



City Manager's Weekly Update

February 19, 2010

Dear Mayor, Councilmembers, Residents, and Employees:

City of SeaTac Celebrates 20 Years of Cityhood: The City Council and Staff invite you to the 20 year celebration to be held March 1, from 5:00-8:00 PM at City Hall. Please see attached invitation for details.

Interlocal Agreement with Highline School District: The Parks and Recreation Department has been working with the Highline School District to develop a written agreement for the existing practice of City use of the Tyee Educational Complex parking after school, and the Tyee sports teams and physical education class use of Valley Ridge Park on school days until 5:00 PM. This practice has been in place for over 15 years and has never been in a written Interlocal Agreement. The City needs the expanded parking for weekend sports tournaments and the future TOPs indoor tennis facility at Valley Ridge Park, and the School District needs the park for their soccer, baseball, and softball teams. This item will go to the Land Use & Parks Committee meeting on February 23, and if approved it will go to the Regular City Council meeting on March 6.

Attachments:

20th Birthday Celebration Invitation

Agendas:


Transportation & Public Works	2.23.10
Land Use & Parks Committee	2.23.10

Minutes:

Land Use & Parks Committee	1.26.10
Hotel/Motel Tax Advisory Committee	2.10.10

You can view the City's Event Calendar at:

<http://www.ci.seatac.wa.us/index.aspx?page=16>


Mary Mirante Bartolo, Acting City Manager



Monday, March 1, 2010
Open House • 5:00 ~ 8:00 p.m.
Ceremony • 6:30 p.m.

SeaTac City Hall
4800 S. 188th St., SeaTac



The City Council and staff
invite you to the
20th Birthday Celebration of the City!

Entertainment
Tours
Refreshments
Informational Displays



City of SeaTac • 206.973.4800



Special Transportation and Public Works Committee Agenda

February 23, 2010
3:30 PM
Airport Conference Room 345

Members:

Ralph Shape, Chair
Mia Gregerson
Rick Forschler

Staff Coordinator: Tom Gut, Public Works Director

1. Discussion about the "Downtown SeaTac" Workshop at the upcoming City Council Retreat – Todd Cutts & Jeff Robinson [30 minutes]

Item #1 to be reviewed jointly with the Land Use and Parks Committee from 3:30 to 4:00 pm

2. Tolling in Washington State - Craig Stone, WSDOT [30 minutes]
3. Presentation of NPDES Annual Report and Stormwater Management Program (SWMP) Update – Don Robinett [30 minutes]



Land Use and Parks Committee Agenda

Tuesday, February 23, 2010
2:30 – 4:00 PM
Airport Conference Room 345

Members:
Mia Gregerson, Chair
Ralph Shape
Pam Fernald

Staff Coordinator: Steve Butler, Planning and Community Development Director

Meeting Agenda*

1. Status Report on Proposed Zoning Code Amendments related to Crisis Diversion Facilities – *Al Torrico* [10 Minutes]
2. Initial Discussion about Potential “Cell Tower” Regulation Amendments related to a Recent FCC Order – *Jack Dodge* [5 Minutes]
3. Continued Discussion about a Potential Zoning Code Amendment regarding “Flood Emergency-Related Evacuation Storage Sites” as a Temporary Use in the Industrial, Business Park, and/or Commercial Zones – *Jack Dodge* [15 Minutes]
4. Continued Discussion about Proposed Zoning Code Amendment regarding Single-family Front Yard Setback Departure Standards – *Jack Dodge* [10 Minutes]
5. Discussion about the Highline School District Tyee Parking/ Valley Ridge Park Usage Agreement – *Kit Ledbetter* [10 Minutes]

Item #6 to be reviewed jointly with the Transportation & Public Works Committee (from 3:30 to 4:00 p.m.)

