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**PROPOSED MINUTES  
COMMISSION REGULAR MEETING JULY 9, 2019**

The Port of Seattle Commission met in a regular meeting Tuesday, July 9, 2019, in commission chambers at Port of Seattle offices, 2711 Alaskan Way, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, and Gregoire were present. Commissioner Steinbrueck was excused.

**1. CALL to ORDER**

Pursuant to Article IV, Section 8, of the commission bylaws, the meeting convened at 11:12 a.m. to conduct an executive session.

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

The notice posted during the executive session included two 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. Following the executive session, which lasted approximately 65 minutes, the public meeting reconvened at 12:25 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. An infographic regarding guidelines for distance boats should maintain from orcas was presented and is included here as minutes [Exhibit A](#).

**5. PUBLIC COMMENT**

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

- Jan von Lehe, Seattle resident, regarding environmental concerns about tourism initiatives described in the economic development plan.
- J.C. Harris, Des Moines resident, regarding the South King County fund, the Port's mission statement, and environmental health.
- Alex Tsimerman, StandUP-America, regarding Seattle city council actions and world history.

**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 regular meeting of June 11, 2019.**

**6b. Approval of the [Claims and Obligations](#) for the period June 1, 2019, through June 30, 2019, including accounts payable check nos. 930371-930749 in the amount of \$5,572,722.12; accounts payable ACH nos. 17971-18695 in the amount of \$67,652,243.09; accounts payable wire transfer nos. 15139-15153 in the amount of \$3,542,103.86, payroll check nos. 193133-193668 in the amount of \$327,783.98; and payroll ACH nos. 916935-921165 in the amount of \$11,058,216.63 for a fund total of \$88,153,069.68.**

Request document(s) included an agenda memorandum.

**6c. Authorization for the Executive Director to (1) proceed with the Customer Relationship Management software system implementation project; (2) execute a contract for software and vendor implementation services; (3) use port staff for implementation and (4) execute a contract for up to ten years for software license, service, and maintenance fees estimated at \$2,400,000. The amount requested for project implementation under this authorization is \$1,400,000. (CIP #C801108)**

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

**6d. Authorization for the Executive Director to execute a contract to select a third-party vendor to provide an employee assistance program (EAP) for all port employees. The EAP contract will be a five-year contract with two one-year options to extend (2020 - 2026) for a maximum duration of seven years and a total value not to exceed \$720,000. The contract value accounts for an increase in the number of port employees over the life of the contract.**

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

**6e. Authorization for the Executive Director to execute Change Order No. 62 to Contract MC-0318277, Baggage Optimization Project – Phase 1 at Seattle-Tacoma International Airport, to provide baggage handling system controls software redundancy (failsafe). This change order will add \$361,770.22 to the contract from the project's construction contingency; no project funding increase is required. (CIP #C800612)**

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

**6f. Authorization for the Executive Director to execute a professional services indefinite delivery, indefinite quantity contract for Passenger Loading Bridge design services in the amount of \$5,000,000 with a three-year base contract period, with two one-year options for renewal, in support of upcoming capital improvement projects at Seattle-Tacoma International Airport.**

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

- 6g. Adoption of [Resolution No. 3759](#): a resolution of the Port of Seattle Commission creating a Seattle-Tacoma International Airport ground transportation [policy directive](#), including principles, goals, monitoring, and reporting, and affirming airport commute-trip-reduction goals for the port.**

Request document(s) included an agenda [memorandum](#), draft resolution, draft policy directive, and attachments [one](#), [two](#), and [three](#) to the policy directive.

- 6h. Adoption of amendments to the approved minutes of the regular meeting of May 14 and the special meeting of June 4, 2019, to add inadvertently omitted written public comment and a meeting adjournment, respectively.**

Request document(s) included an abbreviated agenda [memorandum](#), redlines of the minutes of [May 14](#) and [June 4](#), and [attachment](#).

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 (4)

Absent for the vote: Steinbrueck

**7. SPECIAL ORDERS of BUSINESS**

- 7a. Request for (1) unanimous consent to adopt Resolution No. 3760 at the same meeting at which it is first introduced and (2) introduction and adoption of Resolution 3760: A Resolution of the Port Commission of the Port of Seattle declaring surplus and no longer needed for port district purposes certain overpass structure and real property located south of South Spokane Street in the vicinity of Duwamish Avenue in the City of Seattle, Washington, and authorizing the Executive Director to execute all documents necessary to transfer title of the surplus property to the City of Seattle for use in furtherance of the East Marginal Way Grade Separation project.**

Request document(s) included an agenda [memorandum](#), [presentation slides](#), and draft resolution. A copy of the final draft of [Resolution No. 3760](#) will be made available upon adoption.

Presenter(s): Ralph Graves, Senior Director, Capital Development; Tim Leonard, Capital Project Manager; Jon Layzer, Seattle Department of Transportation; and Karen Wilson, former Freight Mobility Strategic Investment Board director.

This transfer of ownership and maintenance of the East Marginal Way Grade Separation structure and related properties and easements is the final action for the East Marginal Way Grade Separation project, which was created in 1998 to improve mobility and safety for cargo.

