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**APPROVED MINUTES  
COMMISSION REGULAR MEETING FEBRUARY 8, 2022**

The Port of Seattle Commission met in a regular meeting Tuesday, February 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 one matter 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 as presented without objection.

**4. SPECIAL ORDERS OF THE DAY**

**4a. Proclamation in Recognition Black History Month – February 2022**

Presenter(s):

Bookda Gheisar, Senior Director, Equity, Diversity & Inclusion  
Dawn Hunter, Director of Aviation Commercial Management

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

Bookda Gheisar and Dawn Hunter read the proclamation into the record.

Commissioner Mohamed spoke regarding Black History Month.

Executive Director Metruck and Members of the Commission also provided comments in recognition.

The motion, made by Commissioner Mohamed, 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 announcements, including the cancellation of the February 22, 2022, Commission meeting and the passing of former Commissioner Gary Grant.

**6. COMMITTEE REPORTS**

Ms. Erica Chung, Strategic Advisor, noted that no committees have met since the last report was provided.

**7. PUBLIC COMMENT**

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

- The following person spoke in support of Agenda Item 10d and in support of promotional videos for BIPOC visitors and other projects made possible through the partnership: Nathan Daum, City of Shoreline Economic Development Program Manager.
- The following person spoke regarding port packages to mitigate noise to airport communities: JC Harris, Des Moines City Council Member.
- The following person spoke in support of Agenda Item 10d and community benefits provided through the partnership: Lara Thomas, City of Duvall Community Development Director.
- The following person spoke regarding aviation noise impacts on Vashon Island and the installation of two permanent noise monitors: David Goebel, resident.
- The following person spoke regarding inconsistency in construction and conflicting goal statements in Agenda Item 11a: Bernedine Lund, resident (*written comments also submitted*).
- In lieu of spoken comment, written comments regarding Agenda Item 11a and conflicting goal statements of promoting an increase in aviation through the Sustainable Airport Master Plan and yet reducing carbon emissions and protecting the health of airport communities were submitted by: Janet Lenart, Laura Gibbons, and Anne Kroeker.

*[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 January 25, 2022.**

**8b. Approval of the Claims and Obligations for the Period January 1, 2022, through January 31, 2022, Including Accounts Payable Check Nos. 942239 through 942581 in the Amount of \$4,231,700.22; Accounts Payable ACH Nos. 041760 through 042507 in the Amount of \$49,986,605.28; Accounts Payable Wire Transfer Nos. 015760 through**

015774 in the Amount of \$12,846,215.01, Payroll Check Nos. 202103 through 200789 in the Amount of \$84,554.96; and Payroll ACH Nos. 1060502 through 1064591 in the Amount of \$12,109,502.70 for a Fund Total of \$ 79,258,578.17.

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

- 8c. Authorization for the Executive Director to Advertise and Execute a Construction Contract, to Utilize Port Crews; and to Execute Contracts for Furniture Purchases for the Seating Replacement and Electrical Infrastructure Project at Seattle-Tacoma International Airport, for a Request in the Amount of \$8,550,000 and an Estimated Total Project Cost of \$10,300,000. (CIP # C800959)**

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

- 8d. Authorization for the Executive Director to Design and Prepare Construction Documents for the Secured Area Vehicle Checkpoints (SAVCP) Project at Seattle-Tacoma International Airport (SEA) in the Amount of \$550,000 out of an Estimated Total Project Cost of \$4,300,000. (CIP # C801237)**

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

- 8e. Authorization for the Executive Director to Award and Execute a Construction Contract to the Low Bidder for an Irregular Bid Outcome with Only One Bid Submitted and Increase the Project Budget in the Amount of \$500,000 to Cover Costs of Project Bid for the Building 161G AVM Facility Upgrade Project, for a Total Estimated Project Cost Not-to-Exceed \$3,472,000. (CIP #800924)**

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

- 8f. Authorization for the Executive Director to Expend \$160,000 for Design and Permitting for a New Wastewater Lift Station at Terminal 86 Park, Increasing the Total Project Authorization To-Date to \$210,000 Out of a Total Preliminary Estimated Project Cost of \$610,000. (CIP # C801249)**

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

- 8g. Authorization for the Executive Director to Procure Software and Vendor Support Services for the Operational Readiness, Activation and Transition (ORAT) Team at Seattle-Tacoma International Airport (SEA), with an Estimated Cost of \$3,000,000 for Up to Ten Years of Software License, Service, and/or Maintenance Fees.**

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

- 8h. Authorization for the Executive Director to Execute an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract for Maximo Technical Services as Needed to Support**

**Projects and Operations for a Total Amount Not-to- Exceed \$1,000,000, with a Contract Ordering Period Not-to-Exceed Five Years.**

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

- 8i. Adoption of Resolution No. 3799: A Resolution Declaring Surplus and No Longer Needed for Port District Purposes Approximately 2.56 Acres of Port-owned Real Property, Commonly Referred to as Tract “B,” and Located in the City of Des Moines, King County; and Further Authorizing the Transfer of Said Real Property to the City of Des Moines for Stormwater Facilities in Support of Improvements at Des Moines Creek Business Park.**

