

**MINUTES OF A REGULAR MEETING  
of the  
Port of Pittsburgh Commission  
April 21, 2017**

A regular meeting of the Board of the Port of Pittsburgh Commission was held in the Conference Room of the Commission offices, 4955 Steubenville Pike, Suite 245 A, Pittsburgh, PA.

In attendance were Commissioners:

Ferlo	Janairo
Kirk	McQuiston
Spanik	Shipley (ph)
Stephaich	Turer
Vulakovich (ph)	Warner

Staff present: Mary Ann Bucci, Executive Director; Matt Pavlosky, Marketing/Program Manager; and Michael Brinza, Transportation Analyst. Others in attendance included: Eugene Berry, Commission Counsel; Lt. Cmdr. Leon McClain, US Coast Guard; Meghan Fisher, Buchanan Ingersoll & Rooney; Melissa Tzan from Rep. Warner's office; Denise Soisson, Office of PennPORTS and Rich Lockwood from USACE. Doug Dean attended representing Wall-to-Wall Studios. Participating by phone were Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget; and Stephen Burns & Stacey Jo Withers from the Bureau of Commonwealth Payroll Operations. Gloria Ralston, Assistant Secretary of the Port of Pittsburgh Commission, acted as Recording Secretary for the meeting.

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**Agenda Items 1 & 2. Call to order & Welcome**

Vice Chairman Stephaich called the meeting to order at Noon and all participants identified themselves.

**Agenda Item 3. – Review of the Minutes of the January 20, 2017 Meeting**

There were no additions or corrections to the minutes and they were approved as presented.

**Agenda Item 4 – Unfinished Business**

Commissioner Ferlo introduced Doug Dean from Wall-to-Wall Studios who proceeded to update the Commission on the progress being made on the rebranding of the Commission. He explained their methodology, which included stakeholder interviews, and presented the three logos and various taglines and brand language that the Marketing Committee chose as their favorites.

Committee Chairman Ferlo expressed his preference for the PortPitt Logo and the two taglines “Forward in Every Direction” and “Our Region’s Lifeline” but would like to reconvene the Marketing Committee

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for their input. The majority of those present also liked the PortPitt logo which helps give direction to the committee when they next meet. The proposed meeting will also include any interested Commissioners who would like to add their input.

### **Agenda Item 5. – Reports**

- Treasurer: At December 31, 2016 the Commission's treasury balance was \$527,937. Since then deposits totaling \$500,000 have been made toward the Commission's FY16 allocation of \$750,000 and net expenditures totaling \$162,951 have been recognized bringing the Treasury balance to \$864,986 at March 31, 2017. The budgetary balance as of the same date was \$441,037. The Revolving Loan Fund balance remains \$956,124.
- Budget & Finance Committee. Committee Chairman Turer summarized the budget information as it was provided in the pre-meeting packet. Since salaries for FY1718 were part of the discussion, an Executive Session was called.

### **Motion**

Commissioner Ferlo moved to reconvene.

The motion was seconded by Commissioner Spanik and was passed by unanimous vote.

The action taken during the Executive Session was to include in the FY1718 budget a 2 percent cost of living allowance, effective July 1, 2017, for the Executive Director, Administrative Director and Port Analyst.

### **Motion**

Commissioner Turer moved to adopt Budget Resolution 1704-A as adjusted for the salary increases.

The motion was seconded by Commissioner Ferlo and was passed by unanimous vote.

- Executive Committee. Vice Chair Stephaich reminded the Commission that for cash flow reasons, it only approved a one-year contract with Buchanan, Ingersoll, Rooney for the services of Chuck and Meghan. However, the Commission also approved the option to extend that contract one year at a time for up to 4 additional years upon mutual agreement. He called everyone's attention to Resolution 1704-B to retain government liaison services and asked for any discussion. Commissioner Ferlo added that he would like to see more relationship building with Washington, DC.

### **Motion**

Commissioner Janairo moved to adopt Government Liaison Resolution 1704-B.

The motion was seconded by Commissioner McQuiston and was passed with 9 affirmative votes and 1 recusal by Commissioner Vulakovich.

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- Travel Policy Committee. Commissioner Spanik reported that he and the other committee members, Commissioners Janairo and Warner, looked at the Travel Policy that had not been reviewed in over 23 years. The committee revised the policy to incorporate important aspects of the Commonwealth Travel Policy while still allowing the Commission to retain its autonomy over some aspects of Travel. Since promoting the port is often accompanied by Travel, it was also important to look at one aspect of promoting the port that was included in the original Travel Policy with a more critical eye. That was alcohol purchase and consumption.

