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## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**September 12, 2023**

The Port of Seattle Commission met in a regular meeting Tuesday, September 12, 2023. The meeting was held at the Port of Seattle Headquarters Building, Pier 69, Commission Chambers, 2711 Alaskan Way, Seattle Washington, and virtually on Microsoft Teams. Commissioners Calkins, Cho, Felleman, Hasegawa, and Mohamed were present. Commissioner Cho joined the meeting at 12:09 p.m. and presided.

### **1. CALL to ORDER**

The meeting was convened at 10:30 a.m. by Commission Vice-President Hasegawa.

### **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 75 minutes, with the intention of reconvening the public session at 12:00 p.m. Commissioner Mohamed was recused from participating in a portion of the Executive Session. Commissioner Cho was absent and excused from this portion of the meeting. Following the executive session, the public meeting reconvened at 12:05 p.m. Commission Vice-President Hasegawa led the flag salute.

### **3. APPROVAL of the AGENDA**

The agenda was approved as amended without objection.

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

**Opposed: (0)**

### **4. SPECIAL ORDERS OF THE DAY**

No Special Orders of the Day were presented.

### **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 the committee reports.

### Audit Committee

Commissioner Mohamed convened the Audit Committee of the Port of Seattle on September 7, 2023, with Commissioner Cho and Public Member Sarah Holmstrom in attendance. The Committee approved two motions, one to approve the last set of meeting minutes; and one to approve the 2024 Proposed Internal Audit budget. The Committee also received the Entrance Audit Opening from the Office of the Washington State Auditor, which is the 2022 Accountability Audit of the Port. The Auditor's Office will share the specific areas of review upon completing their planning procedures. In addition, Open Issues for the Internal Audit Department were overviewed, as was the status of the 2023 Audit Plan. Two Performance Audit Reports and one Limited Contract Compliance Audit Report were shared with the Committee Members, with management teams providing their responses to the audits. Three Informational Technology Audits were later presented in non-public session due to the security-sensitive nature of the items. The next Audit Committee meeting will be held in December.

### Highline Forum

On July 26, 2023, the Highline Forum met with Commissioner Felleman chairing the meeting and they received several updates. The Forum received an update from the meeting site host, Highline School District's Superintendent Dr. Ivan Duran, who spoke to the school district's commitment to a Culture of Belonging; Innovative Learning; Bilingual and Biliterate learning; and helping students become Future Ready. Presenters from the Port, the Trade and Development Alliance, ANEW, and the City of Burien spoke regarding their workforce development program offerings. Forum members were very impressed with the many offerings and spoke to the need to find better ways to consolidate all workforce development information and share it with the public. Aviation Director Lance Lyttle provided the StART (SEA Stakeholder Advisory Roundtable) update from the June 28, 2023, meeting, which included a presentation by the Commercial Aviation Coordinating Commission Chair and a Federal Policy Update. Discussion ensued regarding progress being made on including StART priorities in the upcoming 2023 FAA Reauthorization bill. As part of the roundtable sharing, Commissioner Felleman shared the Port Commission's adoption of Order 2023-10 on Land Stewardship, and the Commission's recent adoption of the authorization for the Sound Insulation Phase 2 Apartment Program.

**7. PUBLIC COMMENT**

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

- The following person spoke regarding having a difference of opinion from the Commission: Alex Tsimerman (*written comments submitted*).
- The following person spoke in support of Agenda item 10e: Vicky Clarke, Cascade Bike Club..
- The following person spoke in support of shorepower, reducing emissions, and benefitting communities: Sandy Olsen, Carnival Corporation.
- The following person spoke regarding advanced wastewater treatment systems on board cruise ships and in support of continued partnerships with the Port: Renee Lamoge Reeve, Cruise Lines International Association.
- The following person spoke (*written comments submitted*) regarding completion of the Grand Coulee Dam project: Mr. Glen Stockwell.

*[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 August 1, 2023, and the Regular Meeting of August 8, 2023.**

**8b. Approval of the Claims and Obligations for the Period August 1, 2023, through August 31, 2023, Including Accounts Payable Check Nos. 949479 through 949988 in the Amount of \$9,006,164.15; Accounts Payable ACH Nos. 057399 through 058328 in the Amount of \$60,115,377.14; Accounts Payable Wire Transfer Nos. 016120 through 016136 in the Amount of \$10,457,885.75; Payroll Check Nos. 208347 through 208788 in the Amount of \$170,431.50; and Payroll ACH Nos. 1149070 through 1153808 in the Amount of \$15,361693.56, for a Fund Total of \$95,111,552.10.**

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

**8c. Monthly Notification of Prior Executive Director Delegation Actions August 2023.**

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

**8d. Authorization for the Executive Director to Advertise, Award, and Execute a Major Works Construction Contract for the Telecommunication Meet Me Room Fiber Project at Seattle-Tacoma International Airport and to Use Port of Seattle Crews for Construction Activities, in the Requested Amount of \$7,997,000 and Estimated Project Budget of \$21,700,000. (CIP# C800762)**

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

- 8e. Authorization for the Executive Director to Prepare Design and Construction Bid Documents for the Utility Meter Networking Project in the Amount of \$4,200,000 and an Estimated Total Project Cost Not-to-Exceed \$35,525,000. (CIP# C801240)**

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

- 8f. Authorization for the Executive Director to Execute a Contract for Financial Advisory Services for Five (5) Years with the Right to Extend for Up to Five (5) Additional Years, for a Potential Total of Ten (10) Years at an Estimated Cost of \$7,500,000.**

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

- 8g. Authorization for the Executive Director to Increase Funding for the Interim Westside Fire Station Project at Seattle-Tacoma International Airport in the Amount of \$500,000, for a New Total of \$10,888,000, to Settle All Claims and Close Out the Project. (CIP# C800876)**

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

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

**In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)  
Opposed: (0)**

**10. NEW BUSINESS**

**10a. (Number not used.)**

**10b. (Number not used.)**

**10c. Order No. 2023-13: An Order Establishing the Airport Workforce Conditions Committee as a Port of Seattle Commission Ad Hoc Committee.**

Request document(s) included an [order](#).

