



P.O. Box 1209  
Seattle, Washington 98111  
[www.portseattle.org](http://www.portseattle.org)  
206.787.3000

## **APPROVED MINUTES COMMISSION REGULAR MEETING**

**April 22, 2025**

The Port of Seattle Commission met in a regular meeting Tuesday, April 22, 2025. The meeting was held at the Seattle-Tacoma International Airport Conference Center, located at 17801 International Blvd, Seattle WA, Mezzanine Level, Seattle, Washington, and virtually on Microsoft Teams.

### **1. CALL to ORDER**

The meeting was convened at 10:33 a.m. by Commission President Toshiko Hasegawa. All members were in attendance.

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

The public meeting recessed into executive session to discuss one item regarding litigation/potential litigation/or legal risk per RCW 42.30.110(1)(i) and national security per RCW 42.30.110(1)(a)(i) for approximately 40 minutes; and a second item regarding litigation/potential litigation/or legal risk per RCW 42.30.110(1)(i) for approximately 15 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 Calkins led the flag salute.

### **3. APPROVAL of the AGENDA**

The agenda was approved as presented without objection. Commissioner Cho was not present for the vote.

### **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 meeting-related announcements.

## **6. COMMITTEE REPORTS**

Erica Chung, Commission Office Strategic Advisor, presented committee reports as follows:

### Airport Workforce Conditions Ad Hoc Committee

Commission President Hasegawa and Commissioner Mohamed convened the Airport Workforce Conditions Ad Hoc Committee on April 15, 2025. Commissioners heard an update on the SEA Workers Healthcare Initiative and received a briefing on the Interim Analysis of the SEA employer and employee healthcare surveys from staff and the Port's consultants from the University of Washington. Commissioners heard that over 1000 SEA employees and 50 businesses responded to the surveys. Two of the takeaways from these surveys included the fact that certain segments of the SEA workforce struggle to afford healthcare services, and that workers with no health insurance report that they are more likely to leave SEA employment in the next 12 months. Commissioners indicated that they would like to share the consultant's reports with business and labor stakeholders. Commissioners also directed staff to proceed with the work of answering remaining legal and policy questions surrounding the development of an SEA Workers Healthcare Policy.

### Aviation Committee

Commissioners Cho and Felleman convened the Aviation Committee on April 15, 2025. Commissioners received a briefing on the carbon offset programs that are offered to SEA travelers. They heard that the Port's current offset initiative, the Good Traveler Program, isn't very well used (approximately \$2,000 USD total in offsets purchased per year) but that staff are revamping the program by submitting a new request for proposals (RFP). This new RFP prioritizes finding an operator of the Good Traveler Program that will promote sustainable aviation fuel (SAF) certificates, building off successful sustainable aviation fuel certificates initiatives that airlines have embarked upon. Commissioners relayed their strong guidance that any sustainable aviation fuels certificate or carbon offset program have the highest level of independent third-party certification available. Commissioners also received a brief update on the Port of Seattle's SAF infrastructure plans.

## **7. PUBLIC COMMENT**

- The following person spoke regarding the StART meeting to be held the next day and asked that this meeting be open to the public: JC Harris, City of Des Moines Council Member.
- The following person spoke in support of Agenda Item 11b and spoke to the importance of reducing emissions: Phil Ambrose, Seattle City Light.
- In lieu of spoken comment, written comments regarding the use of Transportation Worker Identification Credential cards for use to meet REAL ID travel requirements was submitted by: Matt Ventoza, Vice-President of ILWU Local 19 Seattle.

*[Clerk's Note: All written comments are combined and attached here as Exhibit A.]*

## **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 the Regular Meeting Minutes of April 8, 2025.**

- 8b. Approval of the Claims and Obligations for the Period of September 1, 2024, through September 30, 2024, Including Accounts Payable Manual Check Nos. 100029 through 101558 in the Amount of \$11,751,601.57; Accounts Payable Electronic Fund Transfer Nos. 102184 through XL383127 in the Amount of \$79,873,385.29; Payroll Check Nos. 216686 through 221664 in the Amount of \$16,316,872.52; and Payroll ACH Nos. 1216138 through 1216139 in the Amount of \$2,210.93, for Total Payments of \$107,944,070.31.**

