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## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**May 14, 2024**

The Port of Seattle Commission met in a regular meeting Tuesday, May 14, 2024. The meeting was held at the Port of Seattle Headquarters Building, Commission Chambers, 2711 Alaskan Way, Seattle Washington, and virtually on Microsoft Teams. Commissioners Cho, Felleman, Hasegawa, and Mohamed were present. Commissioner Calkins was absent and excused from attendance.

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

The meeting was convened at 10:32 a.m. by Commission President Hamdi Mohamed.

### **2. EXECUTIVE SESSION pursuant to RCW 42.30.110**

The public meeting recessed into executive session to discuss two items regarding litigation/potential litigation/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. Following the executive session, the public meeting reconvened at 12:04 p.m. Commission President Mohamed led the flag salute.

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

The agenda was approved as presented without objection.

**In favor: Cho, Felleman, Hasegawa, and Mohamed (4)**  
**Opposed: (0)**

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

There were no Special Orders of the Day 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 committee reports.

AV Workforce Conditions Committee

On April 23, 2024, Commission President Mohamed and Vice President Hasegawa convened the Airport Workforce Conditions Ad Hoc Committee. The Committee heard initial feedback from the consultant Imagine Institute regarding childcare needs and learned that 70 percent of airport workers reside in extreme childcare access deserts; 92 percent of the jobs posted on Airport Jobs require work outside of the 6am to 6pm timeframe; and that majority of employer respondents report challenges hiring/retaining employees due to childcare challenges. The consultant's final recommendations will be brought to the Commission on July 9, 2024. Committee members also received a legal update on the healthcare for airport workers question. Commissioners directed a survey of airport workers asking about their healthcare needs in as efficient a timeframe as possible. Committee members further heard an update on the Port's third-party code of conduct efforts. This effort will launch in June.

Equity and Workforce Development Committee

The Equity and Workforce Development Committee was convened on April 30, 2024, by Commissioners Hasegawa and Calkins. There was one item for briefing and discussion – an update and findings on the South King County International Public Market Study. This item is also scheduled for a presentation later at the May 14, 2024, Commission meeting.

Sustainability, Environment, and Climate Committee

Commissioners Cho and Felleman convened the Sustainability, Environment, and Climate Committee on May 8, 2024. There were two items on the agenda for briefing and discussions. The Committee discussed the Airline Realignment under the Sustainability Evaluation Framework. Staff evaluated thirty-four sustainability strategies compared to Port baseline standards to reduce carbon emissions and energy use, as well as evaluating equity and access to improve daily work environments of employees. Commissioner Felleman asked for visibility on how we met code compared to how we exceeded code, and for added detail on various alternatives assessed. Staff also shared that the Port of Seattle received a Leadership Vision Award specifically for the Sustainable Evaluation Framework Policy. The second item discussed was the Maritime Climate and Air Action Plan (MCAAP) 2023 implementation update. The MCAAP, adopted in 2021, is the Port's implementation plan for the Northwest Ports Clean Air Strategy and charts a course for the Port of Seattle to achieve its maritime-related climate and air goals. Commissioners learned that in 2023 staff made progress on thirty-four of forty-three MCAAP strategies and were very complimentary of the year's accomplishments, which include ongoing efforts to increase the efficiency of buildings, vehicles, and vessels, and use renewable fuels and clean energy sources.

**7. PUBLIC COMMENT**

- The following person spoke regarding the Commission's bylaws applicable to public comment rules of participation and freedom of speech: Alex Tsimerman.
- The following person spoke in support of Agenda Item 11a, the StART 2023 Annual Report and process: Kyle Moore, City of Seatac Manager.
- In lieu of spoken comment, the following people submitted written comments regarding their request for the Port to reduce the number of cruise sailing until there is no water, air, and climate pollution; for the Port to lobby the Washington State Legislature to expand the mission of Washington Ports to include stewardship; to support the proposed U.S. Clean Shipping Act; to reject false solutions; to approach discussions, goals, studies, etc related to the cruise sector in

an honest and unbiased way; and to work in collaboration to support regional solutions that could reduce harm immediately: Jim Bernthal; Sara Bliss; Paul Brown; Beth Brunton; Chris Covert-Bowlds; Gregory Denton; Kevin Gallagher; Derek Gendvil; Brie Gyncild; Mary Hanson; Jared Howe; Yuchin Hsieh; Jeanie Johnson; Sophia Keller; Leo Kucewicz; Breck Lebeque; Jason Li; Lorie Lucky; Beth McKelvey; Jean Myers; Audrey Olshefsky; Donald Parda; Charles Raymond; Veronica Ruffin; and Angeline Zalben.

