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**APPROVED MINUTES
COMMISSION REGULAR MEETING FEBRUARY 14, 2023**

The Port of Seattle Commission met in a regular meeting Tuesday, February 14, 2023. The meeting was held at the Port of Seattle Headquarters Building – Commission Chambers, Pier 69, 2711 Alaskan Way, Seattle Washington, and virtually on Microsoft Teams. 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 Sam Cho.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss one matter regarding litigation/or potential litigation/or legal risk, per 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 12:03 p.m. Commission President Cho led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as amended without objection. *(Item 10c was reordered on the Agenda to be discussed immediately after the Public Comment section. Item 8i was pulled from the Consent Agenda, to be discussed separately.)*

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

Opposed: (0)

4. SPECIAL ORDERS OF THE DAY

4a. Proclamation in Recognition of February as Black History Month.

Requested documents included a [proclamation](#).

Presenter(s):

LeeAnne Schirato, Deputy Chief of Staff, Commission Office

Patricia Ly, Assistant to Managing Director, Aviation Director's Office

Martin Doyal, Investigation Specialist, Employee Relation and Workplace Responsibility

Clerk Hart read Item 4a into the record.

Executive Director Metruck introduced the item and presenters.

Presenters read the proclamation into the record.

Members of the Commission thanked the presenters and Commissioner Mohamed for sponsorship of the proclamation; spoke regarding the importance and significance of Black History Month; and supported efforts of the Blacks in Government Employee Resource Group to grow its education fund.

The motion, made by Commissioner Mohamed, 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

Commission Strategic Advisor Erica Chung provided a report regarding discussions held at the Highline Forum meeting held on January 25, 2023; the Equity and Workforce Development Committee meeting held on January 31, 2023; and the Waterfront and Industrial Lands Committee meeting held on February 6, 2023.

Highline Forum

The Highline Forum met on January 25, 2023, and was chaired by Commissioner Felleman. The main focus of the meeting was a review of the top three issues from each of the nine Forum members' 2023 State Legislative Agendas. Common issues among Forum members included: workforce development; housing; behavioral health services and facilities; clarification around the Blake decision (drug possession) and police vehicle pursuits; and various capital budget requests. Aviation Managing Director Lance Lyttle provided an update from the December StART meeting, noting the focus on the Pellicciotti Bill, and the start of the process for a new Part 150 noise study. During the meeting, members selected City of Des Moines Mayor Matt Mahoney to serve as the 2023 community co-chair.

Equity and Workforce Development

On January 31, 2023, Commissioners Hasegawa and Calkins convened the Equity and Workforce Development Committee (EWFD). Commissioners reviewed the draft 2023 EWFD Workplan and modified/added several items to the workplan, including a plan to discuss the SEA childcare study at the July meeting. Commissioners then approved the committee workplan for the year. Commissioners also received an abridged preview of the Office of Equity Diversity and Inclusion's annual presentation, which included a review of 2022 accomplishments and goals for 2023.

Waterfront and Industrial Lands Committee

Commissioners Felleman and Calkins convened the Waterfront and Industrial Lands Committee on February 6, 2023. The purpose of the meeting was to meet with representatives from the City of Seattle to discuss the City's work on proposed changes to industrial lands zones.

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 4a, and in recognition of Black History Month: Hayward Evans; Eddie Rye Jr.; and Shaunice Wilson.
- The following people spoke in support of Agenda Item 10c: Joshua Welter; Samson Haelegiorgis; Worku Belzyneh; Haybe Jamaac; Fitaber Gudina; Peter Kue; Ismaeel Samatar; Aden Hassen; Steve Wong; Michael (Last Name Inaudible); (Name Inaudible); (Name Inaudible).
- The following person spoke in opposition to Agenda Item 10c and then was asked to leave the testimony microphone when he was no longer speaking to topics related to the conduct of the Port: Alex Tsimerman.
- The following people spoke in support of Agenda Item 8d: Jennifer Longley, Planewear; and Dawn Hunter.
- The following person spoke regarding N. Seatac Park preservation and asked for a moratorium on tree forestation within two miles of Seatac Airport: Aubrey Wisdom.
- The following person spoke regarding the impact of cruise on the climate and requested a cruise-free Salish Sea: Patrick McKee.
- The following person spoke regarding Commission enforcement of its public comment rules of decorum: Joe Kunzler.

[Clerk's Note: No written comments were submitted for this meeting.]

