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**APPROVED MINUTES
COMMISSION REGULAR MEETING
MARCH 28, 2023**

The Port of Seattle Commission met in a regular meeting Tuesday, March 28, 2023. The meeting was held at the Seattle-Tacoma International Airport Conference Center, located at 17801 International Blvd, Seattle WA, Mezzanine Level, 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 two matters regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) for approximately 35 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:05 p.m. Commission President Cho led the flag salute.

3. APPROVAL of the AGENDA

The agenda was approved as amended without objection. *(Items 8b and 8c were 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 – None.

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 Waterfront and Industrial Lands Committee meeting held on March 20, 2023; the Aviation and the Sustainability, Environment, and Climate Committee meetings held respectively on March 21, 2023;

Digital recordings of the meeting proceedings and meeting materials are available online – www.portseattle.org.

the Equity and Workforce Development Committee meeting held on March 22, 2023; and the external Highline Forum meeting also held on March 22, 2023.

Waterfront and Industrial Lands Committee

On March 20, 2023, Commissioners Felleman and Calkins convened the Waterfront and Industrial Lands Committee. During the meeting they received an update on the City of Seattle's industrial lands zoning and provided direction to staff.

Aviation Committee

On March 21, 2023, Commissioner Calkins and Mohamed met as members of the Commission's Aviation Committee where they received updates on ways the Port is encouraging employees and travelers to take more environmentally sustainable modes of transportation included in our Ground Transportation Access Plan. Topics included a Transportation Management Association, the results of a mode choice modeling study, and other active transportation options the Port is considering.

Sustainability, Environment, and Climate Committee

On March 21, 2023, Commissioners Hasegawa and Felleman convened the Sustainability, Environment, and Climate Committee where they were briefed on two topics related to cruise and tools the Port has to influence its business partners to reduce their environmental impacts. The first item was on cruise Memorandums of Understanding. Staff are currently in discussion with individual cruise lines and Washington State Department of Ecology on re-signing the agreement, and the Port will be party to the longstanding agreement that includes requirements for water quality protections that exceed current regulations along with provisions for an annual public meeting to provide transparency and accountability. The second item discussed was the cruise preferential berthing agreement and leases. The committee was briefed on the Port's overall strategy for agreement and lease negotiation with cruise partners, potential environmental terms and considerations, and progress to date. Commissioners shared the importance of shore power use while cruise ships are at berth and encouraged staff to consider incentivizing cruise line partners to further advance sustainability outcomes.

Equity and Workforce Development Committee

On March 22nd, Commissioners Hasegawa and Calkins convened the Equity and Workforce Development Committee. Commissioners reviewed the staff-proposed definition of "equity-related resources" in the Port's budget. This work is called for in the yet-to-be-passed Equity Policy Directive. Commissioners also received a review of a dashboard displaying staff created data after combing through the Port's recent budgets and finding items that could fall under the proposed definition. Commissioners gave feedback that the definition and criteria for equity-related resources should explicitly include a broad range of marginalized groups. Regarding data on past equity spending, Commissioner Hasegawa requested that this data be disaggregated by impacted group, to the extent possible. Commissioner Calkins also asked that any capital equity spending be separated out from the other equity spending, to remove some volatility from year-to-year spending comparisons.

Highline Forum

On March 22, 2023, Community Co-Chair Des Moines Mayor Matt Mahoney chaired the Highline Forum, with Commissioner Fred Felleman in attendance. Arif Ghouse, SEA's new Chief Operating Officer, provided a comprehensive update on Upgrade SEA and noted SEA received an award from Skytrax as the Best Airport in North America for 2022 and 2023. Violeta Vega, Program Manager for Businesses Ending Slavery and Trafficking (BEST) Alliance, presented on how to identify human

trafficking, and steps that can be taken to stop or prevent it. The Port's Clare Gallagher provided the update on StART, including the FAA's Neighborhood Environmental Survey, the work of the Aviation Noise and Federal Policy Working Groups.

