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**APPROVED MINUTES
COMMISSION SPECIAL MEETING**

APRIL 18, 2023

The Port of Seattle Commission met in a special meeting Tuesday, April 18, 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, Hasegawa, and Mohamed were present. Commissioner Felleman was absent and excused from the meeting.

1. CALL to ORDER

The meeting was convened at 12:04 p.m. by Commission President Sam Cho, who led the flag salute.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

No Executive Session was held.

3. APPROVAL of the AGENDA

The agenda was approved as presented without objection.

In favor: Calkins, Cho, 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 meeting-related announcements.

6. COMMITTEE REPORTS – None.

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 10a, Language Access Order: Joaquin Uy and Heather Worthley.
- The following person spoke in support of the cruise and the cruise season: Michael Woody, Visit Seattle.
- In lieu of spoken comment, written comments regarding Tub Lake and the importance of the environment to native species were submitted by: Michele Smith.
- In lieu of spoken comment, written comments supporting Agenda Item 10a, Language Access Order were submitted by: Matias Valenzuela, Public Health, Seattle and King County.

[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 April 11, 2023.

8b. Authorization for the Executive Director to Increase Project Budget by \$4,639,000, for a Revised Total Budget of \$14,656,000; to Execute a Professional Services Contract for Design Services; to Prepare Design and Construction Bid Documents; to Advertise and Execute a Major Works Construction Contract for the Installation of the Secondary Air Compressor Portion of this Project; and to Utilize Port Crews for Pre-Construction Activities and Abatement, for an Amount Requested of \$3,500,000, and an Estimated Total Project Cost Not-to-Exceed \$14,656,000, for the Deaerator and Condensate System Upgrades Design and Construction Project at the Central Mechanical Plant. (CIP# C801223)

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

8c. Authorization for the Executive Director to Increase the Project Scope and Associated Budget by \$1,000,000 for a Final Revised Total Budget of \$15,000,000 and to Purchase One Passenger Loading Bridge and Associated Equipment for Gate B11 at Seattle-Tacoma International Airport. (CIP# C801180/CIP# C801308)

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

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

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

Opposed: (0)

10. NEW BUSINESS

- 10a. Order No. 2023-05: An Order of the Port of Seattle Commission to Develop a Language Access Policy and Plan that Ensures Inclusion of Non or Limited English Speakers, Including those who are Hard of Hearing or Deaf, in the Use of Port Services and Facilities; and the Portwide Implementation of a Plan Directing Divisions with Publicly-Facing Public Services to Offer Language Assistance Services Including Translation and Interpretation.**

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

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion
Tyler Emsky, Commission Office Strategic Advisor, Commission Office

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

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

- highlights of the Order - makes language access a permanent, ongoing commitment by the Port of Seattle in every department and every division.
 - OEDI and ER to develop Language Access Guidance Manual for use by departments in developing their plans.
 - OEDI and ER to assist every department in developing/updating annual Language Access Plans.
 - departments and divisions shall establish and/or update language access plans on an annual basis starting no later than 2025.
 - Language Access Plans to consider the needs of people who communicate using American Sign Language.
 - Per authority granted by Salary and Benefits Resolution, prior to the 2025 budget development process Human Resources will propose a policy and compensation model for Port employees who are tasked with translation services.
 - OEDI and ER to report to the Commission and Executive Director by February 2024 on the findings of language access assessments; and
- implementation timeline.

Members of the Commission and staff discussed:

- providing for equal opportunities under the law;
- properly serving diverse speaking communities;
- considering limited English proficiency in providing Port services;
- creating infrastructure and resources to facilitate needs;
- providing wrap around services for those in need of them; and
- data from assessments and how it will assist in lowering barriers.

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

11. PRESENTATIONS AND STAFF REPORTS

11a. Sustainable Century and Fly Quiet Awards.

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

Presenter(s):

Sandra Kilroy, Senior Director Environment, Sustainability and Engineering
Jane Dewell, Senior Manager, Environmental Programs, Storm Water Utility
Jeremy Webb, Environmental Program Manager, Aviation Environment and Sustainability
Sarah Cox, Director, Aviation Environment and Sustainability

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

Executive Director Metruck introduced the item.

The presentation addressed:

- the 2023 award program – recognizing environmental accomplishments and noise reduction efforts;
- Sustainable Century Award winners, including Maritime – HMS Host; Uber; Lineage; Delta; ECOSS; Seattle Aquarium; and Southwest Airlines;
- Lineage was recognized for environmental performance for leadership and investment in energy savings for the fishing industry;
- ECOSS was recognized for environmental education and outreach, and equity, diversity, and inclusion through their leadership supporting natural resource awareness around BIPOC, immigrant, and refugee communities;
- Seattle Aquarium was recognized for innovative marine research conducted under the Urban Kelp Research Project;
- HMS Host was recognized for partnering to reduce single-use plastics, cooking oil, and other waste;
- Uber was recognized for advancing Electric Vehicle use and expanding EV access for drivers at SEA;
- Southwest Airlines was recognized for the greatest use of airport ground power and pre-conditioned air systems;
- Delta was recognized for the highest percentage use of fuel-efficient aircraft; and
- 2023 Fly Quiet Awards;
 - Air Canada was recognized for the top fly quiet scoring airline for their operations in 2022;
 - Frontier Airlines was recognized for significantly lowering takeoff noise than other domestic carriers in 2022;
 - Alaska Airlines was recognized for significantly improved and upgrade aircraft fleet in 2022.

Members of the Commission and staff discussed the accomplishments of the award recipients and expressed excitement for the award luncheon to be held on June 1, 2023.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

None.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 1:14 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: May 9, 2023