Presenter(s):

Erica Chung, Strategic Advisor, Commission Office

Clerk Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- formation of an ad hoc committee to provide oversight, information, advice, and recommendations about Port efforts to support SEA workers as part of our mission to advance economic development and in fulfillment of the Port's Century Agenda goals; and
- composition of the committee, to include Commissioners Hasegawa and Mohamed.

Discussion ensued regarding:

- advocacy for workers rights;
- the roundtable held earlier this year with airport workers – and this committee assisting in the tracking of issues; and
- affordable/accessible childcare at SEA.

Commission Vice-President Hasegawa recognized Commission Strategic Advisor Erica Chung for her work on the Order.

Commission President Cho stated that the issues are critical to Port operations and he appreciated being ahead of these discussions.

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

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

**Opposed: (0)**

**10d. Authorization for the Executive Director to Execute a Design Agreement and All Other Documents Associated with the US Army Corps of Engineers for the Preconstruction Engineering and Design Phase of the West Waterway Channel Deepening Project, and to Authorize the Preconstruction Engineering and Design Phase of the West Waterway Channel Deepening Project, Including Execution of Outside Services Contracts and Service Directives, in the Estimated Amount of \$4,000,000 and a Total Authorized Project Amount of \$5,650,000. (CIP# C800593)**

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

Presenter(s):

Stephanie Jones Stebbins, Managing Director, Maritime Division  
Arthur Kim, Capital Project Manager III, Waterfront Project Management

Clerk Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- location of the project;
- background of the project;
- partnership with the Army Corps of Engineers;
- the reason for deepening the West Waterway;
- ability to berth larger ships;
- schedule for design completion;
- budget and project authorization; and
- next steps in the project.

Discussion ensued regarding:

- overall health of the harbor;

- updating the total project estimated cost at a later date;
- any available federal funding for the remainder of the project costs; and
- if and when additional dredging would be required.

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

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

**Opposed: (0)**

**10e. Authorization for the Executive Director to Proceed with Design and Construction for the T91 Trail Bridge Removal and Segment Widening in the Requested Amount of \$1,475,000 and a Total Estimated Project cost of \$1,525,000 (CIP# C801192).**

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

Presenter(s):

Kyra Lise, Director of Real Estate Development and Economic Development  
Stefan Wynn, Capital Project Manager IV, Waterfront Project Management

Clerk Hart read Item 10e into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- project location and background;
- the current condition of the north pinch point bridge area and the south pinch point;
- project objectives – to improve public safety and accessibility;
- project scope – removing the existing pedestrian/bicycle bridge and replacing with an on-grade path and widening the existing pinch point south of the pedestrian/bicycle bridge and upgrading the existing rail crossing;
- project risks and schedule; and
- project estimate.

Discussion ensued regarding:

- broad public interest in the project and in connectivity throughout the waterfront;
- project permitting timelines; and
- private/public partnerships.

Commissioner Felleman acknowledged the work of John Wolfe on the project.

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

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

**Opposed: (0)**

## **11. PRESENTATIONS AND STAFF REPORTS**

**11a. Post International Arrivals Facility Airline Realignment Program Status Briefing (CIP #C801158).**

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

Presenter(s):

Jason Johnson, Senior Manager Airline Affairs & AV Properties, AV Business & Properties  
Sean Anderson, Capital Program Leader, AV Project Management Group  
Letty Powell, Contractor, AV Project Management Group (In Person)

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item.

The presentation addressed:

- project purpose - facilitating the relocation of United Airlines' domestic only operations from Concourse A to Concourse B; providing international gate capacity on Concourse A; associated office and support spaces to support both relocations; ticket counters in the center of the main terminal will be reconfigured and expanded to support airline operations; and United Airlines will self-perform the construction of their new lounge on Concourse B under a Memorandum of Agreement with the Port;
- project location and scope of work;
- design development status;
- sustainability framework application;
- budget and schedule overview;
- key risks and mitigation strategies; and
- schedule for Commission actions.

*(Commissioner Cho exited the meeting at 1:37 p.m.)*

Discussion ensued regarding:

- how decisions of location are made with respect to the project;
- appreciation for the airlines involvement;
- optimizing location and operations for everyone;
- paying close attention to project completion milestones and accelerating the schedule if and when it makes sense to;
- providing an updated timeline to the Commission in December; and
- location of employee breakrooms and other facilities.

**11b. 2023 Port of Seattle Affirmative Action Program.**

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

Presenter(s):

Cynthia Alvarez, Senior Manager, Employee Relations, Human Resources  
George Gianacakos, Affirmative Action Program Manager, Employee Relations, Human Resources

Clerk Hart read Item 11b into the record.

Executive Director Metruck introduced the item.

The presentation addressed:

- program purpose and highlights;
- 2023 underutilization data;
- non-represented gender and pay grades data;
- non-represented race and pay grades data;
- port demographics vs. county population demographics data; and
- opportunities moving forward.

Discussion ensued regarding:

- reporting data for race vs gender;
- the ability to use metrics to encourage diversity in the workplace;
- equity in salaries;
- the hiring of a dedicated affirmative action resource manager;
- closing equity gaps;
- anticipated timeline for implementing salary range changes and strategies; and
- insights from the women of color study conducted.

**12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS**

None.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 2:25 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: September 26, 2023