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#### APPROVED MINUTES

##### COMMISSION REGULAR MEETING JUNE 28, 2022

The Port of Seattle Commission met in a regular meeting Tuesday, June 28, 2022. The meeting was held at the Seattle-Tacoma International Airport Conference Center, located at 17801 International Blvd, Seattle WA, Mezzanine Level, and virtually on Microsoft Teams. Commissioners Calkins, Felleman, Hasegawa, and Mohamed were present. Commissioner Cho was absent and excused from the meeting.

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 30 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:06 p.m. Commission President Calkins led the flag salute.

3.

#### APPROVAL of the AGENDA

The agenda was approved as presented without objection.

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

Opposed: (0)

4.

#### SPECIAL ORDERS OF THE DAY

None.

5.

#### EXECUTIVE DIRECTOR'S REPORT

Executive Director Metruck previewed items on the day's agenda and made general and meetingrelated announcements. He further recognized graduating firefighters from the Fire Academy in attendance.

Digital recordings of the meeting proceedings and meeting materials are available online – [www.portseattle.org](http://www.portseattle.org).

#### PORT COMMISSION MEETING MINUTES

TUESDAY, JUNE 28, 2022

6.

Page 2 of 8

#### COMMITTEE REPORTS

Commission Strategic Advisor Erica Chung provided a report regarding items discussed during the Art Board meeting held on May 26; the June 1 Waterfront and Industrial Lands Committee; the June 17 Audit Committee, the June 21 Equity and Workforce Development Committee; and the June 22 Ethics Board meeting.

The Art Board received updates on new art coming to the airport and relocation of other pieces and was advised that a new arts technician will soon be hired to help with the maintenance of the collection.

The Waterfront and Industrial Lands Committee received updates on the work of Washington Tourism Association and on the development of the protected bike paths from Terminal 91, on Alaskan Way down to E. Marginal Way.

The Equity and Workforce Development Committee received updates on the Port's anti-human trafficking efforts, as well as staff work on a three year strategy to combat trafficking using funds from the 2022 budget; discussed anti-human trafficking bystander intervention training; and received an overview of the Maritime Youth Career Launch Program Strategic Plan.

The Audit Committee met with their new public member, Sarah Holmstrom and received the 2021 Financial Statement Audit Results from Moss Adams; received updates on the 2022 Audit Plan and Open Issues; and heard reports on Operational and Limited Contract Compliance Audits.

The Board of Ethics held their first organizational meeting of the year; organized into a co-chair capacity; received an orientation of foundation documents and their role as Board Members; and received an overview of the current staff effort to review and make recommendations on Code of Ethics amendments.

7.

#### PUBLIC COMMENT

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

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The following person spoke regarding his request to provide public comment at the Port's Aviation Committee on the topic of the second chance Port package update program and the response sent to the City of Des Moines regarding his request: JC Harris, Des Moines City Council Member.

The following person spoke supporting the passage of Agenda Item 10d regarding the Salmon Safe Certification Program: Dan Kent, Co-founder and Director of Salmon Safe.

The following person spoke regarding the environmental and health effects of cruise: Iris Antman, Seattle Cruise Control.

In lieu of spoken comment, written comments regarding weekend educational outreach to cruisers regarding climate impacts from the group 'Extinction Rebellion's Red Rebels;' the need to reduce greenhouse gas emissions now, not in 2050; regarding Seattle Cruise Control's oped regarding the Green Corridor; and an ask that the Port take steps to phase out cruise ships were submitted by: Jordan Van Voast.

[Clerk's Note: All written comments are combined and attached here as Exhibit A.]

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

#### PORT COMMISSION MEETING MINUTES

TUESDAY, JUNE 28, 2022

8.

Page 3 of 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 the Regular Meeting of May 24, 2022, and Special Meetings of June 14, 2022.

8b.

Approval of the Claims and Obligations for the Period May 1, 2022, through May 31,

2022, Including Accounts Payable Check Nos. 943731 through 944099 in the Amount of \$4,733,790.80; Accounts Payable ACH Nos. 044739 through 045502 in the Amount of \$47,222,341.72; Accounts Payable Wire Transfer Nos. 015834 through 015851 in the Amount of \$9,421,215.21; Payroll Check Nos. 201575 through 201978 in the Amount of \$156,494.07; and Payroll ACH Nos. 1079088 through 1083240 in the Amount of \$12,043,012.70, for a Fund Total of \$73,576,854.50.

Request document(s) included an agenda memorandum.  
8c.

