

**MINUTES
REGULAR COMMISSION MEETING
THE PORT OF PORTLAND
July 13, 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; Michael Alexander; Tom Chamberlain; Alice Cuprill-Comas; Bob Levy; Pat McDonald, via telephone; Linda Pearce; Tom Tsuruta and Gary Young. Also present were Curtis Robinhold, Deputy Executive Director, participating staff members and members of the public.

MINUTES

Commissioner Carter called for a motion to approve the minutes of the Regular Commission Meeting of June 8, 2016 and the Special Commission Meeting of June 28, 2016. Commissioner Chamberlain moved to approve the minutes. Commissioner Young seconded the motion, which was put to a voice vote. Commissioners Alexander, Carter, Chamberlain, Cuprill-Comas, Levy, Pearce, Tsuruta and Young voted in favor of the motion. Commissioner McDonald was not present for the vote.

EXECUTIVE DIRECTOR'S REPORT

Curtis Robinhold addressed the Commission and audience. Mr. Robinhold's comments covered the following general topics:

- PDX named the Best Domestic Airport by Travel + Leisure reader's survey for the fourth consecutive year;
- New service announcements by PenAir to Klamath Falls and Alaska Airlines to Orlando and Sun Valley;
- Port participation in The Big Float, an annual fundraiser for Human Access Project to spread the message that the Willamette River is safe for recreation;
- Public comment for the Portland Harbor Superfund proposed plan is underway and will wrap up on September 6;
- Port hosted an event in Troutdale on June 28 as part of the statewide visits to discuss the Port's operations with our stakeholders;
- Port held a workshop in Hillsboro to inform the public of the upcoming Hillsboro Airport Master Plan Update scope of work;

- Port will be hosting a group of ninth grade students from the Immigrant and Refugee Community Organization for the purpose of career and college preparation;
- Numerous community events are planned this summer; they are a great way for Port staff to connect with stakeholders and to tell the Port story and answer questions; and
- Recognized the Port's monthly safety champions and asked Stan Watters to provide evacuation instructions in the event of an emergency and this month's safety message.

Commissioner Carter called for a motion to approve the Executive Director's Report. Commissioner Tsuruta moved to approve the Executive Director's Report. Commissioner Pearce 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.

GENERAL DISCUSSION

Air Cargo Update

David Zielke, Director of Air Service Development, provided a historical overview of air cargo service at Portland International Airport (PDX) and the unique opportunities PDX offers for service.

ACTION ITEMS

Agenda Item No. 1

CONTRACT AMENDMENT – JANITORIAL SERVICES – PORTLAND INTERNATIONAL AIRPORT AND PORT OF PORTLAND HEADQUARTERS BUILDING

This agenda item requested approval to amend the janitorial services contract with Portland Habilitation Center, Inc., to award the contract's third annual extension term.

Michael Huggins presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to amend the janitorial services contract with Portland Habilitation Center, Inc., for services at Portland International Airport, related Port of Portland facilities and the Port of Portland Headquarters building, and to award the contract's third annual extension term, 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 Executive Director's recommendations. Commissioner Young moved that the Executive Director's recommendations be approved. Commissioner Alexander 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. 2PUBLIC IMPROVEMENT CONTRACT – TAXIWAY B CENTER AND EXITS REHABILITATION
– PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award a public improvement contract to K&E Excavating, Inc., to perform the Taxiway B Center and Exits Rehabilitation project at Portland International Airport.

Chris Edwards presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to award a public improvement contract for the Taxiway B Center and Exits Rehabilitation project at Portland International Airport to K&E Excavating, Inc., in accordance 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 Chamberlain moved that the Executive Director's 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. 3EQUIPMENT PROCUREMENT CONTRACT – SHUTTLE BUS SURVEILLANCE CAMERA
AND GPS TRACKING SYSTEM – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested approval to award an equipment procurement contract to Syncromatics Corp., in the amount of \$552,215, to furnish and install camera surveillance systems, Global Positioning System tracking, automated destination signs, and stop announcement systems into the 6 new and 18 existing shuttle buses at Portland International Airport.

Severn Durand presented the Executive Director's recommendations as follows:

BE IT RESOLVED, That approval is given to award an equipment procurement contract to Syncromatics Corp. to furnish and install camera surveillance systems, Global Positioning System tracking, automated destination signs, and stop announcement systems into 24 shuttle buses 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 Executive Director's recommendations. Commissioner Tsuruta moved that the Executive Director's recommendations be approved. Commissioner Pearce 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. 4

EXEMPTION FROM COMPETITIVE BIDDING FOR PUBLIC IMPROVEMENT CONTRACT – PARKING ADDITIONS AND CONSOLIDATED RENTAL CAR FACILITY – PORTLAND INTERNATIONAL AIRPORT

This agenda item requested the approval of an exemption from competitive bidding, enabling the Port of Portland to use a competitive request for proposals process to procure the public improvement contract for design and construction of a new Parking Additions and Consolidated Rental Car facility at Portland International Airport.

Dave Dittmer presented the Executive Director’s recommendations as follows:

BE IT RESOLVED, That the Port of Portland Commission, in its capacity as the Port of Portland Contract Review Board, approves the findings set forth in the attached Exhibit A, “Findings in Support of an Exemption from Competitive Bidding – PDX Parking Additions and Consolidated Rental Car (ConRAC) Facility” dated June 8, 2016; and

BE IT FURTHER RESOLVED, That the Port of Portland Commission, in its capacity as the Port of Portland Contract Review Board, specifically exempts from competitive bidding the public improvement contract for the PDX Parking Additions and Consolidated Rental Car (ConRAC) Facility, consistent with the terms presented to the Commission.

Commissioner Carter recessed the Port of Portland Board of Commissioners and called to order the Port of Portland Contract Review Board.

Commissioner Carter called for a motion and second for approval of the findings in support of the exemption and approval to exempt from competitive bidding the PDX Parking Additions and Consolidated Rental Car Facility. Commissioner Young moved to approve the findings and exemption. 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.

The meeting adjourned at 10:24 a.m.

President

Assistant Secretary

Date Signed