



**COMMISSION**

**AGENDA MEMORANDUM**

**Item No.**

8d

**ACTION ITEM**

**Date of Meeting**

June 23, 2026

**DATE:** June 10, 2026

**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 – Third Quarter 2026**

**ACTION REQUESTED**

Commission approval of international travel requests for known travel in the third quarter of 2026.

**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: June 23, 2026

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
July 20-24	1	World Congress of Ocean 2026	Helsinki, Finland	Commissioner Felleman will represent the Port at the World Congress of Ocean 2026 in Helsinki, Finland. Commissioner was invited to present on “Balancing Commerce, Communities and Climate: The Port of Seattle Experience,” as well as having other maritime and sustainability-related meetings while in Helsinki. This event provides an international platform for industry experts to exchange state-of-the-art research, share practical experience, and identify future research needs and opportunities in the field of ocean-related studies and industries. WCO-2026 will cover a broad range of topics, including Ocean Economy, Maritime Law, Ocean Engineering, Ocean Energy, Green Ports, Shipping and Modern Shipbuilding, Marine Management and Environmental Protection, and Ocean Science.
Sept 14-16	1	14th Annual BIPC International Port Conference: Busan, South Korea	Busan, South Korea	Commissioner Cho was invited to speak at the 14th Annual BIPC International Port Conference: Busan, South Korea, one of the Port of Seattle’s sister ports. This BIPC marks the 150th Anniversary of the Opening of Busan Port, and the 45 <sup>th</sup> anniversary of our Seattle-Busan sister port relationship. Commissioner will present at the conference, and participate in additional meetings while in Busan. The Port of Busan is one of the Northwest Seaport Alliance partners in their Green Corridor collaboration with South Korea.

**ATTACHMENTS TO THIS REQUEST**

None.