



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

APPROVED MINUTES COMMISSION SPECIAL MEETING APRIL 16, 2019

The Port of Seattle Commission met in a special meeting Tuesday, April 16, 2019, in commission chambers at Port of Seattle offices, 2711 Alaskan Way, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present.

1. CALL to ORDER

The meeting was called to order at 11:05 a.m. by Commission President Stephanie Bowman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The notice posted during the executive session included three matter(s) related to litigation and legal risk. The time for reconvening was posted as 12:00 noon, in accordance with commission bylaws and the public meeting notice previously published. At 12:15 p.m., the clerk announced at the request of the presiding officer that the executive session would be extended and the commission would reconvene at or shortly after 12:30 p.m. Following the executive session, which lasted approximately 80 minutes, the public meeting reconvened at 12:35 p.m. Commissioner Bowman led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was approved without revisions.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Steve Metruck previewed items on the day's agenda and made announcements.

5. PUBLIC COMMENT

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

- Jimmy Matta, Mayor, City of Burien, regarding the contract evaluation process for operation of the lost and found facility at Seattle-Tacoma International Airport.
- In lieu of spoken comment, Vida Hernandez, owner, All Inclusive Lost and Found Services, LLC, submitted written materials regarding operation of the lost and found facility at Seattle-Tacoma International Airport, which are attached as minutes [Exhibit A](#).
- James Owens, Coordinator, Ironworker's Apprenticeship, regarding the role of apprenticeships in the development of a skilled workforce.
- Pastor Lawrence Willis, Priority Hire Manager, Urban League, regarding the priority hire program.

- Karen Dove, Executive Director, ANEW, regarding Port funding for pre-apprenticeship programs.
- Monty Anderson, Executive Director, Seattle Building Trades, regarding resources for apprenticeships and career training. Mr. Anderson submitted written materials, which are attached as minutes [Exhibit B](#).
- Anita Adams, Deputy Manager of Labor Equity, City of Seattle, regarding priority hire and expansion to public-private partnerships.
- J.C. Harris, requesting that a list of the homes receiving Airport Improvement Program noise remediation packages be made public.
- Chris Van Dyke, CEO, NetCar Technology, regarding the twentieth anniversary of cruise in Seattle, and the taxi industry.
- Alex Tsimerman, Stand Up America, regarding the economic responsibility of elected officials and the lack of political diversity in Seattle.

6. UNANIMOUS CONSENT CALENDAR

[Clerk's Note: Items on the Unanimous Consent Calendar are not individually discussed. Commissioners may remove items for separate discussion and vote when approving the agenda.]

6a. Approval of the minutes of the special meeting of March 12, 2019.

6b. Approval of [claims and obligations](#) for the period of March 1, 2019-March 31, 2019, including accounts payable check nos. 928971-929432 in the amount of \$5,084,124.08; accounts payable ACH nos. 015598-016319 in the amount of \$69,431,146.66; accounts payable wire transfer nos. 015076-015095 in the amount of \$8,606,149.76, payroll check nos. 192328-192563 in the amount of \$265,750.63; and payroll ACH nos. 902256-906478 in the amount of \$10,702,171.53 for a fund total of \$94,089,342.66.

Request document(s) included an agenda memorandum.

6c. Authorization for the Executive Director to amend third-party commissioning services indefinite delivery, indefinite quantity contracts P-00319466 and P-00319465 by \$300,000 each for a total contract value of \$600,000 and \$900,000 respectively.

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

6d. Authorization for the Executive Director to ratify a payment of \$399,560.45 made to VIP Hospitality in 2017 for the settlement of back wages relating to the City of SeaTac minimum wage ordinance known as Proposition 1 (SeaTac Municipal Code Chapter 7.45).

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

6e. Authorization for the Executive Director to execute contract documents for network equipment and software maintenance services for up to 10 years at an estimated 10-year total cost of \$5,000,000.

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

- 6f. Authorization for the Executive Director to execute a new collective bargaining agreement between the Port of Seattle and the International Brotherhood of Teamsters, Local 117, representing Credential Specialists at the Port of Seattle covering the period from July 1, 2018, through June 30, 2021.**

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

- 6g. Adoption of Resolution No. 3757: A Resolution of the Port of Seattle Commission amending Unit 20 of the Comprehensive Scheme of Harbor Improvements of the Port of Seattle (Lower Duwamish Industrial Development District) by: (i) declaring certain real property surplus and no longer needed for Port district purposes; (ii) deleting said property from Unit 20 of the Comprehensive Scheme; and (iii) authorizing the Executive Director to take all necessary steps and execute all documents for the sale of such real property to West Coast Self-Storage Group, LLC.; amending Resolutions No. 17, 2769, and 2805 of the Port of Seattle Commission.**

Request document(s) included an agenda [memorandum](#), draft resolution, [presentation slides](#), [map](#), and [draft agreement](#). Previously, introduction of Resolution 3757 was approved on March 26, 2019. A copy of the adopted version of [Resolution 3757](#) is attached.

- 6h. Authorization for the Executive Director to execute a project-specific service agreement to provide regulated materials management (asbestos) monitoring services for the South Satellite Infrastructure Upgrades Project at Seattle-Tacoma International Airport at an estimated cost of \$1,000,000. There is no funding associated with this request.**

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

The motion for approval of consent items 6a, 6b, 6c, 6d, 6e, 6f, 6g, and 6h carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

7. SPECIAL ORDERS of BUSINESS

- 7a. U.S. Environmental Protection Agency Food Recovery Challenge Regional Award for Seattle-Tacoma International Airport.**

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

Presenter(s): Elizabeth Leavitt, Senior Director, Environment and Sustainability, and Jan Hastings, Associate Director, Office of Air and Waste, U.S. Environmental Protection Agency Region 10.

