

**MINUTES  
REGULAR COMMISSION MEETING  
THE PORT OF PORTLAND  
November 8, 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; Mike Alexander; Tom Chamberlain; Alice Cuprill-Comas; 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.

**MINUTES**

Commissioner Carter called for a motion to approve the minutes of the Commission Meeting of October 11, 2017. Commissioner Cuprill-Comas moved to approve the minutes. Commissioner Chamberlain seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

**EXECUTIVE DIRECTOR'S REPORT**

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

- Acknowledged the Port's monthly safety champions and asked Stan Watters for this month's safety message;
- Curtis participated in a trade mission to Hong Kong and Japan last month with Governor Kate Brown, where they had meaningful meetings with Cathay Pacific and Swire Resources;
- Improvements were made to the PDX terminal roadway aimed at reducing congestion and increasing efficiency;
- Alaska Airlines launched nonstop service to New York's JFK Airport on November 6, and Aeromexico will begin new nonstop service to Mexico City on December 1;
- PDX welcomed another small business, Poblano Pepper, to the PDX food cart program last week;
- The PDX Fall Cleanup will be held tomorrow where our airport partners are encouraged to donate furniture and other large items to local nonprofits and rebuild centers;
- Port Police officers, working with students from Latino youth groups at Fort Vancouver and Hudson Bay high schools, designed and created a mural featuring important historical figures. The mural will be displayed in the terminal and a dedication ceremony will be held on November 16;

- More than 600 attendees enjoyed the family-friendly Hillsboro Airport Air Fair held on October 21; and
- Port employees and their families participated in our annual employee volunteer event, focused on tree planting at the Sandy River Delta in Troutdale.

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

**PUBLIC COMMENT**

Stefan Moritz, from UniteHere, Local 8, addressed the Commission regarding the recent *Willamette Week* article, "Organized Labor Wants to Push Out Local Restaurants and Raise Prices at Portland International Airport." Commissioner Carter said Mr. Moritz should not feel that the Commission is ignoring his comments; there will be an effort to continue to develop information from all perspectives and stakeholders.

**GENERAL DISCUSSION**

**External Audit Results and Port of Portland Fiscal Year-End 2017 Financials**

Bob Burket, Controller, presented a high-level overview of the Fiscal Year 2017 financial performance, focusing on the Port's two major financial components: the General Fund and PDX. He reviewed the operating revenues, expenses and income for each area.

The Port's auditors from Moss Adams LLP, Jim Lanzarotta, Engagement Partner, and Ashley Osten, Senior Manager, briefly reviewed the required communications and summarized the results of the audit.

Commissioners Tsuruta and Alexander asked questions of Moss Adams; Moss Adams and Mr. Burket responded.

**PUBLIC COMMENT**

Kathryn Lam from Bambuza provided comments in response to Mr. Moritz's comments and briefly discussed the benefits offered to Bambuza employees.

**ACTION ITEMS**

**Agenda Item No. 1**

**PUBLIC HEARING AND ENACTMENT OF ORDINANCE NO. 463-CP TO ISSUE UP TO \$300 MILLION OF PORTLAND INTERNATIONAL AIRPORT COMMERCIAL PAPER NOTES**

This agenda item requested approval of Ordinance No. 463-CP to authorize the issuance of Portland International Airport (PDX) Third Lien Commercial Paper notes of up to \$300 million aggregate principal amount outstanding at any one time for PDX to fund capital projects in the Port of Portland Cost Center and the Airline Cost Center.

Lisa Fedeli presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That Port of Portland Ordinance No. 463-CP, in the form presented to the Commission, be read by title only; and

BE IT FURTHER RESOLVED, That a public hearing be held prior to enacting Ordinance No. 463-CP, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended; and

BE IT FURTHER RESOLVED, That proposed Port of Portland Ordinance No. 463-CP, in the form presented to the Commission, be enacted by a roll call vote; 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.

Commissioners Pearce, Tsuruta and Carter asked questions of Ms. Fedeli, which she responded to.

Lisa Fedeli read Ordinance 463-CP by title only.