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 10d, Resolution No. 3812, establishing an Equity and Diversity Policy Directive for the Port of Seattle: Jermaine Murray; Delmas Whitaker; Peter Gishuru; Wendy Reiter; Sameth Mell; Hayward Evans (written comments submitted); Sofia Aragon, City of Burien Mayor (written only comments submitted); Cynthia Delostrinos Johnson, Tukwila City Councilmember (written comments submitted); Seatac City Deputy Mayor Senayet Negusse (written only comments submitted).
- The following people spoke regarding harmful affects of cruise and the recent International Council on Clean Transportation report: Peggy Printz and Iris Antman.
- The following people spoke in opposition to potential plans to make the upcoming waterfront bicycle path cross Alaskan Way in two locations, noting efficiency and safety concerns: Douglas Ollerenshaw (written only comments submitted) and Donna McBain Evans.

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

4. SPECIAL ORDERS OF THE DAY – None.

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 March 14, 2023.

8b¹. ~~Authorization for the Executive Director to Execute a Consultant Service Agreement in an Amount Not to Exceed \$500,000 to Provide Services for the Development of Waterfront Design and Environmental Standards.~~

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

8c². ~~Authorization for the Executive Director to Advertise and Execute a Major Works Construction Contract in the Amount of \$440,000 to Demolish the Fishermen's Terminal Bank Building (C-12), for a Total Project Cost of \$496,000.~~

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

8d. Authorization for the Executive Director to Execute Contract(s) for Long-Lead Major Electrical Equipment for the Maritime Industrial Center Electrical Infrastructure

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

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

Replacement Project in the Amount of \$1,800,000, and a Total Estimated Project Cost of \$6,780,000. (CIP# C801241).

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

- 8e. Authorization for the Executive Director to Authorize \$815,000 to Complete Design and Permitting for the Corrosion Protection Projects at Bell Harbor Marina and Pier 66, Including Overall Cathodic Protection Replacement and South Apron Pile Wrap for a Total Estimated Project Cost of \$4,500,000. (CIP#s C800539 and C800517)**

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

- 8f. Authorization for the Executive Director to Execute a Change Order to Contract MC-0320697 P69 Underdock Utilities Extending the Duration by 280 Calendar Days for Impacts Due to Supply Chain Delivery Delays of Critical Electrical Equipment; to Approve a Change of Scope to Provide a Larger Electrical Panel to Allow for Future Expansion of Vessel Shore-Power; and to Increase Authorization in the Amount of \$675,000, for a Total Authorization Amount of \$4,475,000 (CIP# C801102)**

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

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

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

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

- 8b. Authorization for the Executive Director to Execute a Consultant Service Agreement in an Amount Not-to-Exceed \$500,000 to Provide Services for the Development of Waterfront Design and Environmental Standards.**

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

Presenter(s):

Joanna Hingle, Assistant Engineering Director, Engineering General Services

Clerk Hart read Item 8b into the record.

Executive Director Metruck introduced the item and presenters.

Commission and Staff discussion ensued regarding use of the Sustainable Evaluation Framework, exceeding the minimum requirements, and incorporating the city into coordination of elements in the waterfront development.

8c. Authorization for the Executive Director to Advertise and Execute a Major Works Construction Contract in the Amount of \$440,000 to Demolish the Fishermen's Terminal Bank Building (C-12), for a Total Project Cost of \$496,000.

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

Presenter(s):

Kelly Purnell, Capital Project Manager IV, Waterfront Project Management
Kyra Lise, Director of Real Estate Development and Economic Development
Jessica Carlson, Senior Real Estate Manager, Marina Office & Retail Management

Clerk Hart read Item 8c into the record.

Executive Director Metruck introduced the item and presenters.

Commission and Staff discussion ensued regarding:

- how much the Gateway project budget was spent before it was cancelled;
- how much of the demolition of Fisherman's Terminal occurred under the old project;
- if there is any historical value to the bank building; and
- if design changed for the Maritime Innovation Center.

The motion, made by Commissioner Mohamed, to approve Agenda Items 8b and 8c, carried by the following vote:

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

Opposed: (0)

10. NEW BUSINESS

10a. Industrial Development Corporation Annual Meeting – Approval of Minutes, Designation of Officers, and Annual Report for 2022.