6. Discussion about the “Downtown SeaTac” Workshop at the Upcoming City Council Retreat – *Todd Cutts & Jeff Robinson* [30 Minutes]

* The Major Projects Map and List are attached to this agenda and updated monthly. Any questions about them will be answered by staff at the end of the LUP meeting, time permitting.

MAJOR DEVELOPMENT PROJECTS

2-23-10

1. No Project

2. **New Hotel Project – 17320 International Blvd.**

Proposed 17 story hotel with 301 rooms, 11,000+ sq. ft. of retail/restaurant space, a 1,000+ stall parking garage, and a 3,250 sq. ft. public plaza.

James Cassan

3. **New Hotel Project – 17300 International Blvd.**

Proposed 8 story, 154 room hotel (Springhill Suites).

Gordon Tang

4. **Cassan - 17600 International Blvd.** [Mixed Use RFP Proposal]

Now proposing a 300 room, 1,500 stall parking garage with 9,400 sq. ft. of retail/restaurant space and a 9,915 sq. ft. pocket park.

5. **New McMicken Heights Elementary School – 3708 S. 168th St.**

Demolish and replace the existing McMicken Heights Elementary School with a new two (2) story, 66,500 sq. ft. facility.

Highline School District

Update: The old school has been demolished. Foundations to be poured soon.



6. **Dom Construction Warehouses – 18420 8th Ave. S.**

Proposed warehouse facility of two buildings totally 57,000 sq. ft. on a 3.04 acre site. Warehouse site design approved by City Council on 2/27/07. The applicant is now proposing a 100 unit hotel for the site.

Dom Construction

Update: No additional actions on this project.

7. **Costello Single-family Subdivision – 28 SF Lots – The eastern terminus of S. 175th St.**

Proposed 28 lot subdivision.
Castello Land Company

MAJOR DEVELOPMENT PROJECTS

2-23-10

8. **Wally Park (L & R) - 18613 International Blvd.**

Construction of a parking structure of approximately 1,600 parking spaces and at least 13,800 sq. ft. of retail/mixed use/service use.

Update: Storm detention vault constructed. Construction of garage continues.

L & R Investment Company
600 Spring Street, Ste 1700
Los Angeles CA 99014



9. **Patterson Place Mixed Use - 3712 S. 188th St.**

Proposed mixed use project with 243 MF units and 5,900 sq. ft. of commercial use.

Update: SEPA review completed. Building Permit under review.

Schneider Homes Inc.

10. **The Auto Zone Rezone – 21105 International Blvd.**

Proposed rezone to the Community Business (CB) zone from the Aviation Business (ABC) zone to construct a new auto parts store. The public hearing before the Hearing Examiner was conducted July 24, 2008. The rezone request was approved by the Hearing Examiner. Schuck's/O'Rielly is now proposing to locate on the site.

David Olson
Amcon Design & Construction
Waukesha, WA 53186

Update: Schuck's will be applying for a Building Permit.

11. **Riverton Heights Baptist Church – 2605 S. 144th St.**

Demolition of the existing church and building a new church facility of approximately 14,000 square feet. Project on hold due to financing issues.

12. **Seitz Subdivision – 3202 S. 146th St.**

Update: Submitted PUD application for 13 unit subdivision. Revised site plan submitted.

13. No Project

MAJOR DEVELOPMENT PROJECTS
2-23-10

14. No Project

15. **Polygon/Scoccolo MF/SF
Housing Development –
Approximately 20453 Orillia
Road**

Framing of buildings in Pod A
continue.

Richard Rawlings

ST Multi 2, LLC (Polygon NW)
P.O Box 1349
Bellevue WA 98004



16. **DeSisto Townhomes – 3058 &
3202 152nd St.**

Seven townhouse units on two (2) lots. Site plan under review.

Genarro DeSisto

17. **Soundview Apartments – 21428
International Blvd.**

92 unit apartment building.

Update: Framing of all buildings
completed. Painting of
façade completed.
Interior improvements
continue.