### **PUBLIC HEARING**

Commissioner Carter opened a public hearing for the purpose of taking testimony on Ordinance No. 463-CP. Hearing no comments, Commissioner Carter closed the public hearing and called for a motion to approve the recommendations. Commissioner Tsuruta moved that the recommendations be approved. Commissioner Chamberlain seconded the motion, which was put to a roll call vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

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

#### **DISTRIBUTED ANTENNA SYSTEM OPERATING AND USE AGREEMENT – PORTLAND INTERNATIONAL AIRPORT**

This agenda item requested approval to enter into an operating and use agreement with Boingo Wireless, Inc., the successful proposer of the 2017 Concessions Solicitation for a Distributed Antenna System at Portland International Airport.

Machelle Campbell presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to enter into an operating and use agreement with Boingo Wireless, Inc., from the 2017 Concession Solicitation for a Distributed Antenna System 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.

Commissioners Tsuruta, Carter, Alexander and McDonald asked questions of Ms. Campbell, which she responded to.

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

Agenda Item No. 3

SECOND READING AND ENACTMENT – PORT ORDINANCE NO. 462-R – AMENDING AND RESTATING ORDINANCE NO. 275, AS AMENDED BY PORT ORDINANCE NO. 300 AS AMENDED BY ORDINANCE NO. 425-R, THAT ESTABLISHED A CIVIL SERVICE SYSTEM FOR FIRE FIGHTERS AND CREATED A CIVIL SERVICE COMMISSION

This agenda item requested a second reading and enactment on proposed Ordinance No. 462-R, the amendment and restatement of Ordinance No. 275, as amended by Ordinance No. 300, as amended by Port Ordinance 425-R, that established a Civil Service System for the Port of Portland Fire Department.

Chris Neal presented the Executive Director’s recommendations as follows:

BE IT RESOLVED, That Ordinance No. 462-R amending and restating Ordinance No. 275, as amended by Port Ordinance 300, as amended by Ordinance 425-R, be given a second reading by title only; and

BE IT FURTHER RESOLVED, That Ordinance No. 462-R in the form presented to the Commission, be enacted by a roll call vote.

Chris Neal read Ordinance 462-R by title only.

Commissioner Carter called for a motion to approve the recommendations. Commissioner Chamberlain moved that the recommendations be approved. Commissioner Young seconded the motion, which was put to a roll call vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, McDonald, Pearce, Tsuruta and Young voted in favor of the motion.

Agenda Item No. 4

PROCUREMENT CONTRACT – AIRCRAFT RESCUE AND FIRE FIGHTING VEHICLE – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award a procurement contract to Oshkosh Airport Products, LLC, for a new Aircraft Rescue and Fire Fighting vehicle at Portland International Airport for a contract value of \$1,192,649.

Tanya Starr presented the Executive Director’s recommendations as follows:

BE IT RESOLVED, That approval is given to award a procurement contract for the Aircraft Rescue and Fire Fighting vehicle at Portland International Airport to Oshkosh Airport Products, LLC, in accordance with the terms presented to 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 Chamberlain moved that the recommendations be approved. Commissioner Cuprill-Comas seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, McDonald, Tsuruta and Young voted in favor of the motion. Commissioner Pearce was not present for the vote.

Agenda Item No. 5

PUBLIC IMPROVEMENT CONTRACT – SHORT-TERM PARKING GARAGE AUTOMATIC PARKING GUIDANCE SYSTEM REPLACEMENT – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award a public improvement contract to High Point Consulting Services, LLC, dba High Point Construction Services, for replacement of the short-term parking garage Automatic Parking Guidance System at Portland International Airport, in the amount of \$2,090,016.

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

BE IT RESOLVED, That approval is given to award a public improvement contract for the replacement of the short-term parking garage automatic parking guidance system at Portland International Airport to High Point Construction Services, LLC, in accordance 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.

Commissioners Young, Alexander and McDonald asked questions of Mr. Dakessian, which he responded to.

Commissioner Carter called for a motion to approve the recommendations. Commissioner Tsuruta moved that the recommendations be approved. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, McDonald, Tsuruta and Young voted in favor of the motion. Commissioner Pearce was not present for the vote.

The meeting adjourned at 11:23 a.m.

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President

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Assistant Secretary

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Date Signed

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