**Approval of the Claims and Obligations for the Period of October 1, 2024, through October 31, 2024, Including Accounts Payable Check Nos. 955310 through 955310 in the Amount of \$533.78; Accounts Payable Manual Checks Nos. 101559 through 102179 in the Amount of \$18,255,405.12; Accounts Payable ACH Nos. 069209 through 069209 in the Amount of \$6,245.05; Accounts Payable Electronic Fund Transfer Nos. 102373 through SXL383-9 in the Amount of \$96,845,804.71; Payroll Check Nos. 221665 through 226614 in the Amount of \$16,162,313.30; and Payroll ACH Nos. 1216140 through 1216142 in the Amount of \$24,146.96, for Total Payments of \$131,294,448.92.**

**Approval of the Claims and Obligations for the Period of November 1, 2024, through November 30, 2024, Including Accounts Payable Check Nos. 955311 through 955645 in the Amount of \$11,575,279.52; Accounts Payable Manual Checks Nos. 102180 through 102221 in the Amount of \$623,712.88; Accounts Payable ACH Nos. 069210 through 069870 in the Amount of \$67,724,687.92; Accounts Payable Electronic Fund Transfer Nos. 069374 through SXL383-410 in the Amount of \$35,153,863.39; Payroll Check Nos. 226615 through 227140 in the Amount of \$324,543.57; and Payroll ACH Nos. 1216143 through 1222704 in the Amount of \$17,586,776.48, for Total Payments of \$132,988,863.76.**

**Approval of the Claims and Obligations for the Period of December 1, 2024, through December 31, 2024, Including Accounts Payable Check Nos. 955646 through 955971 in the Amount of \$7,489,947.23; Accounts Payable Manual Checks Nos. 101041 through 101961 in the Amount of \$16,903.50; Accounts Payable ACH Nos. 069871 through 071978 in the Amount of \$106,858,516.87; Accounts Payable Electronic Fund Transfer Nos. 102964 through SHR-78 in the Amount of \$19,556,762.88; Payroll Check Nos. 227141 through 227555 in the Amount of \$160,133.84; and Payroll ACH Nos. 1222705 through 1227494 in the Amount of \$17,535,435.54, for a Fund Total of \$151,617,699.86.**

Request document(s) included an agenda memorandum 1, agenda memorandum 2, agenda memorandum 3, and agenda memorandum 4.

- 8c. Authorization for the Executive Director to Execute Termination Agreements; to Payout where Applicable Net Book Value Associated with the Termination Agreements; and to Execute Lease and Concession Agreements and Amendments for Certain Airport Dining and Retail Tenants Impacted by Various Capital Projects and Unforeseen Construction-Related Delays in the Requested Amount of \$739,725.**

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

**8d. Number Not Used.**

**8e. Authorization for the Executive Director to Increase the Capital Improvement Project Authorization for the Water Reservoir Rehabilitation in the Amount of \$1,600,000, for a Revised Total Estimated Project Cost Not-to-Exceed \$5,169,000. (CIP #C801172).**

Request document(s) included an agenda memorandum.

**8f. Authorization for the Executive Director to Expend up to \$1,937,248 in Grant Funds and to Execute Related Service Agreements Not-to-Exceed \$1,471,600, to Achieve the Results of the EPA Clean Ports Program Climate and Air Quality Planning Grant, for a Total Estimated Project Cost of \$2,997,248.**

Request document(s) included an agenda memorandum, grant award, scope of work, and presentation.

**8g. Commission Adoption of Order No. 2025-06: An Order Appointing Members to the Port of Seattle Commission Board of Ethics.**

Request document(s) included an Order.

**The motion for approval of consent agenda items 8a, 8b, 8c, 8d, 8e, 8f, and 8g carried by the following vote:**

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

**Opposed: (0)**

**10. NEW BUSINESS**

**10a. Industrial Development Corporation Annual Meeting – Approval of Minutes, Designation of Officers, and Annual Report for 2024.**

Requested document(s) included a packet and meeting minutes.

Presenter(s):

Ian Burke, Senior Financial Analyst, Corporate Finance and Budget  
Scott Bertram, Manager, Finance and Budget

Clerk Hart read Item 10a into the record.

Commission President Hasegawa noted that the IDC is a separate financing entity and the Commission acts as Directors when holding the Annual Meeting of the IDC.

*[Clerk's Note: At this time, the Commission meeting recessed, and the Industrial Development Corporation convened its annual meeting of 2025. Director Hasegawa called the meeting to order at 12:37 p.m.]*

Executive Director Metruck introduced the item and presenters.