John Mastrandrea
14342 Wallingford Ave. N.
Seattle, WA 98133



18. **Angle Lake Estates – Proposed 10 Lot Subdivision**

Update: The SEPA determination was appealed to the Hearing Examiner. The SEPA appeal hearing and public hearings on the preliminary plat and requested variance was conducted by the Hearing Examiner on 11/19/09. The SEPA appeal and variance request was denied by the HE. The preliminary plat was approved. The HE decision regarding the preliminary plat has been appealed to the City Council. The Shoreline Substantial Development Permit (SDP) issued. The appeal period for the SDP expires 2/17/10.

Chris Coluccio

MAJOR DEVELOPMENT PROJECTS

2-23-10

19. **Loudin Retail Redevelopment Project – 16005 International Blvd.**

Redeveloping existing building into five (5) retail spaces and enhancing the existing facades.

20. **Dream Builders NW – 2824 S. 154th St.**

Proposed 24 unit townhouse development.

Update: SEPA application submitted on 4/27/07. Working with the applicant regarding the multifamily design standards.

Ronald Calkins
Dream Builders NW
PO Box 69577
SeaTac, WA 98168

21. **III Marks Apartments (North and South)**

Proposed 10 and 9 unit additions to two existing apartment complexes.

Update: Occupancy for the south apartments has been approved.

3225 & 3240 S.152nd St.

22. **Two Hotel Projects (Now One [1] Hotel)**

The property owner has submitted a revised site plan for only one (1) hotel of 220 rooms instead of two hotels. The revised plan is under review. A new SEPA checklist will have to be submitted for the revision.

18850 28th Ave. S.

23. **Residence Inn Hotel [In Conceptual Stage]**

Proposed 160 room hotel, presented to DRC on 4/10/07. Project proponents attended second DRC meeting on 8/5/08 regarding potential access to the project via Angle Lake Park. Under site plan review. Public Meeting held 1/6/09 regarding propose access from Park access road. Council has approved access to the Hotel from the Park access road.

19518 International Blvd.

MAJOR DEVELOPMENT PROJECTS
2-23-10

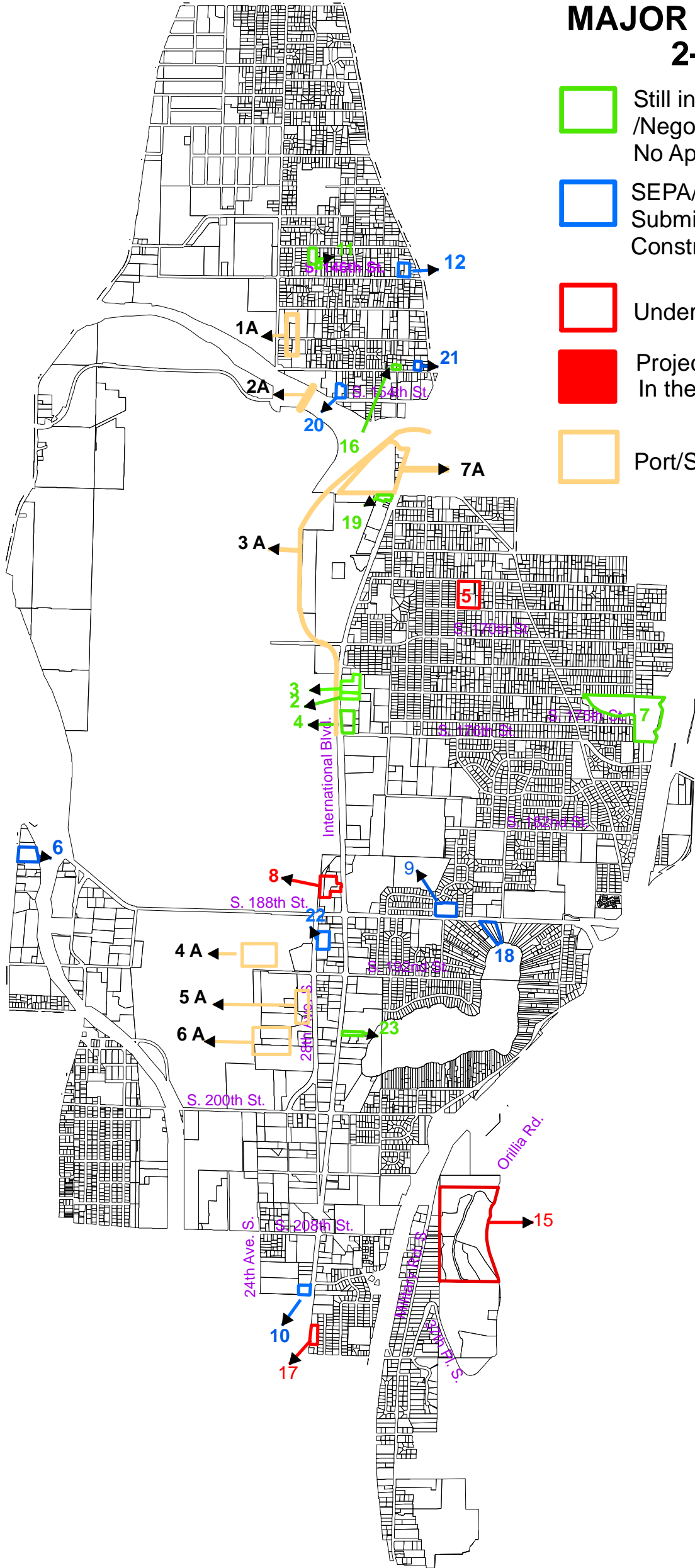
PORT/SOUND TRANSIT PROJECTS (Projects Proposed within the next 2-4 Years)

