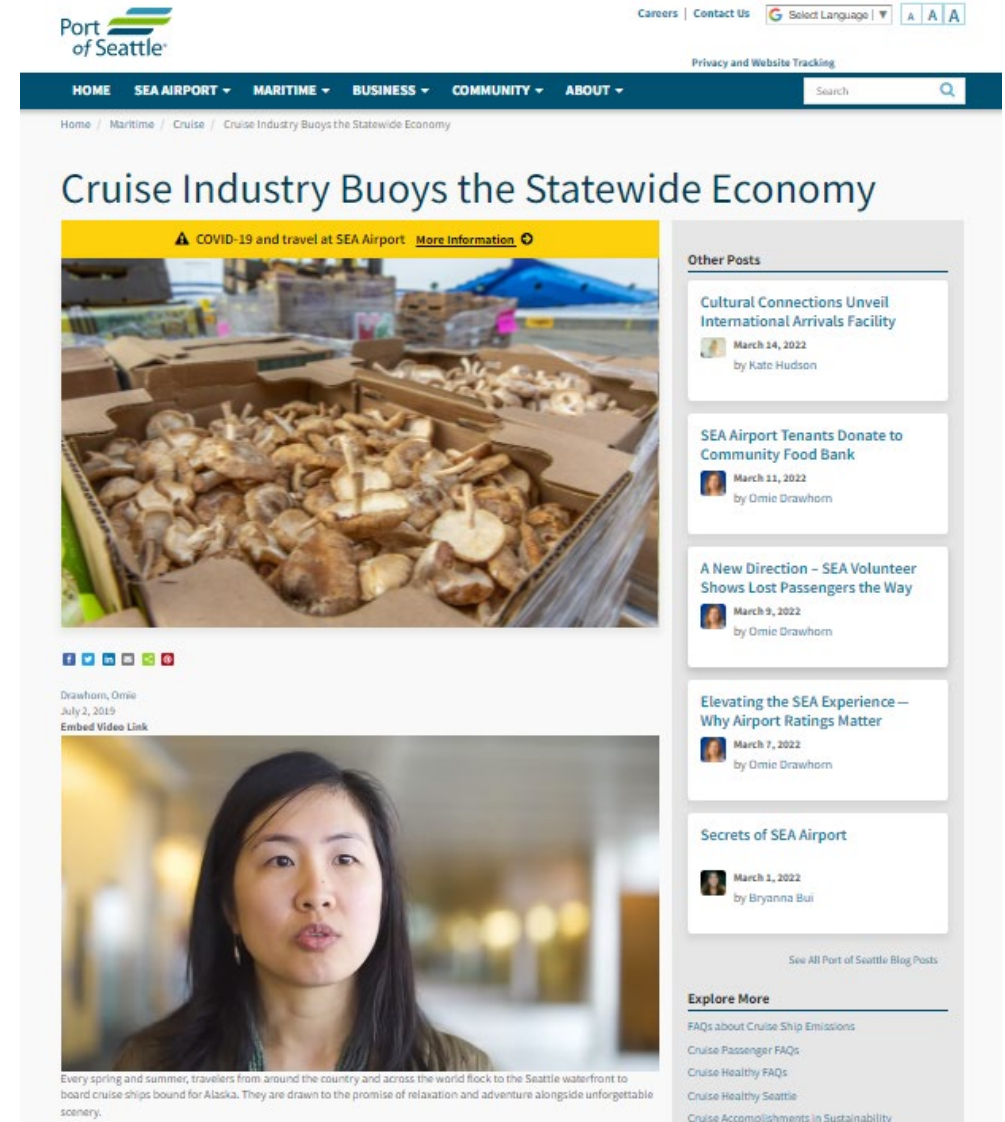
- Community
- Travel industry stakeholders

Community and tourism meetings

- In Q1, 30+ pre-season stakeholder engagement and outreach events directly connecting to 750 local residents and businesses

Email and newsroom outreach

- Pier to Pier Waterfront Newsletter
- Regular blogs and media releases from pre to post season



From our Native community of Hoonah to the Yukon River beyond Denali, the cruise industry drives the economy for small villages across Alaska.

- *Russell Dick, President and CEO, Huna Totem Corporation*

The past two years have been incredibly difficult for our local businesses, and we're excited to welcome visitors back.

