

**PORT OF NEWPORT**  
**MINUTES**  
**July 24, 2012**  
**WORK SESSION**

**I. CALL TO ORDER**

Commission Vice-President David Jincks opened the session as an informational meeting at 12:00 p.m. on Tuesday, July 24, 2012 at the South Beach Marina Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365, the same being within the boundaries of the Port District. When Commissioner Walter Chuck arrived at 12:05 p.m., constituting a quorum, Commissioner Jincks called the Work Session of the Port of Newport Board of Commissioners to order.

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

**Commissioners Excused:** JoAnn Barton, President; Dean Fleck, Assistant Secretary-Treasurer.

**Port of Newport Management and Staff:** Don Mann, General Manager; Pat Albaugh, Director of Finance; Maureen Keeler, Special Projects Manager; Patty Benjamin, Administrative Assistant.

**Others:** Al Benkendorf, The Benkendorf Associates Corp.; Lee Fries, CM/GC Selection Committee; Pat Ruddiman, ILWU Local 53.

**II. WORK SESSION ITEMS**

**A. Port of Newport Strategic Business Plan and Capital Facilities Plan—Personal Services Contract, The Benkendorf Associates Corp.**

Don Mann introduced Al Benkendorf, of The Benkendorf Associates Corp., the firm that had been chosen to conduct the Port of Newport's Strategic Business Plan and Capital Facilities Plan.

Mr. Benkendorf explained the process that was involved in the state's new requirement that all Oregon ports must have a Strategic Business Plan and Capital Facilities Plan. He said the plans provide criteria for judging projects that are in the best interests of the state, and added that the new framework establishes a separate authority within the Oregon Business Development Department where ports are represented. He said the state plan has a template for individual ports' strategic business plans and capital facilities plans, and the approach he proposed would "knit" the scope of work with the template to achieve the Port's objectives and meet the requirements of the state. In terms of schedule, he said he felt the project would be completed by the end of the year.

Referring to Benkendorf's proposal, Commissioner Jincks asked if ten years would be a better window for the plan than the five years that was proposed, particularly in light of the difficulty and long timeline involved in securing permits for in-water work on Yaquina Bay. General Manager Don Mann said he thought it made sense to project out further than five years as well, in terms of project budgets. Benkendorf said it was a fairly common practice to prepare a five-year plan and then add another year onto it each year. In answer to a question from Commissioner Mathews, he said that could be done without "starting over from scratch". In answer to a question from Commissioner Chuck, Benkendorf said there was a contingency built into the end of the year timeline for completing the project, and he and his associates would continue working with the Port over the five year period.

Benkendorf said he would present a schedule and timeline for what he and his associates would bring forward to the board at upcoming commission meetings, and said they would probably need one or two meetings with the Port Commission in addition to the regularly scheduled work sessions and monthly meetings. He also talked about the outreach involved in the project. He said the business plans were tools designed to help the commission and staff manage the Port in a way consistent with the goals and aspirations of the community as a whole, so he would like to meet with stakeholders in that effort, individually and in focus groups of two or three, and also in public meetings. He suggested that some of those groups with the greatest interest in the Port's future would be commercial and recreational fishermen and users of the Newport International Terminal, as well as representatives from city and county government.

Commissioner Jincks said he appreciated the effort that had gone into the presentation, and thanked Commissioners Fleck and Chuck for serving on the selection committee. The General Manager talked about the next steps, which included approving The Benkendorf' Associates' personal services contract and an application for funding through a Port Planning and Marketing Grant at the regular meeting that evening.

**III. PUBLIC COMMENT**

There was no public comment.

**IV. OTHER**

Commissioner Chuck asked for an update on the work being done on the Port Ordinance. The General Manager said legal counsel was still working on the final pages of the definitions and general conditions sections, and those would be circulated to the commission for review. He said there would likely be one more work session on the Ordinance, perhaps as early as next month, and he expected the final document to be done in sixty days.

**V. ADJOURNMENT**

The Work Session was adjourned at 12:25 p.m.

**ATTEST**

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JoAnn Barton, President

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Walter Chuck, Secretary

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