- 1A. Port - North Freight Cargo Complex Phase I (L-Shaped Parcel)
- 2A. Port - North Freight Cargo Bridge
- 3A. Sound Transit Light Rail Line – Airport Light Rail Station now open.
- 4A. Port – Port of Seattle Consolidated Maintenance Facility
- 5A. Port – Port of Seattle Consolidated Airport Warehouse Facility
- 6A. Port - South Employee Parking Lot – Phase I
- 7A. Rental Car Facility – Concrete supporting columns being poured. Garage under construction.



MAJOR PROJECTS 2-23-10

- Still in Conceptual /Negotiations Stage - No Applications Submitted
- SEPA/Other Applications Submitted - Not yet under Construction
- Under Construction
- Projects Completed In the Last Six Weeks
- Port/Sound Transit Projects





(Note: To be Approved by the City Council on 3/9/10)

City Council Committee Meeting Land Use and Parks Committee (LUP)

January 26, 2010

2:00 PM/Council Chambers – 105

Present:

Mia Gregerson, Chair
Ralph Shape
Pam Fernald

Absent:

Commence:

Adjourn:

Others Present:

Gene Fisher	Jack Dodge	Anita Woodmass	John Thompson	Cathy Heiberg
Rick Forschler	Al Torrico	Jeff Robinson	Roger McCracken	
Todd Cutts	Kate Kaehny	Annette Louie	Daryl Tapio	

Staff Coordinator: Steve Butler, Director, Department of Planning & Community Development

AB #	Topic	Disposition
	1. Initial Discussion about Crisis Diversion Facilities (CDF). Al Torrico	<input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommendation: <u>That a CDF be a CUP-EPF**</u> <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to **Staff will send a letter to King County regarding the City's position
	Comments: <ul style="list-style-type: none"> • Al Torrico provided materials and explained that crisis diversion is part of King County's Mental Illness Drug Dependency (MIDD) Plan. The main goal is to prevent and reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems of individuals suffering from mental illness or chemical dependency. • Such a facility could be accommodated under the City's "Transitional Housing", allowed in the Urban High Density, Community Business, Aviation Business, and Office/Commercial Medium zones. • A zoning category could be created to accommodate such facilities as a conditional use, or as a conditional use-essential public facility (CUP-EPF) in specific zones. • The LUP Committee recommended that a Crisis Diversion Facility be allowed as a <u>Conditional Use-Essential Public Facility</u> in specific zones. 	