- *Alexandra Pierce, Tourism Manager of the City and Borough of Juneau, Alaska*



2

SUSTAINABILITY



Environmental Regulatory Agencies

International, Federal, and State Regulators

- International Maritime Organization
- United States Coast Guard
- U.S. Environmental Protection Agency
- Washington Department of Ecology
- Puget Sound Clean Air Agency
- Transport Canada
- Alaska Department of Environmental Conservation

Port Influence Mechanisms

- Port Terminal Tariff #5
- Berthing Agreements and Leases
- Cruise at-berth best management practices and compliance observers
- Cruise Memorandum of Understanding

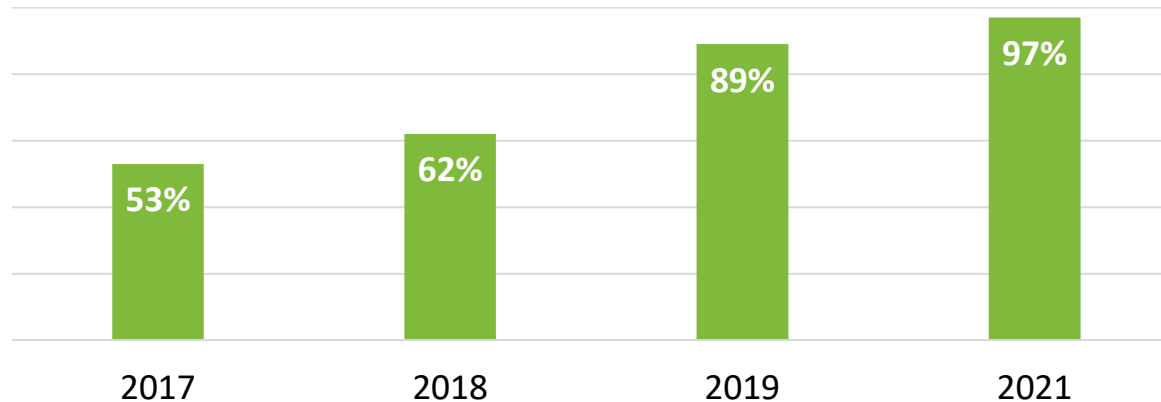


Cruise Industry

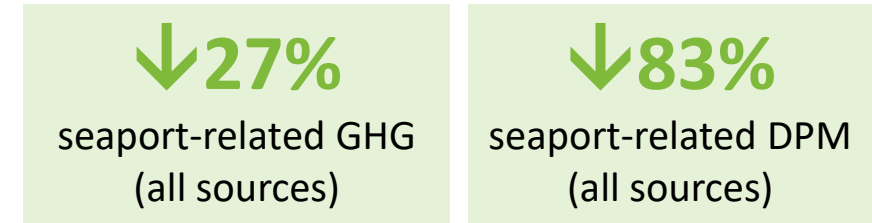
Maritime Emissions in Seattle Declined Since 2005

- Collaboration between NW Ports, regulation, cleaner technology and shore power reduced emissions
- Since 2018, shore power has reduced nearly 6,000 tons of CO₂

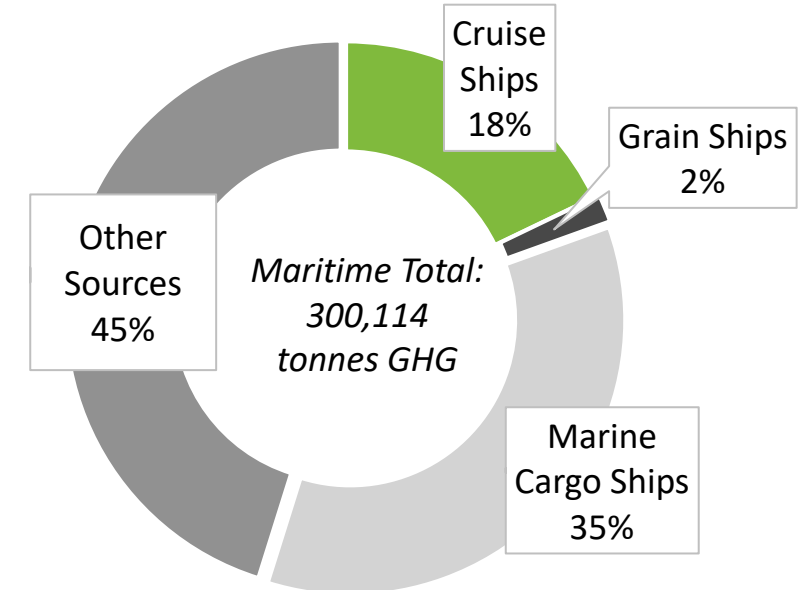
Connection rates at T91 by SP-Equipped Ships



Emission Reduction Progress, 2005-2016



Cruise ships account for 18% of Seattle's seaport-related GHG emissions, 20% DPM emissions in the airshed



