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**APPROVED MINUTES
COMMISSION REGULAR MEETING JANUARY 4, 2022**

The Port of Seattle Commission met in a special meeting Tuesday, January 4, 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 12:03 p.m. by Commission President Fred Felleman who led the flag salute.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

None.

3. APPROVAL of the AGENDA

The agenda was approved as amended, with Item 8b pulled from the Consent Agenda, to be addressed separately.

4. SPECIAL ORDERS OF THE DAY

4a. Comments from Newly Elected and Re-Elected Commissioners

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

Newly-elected Commissioners Hasegawa and Mohamed and re-elected Commissioner Calkins spoke regarding their elections/re-elections to office and their priorities as they serve on the Commission.

Commissioners Cho and Felleman congratulated the Commissioners.

Commission President Felleman provided his remarks as outgoing Commission President.

4b. Order No. 2022-01: An Order of the Port of Seattle Commission Electing a Slate of Officers for Calendar Year 2022.

Clerk Hart read item 4b into the record, noting the text of the Order and that all Commissioners have completed their annual Transparency Pledges.

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

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

Opposed: (0)

Incoming Commission President Ryan Calkins congratulated all appointed officers and provided opening comments as the Commission President for 2022.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda and made announcements.

6. COMMITTEE REPORTS

Mr. Aaron Pritchard, Interim Commission Chief of Staff, advised that a retreat will be held on January 6, 2022, to establish committee membership and discuss 2022 work plans.

7. PUBLIC COMMENT

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

- The following person spoke in support of environmental sustainability and in opposition to a third cruise terminal at T46: Iris Antman.
- The following people spoke in opposition to Agenda Item 11a, noting concerns for the climate and the increase in greenhouse gas emissions that tourism will cause: Jordan Van Voast and Anne Kroeker.
- The following person spoke regarding disparities in equity issues, economic benefits flowing away from south King County, and the need for people to know how to use the system to utilize the South King County Fund: Des Moines City Council Member JC Harris.
- In lieu of spoken comment, written comments regarding North SeaTac Park were submitted by: Barbara McMichael; Noemie Maxwell; Michael Roedell and Carlyn Roedell; Linnea Westerlind; and Madeline Cooper.
- In lieu of spoken comment, written comments regarding Agenda Item 11a and having a full Environmental Impact Statement for any plans to increase aviation capacity at SEA were submitted by: Laura Gibbons.
- In lieu of spoken comment, written comments regarding Agenda Item 11a noting concerns for the climate and increase in greenhouse gas emissions caused by an increase in tourism were submitted by: Bernedine Lund and Sharla Dodd.

[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 Regular Meeting of December 14, 2021.

8b¹. ~~Authorization in the Amount of \$11,200,000, for the Executive Director to Complete Design, Advertise and Execute Up to Two Professional Services Contracts for Design Services for the Concourse Low Voltage Upgrade Project and the Parking Garage Low Voltage Upgrade Project, Advertise and Execute a General Contractor, Construction Manager Construction Contract and Authorize Pre-Construction Services, Issue a Job Order Contract to Carry Out Pre-Construction Services, and Use Port of Seattle Crews for Pre-Construction Activities. (CIP # C801280 & #C800901)~~

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

8c. Authorization for the Executive Director to Convey a Port-Owned K9 to its Handler.

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

8d. Authorization in the Amount of \$1,258,000 for the Executive Director to Prepare Design and Construction Bid Documents for the Chiller Panel Upgrade Project Phase 2 at Seattle-Tacoma International Airport, and Develop, Advertise, and Execute a Public Works Building Engineering Systems Contract to Replace Chiller Control Panels in the Central Mechanical Plant, for a Total Estimated Project Cost of \$1,288,000. (CIP #C801181)

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

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

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

8b. Authorization in the Amount of \$11,200,000, for the Executive Director to Complete Design, Advertise and Execute Up to Two Professional Services Contracts for Design Services for the Concourse Low Voltage Upgrade Project and the Parking Garage Low Voltage Upgrade Project, Advertise and Execute a General Contractor, Construction Manager Construction Contract and Authorize Pre-Construction Services, Issue a Job Order Contract to Carry Out Pre-Construction Services, and Use Port of Seattle Crews for Pre-Construction Activities. (CIP # C801280 & #C800901)

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

Presenter(s):

Ethan Conley, Capital Project Manager III, AV Project Management Group
Denise Dennis, AV F&I Manager Engineer, AV Facilities, and Infrastructure

¹ Agenda Item 8b was removed from the Consent Agenda and addressed separately.

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

The presentation addressed:

- the project overview – renewal and replacement of electrical equipment throughout Concourses B, C, D, and the parking garage at STIA;
- conditions of existing equipment;
- project benefits;
- project scope, budget, and schedule;
- parking garage budget and schedule;
- status of the project – in the planning phase;
- project risks and mitigation; and
- action required.