	<p>2. Continued Discussion about Proposed Zoning Code Amendment regarding Single-Family Front Yard Setback Departure Standards.</p> <p>Jack Dodge</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <u>20' setback for garage;</u> <u>15' setback for all other;</u> <u>No design standards;</u> <u>Applies only to new single family homes</u></p> <p><input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to</p>
<p>Comments:</p> <ul style="list-style-type: none"> • Jack Dodge provided materials, and reviewed the proposed staff recommendation and Planning Commission recommendation. • The code change was the result of a developer request for a front yard setback departure to allow a 15' setback for the living area of a house; the garage setback would remain at 20'. • The LUP Committee discussed the issue, and concurred with the Planning Commission's recommendation as follows: <ul style="list-style-type: none"> - 20' setback for the garage - 15' setback for all other portions of the house - There will be no design standards - The new setback standards apply to all lots in the single-family zone - Applies only to new single-family structures – would not apply to additions to existing structures 		
	<p>3. Update on the Zoning Code Update Ad Hoc Committee's Progress.</p> <p>Kate Kaehny</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to</p>
<p>Comments:</p> <p>Kate Kaehny provided materials, including an overview of the first Committee meeting held on January 19, and summarized AHC issues and action items.</p> <ul style="list-style-type: none"> • The AHC voted to record future meetings. • Review amendments to the AHC Mission Statement, and possibly the SeaTac/Airport Station Area Action Plan vision. • Schedule a question and answer session with the StreetSense consultant on the station area market study. • Add permit process issues to their review schedule • Requested possible consultant assistance and a possible change to the AHC work program schedule. 		

	<p>4. Presentation and Discussion on the findings of the “SeaTac/Airport Station Area Retail, Dining and Entertainment Market Study”</p> <p>Jeff Robinson</p>	<p><input checked="" type="checkbox"/> Informational Update</p> <p><input type="checkbox"/> Recommended for:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Approval</p> <p style="padding-left: 40px;"><input type="checkbox"/> Approval with modifications</p> <p style="padding-left: 40px;"><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> Referred to</p>
	<p>Comments:</p> <p>Jeff Robinson explained the background for the study, and provided a summary of Streetsense experience.</p> <ul style="list-style-type: none"> • John Eisen provided a PowerPoint Presentation and reviewed the details of the SeaTac Station Area Market Study that included the site, trade areas, light rail connections, drivetime analysis, demographics, comparisons, psychodemographics, population principles, residential overview/pipeline/principles, rental market, active projects, office overview/principles, employment, retail overview/pipeline/principles/gap and demand analysis, shopping centers, groceries, entertainment, hotel competition/statistics/pipeline/principles, and Streetsense vision. • The results of the market analysis indicate the airport station area can site and absorb between 150,000 and 200,000 square feet of a mix of retail, dining, and some entertainment. 	

City of SeaTac

Hotel/Motel Tax Advisory Committee Meeting

February 10, 2010

Meeting Notes

Hotel-Motel Members Present: Chair, Councilmember Terry Anderson; Carl Anderson; Jeff Hart; Cathy Heiberg; Nancy Hinthorne; Roger McCracken; Jerry Stotler; Frank Welton
Members Absent: Tom Dantzler;

Others Present: Doris Cassan, Dollar Development; Ashley Comar, SSVS; Benita Corley, Clarion Hotel; Natalie Elert, Dollar Rent-a-Car; Pam Fernald, SeaTac City Council; Rick Forschler, SeaTac City Council; Earl Gipson, Citizen; Katherine Kertzman, SSVS; Kenneth Lee, Dollar Development; Wendy Morgan, Highline Botanical Society

Meeting Duration: 3:00 – 5:00 p.m.