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

- 8j. Authorization for the Executive Director to Construct the Surface Area Management System Project at Seattle-Tacoma International Airport Using Job Order Contracting Alternative Public Works, to Increase the Project Budget by \$6,900,000 for a New Total of \$13,500,000, and to Execute Contract Amendments Over \$300,000 with SAAB Inc. to Include Recurring System Hosting Fees Over the Next 10 Years of \$2,200,000, for a Total Request of \$8,718,000. (CIP # C800650)**

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

- 8k. Authorization for the Executive Director to Execute an Indefinite Delivery, Indefinite Quantity (IDIQ) Media Buying Services Contract for a Maximum Value of \$750,000 with a Contract Duration of Three Years.**

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

- 8l. Authorization in the Amount Not-to-Exceed \$2,100,000 for the Executive Director to Approve Contracts for a Three-Year Program Starting 2022 for the Opportunity Youth Initiative.**

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

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, and 8l carried by the following vote:**

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

**Opposed: (0)**

- 9. UNFINISHED BUSINESS – None.**

- 10. NEW BUSINESS**

**10a. Authorization for the Executive Director to Execute a Memorandum of Understanding (MOU) in Substantially the Form Attached for \$5.5 Million in Partnership with the City of Seattle on the East Marginal Way Corridor Improvement Project.**

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

Presenter(s):

Geraldine Poor, Senior Regional Transportation Manager. External Relations  
Lindsay Wolpa, Strategic Project Senior Manager, NWSA  
Megan Hoyt, Project Manager, Capital Projects, City of Seattle

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

Executive Director Metruck introduced the item.

The presentation addressed:

- Project authorization – approval of a Memorandum of Understanding, in substantially the form attached, for \$5.5 million in partnership with the City of Seattle on the East Marginal Way Corridor Improvement Project;
- East Marginal Way in the Heavy Haul Corridor;
- Project location;
- Existing conditions - no separation between roadway, bicycle lanes and railroad tracks, roadway in poor condition, safety concerns along the roadway and at intersections;
- Corridor safety improvements - minimizes conflict points, adds concrete barrier between road and bicycle lanes, adds fencing between bicycle lanes and railroad tracks, and keeps bicyclists away from driveways;
- Heavy Haul pavement network;
- freight mobility components;
- source of funds - SDOT's construction phase estimate for the transportation elements of the North segment is \$38,130,000; the Port's contribution will be \$5,500,000; and
- partner investments.

Members of the Commission and staff discussed:

- bicycle improvements/separated bike path;
- benefits to freight mobility – reinforced pavement that allows for heavier weights;
- public input from impacts communities;
- alternative modes and giving priority to trucks; and
- environmental impacts and improved safety.

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

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

**Opposed: (0)**

**10b. Authorization for the Executive Director to Increase the Project Budget for the Telecommunication Meet Me Room (MMR) in the Amount of \$14,550,000; to Prepare, Advertise, and Award a Design Build Major Works Contract to Construct the Meet Me**

**Room (MMR) Building; to Prepare Design and Construction Bid Documents for the MMR Fiber; and to Utilize Port of Seattle Crews to Support Design and Construction Activities, for a Request in the Amount of \$7,725,000 and a Revised Total Estimated Project Cost of \$19,700,000. (CIP #C800762)**

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

Presenter(s):

Matt Breed, Chief Information Officer, Technology Delivery  
Tyler Salisbury, Capital Project Manager III, AV Project Management Group  
Denise Dennis, AV F&I Manager Engineer, AV Facilities, and Infrastructure

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

Executive Director Metruck introduced the item.

The presentation addressed:

- establishment of a new permanent telecommunication facility and connection pathway into the airport;
- project scope and opportunities;
- project risks and mitigation;
- schedule;
- budget and authorization; and
- action requested - Increase project budget by \$14.55M, authorization to advertise, award, and execute a major works Design Build contract to construct the building; authorization to prepare design and construction documents for the fiber scope, use of Port of Seattle crews for design support and pre-construction activities.

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

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

**Opposed: (0)**

**10c. Authorization for the Executive Director to Execute an Administrative Order on Consent (AOC) with the U.S. Environmental Protection Agency (EPA); and Authorize Completion of Design and Permitting for the Terminal 25 South Restoration Program Cleanup (106176) and Habitat Restoration (105562) Projects in the Amount of \$10,000,000 of a Total Preliminary Estimated Environmental Remediation Liability (ERL) Program Cost of \$75,000,000.**

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

Presenter(s):

Sandra Kilroy, Senior Director, Environmental Sustainability & Engineering  
Joanna Florer, Senior Environmental Program Manager, Maritime Environment & Sustainability  
Kathleen Hurley, Senior Environmental Program Manager, Maritime Environment & Sustainability  
Tim Leonard, Capital Project Manager V, Waterfront Project Management

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

Executive Director Metruck introduced the item.