Request document(s) included a [packet](#) and [minutes](#) for approval.

Presenter(s):

Ian Burke, Senior Financial Analyst Corporate, Finance and Budget
Scott Bertram, Manager, Finance and Budget

Clerk Hart read Item 10a into the record.

Commission President Cho noted that the IDC is a separate financing entity and the Commission acts as Directors when holding the Annual Meeting of the IDC.

[Clerk's Note: At this time, the Commission meeting recessed, and the Industrial Development Corporation convened its annual meeting of 2021. Director Cho called the meeting to order at 1:02 p.m.]

Executive Director Metruck introduced the item and presenters.

APPROVAL OF MINUTES

The minutes of the April 26, 2022, Annual IDC Meeting were approved as presented, without objection.

DESIGNATION OF OFFICERS

Director Cho read the slate of 2023 Directors into the record.

A motion, made by Director Hasegawa, for approval of the slate of 2023 Industrial Development Corporation Directors, carried by the following vote:

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

Opposed: (0)

The designated Directors for the IDC are as follows: Director Calkins, Director Cho, Director Felleman, Director Hasegawa, and Director Mohamed.

Ian Burke, Senior Financial Analyst, provided the annual report of the Industrial Development Corporation (IDC). The report addressed activity and status of the IDC in 2022.

Discussion ensued regarding remaining IDC projects and associated timelines to pay off debt.

[Clerk's Note: Director Cho adjourned the annual meeting of the IDC without objection and the regular business meeting of the Port of Seattle Commission reconvened at 1:06 p.m.]

10b. Authorization for the Executive Director to Execute a Memorandum of Understanding with King County that Formalizes the County's Funding Support and Participation in the International Public Market Feasibility Study, with an Estimated Project Cost of \$199,000.

Request document(s) included a [memo](#), [memorandum of understanding](#), and [presentation](#).

Presenter(s):

Annie Tran, Economic Development Manager, Economic Development Administration

Dave McFadden, Managing Director, Economic Development Division

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

A presentation was provided to the Members of the Commission. The presentation addressed:

- the request for Commission approval for the Executive Director to execute a Memorandum of Understanding (MOU) with King County that formalizes the County's funding of \$50,000 to support and participate in the International Public Market feasibility study;
- the Port of Seattle and King County are interested in conducting a feasibility study surrounding the concept of developing of an International Public Market facility in South King

- County that will: attract tourists and visitors, provide a gathering space, showcase local cultural attributes, and support economic development and entrepreneurship for small businesses (with an emphasis on supporting small ethnic businesses);
- the MOU also establishes a partnership with King County to manage the feasibility study including participation in the Request for Proposals (RFP) selection process and project advisory committee; and
 - scope of the study and timeline.

Members of the Commission and staff discussed:

- South King County marketing, economic development, and tourism opportunities;
- being intentional about the need and business input into the project study;
- if the market is envisioned to be seasonal or full-time;
- siting, including in the study;
- co-locating the market near light rail facilities for access purposes;
- marketing as a potential tourist destination; and
- being open to the results of the study.

Members of the Commission thanked Commissioner Mohamed for her leadership on the project study.

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

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

Opposed: (0)

10c. Authorization for the Executive Director to Authorize \$156,400,000 for Phase B Construction, to Authorize the Transfer of \$1,559,000 from the Main Terminal Low Voltage Program, to Authorize \$3,100,000 for Final Design Addressing Existing Building Code Compliance, and to Execute a Tenant Reimbursement Agreement with Alaska Airlines, Inc. for this Portion of the Work of the North Main Terminal Redevelopment Program at Seattle-Tacoma International Airport, for a Requested Amount of \$159,500,000 and a Total Estimated Project Cost of \$550,000,000.

Request document(s) included a [memo](#) and [presentation](#).