10. NEW BUSINESS

10c. Order No. 2023-04: An Order of the Port of Seattle Commission to Establish a Program for On-Demand Taxi/Flat Rate For-Hire Service at Seattle Tacoma International Airport for a Period of Up to Five Years.

Requested documents included an [Order](#).

Presenter(s):

Aaron Pritchard, Commission Chief of Staff, Commission Office

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

Aaron Pritchard, Commission Chief of Staff, overviewed the elements of the program and highlighted provisions of the Order.

The motion to adopt Order No. 2023-04 was made by Commissioner Mohamed.

Members of the Commission:

- thanked all speakers for coming to address the item;

¹ New Business Agenda Item 10c was reordered to be heard immediately following the Public Comment section of the agenda.

- acknowledged the engagement and input that went into creating the Order;
- spoke regarding the need for a drivers' collective marketing campaign;
- spoke regarding the dispute resolution process; and
- thanked Commissioner Mohamed for her work with the drivers' community and efforts in creating the Order.

The motion carried by the following vote:

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

Opposed: (0)

(The regular meeting recessed at 1:48 p.m. and reconvened at 1:51 p.m.)

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 January 19, 2023, and the Regular Meeting of January 24, 2023.

8b. Approval of the Claims and Obligations for the Period January 1, 2023, through January 31, 2023, Including Accounts Payable Check Nos. 946702 through 947083 in the Amount of \$7,441,068.44; Accounts Payable ACH Nos. 051475 through 052424 in the Amount of \$53,913,624.30; Accounts Payable Wire Transfer Nos. 015965 through 015994 in the Amount of \$13,393,645.60; Payroll Check Nos. 205213 through 205617 in the Amount of \$179,862.15; and Payroll ACH Nos. 1115609 through 1120042 in the Amount of \$14,977,465.16, for a Fund Total of \$89,905,665.65.

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

8c. Authorization for the Executive Director to Amend the Scope and Budget of an Existing Interlocal Agreement (ILA) with the National Renewable Energy Laboratory to Include Transportation Modeling to Support SEA's Ground Transportation Goals and the Port's Other Goals Such as those Included in the Century Agenda.

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

8d. Authorization for the Executive Director to Execute a Tenant Reimbursement Agreement with Planewear, LLC for \$1,500,000 for the Design and Construction of Approximately 1,750 Square Feet of Airport Dining and Retail (ADR) Space.

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

8e. Authorization for the Executive Director to Execute a Contract with Baggage Airline Guest Services, Inc. to Provide Cruise Passengers Onboard Airline Check-in and Airline Baggage Handling, Screening, and Storage Services for Participating Carriers

at Seattle-Tacoma International Airport at an Estimated Cost of \$4,500,000 for the 2023, 2024, and 2025 Cruise Seasons.

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

- 8f. **Authorization for the Executive Director to Execute a New Memorandum of Understanding Between the Port of Seattle and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge 160, Local Lodge 289, Representing Inventory Purchasing Specialists Employed at Aviation Maintenance Covering the Period from February 24, 2023, through December 31, 2025.**

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

- 8g. **Authorization for the Executive Director to Execute a Contract for Governance Risk and Compliance Software for a Period Not-to-Exceed Ten Years in an Amount Not-to-Exceed \$1,400,000 Over the Ten-Year Period.**

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

- 8h. **Authorization for the Executive Director to Advertise, Award, and Execute a Major Public Works Contract and Fund the Construction Phase of the P69 WIFI Replacement Project in the Amount of \$1,640,000, and a Total Project Authorization of \$2,500,000.**

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

- ~~8i². **Authorization for the Executive Director to Amend a Project-Specific Design Contract to Increase the Contract Value by \$5,200,000, and to Execute a Change Order to the General Contractor/Construction Manager Pre-Construction Services Contract in the Amount of \$1,800,000 in Support of the Post IAF Airline Realignment Project at Seattle-Tacoma International Airport. (CIP# C801158).**~~

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

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, Hasegawa, and Mohamed (5)

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

- 8i. **Authorization for the Executive Director to Amend a Project-Specific Design Contract to Increase the Contract Value by \$5,200,000, and to Execute a Change Order to the**

² Agenda Item 8i was removed from the Consent Agenda and addressed separately.

General Contractor/Construction Manager Pre-Construction Services Contract in the Amount of \$1,800,000 in Support of the Post IAF Airline Realignment Project at Seattle-Tacoma International Airport. (CIP# C801158).

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

Presenter(s):

Stuart Mathews, Assistant Director, AV Project Management Group
Janice Zahn, Director of Engineering, Engineering General Services
Letty Powel, Contractor, AV Project Management Group

Clerk Hart read Item 8i into the record.