- In lieu of spoken comment, the following person submitted written comments regarding enforcement of Commission Rules Governing Public comment during public testimony at Commission meetings: Joe Kunzler.

*[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 April 16, 2024.**

- 8b. Approval of the Claims and Obligations for the Period April 1, 2024, through April 30, 2024, Including Accounts Payable Check Nos. 952972 through 953563 in the Amount of \$6,611,101.26; Accounts Payable ACH Nos. 065245 through 066055 in the Amount of \$113,913,100.54; Accounts Payable Wire Transfer Nos. 016289 through 016307 in the Amount of \$9,986,180.23; Payroll Check Nos. 212008 through 212388 in the Amount of \$63,007.94; and Payroll ACH Nos. 1191687 through 1196496 in the Amount of \$16,068,853.03, for a Fund Total of \$146,579,235.06.**

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

### **8c. Monthly Notification of Prior Executive Director Delegation Actions April 2024.**

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

- 8d. Authorization for the Executive Director to Execute a Contract for the Operation and Management of the Seattle Ramp Tower and to Enter into Agreements with the Federal Aviation Administration in Relation to Managing and Coordinating Operations, for a Total Amount Requested of \$16,000,000.**

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

- 8e. Authorization for the Executive Director to Advertise, Bid, and Execute a Major Public Works Construction Contract, to Execute Related Project Change Orders, Amendments, Work Authorizations, Purchases, Contracts, and Take Other Actions Necessary to Support and Deliver the Access Control in Communication Rooms Project; to Authorize Use of Port of Seattle Crews to Support Construction Activities, and Any Possible Abatement Work for the Project at Seattle-Tacoma International Airport, for an Amount Requested of \$6,000,000 and a Total Estimated Project Cost Not-to-Exceed \$8,100,000. (CIP# C800935).**

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

- 8f. Authorization for the Executive Director to Increase the Value of the Existing Service Contract for Airport-wide Window Cleaning at Seattle-Tacoma International Airport by \$2,000,000 to Complete the Initial Five-Year Contract and to Procure a New Up-to-Five-Year Contract Starting March 2025, for an Estimated Cost of \$7,000,000 through February 2030, for a Total Estimated Project Cost of \$9,000,000.**

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

- 8g. Commission Determination that a Competitive Process is Not Appropriate or Cost-Effective and Exemption of a Contract from a Competitive Process Consistent with Statutory Requirements and Authorizing the Executive Director to Execute an Agreement with Studio Matthews for Development of Port-Owned Waterfront Signage in the Requested Amount of \$96,640.**

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

- 8h. Adoption of Resolution No. 3822: A Resolution Authorizing the Issuance and Sale of General Obligation and Refunding Bonds, 2024, in the Aggregate Principal Amount of Not-to-Exceed \$325,000,000, for the Purpose of Financing or Refinancing Capital Improvements to Port Facilities and Refunding Certain Outstanding Obligations of the Port; and Authorizing a Designated Port Representative to Approve Certain Matters Relating to the Sale of the 2024 LTGO Bonds.**

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

- 8i. Authorization for the Executive Director to Proceed with the PeopleSoft Financials Upgrade Project; to Procure Hardware, Software, and Consulting Services; and to Use Port Staff for Implementation, for a Total Project Cost Not-to-Exceed \$3,400,000. (CIP# C801382)**

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

- 8j. Authorization for the Executive Director to Sign an Interlocal Agreement with Highline Public Schools, Maritime High School, to Support the Work of Instructional Design Plans Demonstrating a Maritime-Focused Curriculum for the Next Two Years at \$250,000 Per Year, and a Total Requested Amount of \$500,000.**

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

- 8k. Authorization for the Executive Director to Approve Funding and Procurement for Design, Acquisition, Fabrication, and Installation of Public Art at Seattle-Tacoma International Airport for the 2025 Portion of the 2022-2026 Public Art for Airport Projects CIP, in the Amount of \$6,800,000, from the Total Art Pool Budget of \$27,523,820. (CIP# C102066).**

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, and 8k carried by the following vote:**

**In favor: Cho, Felleman, Hasegawa and Mohamed (4)**

**Opposed: (0)**

## **10. NEW BUSINESS**

- 10a. Introduction of Resolution No. 3823: A Resolution Amending the Policy Directive for Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement Established by Resolution No. 3820 and Providing an Effective Date for All Amendments of June 1, 2024.**

Requested document(s) included an [agenda memorandum](#), [resolution](#), [attachment A](#), [attachment B](#), [Exhibit A](#), [2023 pay range data](#), and [presentation](#).

