

**MINUTES
REGULAR COMMISSION MEETING
THE PORT OF PORTLAND
February 10, 2016**

Following due notice to the public, the regular meeting of the Board of Commissioners of the Port of Portland was held at 9:30 a.m. in the Chinook conference room of the Port's administrative offices located at 7200 NE Airport Way.

An audio recording was made of these proceedings. The recording, and the full Commission agenda, is available on the Port's website: www.portofportland.com. The following written minutes constitute a summary of the proceedings.

QUORUM

Commissioners present were Jim Carter, President, presiding; Alice Cuprill-Comas; Diana Daggett; Bob Levy; Linda Pearce, Tom Tsuruta and Gary Young. Also present were Bill Wyatt, Executive Director, participating staff members and members of the public.

Commissioner Carter welcomed the new Port employees in the audience.

LEAVE OF ABSENCE

Commissioner Carter called for a motion to grant a leave of absence to Commissioners Bragdon and Chamberlain, who were out of town. Commissioner Young moved to grant the leave of absence. Commissioner Levy seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

Commissioner Carter said it is sad to note this would be the last meeting for Commissioner Daggett. The Senate Rules Committee confirmed Patricia McDonald's nomination, which is scheduled to go before the Senate for confirmation this month. Commissioner Carter thanked Commissioner Daggett for her years of service to the Port.

MINUTES

Commissioner Carter called for a motion to approve the minutes of the Regular Commission Meeting of January 13, 2016. Commissioner Levy moved to approve the minutes. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

EXECUTIVE DIRECTOR'S REPORT

Bill Wyatt addressed the Commission and audience. He said his formal Executive Director's report is attached to the Commission packet that is sent out with the Commission materials prior to the meeting. He takes advantage of this opportunity to talk about events of interest that have occurred over the course of the last month.

Mr. Wyatt's comments covered the following general topics:

- Thanked Commissioner Daggett for all her hard work and her many dedicated years serving as a Port Commissioner;
- Safety message from Curtis Robinhold;
- Planned U.S./Japan bilateral talks in Tokyo as part of the two-country open skies agreement have been postponed;
- New air service announcements: Alaska Airlines daily nonstop service to Atlanta beginning June 4 and Sun Country Airlines nonstop service to Minneapolis beginning June 9;
- Seaport Airlines has announced they have entered into Chapter 11 Bankruptcy and it is uncertain at this time how it will be resolved;
- PDX's new International Arrivals Hall officially opened on January 27;
- February 18 marks the 125th anniversary of the Port of Portland; many activities are planned to mark the occasion, including the Port's Gateway to the Globe event and a PDX Runway Run in September;
- Visit to the Port's headquarters by a high-ranking Japanese delegation to learn about the building's sustainable design; and
- The Public Advisory Committee will vote on the Troutdale Master Plan preferred alternative plan for future development on February 24.

Commissioner Carter called for a motion to approve the Executive Director's Report. Commissioner Young moved to approve the Executive Director's Report. Commissioner Pearce seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

PORT OF PORTLAND COMPASS AWARD

Commissioner Carter presented the 2015 nomination for the annual Port of Portland Compass Award. He said the Port initiated the Compass Award program in 2006 to recognize the contributions of community individuals and entities that have demonstrated exceptional support for the Port and the communities we serve. Commissioner Carter said he was honored to recognize the proposed recipient, Maryhelen Kincaid, member of the PDX Community Advisory Committee and former co-chair of the PDX Citizen Noise Advisory Committee.

Commissioner Carter called for a motion to adopt the Resolution of Commendation and Appreciation to Maryhelen Kincaid. Commissioner Tsuruta moved to adopt the Resolution. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

GENERAL DISCUSSION

Transportation Security Administration Update

Mike Irwin, Federal Security Director for Oregon and Regional Director for the Transportation Security Administration (TSA), provided a brief overview of the TSA, its key issues and the future.

CONSENT AGENDA

No presentations were made for the following agenda items, which were brought before the Commission as the Consent Agenda.

Agenda Item No. 1

CONSENT TO ENTERPRISE ZONE EXPANSION APPLICATION BY THE CITY OF BEAVERTON

BE IT RESOLVED, That the Port of Portland Commission consents to an application by the City of Beaverton for the expansion of the Beaverton Enterprise Zone located within Port of Portland district boundaries; and

BE IT FURTHER RESOLVED, That the Executive Director or his designee is authorized to execute the necessary documents on behalf of the Port of Portland Commission in a form approved by counsel.