Authorization for the Executive Director to Advertise, Award, and Execute Two Major Works Construction Contracts for the Passenger Loading Bridge (PLB) Renewal and Replacement Phase 3 Project at Seattle-Tacoma International Airport. (CIP #C801180)

Request document(s) included an agenda memorandum.  
8d.

Authorization for the Executive Director to Complete the Design of the Load Dock Employee Screening Project at Seattle-Tacoma International Airport, Execute Contracts to Purchase Screening Equipment, and Use Port Crews for Construction, in the Amount of \$1,645,000, and a Total Project Estimated Cost of \$1,700,000. (CIP #C801119)

Request document(s) included an agenda memorandum and presentation.  
8e.

Authorization for the Executive Director to Execute a Contract for Property Management Services at the World Trade Center West with an Initial Term of Two Years Plus Five, One-Year Options to Extend, and a Total Contract Value of Up to \$530,000.

Request document(s) included an agenda memorandum and presentation.  
8f.

Authorization for the Executive Director to Approve Additional Funding in the Amount of \$300,000 for Construction Completion and Closeout of the Central Waterfront Elevator Modernization Project. (CIP #C801016)

Request document(s) included an agenda memorandum.

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

PORT COMMISSION MEETING MINUTES  
TUESDAY, JUNE 28, 2022  
8g.

Page 4 of 8

Authorization for the Executive Director to Award and Execute a Major Works Construction Contract to the Lowest Responsive Bidder for an Irregular Bid Outcome and Authorize an Additional \$600,000 Supporting the Completion of the Bridge Demolition Effort as Part of the Widen Arrivals Roadways Project at Seattle-Tacoma International Airport, for a Total Project Authorization of \$15,900,000. (CIP #800866)

Request document(s) included an agenda memorandum.  
8h.

Commission Determination that a Competitive Process is Not Appropriate or CostEffective and Exemption of the Contract from a Competitive Process Consistent with RCW 53.19.020 and Authorization for the Executive Director to Execute a Contract Amendment with Equity Matters to Provide Expert Services for Equity Diversity and Inclusion Training for Supervisors, for an Increase of \$65,000 and a New Contract Total of \$264,400 and to Execute a Competitive Indefinite Delivery Indefinite Quantity

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Contract Not-to-Exceed \$750,000 During a Five-Year Period, to Implement a LongTerm Strategy.

Request document(s) included an agenda memorandum.

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, Felleman, Hasegawa, and Mohamed (4)

Opposed: (0)

#### 10. NEW BUSINESS

10a. Authorization for the Executive Director to Advertise and Execute a Contract for up to Five Years (a Two-Year Base Contract with Three, One-Year Options) of Supplemental Customer Service Operational Staffing at Seattle-Tacoma International Airport for a Contract Value Amount Not-to-Exceed \$50,100,000.

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

Presenter(s):

Lance Lyttle, Managing Director, Aviation

Jeff Hoevet, Senior Manager, Airport Operations, Landside Operations

Laurel Dunphy, Director, Airport Operations, Operations Director

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- contract support areas;
- current staffing, peak staffing, and 4-Star staffing levels in the International Arrivals Facility, the Main Terminal, and Landside; and

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

#### PORT COMMISSION MEETING MINUTES

TUESDAY, JUNE 28, 2022

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Page 5 of 8

financial considerations.

Members of the Commission discussed the current staffing levels, providing contractor and employee training; and staffing levels during off-peak hours.

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

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

Opposed: (0)

10b. Resolution No. 3804: Introduction and Adoption of a Resolution of the Commission of the Port of Seattle Amending Resolution No. 3801 that Authorizes the Issuance and Sale of Intermediate Lien Revenue and Refunding Bonds; Amending the Maximum Interest Rate Under Which the Executive Director May Approve the Sale of the Bonds from 4.5 Percent to 5.5 Percent. Consolidation of the readings per Commission Bylaws and Rules of Procedure is Requested in the Interest of an Efficient Bond Sale.

Request document(s) included an agenda memorandum, draft resolution, and previously adopted resolution.

Presenter(s):

Elizabeth Morrison, Corporate Finance Director, Finance and Budget

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

Executive Director Metruck introduced the item and presenters.

Elizabeth Morrison provided a report regarding the need to adjust the maximum interest rate for approval of the bond sale as a result of inflation.

Members of the Commission supported the adjustment and the approval to consolidate the readings of the resolution from two to one in the interest of time.

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

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

Opposed: (0)

[Clerk's Note: Absent Commissioner written approval to consolidate the resolution readings, per the Commission Bylaws and Rules of Procedure, is attached hereto as Exhibit B.]