Presenter(s):

Katie Gerard, Senior Director, Human Resources

Kecia Reichstein, Director, Total Rewards, Human Resources

Chris Beck, Manager, Total Rewards, Human Resources

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- an overview of the Compensation Project;
- background of the Salary and Benefits process; and
- recommended policy directive updates and changes.

Discussion ensued regarding:

- the new proposed grade ranges;
- changes in the at-will designation to now include all executives;
- the new structure being based on market pricing, experience, and performance;
- how employees are compensated if they are already at the top of their range;
- employee input into the process; and
- future overall impacts to the budget.
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**The motion, made by Commissioner Felleman, carried by the following vote:**

**In favor: Cho, Felleman, Hasegawa and Mohamed (4)**

**Opposed: (0)**

**10b. Adoption of Order No. 2024-07: An Order ‘Shredding the Paper Ceiling’ at the Port of Seattle by Eliminating Unnecessary Post-Secondary Degree Requirements for Port Jobs.**

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

Presenter(s):

Tyler Emsky, Commission Office Strategic Advisor, Commission Office

Clerk Hart read Item 10b into the record.

Commission Strategic Advisor Tyler Emsky introduced the item and read the text of the Order.

Discussion ensued regarding:

- how this order relates to the new graded pay structure proposed;
- re-written job descriptions that look at education requirements;
- preferred vs. required job qualifications;
- increasing the number of minimum qualification candidates that can come forward in the hiring process; and
- the Port moving away from negotiating pay.
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**The motion, made by Commissioner Hasegawa, carried by the following vote:**

**In favor: Cho, Felleman, Hasegawa and Mohamed (4)**

**Opposed: (0)**

**10c. Authorization for the Executive Director to Prepare Design and Construction Bid Packages for S Concourse Facilitating Projects, to Procure Long-Lead Items, to Utilize Port Crews for Design Support, to Execute an Alternative Delivery Contract, and to Increase the Project Authorization by \$25,000,000, for a Total Project Authorization To-Date of \$127,500,000. (CIP# C801203)**

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

Presenter(s):

Lance Lyttle, Managing Director, Aviation Directors Office  
John Freeman, Capital Project Manager V, AV Project Management  
Chris Coulter, Capital Program Leader, AV Project Management Group  
Keri Stephens, Director, Aviation Facilities and Capital Programs

Clerk Hart read Item 10c into the record.

At this time, Executive Director Metruck, Members of the Commission, and Director of Aviation Lance Lyttle recognized Kazue Ishiwata for her years of work and dedication at the Port of Seattle in working with the airlines to expand international travel.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- S Concourse evolution;
- construction impacts on airport operations;
- project alternatives;
- projects addressing construction impacts;
- project phasing; and
- increases to the project budget.

Discussion ensued regarding:

- how this project relates to the Sustainable Airport Master Plan (SAMP);
- not increasing the footprint of the airport with this project;
- grant funding;
- separate environmental review for this project;
- signage to inform employees and travelers during construction; and
- how the Port measures success in wayfinding.

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

**In favor: Cho, Felleman, Hasegawa and Mohamed (4)**

**Opposed: (0)**

*(The regular meeting recessed at 1:58 p.m. and reconvened at 2:07 p.m. Commissioner Cho exited the meeting at this time.)*

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

### **11a. SEA Stakeholder Advisory Round Table 2023 Annual Report.**

Presentation document(s) included [agenda memorandum](#), [one-pager](#), [agenda](#), [report overview](#), [report working group 1](#), [report working group 2](#), and [presentation](#).

Presenter(s):

Lance Lyttle, Managing Director and StART Chair, Aviation Directors Office  
Eric Schinfeld, Senior Manager, Federal & International Government Relations  
Marco Milanese, Senior Program Manager Community Engagement, External Relations

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- an overview of the StART program;
- accomplishments of the Aviation Noise Working Group; and
- accomplishments of the Federal Policy Working Group.

