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## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**November 14, 2023**

The Port of Seattle Commission met in a regular meeting Tuesday, November 14, 2023. The meeting was held at the Port of Seattle Headquarters Building Commission Chambers located at: 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 12:09 p.m. by Commission President 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 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.

#### SEAC Committee

Commissioners Hasegawa and Felleman convened the Sustainability, Environmental, and Climate Committee on November 14, 2023. The Committee was briefed on two topics at that time:

*Digital recordings of the meeting proceedings and meeting materials are available online – [www.portseattle.org](http://www.portseattle.org).*

- AI Waste Pilot Project - Staff hopes to install six AI-enabled waste sorting stations with four at food courts at the SEA terminals before Thanksgiving for the heavy travel season. The interactive AI recognizes waste and can educate customers on proper waste sorting. The project is being implemented to support operational efficiencies and to help reduce waste.
- SEA Land Stewardship Plan and SEA Tree Replacement Standards - Staff shared that the plan and standards were developed in accordance with the Environmental Land Stewardship Principles, approved by the Commission on July 11, 2023, and are comprehensive, integrates capital programs, applies an equity lens, builds on community partnerships, and takes a holistic ecological approach. Staff shared the SEA Land Stewardship Plan Objectives and management approach. SEA Tree replacement standards recommend a 4:1 replacement ratio using a holistic ecological approach where planting new trees, protecting existing trees from invasive threats, and converting invasive areas to native vegetation can all be counted as credit toward replacement. This approach is consistent with the intent to conduct large-scale replacement actions in the airport's ecological areas, which require holistic management to ensure replacement actions are successful over the long-term.

**7. PUBLIC COMMENT**

- The following person spoke and stated his desire to impeach the presiding officer of the Commission because he ran unopposed during the last regular election: Alex Tsimerman.
- The following people spoke in support of Agenda Item 10d, regarding accessibility at the airport: Kathy Kennedy, Alaska Airlines; and Laurel Van Horn, Open Doors Organization.
- The following person spoke in support of cruise and noted environmental efforts of the Cruise Line Industry Association: Renee Limoge Reeve, Cruise Line Industry Association.
- The following person spoke in support of jobs created by the cruise industry for Longshore workers: Herald Ugles, Local 19 ILWA.
- In lieu of spoken comment, written comments regarding Agenda Item 10d, supporting the SEA Accessibility Program and Order were submitted by: Kimber Behrends; Ryan Fox; and George Abbott.

*[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 Meeting of October 24, 2023.**
- 8b. Approval of the Claims and Obligations for the Period October 1, 2023, through October 31, 2023, Including Accounts Payable Check Nos. 950359 through 950740 in the Amount of \$7,146,738.79; Accounts Payable ACH Nos. 059215 through 060276 in the Amount of \$63,987,654.77; Accounts Payable Wire Transfer Nos. 016153 through 016168 in the Amount of \$16,288,567.88; Payroll Check Nos. 209323 through 209829 in the Amount of \$303,152.31; and Payroll ACH Nos. 1158541 through 1165572 in the Amount of \$23,398,832.82, for a Fund Total of \$111,124,946.57.**

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

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

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

**8d. Authorization for the Executive Director to Authorize Final Design and Preparation of Construction Bid Documents for the Perimeter Access and Gate Enhancement (PAGE) Project; to Advertise, Award, and Execute a Major Public Works Construction Contract for PAGE and Perimeter Intrusion Detection System Phase 2, and Transfer Budget/Authorization, as Necessary, Between the Two Projects; to Procure Long Lead Material Items; and to Include a Project Labor Agreement for the Contract, for a Total Amount Requested of \$3,816,000 and a Total Estimated Project Cost of \$37,614,000. (CIP# C801363, C800844).**

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

**8e. Authorization for the Executive Director to Take All Steps Necessary to Complete the Rental Car Facility 5th Floor Parking Membrane Project at Seattle-Tacoma International Airport, for a Total Requested Amount of \$1,030,000 and a Total Estimated Project Cost of \$9,300,000. (CIP #800977)**

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

**8f. Authorization for the Executive Director to Take All Steps Necessary to Complete the Tyee Pond Effluent Pipe Replacement Project at Seattle-Tacoma International Airport, for a Total Requested Amount of \$2,275,000 and a Total Estimated Cost of \$2,900,000. (CIP# C801173)**

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

**8g. Authorization for the Executive Director to Competitively Bid and Execute a Unified Pest Management Contract with a Duration of Up to Five Years, for a Total Amount Not-to-Exceed \$7,000,000.**