There was a motion to suspend Commission bylaws in order to take final action on Resolution No. 3760 on the same day it was introduced, which carried by the following required unanimous vote of all port commissioners:

**In favor: Bowman, Calkins, Felleman, Gregoire (4)**

**Absent for the vote, but providing advance written consent: Steinbrueck**

Commissioner Steinbrueck submitted advance written consent for waiver of Article VI, Section 5, in accordance with commission bylaws. A copy of this consent is attached as minutes [Exhibit B](#).

**The motion for introduction and adoption of Resolution No. 3760 carried by the following vote:**

**In favor: Bowman, Calkins, Felleman, Gregoire (4)**

**Absent for the vote: Steinbrueck**

## **8. AUTHORIZATIONS and FINAL ACTIONS**

- 8a. Authorization for the Executive Director to: (1) increase the authorized funds for the Electric Utility Supervisory Control and Data Acquisition project in the amount of \$10,350,000; (2) advertise and award a major works construction contract at Seattle-Tacoma International Airport; and (3) use port crews and small works contracts to assist with the project. The total estimated cost of this project is \$11,950,000. (CIP #C800699)

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

Presenter(s): Christina Burdett, Capital Project Manager, and Hien Mac, Engineer, Aviation Facilities and Infrastructure.

This project will allow for the acquisition, networking, and presentation of real-time network data that can be used to provide better function of the airport's electrical system. Safety will be improved for technicians because they will no longer be standing directly in front of equipment. Time to transfer to emergency power will be reduced from several hours to a few minutes. The system will be fully installed and in operation by the second quarter of 2022.

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

**In favor: Bowman, Calkins, Felleman, Gregoire (4)**

**Absent for the vote: Steinbrueck**

## **9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS**

- 9a. Preview of 2020 Economic Development Division Business Plan and Budget Development.

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), and [business plan](#).

Presenter(s): Dave McFadden, Managing Director, Economic Development, and Kelly Zupan, Director, Seaport Finance and Budget.

The process for identifying budget priorities based on strategies and objectives was reviewed, as well as the budget timeline. Strategic priorities for each department were summarized. These were determined based on an analysis of strengths, weaknesses, opportunities, and threats (SWOT), and align with port-wide goals.

**Real Estate.**

Strategic priorities in Real Estate will focus on completing projects underway, planning for Terminal 91 uplands redevelopment, and maintaining 94-percent property occupancy. Commissioners expressed interest in taking a more proactive stance towards expanding the industrial lands footprint and preserving industrial lands.

**Tourism.**

Strategic priorities for tourism include leveraging the tourism grant program to increase awareness of unique visitor opportunities throughout the state and expanding the economic impact of the cruise business. Environmental and economic pressure created by tourism expansion were discussed; commissioners urged a balance between tourism promotion and concerns of equity and sustainability.

**Diversity in Contracting.**

In 2020, the Diversity in Contracting program will focus on increasing Women- and Minority-owned Business Enterprise (WMBE) utilization results by increasing community engagement, working with public sector partners, and implementing communication and education programs. The role of the new Senior Director of Diversity and Inclusion was discussed; she will work across port divisions.

**Workforce Development.**

In 2020 the focus will be on development of a new Workforce Development policy with new metrics, priorities, and ideas, including support of workers and employers at the airport, aviation career pathway training, and other career-connected learning initiatives.

**Economic Development and Innovation Partnerships.**

Strategic priorities for Economic Development include implementation of the 2020 grant program and maritime innovation center efforts.

A budget preview was provided. Operating revenues and expenses are supported by central harbor property revenues; the tax levy supports small business efforts, workforce development, and tourism grants. Funding for some departments and programs will be reduced based on current spending patterns.

**9b. Aviation Capital Project Planning and Preliminary Design – Briefing.**

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

Presenter(s): Jeffrey Brown, Director, Aviation Facilities and Capital Programs; Thomas Hooper, Manager, Aviation Planning Program; and Keri Stephens, Manager, Aviation Capital Programs.

Master planning is complete and is currently undergoing environmental review. Advanced planning has been in progress for about 18 months, including alternatives analysis within individual major projects. Once a course has been determined for a project, it goes into the preliminary design stage, at which point capital dollars are requested.

Near term projects can be delivered by 2027 if the schedule is adhered to. These are projects that will increase efficiency, reduce delays, and clear the way for further large projects. Five of these projects require preliminary design:

- The Westside Maintenance Campus
- Aircraft Rescue and Fire-Fighting Relocation
- Roadway Improvements
- Taxi A/B Extension
- Main Terminal North Ground Transportation Lot

It was clarified that the fire station work currently underway is an interim project and is not part of the master plan.

The next step will be to ask for \$10 million in capital funds for preliminary design.

**10. QUESTIONS on REFERRAL to COMMITTEE – None.**

**11. ADJOURNMENT**

There was no further business, and the meeting adjourned at 2:39 p.m.

Prepared:

Attest:

Amy Dressler, Deputy Commission Clerk

Peter Steinbrueck, Commission Secretary

Minutes approved: August 13, 2019.