10c. Authorization for the Executive Director to Complete Design, Use the General Contractor/Construction Manager (GC/CM) Contracting Method, Advertise and Award a GC/CM Construction Contract, Execute a Pre-Construction Services Contract, Including

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Enabling Construction Work and Early Work Packages, Execute Change Orders over \$300,000 Where Cost is within Authorized Budget, Include and Use a Project Labor Agreement as Part of the GC/CM Contract, and Use Port Crews in Support of the Primary Fire Station Continuing Operations Preservation Project at Seattle Tacoma International

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

PORT COMMISSION MEETING MINUTES  
TUESDAY, JUNE 28, 2022

Page 6 of 8

Airport, for a Request in the Amount of \$7,000,000 Out of a Total Project Budget of \$25,000,000. (CIP #801256).

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

Presenter(s):

Frederick Robinson, Capital Project Manager V, AV Project Management Group

Randy Krause, Fire Chief, Fire Department

Chris Nuttall, Fire Captain, Fire Department

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the project overview;
- project priorities and target schedule; and
- the action requested - approval of a total project budget in the amount of \$25,000,000, and to immediately start the project with a \$7,000,000 authorization, (The regular meeting recessed at 1:30 p.m. and convened at 1:37 p.m. due to technical difficulties.)

Members of the Commission and staff discussed:

- receiving a Station 2 update;
- construction life;
- extending useful life of the facilities;
- funding the project with discretionary funds; and
- future station plans.

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

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

Opposed: (0)

(Commissioner Mohamed exited the meeting at this time.)

10d. Commission Determination that a Competitive Process is Not Appropriate or Cost Effective, Exempting the Contract from a Competitive Process Consistent with RCW 53.19.020, and Authorization for the Executive Director to Execute Contract(s) with Salmon-Safe, a Non-Profit Organization, in an Amount Not-to-Exceed \$200,000, for the Port's Salmon-Safe Certification.

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

Presenter(s):

Sarah Cox, Interim Director, Aviation Environment and Sustainability

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

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

PORT COMMISSION MEETING MINUTES  
TUESDAY, JUNE 28, 2022

Page 7 of 8

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the request to exempt this contract from a competitive process consistent with RCW 53.19.020 and to execute contract(s) with Salmon-Safe, a non-profit organization, for a not-to-exceed amount of \$200,000, for the Port's Salmon-safe certification;
- the Salmon-Safe assessment and certification process;
- programs protecting water quality and salmon habitat, stormwater management, construction practices, habitat protection, water conservation, integrated pest management; and
- annual reviews ensure ongoing compliance.

Members of the Commission and staff discussed establishing a dashboard of benchmark data and good stewardship.

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

In favor: Calkins, Felleman, and Hasegawa (3)

Opposed: (0)

#### 11. PRESENTATIONS AND STAFF REPORTS

11a.

Port of Seattle Police Department 2021 Annual Report.

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

Presenter(s):

Michael Villa, Interim Chief of Police, Port of Seattle Police Department

Marin Burnett, Sr. Manager, Port Strategic Initiatives

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- functions of the police department;
- organization of the department;
- 2021 calls for service data;
- the Operations Bureau; the Service Bureau;
- the Office of Professional Accountability;
- the Criminal Investigations Division;
- the Office of Professional Development;
- the Office of Professional Standards;
- CALEA Accreditation;
- recruiting and hiring;
- 911 Police and Fire Communications Team;
- partnerships;

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.

#### PORT COMMISSION MEETING MINUTES

TUESDAY, JUNE 28, 2022

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Page 8 of 8

community engagement;

Task Force on Police Assessment and the implementation team;

response to persons in crisis;

improving service to Port business partners; and

2021 budget and 2022 department goals.

Members of the Commission and staff discussed:

- the use of force data;
- use of body cameras;
- crisis intervention training and actions;
- overtime of officers; and
- the number of incidents occurring on Port property.

12.

#### QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS –

Commissioner Hasegawa spoke regarding ongoing conversations related to the ‘Dobbs’ decision and reproductive health and choice in Washington State.

Commissioner Felleman spoke regarding his recent Port travel and looking at clean technology innovations.

13.

ADJOURNMENT

There was no further business and the meeting adjourned at 3:16 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Toshiko Hasegawa, Commission Secretary

Minutes approved: July 12, 2022

Minutes of October 27, 2020, submitted for review on November 5, 2020, and proposed for approval on November 10, 2020.