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**APPROVED MINUTES**  
**COMMISSION REGULAR MEETING**  
July 23, 2024

The Port of Seattle Commission met in a regular meeting Tuesday, July 23, 2024. The meeting was held at the Seattle-Tacoma International Airport Conference Center located at: 17801 International Blvd, Mezzanine Level, Seattle, Washington, and virtually on Microsoft Teams. All Commissioners were present.

1.

**CALL to ORDER**

The meeting was convened at 10:36 a.m. by Commission Vice-President Toshiko Hasegawa.

2.

**EXECUTIVE SESSION pursuant to RCW 42.30.110**

The public meeting recessed into executive session to discuss 1one item regarding litigation/potential litigation/legal risk per RCW 42.30.110 (1)(i) and the performance of a public employee per RCW 42.30.110(1)(g) for approximately 30 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 Vice-President Hasegawa led the flag salute.

3.

**APPROVAL of the AGENDA**

The agenda was approved as presented without objection.  
In favor: Calkins, Cho, Felleman, Hasegawa, and Mohamed (5)  
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 meetingrelated announcements. Two items were advertised for this Executive Session, however, the agenda was revised with only one item being heard.

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

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**COMMITTEE REPORTS**

Commission Strategic Advisor Erica Chung provided committee reports.  
Aviation Committee

Commissioners Hasegawa and Cho convened the Aviation Committee on Tuesday, July 16, 2024. The Committee discussed the dispute resolution process for disciplinary actions of taxi drivers. Progress is being made on agreed areas, with new training for curbside managers and improved data capture strategies planned for the next curbside management contract. Commissioners expressed satisfaction in the progress that was being made on this topic. The Committee also covered the SEA Access program, which focuses on enhancing accessibility at the airport. SEA Access has achieved a high third-party ranking and has several upcoming initiatives that will further improve service. Commissioners indicated their support for this program, and commended staff on their excellent work bolstering accessibility at the airport.

#### 7. PUBLIC COMMENT

- The following person spoke regarding the Des Moines Creek West business park project and reasons she feels the city did not engage the community in the project: Barbara McMichael.

[Clerk's Note: No written comments were presented for this meeting.]

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 July 9, 2024.

8b.

Number Not Used.

8c.

Approval of Commission International Travel Requests for 3rd Quarter 2024

Request document(s) included an agenda memorandum for information only.

8d.

Authorization for the Executive Director to Extend the Current AT&T DAS (Distributed Antenna System) License Agreement for the Purpose of Preserving Current System Function While Port Staff Issue a Request for Proposals to Solicit a Licensee Under a New License for DAS Services Before the Extension Period Expires.

Request document(s) included an agenda memorandum and amendment.

8e.

Authorization for the Executive Director to Prepare, Advertise, and Execute a Public Works Building Engineering Systems Contract; to Execute Related Project Change Orders, Amendments, Work Authorizations, Purchases, Contracts, and Take Other Actions Necessary to Support and Deliver the 400hz Replacement Project Within the Approved Budget; and to Use Port of Seattle Crews to Support Design and

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Construction Activities, in the Requested Amount of \$27,287,000, and a Total Estimated Project Cost of \$27,487,000. (CIP #C801225).

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

8f.

Authorization for the Executive Director to Take All Necessary Steps to Approve and Execute the Lease Extension of the SeaTac Office Center (AKA International Place), and to Authorize \$525,000 in Additional Funds to Support Costs Associated with the

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Extension of the Current Port of Seattle Lease.

Request document(s) included an agenda memorandum and lease agreement.  
8g.

Authorization for the Executive Director to Initiate Design and Preparation of Construction Bid Documents; to Advertise, Award, and Execute a Major Works Construction Contract; to Execute Related Project Change Orders, Amendments, Work Authorizations, Purchases, Contracts, and Take Other Actions Necessary to Support and Deliver the Compactor Capacity Project Within the Approved Budget; and to Authorize Use of Port of Seattle Crews to Support the Design and Construction Activities, for a Requested Amount of \$3,900,000 of a Total Estimated Cost of \$4,500,000. (CIP #C801030).

Request document(s) included an agenda memorandum and presentation.  
8h.

Authorization for the Executive Director to Take All Steps Necessary to Complete the 3rd Floor Ground Transportation Booth Enhancements Project at Seattle-Tacoma International Airport, in the Amount Requested of \$619,000, for a Total Authorization Amount of \$3,800,000. (CIP #C801128)

Request document(s) included an agenda memorandum and presentation.  
8i.

Authorization for the Executive Director to Execute a Purchase Order with SmarteCarte to Continue to Provide Passenger Amenity Operations Within the International Arrivals Facility Including Luggage Cart Operations and the Potential to Add Porter Services as Needed, in the Requested Amount of \$11,000,000.

