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APPROVED MINUTES COMMISSION REGULAR MEETING

October 24, 2023

The Port of Seattle Commission met in a regular meeting Tuesday, October 24, 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, Felleman, Hasegawa, and Mohamed were present. Commission President Cho was absent and excused from the meeting.

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 one matter regarding litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) and collective bargaining per RCW 42.30.140(4); and separately regarding one item related to litigation/or potential litigation/or legal risk, per RCW 42.30.110(1)(i) for approximately 60 minutes, with the intention of reconvening the public session at 12:00 p.m. Commissioner Cho was present for the Executive Session. 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, with Agenda Item 8h pulled from the Consent Agenda to be discussed separately.

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

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.

Aviation Committee

The Aviation Committee met on October 17, 2023, with Commissioners Mohamed and Calkins in attendance. The committee discussed aviation dining and retail opportunities coming available in the near-term and the timeline for opportunities into the future.

Equity and Workforce Development Committee

Commissioners Hasegawa and Calkins convened the Equity and Workforce Development Committee on October 17, 2023. Commissioners heard an update on the Youth Maritime Career Launch program and gave their input as to ways to further diversify the applicant pool and keep employers engaged in the program. The Office of Equity Diversity and Inclusion and Finance budget staff also presented to Commissioners on the Port's equity in budgeting efforts. Commissioners checked in on staff capacity to administer this program, and heard that work done in prior years has streamlined the efforts this year.

Portwide Arts and Culture Board

The Portwide Arts and Culture Board met with Commissioner Cho attending on October 17, 2023. The Board was introduced to Tamar Benzikry, the newest public member to the board, and discussed the terms and process of onboarding new members. The Board also received a briefing on the AV art funding authorization for 2024, discussed the board's workplan for 2024, and an update of remaining projects for 2023. The Board received a briefing on upcoming events including a one-night event featuring neon by Kelsey Fernkopf, in collaboration with Pilchuck School of Glass, at the SEA Cell Lot Hill 10 on Saturday, November 4, 2023, from 5 – 9 p.m.; and 'New Icons: Portraits of Burn Survivors Art' by Grace Athena Flott and reception at Pier 69 on December 19, 2023 at 4 p.m.

7. PUBLIC COMMENT

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

- The following people spoke in support of Agenda Item 10b, and improvements, ongoing work, and activation of Gateway Park North: Jake Bookwalter; Ian Bright; and Andrew Schiffer.
- The following person spoke regarding the harms of the cruise industry: Iris Antman, Volunteer for Seattle Cruise Control.
- The following person spoke regarding Agenda Item 11a, the Port's Tax Levy Draft Plan of Finance for 2024-2028: JC Harris, city of Des Moines Council Member.
- In lieu of spoken comment, written comment regarding Agenda Item 10a, supporting the Climate Careers Coalition funding was submitted by: Michael Carter, King County Green Jobs Program Manager.
- In lieu of spoken comment, written comment regarding Agenda Item 10b, supporting improvements, ongoing work, and activation of Gateway Park North was submitted by: Nick Reynolds.

[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 Regular and Special Meetings of October 10, 2023.

8b. Authorization for the Executive Director or Designee to Execute an Amendment to the Airport Network Programming Service Agreement Incorporating Up to Three, Six-Month Extension Option Periods Allowing for Continued Television Programming in the Airport Terminal Gate Hold Areas for the Traveling Public's Entertainment.

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

8c. Commission Authorization for Additional Funds in the Amount of \$4,497,000 to Provide for South Correctional Entity (SCORE) Services in Conjunction with the SCORE Interlocal Agreement for Inmate Housing with the Port.

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

8d. Authorization for the Executive Director to Authorize \$850,000 to Proceed with Design and Permitting of the Terminal 91 Buildings Demolition Project, Increasing the Total Project Authorization To-Date to \$1,000,000 out of a Total Estimated Project Cost of \$9,100,000. (CIP# C801372)

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

8e. Authorization for the Executive Director to Execute Termination Agreements; Payout where applicable Net Book Value (NBV) Associated with the Termination Agreement; and Execute New Lease and Concession Agreements for Certain Airport Dining and

Retail Tenants Impacted by the Upcoming Concourse C Expansion and Concourse A Duty-Free Projects, in the Amount of \$2,479,145.

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

- 8f. Authorization for the Executive Director to Advertise, Award, and Execute a Major Construction Contract for the Baggage Claim 15 and 16 Replacement Project at Seattle-Tacoma International Airport; to Use Port Crews to Assist in the Completion of the Work; and to Include a Project Labor Agreement for the Project, for a Total Requested Amount of \$10,658,000 and a Total Estimated Project Cost of \$14,325,000. (CIP# C801127)**

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

- 8g. Authorization for the Executive Director to Prepare Design and Construction Bid Documents for the Passenger Loading Bridge (PLB) Renewal Replacement Phase 4 Project; to Purchase Six PLBs and Associated Gate Equipment for Specified Gates; to Use Port of Seattle Crews, and Small and Major Works On-Call Contracts to Support Design Activities and to Perform the Construction Work; and to Advertise, Bid, and Execute Up to Four Major Works Construction Projects, for a Total Requested Amount \$16,850,000 and an Estimated Total Project Cost Not-to-Exceed \$17,000,000. (CIP# C801308)**