Executive Director Metruck introduced the item and presenters.

Commissioner Calkins asked staff to explain the changes in scope.

Stuart Mathews, Assistant Director, AV Project Management Group, spoke regarding changes to the project schedule and reassessing scope at the 30 percent design phase. He also addressed phased approval, noting that the next project ask at 30 percent design would be substantial.

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

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

Opposed: (0)

10. NEW BUSINESS (Continued)

10a. (Number not used.)

10b. Authorization for the Executive Director to Advertise, Award, and Execute a Construction Contract, and Authorize an Additional \$6,083,000 for the South 160th Street TNC Lot Improvement Project at Seattle-Tacoma International Airport, for a Total Estimated Project Cost of \$7,300,000. (CIP# C801186).

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

Presenter(s):

Peter Lindsay, Senior Manager, Landside Operations
Ray Moreno, Capital Project Manager IV, AV Project Management Group
Heather Bornhorst, Capital Program Leader, AV Project Management Group

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

Members of staff provided a presentation to Members of the Commission addressing improvements for the S 160th Lot to modernize the lot and sustain the use and operation of the lot moving forward.

Commissioner Felleman queried regarding the components of the project – lighting, electrical, and restroom facilities – and how these components are broken out with respect to the project budget. Peter Lindsay stated that the information is available and would be forwarded. Commissioner Felleman further inquired if the restroom facilities are shared between TNCs and taxi drivers. Mr. Lindsay responded that taxi drivers do have their own facility and that additional permanent restrooms are planned for this site.

Commissioner Mohamed stated her understanding around the capacity issue and the importance to build additional facilities in the S. 160th Lot.

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. 2022 Annual Report for the Office of Equity, Diversity, and Inclusion.

Presentation document(s) included an [agenda memorandum](#), [annual report](#), [annual report summary](#), [workshop 1 summary](#), [workshop 2 summary](#), [summary report 2](#), [handbook](#), [EDI goals summary](#), and [presentation](#).

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion
Tania Park, EDI System Change Program Manager, Office of Equity, Diversity, and Inclusion
Jay Doran, EDI Engagement & Community Program Manager, Office of Equity, Diversity, and Inclusion
Jermaine Murray, Director, Port Construction Services
Katie Gerard, Senior Director, Human Resources
Sarah Ogier, Director, Maritime Environment and Sustainability

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

Executive Director Metruck introduced the item.

The presentation addressed:

- change theory;
- background of Port equity work, beginning with the Equity Motion adopted by the Commission in 2020;
- systematic accountability for supervisors and establishing a culture of anti-racism;
- 2022 equity, diversity, and inclusion highlights – budgeting in equity; hiring and recruitment; engaging represented workers; racial equity training; developing a racial equity lens; portwide equity goals; operationalizing an equity handbook;
- measuring transformation;
- reporting tools;
- 2023 Equity, Diversity, and Inclusion priorities; and
- change team partners.

Members of the Commission:

- commended the body of work accomplished to-date and plans for the future of the program;
- queried if data collected can be sorted by department and reported out based on participation;
- requested an overview of the vision for equity training moving forward;
- spoke to staff's capacity and resources to support the program;
- advised that data should be captured in a quantifiable manner;
- encouraged being proactive to find additional ways to support the work; and
- acknowledged cross-department collaboration throughout the Port.

11b. 2022 Committee Report Out and 2023 Committee Work Plans

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

Presenter(s):

LeeAnne Schirato, Deputy Chief of Staff, Commission Office
Erica Chung, Strategic Advisor, Commission Office
Tyler Emsky, Strategic Advisor, Commission Office
Pete Mills, Strategic Advisor, Commission Office
David Yeaworth, Strategic Advisor, Commission Office

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

Executive Director Metruck introduced the item.

The presentation addressed accomplishments of Commission committees in 2022 and 2023 committee workplans.

(Commission Calkins exited the meeting at 3:30 p.m.)

Commission Office Strategic Advisors provided information about the committees respectively. Committees addressed included: Aviation; Waterfront and Industrial Lands; Sustainability, Environment and Climate; Equity and Workforce Development; Portwide Arts and Culture Board; Audit Committee; and the Governance and Small Business ad hoc committees.

Members of the Commission thanked staff for making the committee process manageable.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

The February 28, 2023, Commission regular business meeting has cancelled. The next regular business meeting will be held March 14, 2023.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 3:40 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: March 14, 2023