Commission discussion ensued regarding:

- how the design costs compare to other port projects;
- diversity in contracting and how the level is set to arrive at the threshold;
- cultivating minority-owned businesses;
- project upgrades supporting future electric vehicle charging stations; and
- the projected number of jobs created by the project.

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

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

Opposed: (0)

9. **UNFINISHED BUSINESS** – None.

10. **NEW BUSINESS** – None.

11. **PRESENTATIONS AND STAFF REPORTS**

11a. **Port of Seattle Tourism Recovery Initiatives Briefing**

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Division
David Blandford, Executive Director, Washington Tourism Alliance

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the trend of tourism and travel recovery over 2021;
- trade show schedules in 2022;
- Washington Tourism Alliance's representation during the 2021 IPW conference in Las Vegas;

- international co-op advertising;
- tourism development;
- a new state branding and marketing strategy;
- a travel publicity program to stimulate earned media coverage statewide;
- Port of Seattle tourism grants advancing economic recovery;
 - Spotlighting SEA advertising
 - Tourism marketing grants
- key international markets and promotions;
- inspiration and destination publicity;
- selling Seattle and Washington State;
- international visitation to Seattle; and
- 2022 tourism priorities.

Members of the Commission and Staff discussed:

- 2021 decline in tourists from China and the need to invest dollars in the areas of decline, as opposed to being European country centered;
- how we are partnering with other ports on tourism; and
- the grant process and outreach.

11b. 2022 Federal Legislative Agenda Briefing

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

Presenter(s):

Eric Schinfeld, Senior Manager, Federal & International Government Relations

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- key 2021 accomplishment and the 2022 federal legislative outlook;
- priority agenda items portwide, in aviation, in maritime, additional portwide priority issues including Covid-19 pandemic recovery, welcoming and competitive immigration and trade policies, and increased community focus; and additional priority issues in aviation and maritime;
- areas of issue to monitor; and
- next steps including meetings with congressional offices to distribute the agenda and share priorities in February.

Discussion ensued regarding:

- emerging issues regarding carbon sequestration and habitat restoration;
- investments in noise mitigation and healthy ports;
- incorporating airport workers around discretionary funds;
- grant writing;
- provisions relevant to underwater noise; and

- comprehensive solutions to address climate crisis including offshore wind and ensuring stakeholders are coordinated.

11c. Equity Motion and Equity, Diversity, and Inclusion Assessment Final Report

Presentation document(s) included an [agenda memorandum](#), [EDI assessment](#), [executive summary](#), and [presentation slides](#).

Presenter(s):

Bookda Gheisar, Senior Director, Equity, Diversity & Inclusion
Jay Doran, EDI Engagement & Community Program Manager, Equity, Diversity & Inclusion
Katie Gerard, Senior Director, Human Resources
Jermaine Murray, Director, Port Construction Services
Keri Pravitz, East King County Community & Government Relations Manager, External Relations

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Commission Motion 2020-10 – which directed the Office of Equity Diversity and Inclusion to assess and continue implementing equity efforts;
- Equity Motion implementation;
- equity, diversity, and inclusion (EDI) goals;
- how the Commission can support implementation of those efforts both internally and externally;
- EDI assessment methodology;
- assessment results;
- contents of the full report;
- issues and recommendations;
- framing of the assessment and overview of the focus areas and key issues;
- workplace culture and voice of employees;
- operations and processes key issues and recommended actions;
- employment key issues and recommended actions;
- equity capacity building;
- engaging women and small business enterprises;
- engaging impacted communities; and
- next steps and implementation.

Members of the Commission and Staff discussed:

- addressing barriers to local and also more distantly-located WMBE participation;
- promoting a more just and equitable Port;
- workplace responsibility;
- addressing areas of disability;
- benefitting from the skills and talents of diversity and questions regarding a Community Equity Board; and

- continued work of the Equity and Workforce Development Committee.

11d. 2021 Port of Seattle Affirmative Action Program

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

Presenter(s):

Cynthia Alvarez, Senior Manager, Employee Relations
Sanders Mayo, Senior Employee Relations Consultant

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- program purpose;
- 2021 program key results;
- underutilization explained – when the percentage of women or minorities is less than would be reasonably expected given their availability, both internal and external;
- placement goal for women in professional 2 EEO job group;
- demographics at a glance;
- minorities and pay grades;
- gender and pay grades;
- port demographics vs. county population demographics; and
- opportunities moving forward.

Discussion ensued regarding:

- close-out of the 2021 Affirmative Action Program;
- work conducted to support federal actions;
- addressing impacts and changes as needed; and
- equity interwoven into everything the Port does.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –

Commission President Calkins spoke regarding utilization of the Motion to Refer items to Committee in 2022 as needed to support Commission actions and committee work.

Appreciation was given to the aviation staff for their response and support during the recent weather event.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:27 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: January 4, 2022