

## **- DRAFT -**

### **MINUTES REGULAR COMMISSION MEETING THE PORT OF PORTLAND July 12, 2017**

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](http://www.portofportland.com). The following written minutes constitute a summary of the proceedings.

#### **QUORUM**

Commissioners present were Jim Carter, President, presiding, via telephone; Mike Alexander; Bob Levy; Pat McDonald; Linda Pearce; Tom Tsuruta and Gary Young. Also present were Curtis Robinhold, Executive Director, participating staff members and members of the public.

#### **LEAVE OF ABSENCE**

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

Commissioner Carter welcomed Curtis Robinhold to his first Commission meeting as Executive Director.

#### **MINUTES**

Commissioner Carter called for a motion to approve the minutes of the Executive Session of May 10, 2017. Commissioner Pearce moved to approve the minutes. Commissioner Alexander seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

Commissioner Carter called for a motion to approve the minutes of the Regular Commission Meeting of June 14, 2017. Commissioner Alexander moved to approve the minutes. Commissioner Levy seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

Commissioner Carter called for a motion to approve the minutes of the Special Commission Meeting of June 22, 2017. Commissioner Pearce moved to approve the minutes. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

#### **EXECUTIVE DIRECTOR'S REPORT**

Curtis addressed the Commission and audience; his comments covered the following general topics:

- Thanked the Commission and said he is energized and thrilled for the opportunity to lead a group of 800 wonderful Port employees;
- Acknowledged the Port's monthly safety champions, provided evacuation instructions in the event of an emergency and asked Stan Watters for this month's safety message;
- Travel + Leisure readers voted PDX as America's Best Airport for the fifth year in a row! This is an incredible achievement and our thanks and appreciation to all of the Port and PDX employees, tenants, partners and community members who play a part in making PDX such an outstanding airport;
- Oregon legislative session closed with many successes for the Port, including historic investment in road, transit and multimodal infrastructure that will contribute to progress and opportunity in our region;
- Active shooter incident at Hillsboro Airport on July 3; we are grateful for the quick leadership of the Hillsboro Police, who took action against an individual who jumped a fence at the airport and threatened a helicopter pilot at gun point;
- Thanks to Commissioner Pearce, who chaired our first industry stakeholder committee meeting, which will look at the opportunities for Terminal 6;
- Community events the Port will be participating in include The Big Float and Celebrate Hillsboro this Saturday, as well as NE Portland Sunday Parkways on July 23; and
- A public comment period has been added to the Commission meeting agenda each month; it will immediately follow the Executive Director Report.

Commissioner Young moved to approve the Executive Director's Report. Commissioner Alexander seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

### **PUBLIC COMMENT**

MaryHelen Kincaid, along with co-directors of the Vanport Mosaic Festival, Damaris Webb and Laura Lo Forti, thanked the Port and Phil Ralston for the support with the festival activities held Memorial Day weekend.

Stefan Moritz from UniteHere Local 8 addressed the Commission regarding updates to a survey conducted two years ago with food and retail employees at the airport. He said based on a recent survey of almost 100 foodservice and retail employees, not much has changed at PDX. He said based on the data collected, there is a crisis for workers at the airport and the workplace initiative is not working. He said he appreciates the partnership and incremental progress that has been made, but it is not enough.

Commissioners Alexander and Pearce asked questions of Mr. Moritz, and he responded. Commissioner Carter thanked Mr. Moritz for taking the Commission's request and putting some work behind it. He said more detail behind the information would be helpful to assess where we stand.

## **GENERAL DISCUSSION**

### **Small Business Development Program Overview**

Kimberly Mitchell-Phillips, Small Business Development Program Manager, provided an overview of the Port's Small Business Development Program, which is composed of four programs: Disadvantaged Business Enterprise Program; Airport Concessions Disadvantaged Business Enterprise Program; Minority, Women, Veteran, Emerging Small Business Program; and the Mentor-Protégé Program. She also discussed the program initiatives for Fiscal Year 2017.

Commissioners Tsuruta and Alexander asked questions and Ms. Mitchell-Phillips responded. Commissioners Carter and McDonald commented on the presentation.

### **State Legislative Update**

Kathryn Williams, State Affairs Director, provided an overview of the 2017 Legislative session, including the highlights of the Governor's budget, key policy areas, and the Legislative agenda. She also discussed what we can expect to see in the 2018 short session.