The committee developed a separate policy to address alcohol purchase, service and consumption and the related liability. Both of these policies were provided in the pre-meeting packet along with Resolution 1704-C which would adopt these policies.

### **Motion**

Commissioner Spanik moved to adopt Resolution 1704-C.

The motion was seconded by Commissioner Janairo and was passed by unanimous vote.

- Strategic Planning Committee. Committee Chairman Stephaich pointed out the latest revisions to the plan were included in the desk packet. However, there will be a meeting called of the Strategic Plan Committee to review these changes and to suggest anything else for the coming year. The resulting recommendations will be presented at the July meeting. Commissioner Ferlo offered his desire to see details of a more aggressive and flexible Revolving Loan Fund added to the plan.
- Executive Director (ED). (A copy of the report included in the meeting packet is available upon request.) The ED highlighted a request from OMB for an additional economic impact study on the Upper Ohio Navigation Project which was authorized in WRDA 2016. Both Sen. Casey and Rep. Rothfus are against wasting any additional funds and time on studies. As for the other port district navigation project, the Lower Mon has not received any additional funding for FY17 under the continuing resolution. Sen. Casey has requested that the administration continue funding to keep this project moving forward.

The Executive Director has a meeting with Deputy Mayor Kevin Acklin to discuss the overlay district and to stress the importance of commercial waterway activities in the Pittsburgh pool.

- Marketing/Program Manager. (A copy of the report included in the meeting packet is available upon request.) Matt Pavlosky briefly discussed the outcomes from a meeting of the Revolving Loan Fund Committee and the anticipated relaunch of the program in Summer 2017. He then summarized his introduction to the CMAQ Program, various outside committees and his visits to various facilities in the Port District.
- Government Affairs Liaison. (A copy of the report included in the meeting packet is available upon request.) In addition to the written report, Meghan Fisher added that Congressman Lou Barletta and Sen. Casey will be in Pittsburgh on June 8 and June 12 respectively which would provide an opportunity to design an event on the federal level to showcase the waterway needs of

the region. Sen. Casey has also requested a bi-partisan press conference for this summer which would include both federal and state officials.

- PennPORTS. Denise Soisson reported that, in the next couple of months, PennPORTS will be evaluating what the budget appropriation to the Port of Pittsburgh Commission will be.

### **Agenda Item 7. – New Business**

Commissioner McQuiston reported that the Southwestern Pennsylvania Commission is updating the regional transportation plan and will be sponsoring a conference on May 11 entitled “Exploring Emerging Trends in Freight.”

### **Agenda Item 8. – Request for Public Comment**

Rich Lockwood, USACE, reported that Pittsburgh is hosting Smart Rivers’17, an international conference on rivers and inland ports, from September 18-21. A River Information Services (RIS) short course will be offered on the afternoon of the 18<sup>th</sup>. Pittsburgh has been chosen as the site for a pilot program for implementing river information services for the entire inland marine transportation system.

Lock Fest will be held May 13 at Lock 4 and will address many issues, especially for the recreational river users. Commissioner McQuiston requested any available information on the operation of the locks on the Allegheny River. Mr. Lockwood reported that there were ongoing studies on the Upper Allegheny as well as the Upper Monongahela but that he had no solid information on either of them.

Commissioner Ferlo inquired about approval for a hydro-electric plant at Highland Park. Mr. Lockwood indicated that the Corps does not issue these approvals; rather they come from the Federal Energy Regulatory Commission (FERC).

Cmdr. McClain from the Coast Guard reported that they hired Dave Fox, a Port Security Specialist to replace Dave Morgan who retired. He served in this capacity in Juneau and Seattle. He also reported that the Port Security Grant Program is under continuing resolution and, therefore, on hold. Also, a program is being instigated to promote safety between commercial and recreational users of the rivers.

There are a number of reported conflicts with the date of the next meeting, July 21, 2017. It was recommended that the meeting be moved to July 14.

With no further business coming before the Board, the meeting was adjourned at 1:20 PM. The next meeting is scheduled for Friday, July 14, 2017 at Noon.

Respectfully submitted,

*Gloria A. Ralston*

Gloria A. Ralston, Assistant Secretary  
Port of Pittsburgh Commission

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