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**APPROVED MINUTES
COMMISSION REGULAR MEETING MARCH 22, 2022**

The Port of Seattle Commission met in a regular meeting Tuesday, March 22, 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 (*arrived at 1:35 p.m.*), 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 litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and the performance of a public employee per RCW 42.30.110(1)(g) for approximately 64 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. Annual Executive Director Performance Review

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

Commission President Felleman led the discussion of performance achievements for the Executive Director during the past two years of pandemic and other challenges.

Members of the Commission spoke in support of Executive Director Metruck's performance.

A motion, made by Commissioner Felleman, to increase the current base salary of the Executive Director, Steve Metruck, by 8.5 percent to \$394,181 and providing for a lump sum amount of 2 percent of the base salary for each of the years 2020 and 2021, respectively, carried by the following vote:

In favor: Calkins, Cho, Felleman, and Mohamed (4)

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 March 16 and 17, 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 11c: Andrea Reay; Jon McFarland; Chris Dunham; Iris Antman; Preston Carnahan; Charlie Ball; and Jeannie Mikkelsen.
- The following people spoke in support of Agenda Item 10c: Mark Everton; Tom Norwalk; and David Blandford.
- The following people spoke in support of Agenda Item 8f: Tremain Holloway; and Alex Best and Mara Marsai (students at Maritime High School).
- The following person spoke regarding cruise and Agenda Item 11c, stating her concerns for travel protocols and Covid-19 safety: Elizabeth Burton.
- The following person spoke regarding the topic of protecting N. SeaTac Park, preserving trees and greenspace in the near-airport community, and to a community forest consensus document being signed by community members: Noemie Maxwell Vassilakis (*written comments also submitted*), Defenders of North Seatac Park group.
- In lieu of spoken comment, written comments regarding Agenda Item 10c and the tourism partnership connections and marketing opportunities it provides were submitted by: Dirk Buettner of Argus Reisen; Kolja Kassner of CANUSA; Adele Fitzpatrick-Foster of Cruise Lines International Association UK and Ireland; Katie McGonale of Cruise International; Florian Holzen of FVW Medien, Germany; Lynn Narraway of Holland America Line UK; Lisa Simon of IITA (International Inbound Travel Association); Tilo Zimmermann of Norwegian Cruise Line, Germany; Chris Pitchford of Real Response Media Ltd; and Cristian Meuter of Visit USA Committee Germany.

[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 December 14, 2020, and the Regular Meeting of March 8, 2022.

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)

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

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.

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

8d. Authorization for the Executive Director to Execute a Settlement Agreement to Recover Environmental Costs.

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

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.

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

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.

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

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)

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

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.

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

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

In favor: Calkins, Cho, Felleman, and Mohamed (4)

Opposed: (0)

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.

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

Presenter(s):

Steve Kennard, Property Manager, Aviation Properties

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

Executive Director Metruck introduced the item.

The presentation addressed:

- property surplus and conveyance to Sound Transit;
- subject parcel locations; and
- easement conveyance areas.

Commission Felleman spoke to looking at ways to preserve green space.

Commission President Ryan Calkins opened the public hearing. There being no one present wishing to testify, the public hearing closed and discussion moved to the Commission.

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

In favor: Calkins, Cho, Felleman, and Mohamed (4)

Opposed: (0)

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)

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

Presenter(s):

Mandy Xiggores, AV Capital Programs Senior Development Manager, Aviation Capital Program Management

JJ Jordan, Capital Project Manager III, AV Project Management Group

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

Executive Director Metruck introduced the item.

The presentation addressed:

- the project scope and purpose;
- project location;
- the proposed new layout;
- integrated art displays;
- the conceptual rendering of the project;
- Checkpoint 1 and Duty Free;
- project schedule and budget; and
- project risks.

Members of the Commission and staff discussed:

- the status of the existing Checkpoint 1;
- exploring the placement of concessions or kiosks in the area outside of the International Arrivals Facility;
- timeline for the project;
- thinking about flow to ensure people move from ticketing and baggage to the checkpoint; and
- the placement of signage to Checkpoint 1 and training for staff.

The motion, made by Commissioner Cho, carried by the following vote:
In favor: Calkins, Cho, Felleman, and Mohamed (4)
Opposed: (0)

(Commissioner Hasegawa entered the meeting at 1:35 p.m.)

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.

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Division
Patti Denny, International Tourism Development Manager, Tourism

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

Executive Director Metruck introduced the item.

The presentation addressed:

- 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;
- who does what in international travel marketing;
- the United Kingdom – USA's biggest overseas market;
- German market potential;
- tourism marketing efforts – trade shows, public relations, tour operator marketing campaigns;
- promoting Alaska Cruise with Norwegian Cruise Lines;
- Cruise Lines of America UK partnership; and
- International travel recovery and a prime time to market.

