



Commissioners

John Creighton
Chair and President
Patricia Davis
Bob Edwards
Alec Fisken
Lloyd Hara

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

Tay Yoshitani
Chief Executive Officer

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: 00:01:30.)

**APPROVED MINUTES
COMMISSION WORK SESSION SEPTEMBER 6, 2007**

The Port of Seattle Commission met in a work session at 12:30 p.m. Thursday, September 6, 2007 in the Commission Chambers at Pier 69, 2711 Alaskan Way, Seattle, WA. Commissioners Creighton, Davis, Edwards, Fisken and Hara were present.

1. CALL TO ORDER

The work session was called to order at 12:30 p.m. by John Creighton, Chair and President.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The work session was immediately recessed to an executive session to discuss real estate matters for approximately forty minutes and reconvened to public session.

PLEDGE OF ALLEGIANCE

Prior to moving forward with scheduled agenda items, Commission President Creighton noted the passing away yesterday of former Congresswoman Jennifer Dunn.

3. APPROVAL OF MINUTES

(00:04:43) Motion for approval of the minutes of the August 9, 2007 work session – Fisken

Motion carried by the following vote:

In Favor: Creighton, Davis, Edwards, Fisken, Hara (5)

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Before proceeding with further agenda items, Commissioner Davis requested a moment to speak, and noted the fact that yesterday was the 96th anniversary of the founding of the Port of Seattle.

4. (00:07:06) Airport Concession Program Briefing.

Presentation Documents: Commission Agenda [Memorandum](#) dated August 3, 2007 from James R. Schone, Director, Aviation Business Development and Amy Shaw, Manager, Aviation Commercial Business; and computer slide [presentation](#) entitled, "Sea-Tac Airport Year-to-date June, 2007 Concession Sales and Revenue."

Topics addressed:

- Concessions Breakdown by Total Units and By Disadvantaged Business Enterprises (DBE) Units
- Year-to-Date Sales by Category
- Year-to-Date Airport Revenue by Category
- Year-to-Date Sales by Location
- Sales per Enplanement by Concourse/Satellite
- DBE Sales
- Food/Beverage and Retail Sales Comparison
- Summary of Events

5. (00:39:08) Port's Art Program Overview

Presentation Documents: Commission Agenda [Memorandum](#) dated August 29, 2007 from Keith Gillin, Manager, Aviation Architecture & Standards and Colleen McPoland, Manager, Aviation Art Program; and computer slide [presentation](#).

Presenters: Mr. Gillin and Ms. McPoland

Topics reviewed:

- Mission Statement
- Art Program History
- Art Oversight Committee
- Art Selection Panels
- Art Selection Methods
- Rotating Exhibit Program
- Summary

6. (01:03:34) Air Cargo Strategy Briefing

Presentation Documents: Commission Agenda [Memorandum](#) dated August 21, 2007 from James R. Schone, Director, Aviation Business Development and Tom Green,

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Manager, Aviation Business Development; and computer slide [presentation](#) entitled, “Port of Seattle Air Cargo Briefing.”

Presenter: Mr. Green

Topics reviewed:

- Air Cargo Fundamentals
- Air Cargo Carrier Types
- Air Cargo at Sea-Tac
- Historical Air Cargo at Sea-Tac
- Air Cargo Economic Benefits
- Catalytic Impact to Regional Industry
- Cargo Revenue and Passenger Route Profitability
- Growth Expectations of Current Air Cargo Market Share
- Air Cargo Forecast at Sea-Tac
- Growth Forecast at Sea-Tac
- Air Cargo Facilities
- Sea-Tac Development Properties
- Central Issue for Sea-Tac Air Cargo
- CDP Proposed Cargo Displacement
- North Cargo Hardstand Area
- Airfield Development
- Off-Airfield Development
- Summary

7. (01:41:21) Bell Harbor Complex (P66) Energy Savings and Conservation Measures and Financial Results

Presentation Documents: Commission Agenda [Memorandum](#) dated August 30, 2007 from Dennis Scott, Seaport Maintenance Service Manager; and computer slide [presentation](#) entitled, “Bell Harbor Complex (P66) Energy Savings, Conservation Measures and Financial Results.”

Presenter: Lindsay Pulsifer, General Manager, Seaport Maintenance and Mr. Scott

Topics reviewed:

- Challenges
- Energy Saving Strategies
- Chiller Plant
- Steam Heat Exchanger
- Partnering with local Utilities
- Lighting and Electrical Savings
- Steam Savings

- Additional Benefits and Other Measures
- Next Steps

8. (02:03:16) Seaport Business Plan

Presentation Documents: Commission Agenda [Memorandum](#) dated August 10, 2007 from Phil Lutes, Deputy Managing Director, Seaport and Wayne Grotheer, Director, Seaport Finance and Asset Management; and computer slide [presentation](#) entitled, “Seaport Division 2008 Business Plan Overview.”

Presenter: Mr. Lutes and Mr. Grotheer

Topics addressed:

- Primary 2008 Seaport Strategies
- Seaport Business Plan Model 2008
- Market Outlook
- Preliminary Financial Goal
- Expense Assumptions
- Revenue Assumptions (Variable)
- Possible Barriers/Risks
- Expense Trends and Risks
- Business Plan Elements
 - Containers
 - Cruise
 - Industrial Docks and Properties
 - Environmental
 - Project Management
 - Security
 - Planning
 - Finance

9. (02:51:24) Real Estate Division Briefing

Presentation Documents: Commission Agenda [Memorandum](#) dated August 10, 2007 from Linda Strout, Deputy Chief Executive Officer and computer slide [presentation](#) entitled, “Port of Seattle Real Estate Division Transition and Business Planning Update.”

Presenters: Darlene Robertson, Director, Harbor Services and Melinda Miller, Manager, Seaport Commercial Development

Topics reviewed:

- Goals and Objectives for Balance of 2007 and 2008
- New Real Estate Division
- Real Estate Division Transition Team

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- Real Estate Division Transition Issues
- Real Estate Division Structure
- Development and Planning
- Harbor Services
- Property Management and Leasing
- Maintenance
- Pier 69 Facilities Management
- Transition Issue Status
- Business Planning and 2008 Budget

There being no further business, the work session was adjourned at 4:27 p.m.

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

Alec Fiskén
Secretary