Staff Coordinator: Jeff Robinson, Economic Development Manager

AB #	Topic	Disposition
	2. Adoption of Minutes of November 12, 2009 and January 13, 2010 Committee meetings	<input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval(s) <input checked="" type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/>
	3. Presentation of 2010 funding request for the Highline Botanical Garden: Wendy Morgan	<input type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial Motion by McCracken, Second by Hinthorne <input type="checkbox"/> Referred to: <ul style="list-style-type: none"> • <i>Morgan gave a presentation describing the Botanical Gardens and the history of the Botanical Garden Foundation. They described in detail the organization's budget, including the operating and capital components and regarding how the Gardens can be more of an amenity to out-of-town guests including those desirous of a venue for weddings and other special events. Morgan described the current fund-raising strategy that involved approaching local and national foundations and increased memberships. She asked the committee to consider assistance from the Hotel/Motel Tax Fund of \$12,000.</i> • <i>A discussion took place regarding how such a</i>

		<p><i>request could be handled since the 2010 Budget had already been adopted by the City Council. Mayor Anderson informed the committee that such a request would have to be presented to the City Council in the form of a budget amendment.</i></p> <ul style="list-style-type: none"> • <i>Motion by McCracken to approve the request for \$12,000 from the 2010 budget. The motion also included a strong recommendation that subsequent funding requests from the Highline Botanical Garden Foundation be sought through the Park Department budget and from the General Fund, totaling a minimum of 50% of the total request.</i>
	<p>4. Update on SSVS 2010 Activities to date: Katherine Kertzman</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial</p> <p><input type="checkbox"/> Referred to:</p> <ul style="list-style-type: none"> • <i>Kertzman provided an overview of the Tourism Networking Meeting that occurred earlier in the day. She stated that the goal for 2010 is to position the SSVS for long-term promotions such as the U.S. Amateur and U.S. Open golf tournaments that will be held at the Chambers Bay golf course south of Tacoma over the next few years. She also mentioned the attempts to draw the U.S. Diving Championships to the Federal Way swim complex.</i> • <i>Stotler gave an update of the state of the industry in South County and the state using the STR. The group believes that bottom has been reached and that the industry should begin to slowly recover from the effects of the recessionary economic conditions. A discussion on the impacts of the growth on-line booking companies ensued with the biggest outcome being people waiting to the last minute to book reservations or make vacation plans.</i>
	<p>5. Downtown Planning Update: Jeff Robinson</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial</p> <p><input type="checkbox"/> Referred to: Robinson gave a report on the downtown planning efforts. He reviewed recent City Council decisions regarding the condemnation ordinance, the Ad-</p>

		<p>Hoc Zoning Code Committee, and the planned Downtown Workshop during the City Council Retreat in early March. Robinson then presented a PowerPoint summary of the recently completed Streetsense Market Analysis of the Airport Station Area and how the results will help to shape the future direction of the planning efforts with regard to a downtown area.</p> <ul style="list-style-type: none"> • <i>Earl Gipson asked that the proceedings of the workshop be recorded so that the input from participants and the City Council could be accurately represented.</i> • <i>Both Heiberg and McCracken stated that they could not be in attendance due to previous plans and that they hoped that this would not be the end of the open dialogue about the city's future direction for redevelopment of the area.</i>
	<p>6. Presentation of Economic development marketing 2010 Scope of Work: Robinson</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to:</p> <ul style="list-style-type: none"> • <i>Robinson gave the Committee a presentation of the proposed Green/Rubino economic development marketing scope-of-work for 2010. McCracken suggested that it might be a good idea to put the advertising component on hold until the visioning process is completed. Robinson pointed out that part of the plan was to refresh the advertising campaign and the types of messaging that it focused on.</i>
	<p>7. Review of Interlocal Agreement with City of Tukwila for the Joint Funding of Tourism Promotion: All</p>	<ul style="list-style-type: none"> • <i>Mayor Anderson and Robinson gave a briefing on the history, purpose, scope and elements of the Interlocal Agreement with the City of Tukwila. A sub-committee composed of Welton, Stotler and McCracken will work with the City Manager's Office on planning how to proceed with any re-negotiation that may be forthcoming.</i> • <i>McCracken asked about the relocation of the SSVS and Kertzman reported that the lease has been executed and that tenant improvements were underway. She stated that a grand opening would be held sometime within the next few months after the organization had settled into the new location.</i> • <i>A discussion ensued regarding how this recession's impact on the industry was similar to the impacts after and suggested that the committee consider more support for the efforts of the SSVS is recruiting business to the city's</i>