This award recognizes a voluntary partnership between institutions and vendors to prevent food waste. The airport diverted 692 tons of food waste from landfills in 2018 through composting, sending oils and greases to be turned into biodiesel, and donation of 37,500 meals to feed hungry

people in the community. This preserves the resources that would have been used to transport food waste to landfills, avoids production of methane from food decomposing in landfills, and benefits community members in need.

The program was started in 2005, composting a few tons of coffee grounds. It has grown to composting 5,000 tons of coffee grounds per year, and 700 meals per week go to a Des Moines area food bank.

8. AUTHORIZATIONS and FINAL ACTIONS

- 8a. Motion 2019-05: A Motion of the Port of Seattle Commission adopting the charter of the 2019 Aviation Special Committee, as attached, to develop recommendations to the Port of Seattle Commission on meeting the region's air transportation needs at Seattle-Tacoma International Airport for the next 25 years and encouraging cost-effective expansion of domestic and international passenger and cargo service; replacing the charter of the Aviation Special Committee adopted March 13, 2018. *[subsequently laid on the table]***

Request document(s) included [motion](#), [charter](#), and [framework summary](#).

Presenter(s): Aaron Pritchard, Commission Policy Manager.

This committee was formed in 2018 to provide a system of accountability for aviation projects. The new charter will define the scope of the committee to focus on four areas: the Sustainable Airport Master Plan, Ground Transportation, Long Range Planning, and aviation-related aspects of the Century Agenda. Commissioner Steinbrueck suggested implementation of the Airport Community Ecology fund might fall within the purview of the Aviation Committee.

Commissioners discussed the scope of this committee's work in relation to commission oversight of Aviation activities.

Without objection, further consideration of agenda item 8a was laid on the table.

Agenda item 8b was removed from the agenda prior to publication.

- 8c. Authorization for the Executive Director to execute a service agreement for a Port-Wide Behavior Based Safety Awareness and Engagement program for an estimated value of \$2,350,000 with a contract duration of five years. *[subsequently laid on the table]***

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

Presenter(s): Manette Moses, Director Human Resources, Employee Health and Safety, and David Crowner, Manager, Aviation Safety Management Systems.

This program would provide training to Port and tenant employees to create a culture that prioritizes safety. The training will involve individual coaching with the goal of motivating individuals to want to be safe, rather than seeing safety measures as something they are required to do.

Inquiries were made regarding benchmarks and measurements of success, which staff agreed to deliver.

Without objection, further consideration of agenda item 8c was laid on the table.

8d. Authorization for the Executive Director to execute an amendment substantially in the form attached hereto (Attachment 2) to the lease with ATZ Inc. for a term of three years and two one-year options, for operation of the parking facility commonly known as the Doug Fox Parking Lot located north of South 170th Street and east of the Northern Airport Expressway in the City of SeaTac.

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

Presenter(s): Jim Schone, Director Aviation Business Development.

This lease for operation of the only airport rental car property owned by the port was originally approved in 2013, and included two five-year extension options. This action would exercise the first of those options. Terms of the lease specify that the operator cannot own another airport-area rental car facility in order to ensure that this facility is the company's primary focus.

Commissioners discussed the prospect of rebidding the lease. It was noted that during the initial bid process in 2012, there was only one bidder. The port's anticipated need for this space in the near future for other purposes means that rebidding the lease would not likely attract many interested parties; a new operator would not have adequate time to recover capital expenditures associated with establishing business at the site. While this facility consistently exceeds the minimum annual guaranteed revenue, market influences, including operation cost increases and competing industries mean that continued revenue growth is uncertain.

The motion for approval of agenda item 8d carried by the following vote:

In favor: Calkins, Felleman, Gregoire, Steinbrueck (4)

Opposed: Bowman (1)

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9a. Project Labor Agreement Standard Language.

Presentation document(s) included an agenda [memorandum](#), [proposed standard language](#), and Construction Labor Practices [policy directive](#).

Presenter(s): Ralph Graves, Senior Director, Capital Development, and David Freiboth, Senior Director, Labor Relations.

Standard language for use in all project labor agreements for the next five years has been agreed upon after six months of negotiations between port staff and labor organizations. This language has been used for two contracts in 2019 so far, and will be used for Phase 2 of the Baggage

Optimization Project, which is expected to be authorized on April 23, 2019. Staff reported that during the operating strike of summer 2018, port projects were the only ones not affected, due to PLAs.

Under the priority hire policy, the port requires contractors to preferentially dispatch people from certain zip codes in economically disadvantaged areas. A 20-percent priority-hire goal will be applied to the main terminal low voltage and north terminal utilities projects. Priority hire will eventually be a feature of all PLA contracts.

Commissioners asked for information about data tracking for priority hire, specifically the feasibility of tracking the same data as Sound Transit, King County, and the Washington State Department of Transportation in order to compare benchmarks. It was requested that staff explore migrating to a system that provides for better tracking of the desired data points.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

There was no further business, and the meeting adjourned at 2:45 p.m.

Prepared:

Attest:

Amy Dressler, Deputy Commission Clerk

Peter Steinbrueck, Commission Secretary

Minutes approved: May 14, 2019.