Commissioner Tsuruta asked Ms. Williams a question and she responded. Commissioner Carter commented on the presentation. Commissioner McDonald asked a question and Ms. Williams responded.

## **CONSENT AGENDA**

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

### **Agenda Item No. 1**

#### **APPOINTMENT AND DESIGNATION OF ASSISTANT TREASURERS**

BE IT RESOLVED, That effective July 12, 2017, Curtis Robinhold, Cynthia A. Nichol, Robert A. Burket, Lisa K. Fedeli, Suzanne Kenny and Edward K. McDonald are designated Assistant Treasurers of the Port of Portland Commission and shall perform such functions and duties as the Commission shall authorize from time to time; and

BE IT FURTHER RESOLVED, That all previous Assistant Treasurer designations be rescinded.

### **Agenda Item No. 2**

#### **APPOINTMENT AND DESIGNATION OF ASSISTANT SECRETARIES**

BE IT RESOLVED, That effective July 12, 2017, Curtis Robinhold, Cynthia A. Nichol, Dan Blaufus, Elise Neibert and Pamela Thompson are designated Assistant Secretaries of the Port of Portland Commission and shall perform such functions and duties as the Commission shall authorize from time to time; and

BE IT FURTHER RESOLVED, That all previous Assistant Secretary designations be rescinded.

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

**ACTION ITEMS**

Agenda Item No. 3

**PERSONAL SERVICES CONTRACT – NORTH TERMINAL HEATING WATER PIPING REPLACEMENT DESIGN SERVICES – PORTLAND INTERNATIONAL AIRPORT**

This agenda item requested approval to award a personal services contract to Affiliated Engineers, Inc. for engineering design and construction administration services for the North Terminal Heating Water Piping Replacement Project at Portland International Airport in the amount of \$551,634.

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

BE IT RESOLVED, That approval is given to award a personal services contract to Affiliated Engineers, Inc., for the design of the North Terminal Heating Water Piping Replacement project at Portland International Airport, consistent with the terms presented to the Commission; 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 recommendations. Commissioner Alexander moved that the recommendations be approved. Commissioner Levy seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

Agenda Item No. 4

**PUBLIC IMPROVEMENT CONTRACT AMENDMENTS – JOB ORDER CONTRACTS PILOT PROJECT – PORT OF PORTLAND PROPERTIES AND FACILITIES**

This agenda item requested approval to amend public improvement contracts with Andersen Construction Co., SDB Contracting Services Inc., and Viking Engineering and Construction, LLC, to increase the maximum compensation payable under those contracts. The contracts are part of the Port of Portland's (Port) Job Order Contracts Pilot Project -- Port Properties and Facilities.

Ken Willhite presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to amend the public improvement contract with Andersen Construction Co. for the JOC Pilot Project – Port of Portland Properties and Facilities, consistent with the terms presented to the Commission; and

BE IT FURTHER RESOLVED, That approval is given to amend the public improvement contract with SDB Contracting Services Inc. for the JOC Pilot Project – Port of Portland Properties and Facilities, consistent with the terms presented to the Commission; and

BE IT FURTHER RESOLVED, That approval is given to amend the public improvement contract with Viking Engineering and Construction, LLC for the JOC Pilot Project – Port of Portland Properties and Facilities, consistent with the terms presented to the Commission; 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.

There was considerable discussion around metrics and savings associated with the job order contracts. Commissioner Carter said it seems like a good program and now would be an excellent time to review the project results when the Commission is being asked to expand a project.

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 Pearce seconded the motion, which was put to a voice vote. It was unclear from the audio who voted in favor of the motion. Commissioner McDonald said she was uncomfortable granting additional dollars without seeing the hard data, and Commissioner Alexander agreed. Commissioner Alexander said he does not want to hold up the project, and would propose the following amendment be added so the project could move forward:

Approval subject to receipt of the additional data and metrics around performance to date and to have that form of framework for valuation for any future funding requests for the program.

Commissioner Young withdrew his original motion and made a new motion to approve the recommendation as amended. Commissioner Pearce seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

The meeting adjourned at 11:19 a.m.

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President

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Assistant Secretary

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Date Signed