



COMMISSION

AGENDA MEMORANDUM

Item No.

8c

ACTION ITEM

Date of Meeting

October 27, 2026

DATE: October 5, 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 – Fourth Quarter 2026

ACTION REQUESTED

Commission approval of international travel requests for known travel in the fourth 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:

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Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
Oct 28-30	1	Korea Maritime Week	Busan, South Korea	Commissioner Cho will present at Korea Maritime Week on the topic of port cooperation initiatives to advance maritime decarbonization in our sister port of Busan, South Korea, and meet key Korean green shipping corridor partners to further the objectives of our multi-port memorandum. Korea Maritime Week is a major maritime convention that brings together experts, government officials, industry representatives, and the general public to discuss maritime affairs, innovations, and policies. The event features forums, workshops, seminars, and exhibitions covering a wide range of maritime topics, including shipping, marine technology, and ocean sustainability.
Nov 2-6	1	International Association of Ports and Harbours (IAPH)'s World Port Conference	London, United Kingdom	Commissioner Calkins will represent the Port at IAPH's annual World Ports Conference. This international gathering of key ports around the world allows Port of Seattle to learn from and share best practices with key sister 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.

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Nov 8-11	1	Association of Washington Business (AWB) Trade Mission to South Korea and Japan	Seoul, South Korea	Commissioner Cho will represent the Port of Seattle on the AWB's trade mission for the South Korea portion of their mission. AWB, in partnership with Lt. Gov. Denny Heck and the Washington State Departments of Commerce and Agriculture, will foster relationships with our key trading partners of South Korea and Japan, focusing on industry sectors that positively impact Washington's economy, with a strong focus on trade policy, aerospace, manufacturing, agriculture, and energy.
Nov 8-15	1	Cascadia Sustainable Aviation Accelerator (SAF)	Tokyo, Nagoya, Osaka, Japan	Commissioner Felleman will join the Cascadia SAF study mission to Japan with other elected officials and leaders from WA state to study the Japanese ecosystem of Sustainable Aviation Fuels (SAF) in order to bring back best practices and ideas for fostering the SAF ecosystem and supporting our global aerospace sector in the Pacific Northwest and Washington State.
Nov 9-11	1	United Nations Framework Convention on Climate Change (UNFCCC)—31 st Conference of Parties (COP 31)	Antalya, Turkey	Commissioner Calkins will represent the Port of Seattle at the COP 31 meetings. COP 31 will bring together world leaders, scientists, and other stakeholders to negotiate and accelerate action on climate change. Topics include: Decarbonization of maritime, aviation, and heavy industries; financing mitigation and adaptation; sustainability; and ocean health.

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ATTACHMENTS TO THIS REQUEST

None.