		<p><i>lodging establishments in order to assist with the recovery of the local industry. Heiberg added that it was a 3 to 5 year recovery after the impact from 2001.</i></p>
	8. Other Business	<ul style="list-style-type: none">• <i>Heiberg asked a question regarding the City's Capital Improvement Plan and the use of H/M tax revenues for a park/gathering place in the city center area. Mayor Anderson responded that the CIP had not been formally adopted and that any expenditures for any of the plan's elements would be scrutinized and decided upon by the City Council prior to formal commitment to expend the funds. The mayor further explained that the source of the revenue for this purpose were not from the annual tax revenues but from the bonds that were issued by the City earlier in the decade. Robinson indicated that a percentage of the annual revenue from the lodging tax helped to retire this debt and that the City was forward-looking when they took advantage of a soon to be closed window that allowed such bonds to be leveraged with proceeds from the tax revenue generated.</i>• <i>A question followed from McCracken regarding the future use of the funds and that this was a discussion that needed to be undertaken in the not-too-distant future.</i>• <i>A question was posed regarding the marketing plans for 2010 for SSVS. Kertzman responded that the organization had to cut back on media buys due to the fact that Tukwila used funds formerly budgeted for 2010 to increase the amount of funding for SSVS in</i>

		<p>2009. She explained that this meant that the only advertising would be in the State's Tourism materials. McCracken asked how much additional funding was needed to support the planned media buys from the 2010 workplan; and Kertzman indicated around \$250,000. The Committee discussed how they might provide such funding. Robinson indicated that since that component of the SSVS funding was a shared cost between the two cities that any additional funds from SeaTac would have to be matched by Tukwila.</p> <ul style="list-style-type: none">• <i>McCracken and Stotler inquired as to whether SeaTac specific marketing could be undertaken without any match from Tukwila. Robinson responded that it may be possible, but it would have to be determined if that met the criteria of a city-specific "project" as envisioned by the ILA. He further stated that advertising that was specific to marketing the lodging available in SeaTac would probably not be seen as the type of general tourism marketing that the law allows, because it would be for the benefit of a particular segment of the industry sector.</i>• <i>McCracken made a motion that was seconded by Stotler to provide an additional \$250,000 for SeaTac specific marketing for SSVS if it was deemed allowable. Anderson opposed the motion due to the fact that the Tukwila lodging establishments regularly market there locations as close to the airport and that if SSVS used proximity to the airport as the basis of the SeaTac specific campaign it could potentially and inadvertently benefit Tukwila lodging instead. The motion</i>
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		<p><i>passed.</i></p> <ul style="list-style-type: none">• <i>The Mayor indicated that this may be a tough sell to the City Council which would have to approve the budget amendment.</i>• <i>A discussion regarding the committee position vacated by Tom Dantzler needed to be filled. Suggestions were made that Wendy Morgan, Doris Cassan or Tom Rousch would all be good replacements for Dantzler. The Committee decided to take up formal selection at the next meeting. Anderson also indicated that he would be vacating his position as a lodging representative within the next few months due leaving his current position in SeaTac.</i>• <i>The meeting was adjourned at 5:15 pm.</i>
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