Discussion ensued regarding:

- the Part 150 Noise Study and the role of the working groups;
- appreciation to the community members participating in the StART Advisory Group;
- elected representation through the Highline Forum;
- the noise boundary and receiving input from other near-airport communities in this process;
- reducing impacts while growing;
- nighttime noise being particularly impactful in near-airport communities;
- support for the FAA Reauthorization bill, with the hope of future inclusion for sound insulation efforts;
- what the Port is doing to address Vashon Island noise impacts and FAA involvement;
- Port plans for the Part 150 Study for communities outside of the DNL boundary; and
- quantifying noise impacts increases to Vashon Island.

### **11b. Sustainable Century and Fly Quiet Awards.**

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

Presenter(s):

Sandra Kilroy, Senior Director Environmental, Sustainability and Engineering  
Jane Dewell, Senior Manager, Stormwater Utility, Maritime Environment and Sustainability  
Jeremy Webb, Environmental Program Manager, Aviation Environment and Sustainability  
Paris Edwards, Airport Noise Programs Coordinator, Noise Programs

Clerk Hart read Item 11b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the 2024 Award Program - awards for tenants and businesses supporting Port sustainability goals since 2010; recognizing environmental accomplishments and equity, diversity and inclusion efforts of local Aviation and Maritime industries; recognizing airline noise reduction efforts; and winners determined by staff with Senior Management concurrence;
- Sustainable Century Award winners;



- Maritime Sustainable Century Awards;
- Aviation Sustainable Century Awards; and
- Fly Quiet Awards.

Members of the Commission congratulated the award winners.

**11c. International Public Market Final Report.**

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

Presenter(s):

Dave McFadden, Managing Director, Economic Development Division  
Annie Tran, Economic Development Manager, Economic Development Administration  
Ashton Allison, Economic Development and Economic Recovery Director, King County  
Executive Dow Constantine's Office  
Susano Surface, Executive Analyst, King County Executive Dow Constantine's Office

Clerk Hart read Item 11c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- exploration of international public market potential in South King County;
- project phases and timelines;
- analysis of if the proposed concept is viable for our region;
- community engagement and market analysis;
- preferred locations and features;
- public market benefits;
- site evaluations;
- budgets across potential market models;
- key considerations shared with advisory committee; and
- next steps in the process – to include briefing of near airport cities, and the potential for these cities to explore specific market options.

Discussion ensued regarding:

- getting a more accurate parcel layout for the Angle Lake site;
- wanting to know cities' response to site identifications;
- space opportunities for siting near light rail and daycare facilities for SEA employees;
- briefing the Joint Advisory Committee on the analysis;
- briefing to the cities in June and July;
- whether or not a nexus can be made to airport operations and a potential public market; and
- briefing the Highline Forum on the potential market siting and analysis.

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

Commissioner Hasegawa spoke regarding meeting President Biden during his recent visit to Seattle and extending appreciation for the FAA Reauthorization.

Commissioner Mohamed spoke regarding public budget session currently being held in the community with the last one scheduled for May 16, 2024, at Green River College.

**13. ADJOURNMENT**

There was no further business and the meeting adjourned at 3:47 p.m.

Prepared:

Attest:

Michelle Hart  
Michelle Hart (May 29, 2024 13:48 PDT)

Ryan Calkins  
Ryan Calkins (May 29, 2024 14:00 PDT)

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Michelle M. Hart, Commission Clerk

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Ryan Calkins, Commission Secretary

Minutes approved: May 28, 2024


# May 14, 2024 Commission Meeting Minutes

Final Audit Report


2024-05-29

Created:	2024-05-29
By:	Marycruz Talavera-Chavez (talavera-chavez.m@portseattle.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB1or7sxm3jAENL3BpNshSvl3clMy4Oeo


## "May 14, 2024 Commission Meeting Minutes" History

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2024-05-29 - 8:45:18 PM GMT- IP address: 24.18.193.253

 Document emailed to Michelle Hart (hart.m@portseattle.org) for signature

2024-05-29 - 8:46:32 PM GMT

 Document emailed to calkins.r@portseattle.org for signature

2024-05-29 - 8:46:32 PM GMT

 Email viewed by Michelle Hart (hart.m@portseattle.org)

2024-05-29 - 8:47:50 PM GMT- IP address: 104.47.64.254

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2024-05-29 - 8:59:47 PM GMT- IP address: 104.47.64.254

 Signer calkins.r@portseattle.org entered name at signing as Ryan Calkins

2024-05-29 - 9:00:14 PM GMT- IP address: 192.35.193.137

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2024-05-29 - 9:00:16 PM GMT