



**COMMISSION**  
**AGENDA MEMORANDUM**  
**FOR INFORMATION ONLY**

**Item No.** 8b  
**Date of Meeting** August 11, 2026

**DATE:** August 5, 2026  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Karen R. Goon, Deputy Executive Director

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions July 2026**

**APPROVAL SUMMARY**

Notification of the following Executive Director delegated approvals that occurred in July 2026.

| <b>Category of Approval</b>                                                                             | <b>Request#</b> | <b>Description of Approvals July 2024</b>                                                                   | <b>Category Amount</b> |
|---------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|------------------------|
| Projects & Associated Contracts                                                                         | 2891-2026       | Authorization for Vertical Transportation Monitoring Project and 5-Year Contract for licensing and support. | \$1,800,000.00         |
| Projects & Associated Contracts                                                                         | 2889-2026       | Authorization for Airline Activity Management Refresh Project                                               | \$500,000.00           |
| Projects & Associated Contracts                                                                         | 2906-2026       | Tierpoint Storage Capacity Increase                                                                         | \$750,000.00           |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2869-2026       | Contract for On-Call Snow Removal to add Remote Landside Locations                                          | \$900,000.00           |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2883-2026       | Approved procurement of Employee Engagement Survey RFP                                                      | \$300,000.00           |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2655-2026       | Revised Letter of Agreement with SEA FAA Air Traffic Control Tower SEA-006 v2026-06                         | \$0.00                 |
| Real Property Agreement                                                                                 |                 | No Approvals in July                                                                                        |                        |
| Utilization of Port Crews                                                                               |                 | No Approvals in July                                                                                        |                        |
| Sale of Surplus Port Property                                                                           |                 | No Approvals in July                                                                                        |                        |
| <b>Total Value of Executive Director Approvals</b>                                                      |                 |                                                                                                             | <b>\$4,250,000.00</b>  |

Meeting Date: August 11, 2026

**TRANSPARENCY:**

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency as it is paramount moving forward. As a result, staff will make approvals visible to the public in two ways. First, these types of approvals will be made visible in public Commission meetings via monthly reporting similar to this one. This approval is both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations to the web by publishing them in a PeopleSoft formatted report on the Port website in the same manner that all procurements, contracts, and other opportunities are made available to public communities.

**BACKGROUND:**

On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to port staff. The approval made the Delegation of Responsibility and Authority to the Executive Director (DORA) effective on April 3, 2023, and the approvals made by the Executive Director for the month of April are identified in the table above. The foundation for Resolution No. 3810 included significant data analysis, employee surveys, and internal audit recommendation. Resolution No. 3810 also aligns with the Port Century Agenda in that it helps make the Port a more effective public agency. Many considerations and checks and balances have been built into the associated processes of Executive Director approvals including a high bar of transparency. Following significant analysis and multiple Commission reviews, the Commission approved the DORA on January 24, 2023. That reporting memo is available for review on the Port website under the January 24, 2023, Commission public meeting, and it provides detailed reasoning and explanation of Resolution No. 3810.