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

- ~~**8h. Authorization for the Executive Director to Advertise and Execute a Construction Contract for 2024 Airfield Projects - Contract 1; to Transfer Budget/Authorization as Necessary Between the 2024 Airfield Projects; to Transfer Budget/Authorization for Gate B11 Passenger Loading Bridge (PLB) Civil Foundation from the PLB Phase 3 Project to the 2021-2025 Airfield Pavement and Supporting Infrastructure Replacement Program; to Procure Long Lead Items; to Include a Project Labor Agreement for the Contract; and to Authorize Use of Port Crews for Abatement Work, for a Total Requested Amount of \$50,500,000 and a Total Estimated Project Cost of \$200,300,000. (CIP# C800930 and C801177)**~~

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

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

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

Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

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

- 8h. **Authorization for the Executive Director to Advertise and Execute a Construction Contract for 2024 Airfield Projects - Contract 1; to Transfer Budget/Authorization as Necessary Between the 2024 Airfield Projects; to Transfer Budget/Authorization for Gate B11 Passenger Loading Bridge (PLB) Civil Foundation from the PLB Phase 3 Project to the 2021-2025 Airfield Pavement and Supporting Infrastructure Replacement Program; to Procure Long Lead Items; to Include a Project Labor Agreement for the Contract; and to Authorize Use of Port Crews for Abatement Work, for a Total Requested Amount of \$50,500,000 and a Total Estimated Project Cost of \$200,300,000. (CIP# C800930 and C801177)**

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

Presenter(s):

Robert Kikillus, Airport Operations Development Manager, Airfield Operations
Eze Nduaguba, Capital Project Manager IV, AV Project Management Group
Paul Shen, Manager Engineer, AV Facilities and Infrastructure
Mengqi Wu, Capital Program Manager, AV Project Management Group

Clerk Hart read Item 8h into the record.

Executive Director Metruck introduced the item and presenters.

Discussion ensued regarding:

- managing the project with the area remaining an active work zone;
- risks and mitigations managed under a project labor agreement; and
- procuring long-lead items in advance.

The motion, made by Commissioner Calkins 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 Enter into a Memorandum of Agreement with King County to join the Coalition for Climate Careers in the Amount of \$100,000.**

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

Presenter(s):

Tiffany Sevilla, Program Manager, Workforce Development

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- background related to the formation of a steering committee to form a regional green jobs coalition;

- composition of the steering committee;
- mission statement of the coalition - a strategic collaboration among public and private organizations and frontline communities, dedicated to establishing an inclusive and prosperous green workforce in King County;
- goals of the coalition;
- coalition members;
- governance and financial framework;
- increasing competitiveness for emerging green jobs funding opportunities;
- financial implications; and
- scope of work for a C3 coordinator to support the coalition for a period of no longer than two years after start of the contract.

Discussion ensued regarding:

- alignment with the Port's green careers initiatives;
- justification for Port participation;
- other agencies' contributions;
- developing funding strategies;
- participating as a region in creating pathways to green jobs;
- compensating community coalition members of their participation;
- providing additional information to the Commission regarding goals and outcomes of the program; and
- reporting back to the Commission by end of the first quarter 2024 with additional details.

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

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

Opposed: (0)

10b. Authorization for the Executive Director to Sign a Memorandum of Agreement with the City of Seattle Enabling the Port to Provide Funding Up to \$500,000 and Approximately \$50,000 In-Kind Support for Site Characterization, Design, and Permitting of the 8th Avenue S/Gateway Park North Project; and to Authorize Funding in the Amount of \$317,128 to Support City-Led Site Characterization, Design and Permitting Tasks, for a Total Estimated Project Cost of \$2,600,000.

(Commissioner Mohamed stated her need to recuse from participating in Agenda Item 10b due to a potential conflict of interest or a potential appearance of a conflict of interest with her employment. Commissioner Mohamed exited the meeting at this time.)

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

Presenter(s):

Sarah Ogier, Director, Maritime Environment and Sustainability
Jon Sloan, Senior Manager, Environmental Programs
Danielle Butsick, Environmental Program Manager, Maritime Environment and Sustainability
Julie Yun, Manager, Waterfront Capital Projects

Clerk Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- authorization and Memorandum of Agreement (MOA) for site characterization, design, and permitting tasks associated with City of Seattle's Gateway Park North project;
- project site location; and
- memorandum of agreement with the city of Seattle, roles and responsibilities.

Discussion ensued regarding:

- re-invigoration of green spaces;
- the engagement with PCAT on the project; and
- city of Seattle's improvement work in the Georgetown area.

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

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

Opposed: (0)

(Commissioner Mohamed re-entered the meeting at this time.)

11. PRESENTATIONS AND STAFF REPORTS

11a. Tax Levy Draft Plan of Finance for 2024-2028 Briefing.

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

Presenter(s):

Elizabeth Morrison, Director of Corporate Finance, Finance and Budget
Scott Bertram, Manager of Corporate Finance, Finance and Budget

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters, and provided a presentation overview and the 2024 budget process timeline.

The presentation addressed:

- tax levy background;
- levy history;
- taxpayer impact for the proposed 2024 levy increase;
- shifting use of tax levy funding;
- non-airport capital spending forecast for the projected plan of finance;
- airport funding 2024 – 2028;
- planning beyond 2028;
- 2024 levy recommendations; and
- finance initiatives.

Discussion ensued regarding:

- the maximum statutory allowed levy amount;
- effects of inflation on the levy;
- use of the levy in environmental and community program applications;
- potentially receiving a more detailed briefing on some of the Port's environmental commitments;
- estimated increases in salaries;
- decrease in county tax assessments;
- whether or not specific levy resources can be dedicated to cities;
- ensuring the equity lens is applied to the tax levy and assessing equity spending; and
- reflecting Commissioner asks clearly in the budget.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

None.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 2:44 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: November 14, 2023