The presentation addressed:

- the authorization requested – to execute an Administrative Order on Consent (AOC) with the U.S. Environmental Protection Agency (EPA); and authorize completion of design and permitting for the Terminal 25 South Restoration Program;
- project location and context - contributes to progress on Century Agenda goals, similar in scope to existing Port projects, such as the Duwamish River People's Park & Shoreline Habitat and Terminal 108, restores critically important estuarine salmon habitat, creates off-channel marsh, intertidal bench, and riparian area in a habitat-limited area;
- Terminal 25 clean-up investigation;
- key restoration components;
- restoring critical habitat at T25;
- land use considerations;
- preliminary program timeline; and
- program funding.

Members of the Commission spoke regarding being proactive in investigation and addressing critically important issues.

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

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

**Opposed: (0)**

**10d. Authorization for the Executive Director to Execute Contract Agreements and Implement the 2022-2023 Economic Development Partnership Program with King County Cities in an Amount Not-to-Exceed \$1,860,000 and to Execute Contracts Using Unutilized Program Funding to Advance Regional Initiatives that Advance Equitable and Small Business Recovery.**

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Division (Lead)

Annie Tran, Economic Development Program Manager, Economic Development Division

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

Executive Director Metruck introduced the item.

The presentation addressed:

- the authorization request - authorization for the Executive Director to execute contract agreements and implement the 2022/2023 Economic Development Partnership program with King County cities in an amount not to exceed \$1,860,000 and authorization for the

- Executive Director to execute contracts using unutilized program funding to advance regional initiatives that advance equitable and small business recovery;
- program overview;
  - funding to support relief and recovery;
  - partnership grants for advancing economic recovery;
  - small business assistance provided in 2021;
  - encouraging residents to patronize local small businesses and community attractions as part of economic recovery efforts; and
  - 2021 tourism results.

Members of the Commission and staff discussed:

- Making the program a multi-year program;
- Nothing prohibiting cities from applying for both tourism grants and economic development grants;
- How the decision was made to exclude Seattle from the grant process and an ask to review those parameters;
- scoring of applications;
- promoting the grant program at the Highline Forum;
- language access and other barriers to application;
- a desire to see a program match from the cities; and
- potentially evaluating the overall program model.

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

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

**Opposed: (0)**

**10e. Order No. 2022-02: An Order Aligning the Port’s Opportunity Youth Initiative with the Port’s Workforce Development Policy Directive and Remaining it as the “Youth Career Launch Program” and to Create Pathways to High-Quality Jobs for Youth**

Presentation document(s) included a [draft order](#) and [policy directive](#).

Presenter(s):

Pete Mills, Commission Specialist, Commission Office  
Aaron Pritchard, Chief of Staff, Commission Office  
LeeAnne Schirato, Senior Commission Specialist, Commission Office

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

Commission Strategic Advisor Pete Mills introduced the item and read the text of the Order.

Members of the Commission discussed:

- support for long-term investments in the community;
- support of the pilot program and program continuance; and
- and training the workforce for the new generation.



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

*(The regular meeting recessed at 2:38 p.m. and reconvened at 2:45 p.m.)*

## **11. PRESENTATIONS AND STAFF REPORTS**

### **11a. 2022 Local, Regional and Community Engagement Policy Priorities and Partnerships Briefing**

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

Presenter(s):

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

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:

- portwide and regional priorities;
- maritime and Seattle priorities;
- aviation and airport communities priorities;
- engagement and partnership priorities; and
- next steps in the process.

Members of the Commission and staff discussed:

- support for tribal relations education as the Memorandum of Understanding is developed;
- gaining clarity and definition in some of the proposed language;
- characterizing Orca recovery in a broader way; and
- alignment in ways we are engaging in the communities.

### **11b. Commission Committees' 2021 Review and 2022 Workplans**

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

Presenter(s):

Aaron Pritchard, Chief of Staff, Commission Office  
Erica Chung, Commission Specialist, Commission Office

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

Commission Chief of Staff Aaron Pritchard introduced the item. Commission Strategic Advisor Erica Chung provided the staff report.

The presentation overviewed Commission Committee accomplishments in 2021 and reviewed the 2022 Committee Workplans.

Members of the Commission appreciated the efforts over the past few years to formalize the committee structure and gain efficiencies in the Commission process.

**12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –**

**The motion, made by Commissioner Felleman, to refer the Memorandum of Understanding with the Seattle Aquarium for incorporation of Port environmental information in the Oceans Pavilion to the Waterfront and Industrial Lands Committee carried by the following vote:**

**In favor: Calkins, Felleman, Hasegawa, and Mohamed (4)**

**Opposed: (0) – Commissioner Cho was not in attendance at this time.**

**The motion, made by Commissioner Felleman, to refer the Memorandum of Understanding with the Washington Tourism Alliance for development of the Eco-Tourism Conference to the Waterfront and Industrial Lands Committee carried by the following vote:**

**In favor: Calkins, Felleman, Hasegawa, and Mohamed (4)**

**Opposed: (0) – Commissioner Cho was not in attendance at this time.**

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 3:34 p.m.

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: March 8, 2022