



**COMMISSION**

**AGENDA MEMORANDUM**

**Item No.**

8d

**ACTION ITEM**

**Date of Meeting**

September 9, 2025

**DATE:** September 9, 2025

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Karin Zaugg Black, Manager, International Relations and Protocol  
LeeAnne Schirato, Commission Deputy Chief of Staff  
Aaron Pritchard, Commission Chief of Staff

**SUBJECT: Approval of Commission International Travel – Fourth Quarter 2025**

**ACTION REQUESTED**

Commission approval of international travel requests for known travel in the fourth quarter of 2025.

**EXECUTIVE SUMMARY**

*Article III(5)(h) of the Commission’s Bylaws and Rules of Procedure requires approval of Commissioner international travel requests by Commission authorization. The authorization shall include: the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the Commission Office 21 days in advance of each calendar quarter. Travel change requests for previously approved international travel shall again be put before the full Commission for review and action. Commissioners not receiving advanced travel authorization for international travel shall report to the Commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the Port through the travel, and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement. Travel requests of Commissioners should be equitable to all members and consistent with the interests of the Port. Domestic travel requests are approved by the Commission President consistent with the requirements of Article III(5)(h).*

The following are known travel requests for approval as of this authorization date:

Meeting Date: September 9, 2025

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
October 6-8, 2025	1	The American Association of Port Authorities (AAPA) Annual Convention	Quebec City, Canada	Commissioner Felleman will participate in the AAPA Annual Convention in Quebec City, Canada. The AAPA Annual Convention brings together industry leaders, innovators, and stakeholders from across the maritime, logistics, and supply chain sectors, and creates a premier forum for addressing the challenges and opportunities shaping the future of ports and supply chains. Topics include: Decarbonization and Sustainability, Infrastructure Development, Digital Transformation, and Resilient Supply Chains.
October 6-9, 2025	2	International Association of Ports and Harbors (IAPH) World Port Conference	Kobe, Japan	Commissioners Hasegawa and Cho will attend the International Association of Ports and Harbors (IAPH) World Port Conference in Kobe, Japan for the 70 <sup>th</sup> anniversary of the founding of IAPH in our sister port of Kobe. This international gathering of key ports around the world allows Port of Seattle to learn from and share best practices with key port partners, such as Rotterdam, Netherlands; Singapore; Busan, South Korea; and Kobe, Japan. Seminar topics cover a wide range, such as climate resilience, multi-fuel bunkering, cyber resilience, trade tariffs, energy hubs, and re-imagining urban waterfronts.

Meeting Date: September 9, 2025

November 8-15, 2025	1	2025 Young Leaders Conference hosted by The American Swiss Foundation	Geneva, Switzerland	2025 Young Leaders Conference hosted by The American Swiss Foundation. The Young Leaders Conference brings together 25 prominent young Americans with an equal number of Swiss leaders for a week of intensive discussions on a broad range of issues of concern to both countries.
---------------------	---	---	---------------------	---

**ATTACHMENTS TO THIS REQUEST**

None.