

**PORT OF NEWPORT**  
**MINUTES**  
**December 12, 2012**  
**WORK SESSION**

The work session began at 12:10 p.m. on Wednesday, December 12, 2012 in the meeting room at Englund Marine, 880 SE Bay Boulevard, Newport, OR 97365, the same being within the boundaries of the Port District.

**Commissioners Present:** Walter Chuck, Secretary; Dean Fleck, Assistant Secretary-Treasurer; David Jincks, Vice-President; Don Mathews, Treasurer.

**Commissioner Excused:** JoAnn Barton, President.

**Port of Newport Management and Staff:** Don Mann, General Manager; Patty Benjamin, Administrative Assistant.

**Others:** Al Benkendorf, Allan Rumbaugh, and Ron Stillmaker, Benkendorf Associates Corp.

The purpose of the work session was to discuss the final draft of the Port of Newport's Strategic Business Plan and Capital Facilities Plan with consultants Al Benkendorf, Allan Rumbaugh, and Ron Stillmaker, from Benkendorf Associates Corp. This meeting was a follow up to the first work session that had been held on December 5, 2012.

Al Benkendorf reviewed and incorporated the changes to the draft Strategic Business Plan that had been submitted by Port commissioners and staff since the first work session. Going page by page through each section, the panel discussed changes, additions, and deletions to the document. Some portions of the document were specific to the State of Oregon template and were left unchanged. The General Manager pointed out the need to have the Port's Strategic Business Plan in synch with the City of Newport's Economic Analysis Opportunity Study. There was a brief discussion on staffing structure and titles, followed by a review of the section on the Port's financial condition. It was noted that the charts in that section were point of time assessments and would be out of date in a year.

Ron Stillmaker led the discussion on the Capital Facilities Plan. He said the main focus was on determining the type of capital projects the port wished to pursue in the future and prioritizing them. Commissioners Jincks and Mathews said it was difficult to prioritize the projects because their completion would depend on the financing available and the need, priority, or circumstances at any given time. Stillmaker said he could add a caveat to the document to that effect. Stillmaker had prepared a separate page for each project, which would give the document more flexibility if the Port Commission wanted to select and prioritize a project on an as needed basis. After some discussion, Stillmaker said he would change the description of Port Dock 1 to identify it as a working service dock for the commercial fleet that is also used as a viewing platform. He said the estimated costs in the Capital Facilities Plan were conservative planning-level estimates with a 15% contingency, and the Port's proposed environmental values and best management practices would be noted. Benkendorf added that the Commission could go back in a year and revisit the list. Maps of the Port's facilities would be included in the plan.

General Manager Don Mann encouraged the commissioners to submit any further changes to him and he would forward them to Stillmaker. A public forum will be held after the final drafts of both documents are completed, which Benkendorf said would like be after the holidays. The work session was adjourned at 1:25 p.m.

**ATTEST**

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David Jincks, Vice-President

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Walter Chuck, Secretary