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APPROVED MINUTES COMMISSION SPECIAL MEETING DECEMBER 9, 2019

The Port of Seattle Commission held a special meeting, Monday, December 9, 2019, as a commission retreat session. The retreat was held at the Seattle Waterfront Marriott, 2100 Alaskan Way, Seattle, Washington. Commissioners Bowman, Calkins, Felleman, Gregoire, and Steinbrueck were present.

The meeting convened at 1:10 p.m.

Presentation materials included the following documents:

Packet [table of contents](#)

Meeting [agenda](#)

Preliminary [port-wide goals](#)

Commission [priorities for 2019](#)

Commissioner [assignments to boards and commissions](#) since 2016 and proposals for 2020

Commissioner [board and commissions assignments](#) for 2019

Commission [committee information](#)

Commission Clerk's [committee structure](#) memo

2016 [Audit Committee charter](#)

[Clerk's Note: The Audit Committee charter was further amended in 2017 and is available for review and is published on the port web site.]

Motion 2019-06 adopting a [charter of the Energy and Sustainability](#) Committee

Motion 2019-05 adopting a [charter of the Aviation](#) Committee

Motion 2019-04 adopting a [charter of the Workforce Development](#) Committee

[Clerk's Note: Committee charters may be amended from time to time; current charters are available for review and are published on the port web site.]

Draft commission [specialist job evaluation](#)

Draft commission [policy manager job evaluation](#)

Draft commission [events list 2019 and 2020](#)

Executive Director's [2019 accomplishments and 2020 goals](#)

The Executive Director presented 2019 accomplishments and 2020 goals, and commissioners offered their opinions. Issues of importance to commissioners included the following:

Work of the Equity, Diversity and Inclusion Department

Deployment of the South King County Fund

Progress on noise insulation efforts

Progress on development of the Terminal 91 uplands

International travel exchange

Remote baggage check-in on the east side of King County

Inventory of trees on port property and port land stewardship
Development of sustainable aviation fuel
Defining resiliency within the context of the sustainable evaluation framework

Commissioner priorities in 2020 were discussed. Commissioner Calkins commented on his interest in addressing career ladders at the airport, consistency of the level of service provided by employees at the airport, exploration of provision for on-site urgent care and child care, airport worker training with an emphasis on attainment of credentials and certifications, launching a maritime high school and determining the port's role in such an endeavor, business development at Terminals 25, 30, and 46, imports and exports, and sustainable energy sources.

Commissioner Steinbrueck commented on his interest in prioritizing time and energy, leveraging the Aviation Committee to focus on ground transportation, the airport community fund, and sound insulation, business development for the Northwest Seaport Alliance, maritime cargo modernization and full utilization of cargo facilities, strengthening the effectiveness of the office of the commission, focusing on resilience, and stewardship of trees on port properties.

Commissioner Cho commented on his interest in diversity and inclusion matters, expanding workforce development with an equity emphasis, engaging in the development of port equity plan, amenities for airport workers, and further engagement on combatting human trafficking by collaborating with airlines.

Commissioner Felleman commented on his interest in reviewing HVAC systems in Highline communities as it relates to the airport's noise insulation programs, advancing the Maritime Blue initiative, engagement in tribal affairs, including in habitat work and youth internships, kelp aquaculture and business development, and eco-tourism and rural economic development.

Commissioner Bowman commented on her interests in accelerating the port's noise insulation program, pursuing a port-driven agenda for collaboration and visitation to other ports, monitoring development of the Wosca Transportation Company site on First Avenue and its relationship to waterfront and industrial lands in Seattle, and activities of Women in International Trade.

Commissioners discussed committee structures and purview and the need for a balance of flexibility and increased committee transparency. There was a conversation on the roles and responsibilities of commission specialists and new positions within the commission office, commissioner individual priorities balanced with the goals of the commission as a whole, and transparency and balance of work efforts with staff.

The commission retreat concluded by 5:40 p.m.

Prepared:

Attest:

Paul J. White, Commission Clerk

Sam Cho, Commission Secretary

Minutes approved: February 11, 2020.