#### **APPROVAL OF MINUTES**

The minutes of the March 26, 2024, Annual IDC Meeting were approved as presented, without objection.

#### **DESIGNATION OF OFFICERS**

Director Hasegawa read the slate of 2025 Directors into the record.

**A motion, made by Director Mohamed, for approval of the slate of 2025 Industrial Development Corporation Directors, carried by the following vote:**

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

**Opposed: (0)**

The designated Directors for the IDC are as follows: Director Calkins, Director Cho, Director Felleman, Director Hasegawa, and Director Mohamed.

Ian Burke, Senior Financial Analyst, provided the annual report of the Industrial Development Corporation (IDC). The report addressed activity and status of the IDC in 2024.

*[Clerk's Note: Director Mohamed adjourned the annual meeting of the IDC without objection and the regular business meeting of the Port of Seattle Commission reconvened at 12:42 p.m.]*

**10b. Authorization for the Executive Director to Conduct the Release for a Request for Proposal (RFP 25-1) and to Execute a Lease and Concession Agreement with Selected Proposers at Seattle-Tacoma International Airport for the Twenty Airport Dining and Retail Locations that Will Naturally Expire Between 2025 and 2028.**

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

Presenter(s):

Jeffrey Wolf, Director, AV Commercial Management

Scott Van Horn, Manager, Airport Dining and Retail Business Development and Assistant ACDBE Liaison

Khalia Moore, Assistant Director, Airport Dining and Retail

Clerk Hart read Item 10b into the record and Executive Director Metruck introduced the item.

The presentation addressed:

- airport dining and retail (ADR) competitive process improvements;
- first-time bidder training;
- Concourse C Expansion request for proposals (RFP) – proposals received;
- concourse level layout;
- mezzanine level layout;
- two submitted bids withdrawn; and
- upcoming ADR RFP opportunities and available locations.

Discussion ensued regarding:

- if the space affected by withdrawn bids will be reclassified for space use – the space will be rebid as open space, but will remain retail space;
- allowing flexibility for when market conditions get better;
- partnering with SEA incentives;
- choosing timing of RFP release
- promoting equity in the RFP process;
- national recognition for the Port's ADR team and program; and
- impacts of tariffs on ADR tenants and providing for an annual review of pricing.

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

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

**Opposed: (0)**

**10c. Authorization for the Executive Director to Execute a Sole Source Purchase Contract with Watts Marine, LLC for Procurement of Long-Lead Shore Power Electrical Equipment for Terminal 91/Pier 66 Cruise Shore Power Extension, in the Requested Amount of \$8,000,000, for a Total Authorized Amount of \$9,350,000 and Estimated Project Cost of \$28,300,000. (CIP C#801983).**

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

Presenter(s):

Linda Springmann, Director, Cruise Operations and Maritime Marketing  
Kelly Purnell, Capital Project Manager IV, Waterfront Project Management

Clerk Hart read Item 10c into the record and Executive Director Metruck introduced the item.

The presentation addressed:

- project purpose – all homeport cruise ships connecting to shore power by 2027;
- existing shore power systems;
- shore power as a key environmental strategy;
- project details including contract type and WMBE goals;
- project area at P91/P66;
- project scope – to design and construct all necessary infrastructure upgrades to P91 cruise berths and P66 cruise berth to meet project goals;

- general considerations and risks;
- permitting considerations;
- project schedule and funding;
- opportunities; and
- next steps in the project.

Discussion ensued regarding:

- increased costs at P66 and how that may affect negotiations with Norwegian Cruise Line (NCL);
- looking at NCL cost sharing at P66; and
- evaluating approaches and sharing that information at the stage final approval for construction.

**The motion, made by Commissioner Felleman, carried by the following vote:**

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

**Opposed: (0)**

**10d. Authorization for the Executive Director to Take All Steps Necessary, Including the Execution of All Contracts, Including Public Works, Alternative Public Work Procedures in Accordance with RCW 29.10, Goods and Services Personal Services, Professional Services, Other Consulting Services, and Any Other Types of Contracts or Agreements to Complete the Baggage Optimization Program Phase 3, in the Requested Amount of \$477,373,982 and a Total Estimated Project Cost of \$1,074,638,982. (CIP C#800612)**

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

Presenter(s):

Ed Weitz, Capital Program Leader, AV Project Management Group

Clerk Hart read Item 10d into the record and Executive Director Metruck introduced the item.