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

**8h. Authorization for the Executive Director to Execute Up to Three Indefinite Delivery, Indefinite Quantity Professional Services Agreements for Building and Structure Related Consulting and Design Services with a Total Amount Not-to-Exceed \$9,000,000 and a Contract Ordering Period of Five Years.**

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

- 8i. **Authorization for the Executive Director to Execute up to Three Indefinite Delivery, Indefinite Quantity Professional Services Agreements for Infrastructure Related Consulting and Design Services with a Total Amount Not-to-Exceed \$9,000,000 and a Contract Ordering Period of Five Years.**

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

- 8j. **Authorization for the Executive Director to Prepare Design and Construction Bid Documents for Flow Meter Replacement in the Central Mechanical Plant; to Advertise, Bid, And Execute a Major Works Construction Contract, Execute Related Project Change Orders, Amendments, Work Authorizations, Purchases, Contracts, and Take Other Actions Necessary to Support and Deliver the Flow Meter Replacement Project within the Approved Budget; and to Use Port of Seattle Crews and Small Works Contracts to Support the Design and Construction Activities, for a Total Requested Amount of \$4,165,000 and an Estimated Total Project Cost Not-To-Exceed \$4,235,000.**

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

- 8k. **Authorization for the Executive Director to Approve Additional Funding in the Amount of \$1,810,000 for the Procurement of Long-Lead Major Electrical Equipment for the Maritime Industrial Center Electrical Infrastructure Replacement Project. (CIP# C801241).**

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

- 8l. **Authorization for the Executive Director to Proceed with the Specification Document Management System Project; to Execute Contract(s) for Software and Implementation Services; to Use Port Staff for Implementation; and to Execute a Contract for Up to Ten Years for Software License, Service and Maintenance Fees Estimated at \$2,300,000, for a Total Requested Amount of \$600,000 for Project Implementation. (CIP# C801343).**

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

- 8m. **Authorization for the Executive Director to Execute an Interlocal Agreement with the Northwest Seaport Alliance (NWSA) to Implement a Series of Support Service Agreements to Allow Port Staff to Provide Services to the NWSA for 2024.**

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

- 8n. **Authorization for the Executive Director to Execute the Third Amendment to Lease with Mad Anthony's Pier 66, Extending the Second Amendment Terms Until the Reopening of Two-Way Traffic on Alaskan Way.**

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

**8o. Authorization for the Executive Director to Set 2024 Marine Stormwater Utility Rates with an 8 Percent Increase from 2023.**

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

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, 8l, 8m, 8n, and 8o carried by the following vote:**

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

**Opposed: (0)**

**10. NEW BUSINESS**

**10a. PUBLIC HEARING and Introduction of Resolution No. 3814: A Resolution Adopting the Final Budget of the Port of Seattle for the Year 2024; Making, Determining, and Deciding the Amount of Taxes to Be Levied Upon the Current Assessment Roll; Providing Payment of Bond Redemptions and Interest, Cost of Future Capital Improvements and Acquisitions, and for Such General Purposes Allowed By Law Which the Port Deems Necessary; and Directing the King County Council As to the Specific Sums to Be Levied on All of the Assessed Properties of the Port of Seattle District in the Year 2024.**

Requested document(s) included an [agenda memorandum](#), [draft resolution](#), and [presentation](#).

**10b. PUBLIC HEARING and Introduction of Resolution No. 3815: A Resolution Specifying the Dollar and Percentage Change in the Regular Property Levy From the Previous Year Per RCW 84.55.120; Providing for a 4.8 Percent Increase of the Levy from \$82,657,367 to \$86,664,580.**

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance and Budget  
Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion  
Hiedi Popochock, Director, Aviation Finance and Budget  
Michael Tong, Director, Corporate Budget

Clerk Hart read Items 10a and 10b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- background of budget development;
- changes since prior budget briefings;

- 2024-2028 Capital Plan;
- 2024 sources and uses of funds;
- 2024 proposed tax levy;
- 2024 equity with budgeting; and
- the remaining 2024 budget schedule.

Discussion ensued regarding:

- inserting a new section into the budget highlighting Commissioner budget requests included in the budget; and
- how environmental spending is reflected in the budget, particular as distributed in capital projects.

Commission President Cho opened the public hearing. There being no one present wishing to address the Commission, the public hearing closed and discussion moved to the Commission.