Request document(s) included an agenda memorandum.  
8j.

Authorization for the Executive Director to Approve Funding for the Development of Design Documents, to Execute Consulting Contracts, Apply for Permits, and Prepare Construction Documents for the Fisherman's Terminal C15 Misc Improvements Project, for an Estimated Design Cost of \$500,000; Bringing the Current Authorization for this Project to \$800,000, with the Total Estimated Project Cost of \$16,387,000. (CIP #C801096).

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Request document(s) included an agenda memorandum and presentation.  
8k.

Authorization for the Executive Director to Execute a Contract for Security Services to be Delivered to All Maritime Division, Economic Development, and Northwest Seaport Alliance Locations on Both Scheduled and Ad Hoc Basis for a Total Estimated Cost Over Five Years of Approximately \$30,000,000.

Request document(s) included an agenda memorandum.  
8l.

Authorization for the Executive Director to Advertise and Execute a General Contractor, Construction Manager (GC/CM) Construction Contract and Authorize PreConstruction Services for Industrial Wastewater Treatment Plant Enhancements at Seattle-Tacoma International Airport, in the Amount Requested of \$6,500,000, and a Total Project Authorization To-Date of \$20,135,000. (CIP #C801234).

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

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

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

Opposed: (0)

#### 10. NEW BUSINESS

10a. Authorization for the Executive Director to Advertise and Execute Contracts for Technical Consulting, Project Definition Services, and Project Management Support, to Prepare Pre-Design and Bridging Documents; and to Utilize Port Crews in Support of the Development of the Project Definition Document for the Satellite Transit System Renewal and Replacement Project at the Seattle-Tacoma International Airport, in the Requested Amount of \$9,000,000. (CIP #C801377)

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

Presenter(s):

Keri Stephens, Director AV Facilities & Capital Programs, Aviation Capital Program Management

Faith Kim, AV Capital Development Manager III, Aviation Capital Program Management

Clerk Hart read Item 10a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- historical context of the existing Satellite Transit System (STS);

- STS program goals and purpose;

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existing conditions and challenges related to the STS;

purpose of the project definition (PDD) document – which will be used as a starting point to refine the project concept to approximately 15 percent design level of the preferred solution and will address sustainability goals;

the PDD will address existing STS conditions and challenges; and

replacement program timeline.

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

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

Opposed: (0)

#### 11. PRESENTATIONS AND STAFF REPORTS

11a. 2023 Apprenticeship and Priority Hire Annual Report.

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

Presenter(s):

Brian Sweet, Director, Engineering Construction Management, Engineering General Services

Samuel Pierce, Construction Labor Priority Hire Program Manager, Construction Services

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the composition of the apprenticeship and priority hire team;

- purpose – working toward economic equity and positive community impact with programs in place to improve access to quality, family-wage careers in construction;

- 2023 projects and apprenticeship statistics through 2023;

- annual apprenticeship performance;

- participation by craft;

- the priority hire program – requiring contractors to hire workers from economically disadvantaged areas as defined by King County with an overall goal of 20 percent of hours to be performed by priority hire workers on projects covered by the Port's project labor agreement;

- King County priority hire designated zip codes; and

- the 2023 priority hire utilization performance summary.

Members of the Commission discussed People of Color utilization between project labor agreement projects and non-project labor agreement projects. Staff noted that more projects had been conducted that were non-project labor agreement related. They also discussed the geographic area by zip code being too restrictive and the rationale behind using the King County map, as opposed to the Port's equity index. It was noted that partner entities agreed to use the King County map as a standard.

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11b. 2025 Budget Development Briefing.

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

Presenter(s):

Steve Metruck, Executive Director, Executive Director's Office

Michael Tong, Director of Corporate Budget, Finance and Budget

Clerk Hart read Item 11b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- passenger growth rebounding;
- the environmental scan of the current financial outlook;
- 2025 budget guiding principles;
- 2025 budget strategies and considerations;
- cruise passenger numbers;
- Northwest Seaport Alliance volume of TEUs capacity by year; and
- the 2025 budget calendar.

Members of the Commission and Executive Director Metruck discussed:

- future political considerations at the federal level and planning around scenarios with potential budgetary impacts;
- demands on SEA infrastructure and quantifying demand based on more than the number of passengers in order to fully quantify the impacts;
- growth left in the tax levy, airport revenues, and cost recovery setting the Port in a better position; and
- communicating demands on the airport to the public in the budgeting process.

Members of the Commission thanked Executive Director Metruck for the presentation.

13.

ADJOURNMENT

The meeting adjourned at 1:19 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Ryan Calkins, Commission Secretary

Minutes approved: August 13, 2024

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