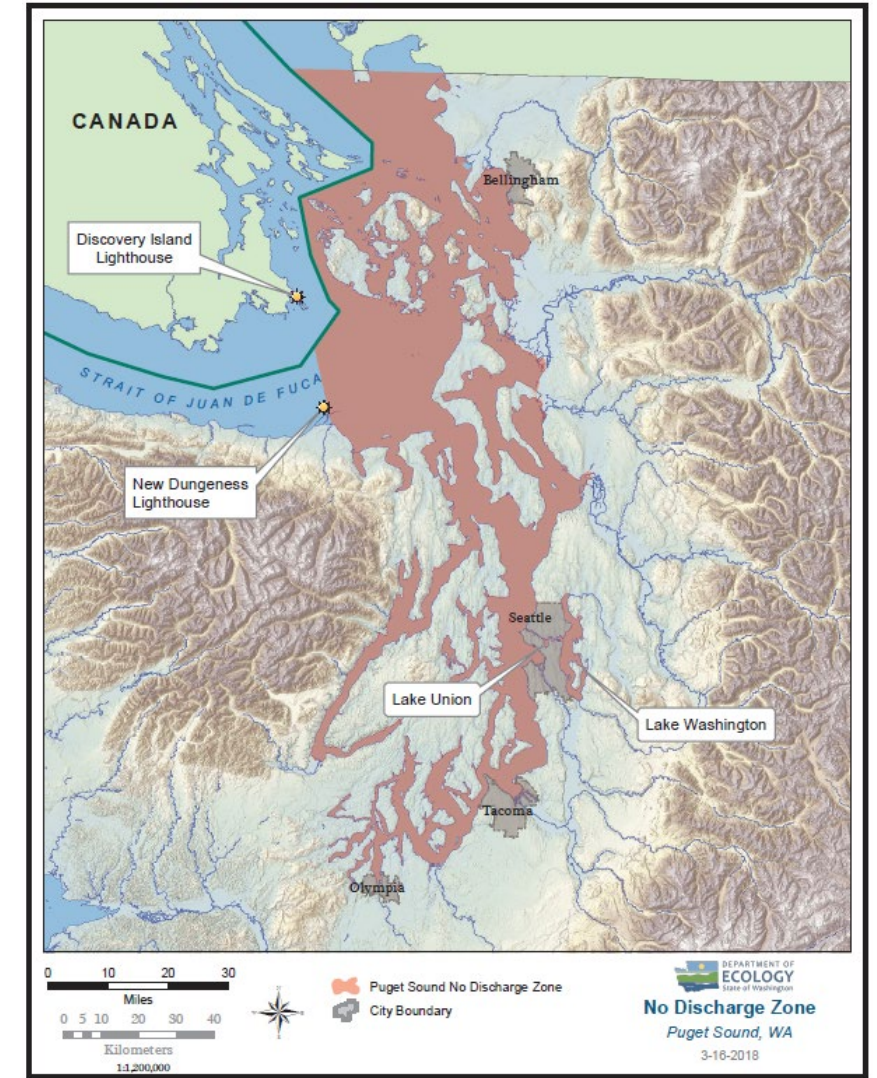
2021-2022 Clean Air Initiatives

- NW Ports Clean Air Strategy
- Joined Getting to Zero Coalition
- Updated GHG reduction goals to net zero scope 1&2 by 2040, carbon neutral scope 3 by 2050
- Complete the Seattle Waterfront Clean Energy Strategy
- \$2 million in Washington state funding for clean electricity shore power at Pier 66



2021-2022 Clean Water Initiatives

- In 2020, exhaust gas cleaning system (EGCS) wash water discharge from cruise ships was banned at berth, and in 2021 paused in Puget Sound
- Participate in a Puget Sound EGCS water quality study
- Became first port to join International Alliance to Combat Ocean Acidification and issued Action Plan



2022-2023 Priority Sustainability Initiatives



Leverage business relationships to drive sustainability

- Leases
- Preferential Use Agreements
- Tariff



Getting to Zero

- Complete shore power connections
- 100% shore connection rate by all cruise ships by 2030
- Collaborating with PNW Partners

3

SAFE RETURN



Success Requires Partnership



Safe & Successful 2021 Season

Multiple Layers Improved Success



- Terminal upgrades



- Vaccinated:
- Passengers
 - Crew



- Clean facilities
- Masks



- Testing
- Health Screening

2022 Season COVID Measures Checklist



CDC publishes voluntarily program protocols



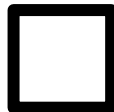
Cruise lines opt-in to program and define staff and employee vaccine and testing measures



Canada issues cruising protocols



Cruise terminal operators and Port approve sanitation plan



Port – Cruise Line Agreements

Port Agreements for 2022

Port Agreements define a cruise line's local health protocols

Prevention

- Embarkation and disembarkation procedures
- Health Screening
- Testing
- Social distancing
- Training for land-based staff
- Cleaning landside spaces

Response

- Emergency response plans
- Medical care agreements
- Transportation providers
- Quarantine housing



Local public health agencies provide input and review
External review by independent epidemiologist

Questions?

[RETURN TO AGENDA](#)

