

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Lee Ast, Ast Commercial and Brad Roberts, Rivermile 172.	Meeting called to order at 4:31pm
Administrative Matters	Minutes – June 7, 2011	PC Schmitt M, to approve the minutes, PC Herman S, MP.
Approval of Minutes	Payroll Vouchers – June 20, 2011 #D10165-D10172, and #24353 for \$8,826.14.	
Approval of Vouchers	Accounts Payable Vouchers – June 21, 2011 #24354-24365 for \$18,347.43.	PC Schmitt M, to approve the vouchers, PC Herman S, MP
Old Business	(Exec.D) Thornsburg presented draft language for the environmental provision of the standard lease. Discussion followed regarding what should happen when a tenant vacates a space.	By consensus, the PC accepted the environmental provision and added holdover rent of 200%. In the event any required clean-up extends beyond the lease term.
New Business	(Exec.D) Thornsburg presented lease information for the 101 Parallel Building. Discussion followed regarding the lease rate, lease term, and use of the concrete apron.	By consensus, the PC set a lease rate of .3605 per sq. foot with an annual CPI increase, a term of six years with two two-year options, a one-time rate boost of \$.0095 per sq. foot effective 7-1-2012 and a month to month lease of the concrete apron.
101 Parallel Building Policy		

Executive Director's Report: Harbor Drive Improvement Project	(Exec.D) Thornsburg said the project has been restarted and presented a timeline with an estimated completion time of the third week of July. Thornsburg said the utility trench has been opened and bedded. Thornsburg said natural gas will be installed first then telecommunications and then electric. Thornsburg said the sewer line trench will be opened and the sewer line placement will be corrected once the other utilities are completed.	
101 Parallel Building Improvements	(Exec.D) Thornsburg explained the plans for the exterior electrical room to be placed on the north wall. Thornsburg said the design allows for the building to be demised in the future. Thornsburg asked about the color choice for the building. Discussion followed regarding keeping the building colors the same as the BPT buildings to keep a standard that can be easily recognized as the Port. Thornsburg said the architect is working on preparing bid documents.	By consensus, the PC agrees to paint the 101 Parallel Building the same color as the BPT Buildings and the new DIP Building would also be the same color.
Scenic Tours	(Exec.D) Thornsburg said he has heard nothing back from the Larson Heli-Ops regarding the scenic tours.	
Commissioners Reports:	Herman: PC Herman nothing Schmitt: PC Schmitt nothing Vinyard: PC Vinyard nothing	
Public Comment	Lee Ast, Ast Commercial, asked about Klickitat County's progress on updating the Shoreline Master Plan.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:10pm.	

Approved on JULY 5, 2011
(Date)

/s/ MARC D. THORNSBURY
Marc Thornsburg, Executive Director

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ JIM HERMAN
Jim Herman, Secretary

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