Agenda Item No. 2

APPROVAL OF ADJUSTMENTS TO THE APPROPRIATION LEVELS FOR FISCAL YEAR 2015-16

BE IT RESOLVED, That in accordance with ORS 294.463, the Port of Portland Commission finds the need to adjust appropriations within the General Fund in the amounts shown on Exhibit A and for the purposes shown on Exhibit B, incorporated by this reference, to provide for the early payoff of the Troutdale Reynolds Industrial Park Port Revolving Fund Loans, which was not identified at the time of adoption of the Fiscal Year 2015-16 Budget; and

BE IT FURTHER RESOLVED, That copies of Exhibit A, Schedule of Appropriations Fiscal Year 2015-16, and Exhibit B, Explanation of Changes to Fund Appropriations Fiscal Year 2015-16, shall be included in the minutes of this meeting; and

BE IT FURTHER RESOLVED, That the Budget Officer is authorized to execute the necessary documents on behalf of the Port of Portland Commission in a form approved by counsel.

Following the reading of the titles of the Consent Agenda by Commissioner Carter, Commissioner Daggett moved that the Executive Director's recommendations be approved. Commissioner Levy seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

ACTION ITEMS

Agenda Item No. 3

2016 PORT OF PORTLAND TRANSPORTATION IMPROVEMENT PLAN

This agenda item requested approval of the Port of Portland's (Port) Transportation Improvement Plan (PTIP). As a transportation agency reliant on elements of the transportation system developed and managed by others to support our mission, the Port must carefully plan,

consider funding initiatives and support projects that will enhance market access for Port customers and businesses in this region and state. The Port Commission considers the PTIP annually as the basis for charting our transportation improvement needs and funding requirements.

Phil Healy presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to submit the Port of Portland's Transportation Improvement Plan to Metro and the Oregon Department of Transportation for inclusion in the Regional Transportation Plan to be eligible for future state, regional and federal funding; and

BE IT FURTHER RESOLVED, That approval is given to seek federal, state and regional transportation funds for the list of Port Priority Projects identified in the Port of Portland's Transportation Improvement Plan.

Commissioner Carter called for a motion to approve the Executive Director's recommendations. Commissioner Young moved that the Executive Director's recommendations be approved. Commissioner Cuprill-Comas seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

Agenda Item No. 4

PUBLIC IMPROVEMENT CONTRACT – TERMINAL AND CENTRAL UTILITY PLANT SUBSTATION UPGRADES – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award a public improvement contract to Dynalectric Company to provide electrical system improvements in the terminal concourses, and a new transformer at the Central Utility Plant to provide power to airfield lighting at Portland International Airport. The total value of the contract is \$1,458,197.

Alan Dakessian presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to award a public improvement contract to Dynalectric Company for construction of the Portland International Airport – Terminal and Central Utility Plant Substation Upgrades project, consistent with its bid; and

BE IT FURTHER RESOLVED, That the Executive Director or his designee is authorized to execute the necessary documents on behalf of the Port of Portland Commission in a form approved by counsel.

Commissioner Carter called for a motion to approve the Executive Director's recommendations. Commissioner Tsuruta moved that the Executive Director's recommendations be approved. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

Agenda Item No. 5

SHUTTLE BUS PROCUREMENT CONTRACT – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award a procurement contract to EIDorado National California, Inc., for six new shuttle buses at Portland International Airport for a contract value of \$2,606,352.

Franko Martinec presented the Executive Director’s recommendations as follows:

BE IT RESOLVED, That approval is given to award a procurement contract for the PDX shuttle bus replacement project to EIDorado National California, Inc., in accordance with its price quote; and

BE IT FURTHER RESOLVED, That the Executive Director or his designee is authorized to execute the necessary documents on behalf of the Port of Portland Commission in a form approved by counsel.

Commissioner Carter called for a motion to approve the Executive Director’s recommendations. Commissioner Levy moved that the Executive Director’s recommendations be approved. Commissioner Pearce seconded the motion, which was put to a voice vote. Commissioners Carter, Cuprill-Comas, Daggett, Levy, Pearce, Tsuruta and Young voted in favor of the motion.

The meeting adjourned at 10:29 a.m.