**The motion, to introduce Resolution Nos. 3814 and 3815, made by Commissioner Mohamed carried by the following vote:**

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

**Opposed: (0)**

**10c. Order 2023-15: An Order of the Port of Seattle Commission to Establish an Environmental Legacy Fund within the Port Budget and Plan of Finance.**

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

Presenter(s):

Vy Nguyen, Commission Strategic Advisor, Commission Office  
Tyler Emsky, Commission Strategic Advisor, Commission Office  
Dan Thomas, Chief Financial Officer, Finance and Budget

Clerk Hart read Item 10c into the record.

Commission Strategic Advisor, Vy Nguyen, introduced the item.

The presentation addressed:

- the Port's deep commitment to its role in cleaning up historical industrial pollution related to its properties;
- Port environmental remediation projects addressing contamination from historical industrial operations by prior Port or tenant operations;
- Clean up work to improve water and habitat quality, bolsters salmon and marine mammal recovery, and makes shorelines safer for humans and wildlife;
- known environmental clean up costs in the coming decade exceeding one hundred million dollars;
- creating a financial planning tool for known environmental clean-up costs;
- capturing Port property tax levy savings for dedicated use; and
- initial investment into the fund and annual review of continued funding.

Discussion ensued regarding:

- how the fund is funded;
- providing continuity and predictability;
- how environmental liability cases are daylighted; and
- the Port being a leader in clean up; and
- building a Port of the future.

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

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

**Opposed: (0)**

**10d. SEA Access Program 2023 Update and Order 2023-14: An Order of the Port of Seattle Commission to Affirm the Port of Seattle’s Longstanding Commitment to Developing Seattle-Tacoma International Airport, as One of the Most Accessible Airports in the Nation and Consider Accessibility as a Priority in Aviation Division Strategy, Facility Design, Construction, and Operations.**

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

Presenter(s):

Pete Mills, Commission Strategic Advisor, Commission Office  
Heather Karch, Architecture Manager, AV Facilities and Infrastructure  
Chelsea Rodriguez, Airport Volunteers and Customer Accessibility Manager

Clerk Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- accessibility facility improvements;
- curbside and signage improvements;
- accessibility programs and amenities;
- customer communication;
- staff training and recognition programs;
- disability community engagement;
- aviation industry advocacy highlights; and
- furthering the Port’s accessibility commitment – the SEA Access Program.

Discussion ensued regarding:

- the Accessibility Council’s composition and meeting format;
- community outreach efforts; and
- branding and launching the SEA Access Program to increase visibility to the program’s offerings.

Commission Strategic Advisor Pete Mills read the text of the Order into the record.

The motion, made by Commissioner Mohamed, to adopt Order No. 2023-14, carried by the following vote:

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

Opposed: (0)

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

### **11a. ADR Program Briefing.**

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

Presenter(s):

Jeff Wolf, Director AV Commercial Management, Commercial Management Administration  
Khalia Moore, Senior Manager ADR, Airport Dining and Retail (In Person)

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- airport dining and retail master planning and ;
- remaining locations to be completed from Lease Groups 4 and 5 and status of other lease groups;
- duty -free expansion currently out for bid;
- Concourse C request for proposals timeline;
- concession timelines related to requests for proposals;
- Concourse C expansion details;
- small business participation allocation in the expansion project;
- retail and food and beverage package allocation in the expansion project;
- prime operators maximum awarded space allocations;
- Concourse C expansion locations not included in the current request for proposals;
- Concourse C request for proposals business terms;
- feedback received to-date regarding concept category changes in the master planning effort, the request for proposals process, and small business experiences of unique barriers to opportunities and growth;
- actions taken or in-progress to address overall barriers;
- small business exemption considerations;
- Option 2 – recommended – to change the small business exemption for labor engagement requirement to bidders who meet federal stipulations and have three spaces at the airport; and
- next steps in the process, including seeking Commission authorization to release and award the request for proposals at the December 12, 2023, meeting; and
- Concourse C expansion and surrounding locations planned to be open to the public in advance of the 2026 World Cup.

Discussion ensued regarding:

- providing a calendar for the planned first time bidders' class;



- the value of data collected in this process;
- the importance of valuing the people at the center of operations and promoting quality jobs;
- allowing for economies of scale;
- workforce projections;
- joint venture agreement structures and how they relate to small and large businesses;
- the point at which small businesses must engage with labor negotiations; and
- providing more certainty to small businesses in awards prior to businesses engaging in labor harmony agreements and reducing real barriers.

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

Commissioners congratulated Commissioners Cho and Felleman on their re-election to office.

Commissioner Felleman expressed his appreciation to the Commission and the electorate.

Commissioners Felleman and Mohamed spoke regarding combatting antisemitism and islamophobia, and standing against hate.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 3:10 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Fred Felleman, Commission Secretary

Minutes approved: November 21, 2023