Presenter(s):

Jeff Moken, Senior Manager Airline Affairs and AV Properties, AV Business and Properties
Alan Olson, Capital Project Manager V, AV Project Management Group
Alex Porteshawver, Environmental Programs Manager, AV Environmental Programs Group

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

A presentation was provided to the Members of the Commission. The presentation addressed:

- the SEA Gateway project – part of Upgrade SEA;
- collaboration between the project team, External Relations, and Customer Experience teams for SEA, and Communications and Operations teams for Alaska Airlines;

- updates to be communicated pre-construction with advertising and media tours, social media, and information on the website project;
- partnership with Alaska Airlines communications and marketing;
- program background;
- program drivers;
- status of project progress;
- cost breakdown and schedule;
- program risks and mitigation; and
- construction barricades at baggage claim.

Members of the Commission and staff discussed:

- tenant impacts and relocations;
- bringing options back to the Commission with the application of the Sustainable Evaluation Framework;
- art installations during the construction;
- forecasted growth driving project need and levels of service;
- no expansion of the airport footprint included in the project;
- protection for airport workers' positions in view of new technological automations;
- communications surrounding the project;
- mitigating impacts and tenant reimbursement agreements; and
- if there are construction impacts on neighboring communities.

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

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

Opposed: (0)

10d. Introduction of Resolution No. 3812: A Resolution Establishing an Equity Directive to Guide the Integration of Equity, Diversity, Inclusion, and Belonging into the Port's Practices and Policies and to Move Our Work Beyond Compliance and Mandates Towards Long-Term Commitment and Sustainable Systems Change.

Request document(s) included a [memo](#), [draft resolution w Exhibit A](#), and [presentation](#).

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion
Tyler Emsky, Commission Office Strategic Advisor, Commission Office
Beth Britz, Senior Manager, Port Construction Services Construction Operations
Kenneth Lyles, Director, Maritime Operations and Security

Clerk Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

A presentation was provided to the Members of the Commission. The presentation addressed:

- background, history, and actions of the Port to establish Equity, Diversity, and Inclusion in the culture of the Port;
- elements of the proposed Equity Policy Directive;

- highlights of the directive; and
- post-listening session elements incorporated into the directive based on feedback received.

Change team members - Beth Britz, Senior Manager, Port Construction Services Construction Operation and Kenneth Lyles, Director, Maritime Operations and Security – spoke regarding their involvement in Port equity and diversity efforts and their experience in working on the Change Team on the Equity Policy Directive resolution.

Members of the Commission acknowledged the work of the policy directive team, the Office of Equity, Diversity, and Inclusion, the Change Team, and the Port overall to incorporate equity, diversity, and inclusion into its culture and business practices.

Members of the Commission and staff discussed:

- compensating community members who input into the process for their time and experience;
- equity in environmental issues;
- measuring equity investments;
- contracting and partnering with the Port for small businesses; and
- communicating procedural changes to community based organizations.

The motion, made by Commissioner Hasegawa, 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) 2022 Annual Report.

Presentation document(s) included an [agenda memorandum](#), [action agenda](#), [letter](#), [roster](#), [report](#) and [presentation](#).

Presenter(s):

Lance Lyttle, Managing Director, Aviation Director's Office
Jeff Harbaugh, StART Community Representative
Eric Schinfeld, Senior Manager, Federal and International Government Relations
Marco Milanese, Senior Program Manager Community Engagement, External Relations
Brian Scott, StART Facilitator

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

Executive Director Metruck introduced the item.

The presentation addressed:

- 2022 StART accomplishments and efforts;
- perspective from community representatives;
- purpose and organization of StART;
- development of the forum in consultation with Highline Forum member cities, Alaska Airlines, Delta Airlines, and the FAA;

- 2022 accomplishments of the Aviation Noise Working Group;
- the aviation near-term noise action agenda – initiatives and focus in 2023; and
- shared Federal policy priorities.

Jeff Harbaugh, Burién, StART Community Member spoke regarding his experience working with StART.

Members of the Commission and staff discussed:

- the meeting format for StART;
- the StART Steering Committee governing meeting format, organization, and membership;
- addressing night airplane noise; and
- incorporating exit interviews with outgoing StART committee members.

Commission Mohamed requested that the Port write a letter to the FAA asking them to meet with the Vashon Island community.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

Members of the Commission recognized Holy Week observations. They also recognized the Port's designation as the Best Airport in North America for the second year.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:00 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: April 11, 2023