

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA – STAFF BRIEFING**

**Item No.** 7b

**Date of Meeting** December 13, 2011

**DATE:** December 6, 2011

**TO:** Tay Yoshitani, Chief Executive Officer

**FROM:** Michael Ehl, Director Airport Operations  
George England, Program Leader, Project Management Group  
Janice Zahn, Assistant Director Engineering Construction Services

**SUBJECT:** Monthly Briefing – Update on the Consolidated Rental Car Facility (RCF) Program

At the Commission’s request, staff will brief the Commission on the project’s progress once a month.

The Commission presentation will focus on the following project topics:

- 2011 Accomplishments
- Current Progress
- Schedule
- RCF Program & GC/CM Main Construction Contract
  - Status Summary
  - Change Orders
- Jobs/hours
- Risk Factors
- Other Significant Developments
- Future Commission Actions

**OTHER DOCUMENTS ASSOCIATED WITH THIS BRIEFING:**

- Attachment A - RCF Briefing Update
- RCF PowerPoint