

Commissioners
John Creighton
Chair and President
Bill Bryant
Patricia Davis
Lloyd Hara
Gael Tarleton



Tay Yoshitani
Chief Executive Officer

P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.728.3000

An audio of the meeting proceedings and meeting materials are available on the Port of Seattle web site - <http://www.portseattle.org/about/organization/commission.shtml>

(The approximate point in the audio recording for the specific item is identified by minutes and seconds; example: 01:30.)

**APPROVED MINUTES
COMMISSION REGULAR MEETING APRIL 22, 2008**

The Port of Seattle Commission met in a regular meeting at 4:00 p.m., Tuesday, April 22, 2008 in the International Conference Center, Airport Office Building, Seattle-Tacoma International Airport, Seattle, WA. Commissioners Bryant, Creighton, Hara and Tarleton were present. Commissioner Davis was absent.

1. CALL TO ORDER

The regular meeting was called to order at 2:00 p.m. by John Creighton, Chair and President.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The regular meeting was immediately recessed to an executive session to discuss Legal and Real Estate matters for approximately two hours and reconvened to public session.

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

(00:01:17) Motion for approval of minutes of the regular meeting of March 11, 2007 – Hara

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara (3)

Abstained: Tarleton – absent from the subject meeting.

Commissioner Davis was absent for the vote.

Motion for approval of minutes of the regular meeting of March 25, 2007 – Hara

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

4. SPECIAL ORDER OF BUSINESS

a. (00:02:12) Mark Reis, Managing Director, Aviation Division, presented comment on the Aviation and Environmental Summit, currently taking place in Geneva. Mr. Reis noted that at the Summit, a statement was issued by the aviation industry as a commitment to action regarding climate change.

5. UNANIMOUS CONSENT OF CALENDAR

None.

Prior to moving forward with scheduled agenda items, CEO Yoshitani formally announced that John Okamoto, Port Chief Administrative Officer, would be leaving the Port, after accepting an appointment as the Executive Director of the Washington State Educational Association. Mr. Yoshitani commented on Mr. Okamoto's successes during his employment with the Port.

6. POLICY AND STAFF BRIEFINGS

a. (00:11:01) Update on Consolidated Rental Car Facility Program

Presentation Documents: Commission agenda [Memorandum](#) dated March 27, 2008, Ehl, Director, Airport Operations and George England, Program Leader, Project Management Group, and [attachment](#) noting status of key project issues.

Presenter: Mr. England

Topics reviewed during the presentation included:

- Schedule
- Cost Forecast and Budget
- Change Orders
- Risk Factors
- Other Significant Developments

Commissioner Tarleton suggested that it would be helpful in the future, for staff to provide tracking information regarding where projects are saving money in relation to engineer estimates.

b. (00:15:36) Audit Action Plan Update

Presentation Documents: Commission Agenda [Memorandum](#) dated April 15, 2008 from Dakota Chamberlain, Manager, Seaport Project Management and computer slide [presentation](#) titled, "Audit Response Action Plan Update to Commission". A copy of the updated Action Plan, dated March 25, 2008, was also provided to the Commissioners and was made available to the public.

Presenter: Mr. Chamberlain

Items addressed:

- Work completed since previous briefing
- Action plan timeline
- Next steps

Mr. Chamberlain requested permission from the Commission to delay from April 30 to May 23, 2008, the publishing of the quarterly report regarding ongoing projects. The request was made because of technical difficulties in combining reporting formats between various departments.

Commissioner Tarleton suggested accepting Mr. Chamberlain's request for the delay of the report.

Commissioner Hara commented that there may be a request for one-on-one discussions regarding the audit plan before the May 6 Audit Committee meeting.

Commissioner Tarleton commented that there will be a public meeting regarding proposed changes to Resolution 3181 on May 1. She also noted that there will be a 30-day period following the meeting to receive public comment on the issue.

7. MARINE ITEMS

a. (00:23:35) Request for authorization to advertise procurement contract, and open and evaluate bid proposals for two new gangways for the new Terminal 91 Cruise Facility.

Request Document: Commission Agenda [Memorandum](#) dated April 3, 2008 from Michael McLaughlin, Director, Cruise and Industrial Properties and Fred Chou, Seaport Capital Construction Manager.

Presenters: Mr. McLaughlin and Mr. Chou

Public testimony regarding Item 7a:

- Bill Sharp, Holland America

Motion for approval of Item 7a – Tarleton

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

8. AVIATION ITEMS

a. (00:47:50) Request for authorization to execute necessary documents providing for the acquisition of the [South 158th Street right of way](#) vacated by the City of SeaTac, and legal and administrative costs associated with the acquisition, at a cost of \$677,250 for a new total project authorization of \$10,505,850.

Request Document: Commission Agenda [Memorandum](#) dated March 11, 2008 from James R. Schone, Director, Aviation Business Development and W. Allan Royal, Manager, Acquisitions and Relocation.

Presenter: Mr. Royal

Motion for approval of Item 8a – Hara

Motion carried by the following vote:

In Favor – Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

b. (00:49:10) Request for authorization to execute, award, and amend outside professional services agreements related to Airfield Trash Handling Program at Seattle-Tacoma International Airport for a total cost estimate of \$752,000.

Request Document: Commission Agenda [Memorandum](#) dated March 28, 2008 from Michael Ehl, Director, Airport Operations; Richard Ottele, General Manager, Aviation Facilities and Infrastructure; Robert Riley, Director, Aviation Capital Improvement Program; and Elizabeth Leavitt, Director, Aviation Environmental Programs.

Presenters: Doug Honeyman, Airport Operations Development Manager and Trevor Emtman, Senior Systems Engineer/Utility Manager

Motion for approval of Item 8b – Bryant

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

c. (00:53:28) Request for authorization of [site location](#) change for previously approved Consolidated Maintenance Warehouse and Distribution site at Seattle-Tacoma International Airport, and for increase to the authorization in the amount of \$700,000, for a new project total of \$9,000,000.

Request Document: Commission Agenda [Memorandum](#) dated March 18, 2008 from James R. Schone, Director, Aviation Business Development and Bob Riley, Director, Aviation Capital Improvement Program.

Presenters: Mr. Schone and Mr. Riley

Motion for approval of Item 8c – Bryant

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

d. ITEM WITHDRAWN – Request for authorization to award contract to lowest responsive bidder and increase project authorization amount by \$510,000 for the Main Terminal Roof Replacement project at the Seattle-Tacoma International Airport, bringing the authorized project total to \$1,658,000.

e. (01:08:42) Request for retroactive approval for an exception to procurement policy PUR-1 for emergency security services required to secure and maintain the Lora Lake Apartments property.

Request Document: Commission Agenda [Memorandum](#) dated April 4, 2008 from David Soike, Deputy Managing Director, Aviation Finance and Development.

Presenter: Mr. Soike

Motion for approval of Item 8e – Tarleton

Motion carried by the following vote:

In Favor: Bryant, Creighton, Hara, Tarleton (4)

Commissioner Davis was absent for the vote.

9. GENERAL BUSINESS

None.

10 NEW BUSINESS

None.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:29 p.m.

(A digital recording of the meeting is available on the Port's website.)

Bill Bryant
Secretary