Members of the Commission and staff discussed:

- the nature of the European-centric campaign and dynamics still affecting travel due to the pandemic;
- tourism's importance to Port operations; and
- attendance at travel trade events, including from the Middle East and Africa.

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

10d. Proclamation in Recognition of March Women’s History Month.

Presentation document(s) included a [proclamation](#).

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion
Sofia Mayo, Sr Manager Service Agreements, Central Procurement Office
LaCretiah Claytor, Financial Analyst II SP, Maritime Finance
Beth Britz, Manager Capital Project Liaison, AV Maintenance Asset Management and Logistics

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

Executive Director Metruck introduced the item.

Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion spoke regarding the proclamation.

Members of the Port’s Women’s Initiative Network, Sofia Mayo, LaCretiah Claytor, and Beth Britz, read the proclamation into the record.

Commissioners Hasegawa and Mohamed spoke as co-sponsors of the proclamation and regarding the impact of women throughout history.

Members of the Commission commented in support of the proclamation.

**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. SEA Stakeholder Advisory Round Table (StART) 2021 Annual Report.

Presentation document(s) included an [agenda memorandum](#), [operating procedures](#), [membership](#), [noise action agenda summary](#), [matrix](#), [annual report](#), and [presentation slides](#).

Presenter(s):

Lance Lyttle, Managing Director, Aviation
Brian Scott, Principal, BDS Planning & Urban Design (External)
Eric Schinfeld, Senior Manager, Federal & International Government Relations
Marco Milanese, Senior Community Engagement Manager, 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:

- 2021 accomplishments and 2022 workplan;
- discussion topics in 2021;
- tentative priorities for 2022;
- StART objective and overview;
- revised operating procedures;
- aviation near-term noise action agenda;
- port-cities federal agenda; and
- StART facilitator observations.

Members of the Commission and staff discussed:

- StART meetings open to the public;
- StART information and actions reaching the aviation committee;
- StART reporting to the Highline Forum;
- interaction of StART members and Port staff and Commissioners;
- new investments and funding for Healthy Port initiatives and StART presentations with health agencies;
- including StART information in Commission's Friday Memo;
- FAA participation in StART;
- the geographic membership composition of StART; and
- providing opportunities for anyone else in near-airport communities to be involved.

11b. SEA Accessibility Program 2022 Update

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

Presenter(s):

Heather Karch, Manager Architect, AV Facilities & Infrastructure
Chelsea Rodriguez, Airport Volunteers & Customer Accessibility Manager, Customer Care

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

Executive Director Metruck introduced the item and presenters.

Members of the Commission and staff discussed:

- guiding principles;
- accessibility – a continuous improvement process;
- Sensory Room – opened April 2021;
- Service Animal relief areas;
- signage;
- accessibility seating;
- customer service – programs and staff;
- customer communication and feedback;
- quality assurance program;

- disability community engagement;
- aviation industry advocacy; and
- conclusions and next steps
 - ongoing commitment to becoming most accessible airport in the nation;
 - looking forward to in 2022.

Discussion ensued regarding:

- the Port's ADA program structure; and
- Open Doors recommendations and key performance indicators to track progress.

11c. 2022 Cruise Season Update

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

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime Division
Marie Ellington, Cruise Operations and Business Development Manager, Maritime Division

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

Executive Director Metruck introduced the item and presenters.

Members of the Commission and staff discussed:

- 2022 cruise season preliminary schedule;
- forecast \$15M to maritime/port in 2022;
- regional economic benefit;
- direct impacts by activity;
- economic equity – benchmarking other Ports;
- 2022 – 2023 priority economic equity initiatives;
- 2022 job fairs;
- community engagement;
- environmental regulatory agencies;
- maritime emissions in Seattle declined since 2005;
- 2021- 2022 Clean Air initiatives;
- 2021- 2022 Clean Water initiatives;
- 2022 – 2023 priority sustainability initiatives;
- success requires partnership;
- safe and successful 2021 season;
- 2022 season Covid measures checklist; and
- Port agreements for 2022 – define a cruise line's local health protocols.

Discussion ensued regarding:

- banned discharge at berth and adding this topic to the Port's federal legislative agenda;
- environmental incentives and reduced fees;
- updating emissions data through a third-party contractor;

- receiving disaggregated inventories from the third-party vendor during the next assessment; and
- reducing impacts and increasing benefits.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –

The motion, made by Commissioner Cho, to Refer the topic of All Gender Bathrooms to the Equity and Workforce Development Committee, carried by the following vote:

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

Opposed: (0)

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

Executive Director Metruck, General Counsel Pete Ramels, and Members of the Commission recognized Tom Tanaka, Deputy General Counsel, in his retirement from the Port and thanked him for his years of service to the organization.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:45 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: April 12, 2022