President

Assistant Secretary

Date Signed

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SCHEDULE OF APPROPRIATIONS - FISCAL YEAR 2015-16

	ADOPTED BUDGET June 25, 2015	CHANGES TO APPROPRIATIONS February 10, 2016	REVISED APPROPRIATIONS February 10, 2016
GENERAL FUND			
Administration	\$ 53,402,484		\$ 53,402,484
Marine	24,585,196		24,585,196
Industrial Development	6,122,383		6,122,383
Navigation	9,711,363		9,711,363
General Aviation	2,532,066		2,532,066
Sub Total	96,353,492	-	96,353,492
Service Reimbursements	489,330		489,330
System Development Charges/Other	5,000		5,000
Long-Term Debt Payments	11,704,573	2,600,000	14,304,573
Other Environmental	13,508,291		13,508,291
Cash Transfers to Other Funds	26,447,437		26,447,437
Contingency	81,355,632	(2,600,000)	78,755,632
Total Requirements	\$ 229,863,755	\$ -	\$ 229,863,755
AIRPORT REVENUE FUND			
Operating Expenditures	\$ 93,529,585		\$ 93,529,585
System Development Charges / Other	5,000		5,000
Service Reimbursements	26,950,395		26,950,395
Cash Transfers to Other Funds	110,268,352		110,268,352
Contingency	85,962,043		85,962,043
Total Requirements	\$ 316,715,375	\$ -	\$ 316,715,375
BOND CONSTRUCTION FUND			
Capital Outlay	\$ 38,307,641		\$ 38,307,641
Service Reimbursements	3,570,965		3,570,965
Cash Transfers to Other Funds	10,000		10,000
Contingency	10,000,000		10,000,000
Total Requirements	\$ 51,888,606	\$ -	\$ 51,888,606
AIRPORT CONSTRUCTION FUND			
Capital Outlay	\$ 178,459,495		\$ 178,459,495
Bond Issue Costs/Other	750,000		750,000
Service Reimbursements	9,172,735		9,172,735
Cash Transfers to Other Funds	2,750,000		2,750,000
Contingency	36,066,630		36,066,630
Total Requirements	\$ 227,198,860	\$ -	\$ 227,198,860

SCHEDULE OF APPROPRIATIONS - FISCAL YEAR 2015-16

	ADOPTED BUDGET June 25, 2015	CHANGES TO APPROPRIATIONS February 10, 2016	REVISED APPROPRIATIONS February 10, 2016
AIRPORT REVENUE BOND FUND			
Debt Service	\$ 54,935,495		\$ 54,935,495
Unappropriated Ending Balance	32,424,336		32,424,336
Total Requirements	\$ 87,359,831	\$ -	\$ 87,359,831
PASSENGER FACILITY CHARGE (PFC) FUND			
Letter of Credit/Other	\$ 10,000		\$ 10,000
Cash Transfers to Other Funds	25,603,236		25,603,236
Contingency	60,761,189		60,761,189
Total Requirements	\$ 86,374,425	\$ -	\$ 86,374,425
PASSENGER FACILITY CHARGE (PFC) BOND FUND			
Debt Service	\$ 14,958,552		\$ 14,958,552
Unappropriated Ending Balance	14,327,648		14,327,648
Total Requirements	\$ 29,286,200	\$ -	\$ 29,286,200
CUSTOMER FACILITY CHARGE (CFC) FUND			
Bank Fees/Other	\$ 5,000		\$ 5,000
Cash Transfers to Other Funds	26,100,000		26,100,000
Contingency	3,171,844		3,171,844
Total Requirements	\$ 29,276,844	\$ -	\$ 29,276,844
TOTAL - ALL FUNDS	\$ 1,057,963,896	\$ -	\$ 1,057,963,896
Less Unappropriated Ending Balances:			
Airport Revenue Bond Fund	\$ 32,424,336		\$ 32,424,336
Passenger Facility Charge (PFC) Bond Fund	14,327,648		14,327,648
Subtotal Unappropriated Ending Balance	46,751,984	-	46,751,984
TOTAL APPROPRIATIONS	\$ 1,011,211,912	\$ -	\$ 1,011,211,912

**PORT OF PORTLAND
EXPLANATION OF CHANGES TO APPROPRIATIONS - FISCAL YEAR 2015-16**

<u>FUND</u>	<u>AMOUNT OF INCREASE/(DECREASE)</u>	<u>REASON FOR CHANGE</u>
GENERAL FUND		
Long-Term Debt Payments	\$ 2,600,000	Increase to provide for early payoff of TRIP loans
Contingency	\$ <u>(2,600,000)</u>	Balancing entry.