

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburg; Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler; and Maintenance Supervisor (Maint.Sup) Terry Wroe. PC/Staff Absent: None Guests Present: None	Meeting called to order at 9:36am.
Administrative Matters 06 Bond Wire Transfer	(AA/PA) Ziegler presented the wire transfer request to Key Bank in the amount of \$106,428.32 for the principal and interest payment for the 06 Bonds.	PC Vinyard M, to approve the wire transfer to Key Bank, PC Ford S. MP
Budget Workshop Draft 2010 Budget Draft 2010 Capital Budget	(AA/PA) Ziegler presented the projected revenue and operating budget for 2010. (Exec.D) Thornsburg presented the capital projects budget for 2010. Thornsburg said some capital projects that were not completed in 2009 have been brought forward to 2010 budget. Discussion followed regarding maintenance priorities and projects for 2010.	By consensus, the PC reviewed the budget and directed staff to make modifications. The updated draft budget will be presented at the October 20, 2010 Port Commission meeting.
Strategic Planning	(Exec.D) Thornsburg presented results of 2008 planning retreat for review. Discussion followed regarding long-term structure and financing of the Port, priorities, Port mission and strategic objectives, and what functions the Port should perform.	By consensus, the PC requested another meeting in two to four weeks as scheduled by the Executive Director.
Adjournment	PC Deo adjourned the PC Meeting at 5:45 p.m.	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsburg, Executive Director

Norman Deo, President