The presentation addressed:

- baggage optimization purpose and scope;
- Phase 3 schedule;
- program budget; and
- request to complete the baggage optimization program Phase 3.

Discussion ensued regarding:

- project improved efficiency;
- what happens if baggage optimization is not integrated into the International Arrivals Facility, including rescreening and manually moving baggage;
- why Phase 3 is over budget; and
- WMBE utilization.

**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. Fly Quiet Awards.**

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

Presenter(s):

Paris Edwards, Airport Noise Programs Coordinator, Noise Programs  
Thomas Fagerstrom, Noise Program Manager, Airport Noise Programs

Clerk Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the Fly Quiet Program implemented in 2002 as a component of the Part 150 Study update;
- the Fly Quiet award developed to increase airline awareness of the impact of aircraft noise on local communities;
- the Fly Quiet program to evaluate flight procedures and noise levels of aircraft operating at SEA recognizing the two airlines with best record of achievement;
- a third award given to an airline that showed significant improvement or lessened their noise impact over the course of the year at SEA;
- 2025 Fly Quiet award scoring – winning airlines Air Canada, Frontier Airlines, and Air France; and
- program next steps to showcase program winners.

Discussion ensued regarding:

- sharing award information with the StART Committee and other members of the public;
- publishing a list of award winners on the Port's website for public access;
- lower performers being in the air cargo category and meeting with air cargo executives to further discuss impacts related to late night/early morning flights; and
- having the Commission President write a letter to these executives to underscore the importance of flying quiet during the night.

Members of the Commission congratulated the airlines for their progress and in being recognized for their efforts.

### **11b. Seattle Waterfront Clean Energy Strategy Briefing.**

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

Presenter(s):

Sarah Ogier, Director, Maritime Environment and Sustainability  
David Fujimoto, Senior Environmental Program Manager, Climate and Sustainability

Clerk Hart read Item 11b into the record.



Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- goal of zero emissions by 2050;
- the Seattle Waterfront Clean Energy Strategy – a roadmap for power infrastructure to support electrification of buildings, vehicles, vessels, and equipment on Port-owned properties in Seattle Harbor;
- the 10-year partnering agreement signed in 2021 with the Port of Seattle, the Northwest Seaport Alliance, and Seattle City Light;
- innovative solutions and framework for ongoing coordination and implementation;
- vision and alignment with existing plans;
- the power distribution system;
- core elements of strategy development;
- site analysis;
- forecasted load growth;
- key findings, insights, and recommendations;
- power infrastructure investments;
- strategic implementation actions;
- joint implementation framework; and
- next steps.

Discussion ensued regarding:

- different types of energy groups;
- taking into account Northwest Seaport Alliance cargo;
- calculations performed on base loading;
- how the Port can assist heavy demanders on power generation to decrease their demand;
- electrifying cargo handling equipment;
- port adjacent facilities and their demand on energy;
- thinking about generation opportunities on Port facilities;
- how the Port is building systems to meet future needs; and
- future anticipated load requirements compared with growing demand on electric.

#### **11c. 2024 Financial Performance Briefing.**

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance and Budget  
Michael Tong, Director of Corporate Budget, Finance and Budget

Clerk Hart read Item 11c into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- key highlights;
- 2024 Aviation Division financial performance;
- 2024 Seaport financial performance;
- 2024 Maritime Division financial performance;
- 2024 Economic Development Division financial performance; and
- 2024 Portwide financial performance.

Discussion ensued regarding:

- aeronautical revenues keeping up with expenses;
- meeting capital projects' construction goals and schedules;
- how variable expenses are being reflected;
- the Economic Development Division being a cost center moving forward in the future with all commercial leases moving to Maritime; and
- looking at a challenging budget season ahead for the Port.

*[Clerk's Note: Commissioner Calkins exited the meeting at 3:13 p.m.]*

Discussion continued regarding Port key performance indicators.

## **12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS**

Commissioner Felleman spoke regarding the need to bunker liquified natural gas powered vessels. He further conveyed that he would like to see the StART meetings with access for the public to listen to and observe discussions of the group.

Executive Director Metruck conveyed that multiple budget scenarios will be analyzed for the 2026 budget planning process.

## **13. ADJOURNMENT**

The meeting adjourned at 3:21 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam Cho, Commission Secretary

Minutes approved: May 13, 2025