

**MINUTES OF A REGULAR MEETING
of the
Port of Pittsburgh Commission
January 18, 2019**

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:

Shipley	Turer
Ferlo	McQuiston
Pippy	Hurley
Stephaich	Dowling
Spanik	DiPietro
Woodward (ph)	

Staff present: Mary Ann Bucci, Executive Director; Scott Harshman, Marketing/Program Manager; and Michael Brinza, Transportation Analyst. Others in attendance included: Eugene Berry, Commission Counsel; Vincent DeCarlo, USACE and Chuck Kolling, Buchanan Ingersoll & Rooney. Elizabeth Bonini, Office of PennPORTS participated by phone. Maria Midock, Administrative Assistant of the Port of Pittsburgh Commission, taking the minutes of the meeting.

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Chairman Shipley called the meeting to order at Noon.

Agenda Items 1 & 2. Call to order & Welcome

The Chairman welcomed the assembled group and extended a special welcome to Representative Matthew Dowling, PPC's newest Commissioner. A brief overview of his background followed. Scott Harshman was introduced as the new Marketing & Program Manager. All participants identified themselves.

Agenda Item 3. – Review of the Minutes of the October 12, 2018 Meeting

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

Agenda Item 4. – Comments from the Chair

Chairman Shipley informed the Board of the recent resignation of Senator Randy Vulakovich from the Board of the Port of Pittsburgh Commission and introduced a resolution recognizing his service.

Maria Midock, Administrative Assistant of the Commission read the resolution to the Board.

Motion

Commissioner Hurley moved to adopt Resolution 1901-A, commending the service of Senator Randy Vulakovich to the Commission.

The motion was seconded by Commissioner Turer and was passed by a unanimous vote.

Chairman Shipley recognized the service of Rep. Ryan Warner whose term as Commissioner for the Port of Pittsburgh Commission had expired. She introduced a resolution recognizing his service.

Maria Midock, Administrative Assistant of the Commission read the resolution to the Board.

Motion

Commissioner Hurley moved to adopt Resolution 1901-A, commending the service of Rep. Ryan Warner to the Commission.

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

Agenda Item 5 – New Business

- Budget Revision

Treasurer John Pippy introduced a revised operating budget. He asked Executive Director, Mary Ann Bucci to describe the adjustments. There was \$70k additional income resulting from fees received upon closure of the Ferchill Bond Deal. The second adjustment is due to an increase in personnel costs and benefits related to the hiring of a new Marketing and Program Manager.

Treasurer Pippy addressed the final budget adjustment that would allocate funds to purchase a new vehicle for the Executive Director of the PPC. Mary Ann provided information on the vehicles available under the COSTARS Program in Western PA.

Motion

Commissioner Turer moved to accept Resolution 1901-D Adopting a Revised Operating Budget for Fiscal Year 2018-2019.

The motion was seconded by Commissioner Turer, Resolution 1901-D was unanimously passed.

- Form Audit Committee

Chairman Shipley reported that Maher Duessel's audit contract expired December 31, 2018. Mary Ann gave an overview of the process to select an auditor for a new 3 year contract, renewable annually.

Commissioner Pippy will Chair the Audit Committee. The Audit Committee will work along with the staff to review statements and cost proposals to report back to the Board with their recommendation.

Senator Ferlo acknowledged Maher Duessel for the excellent work that they have done.

- RiverWorks Discovery

Commissioner Stepfach introduced a new business item regarding sponsorship of various RiverWorks Discovery educational events. Their staff would be provided to represent PPC educating various age groups with targeted curriculum. A large portion of the river community supports this formal national educational program.

Mary Ann Bucci requested funding for 2019 RiverWorks Discovery programs referencing items in her report. She highlighted the success of 2018 events. RiverWorks will submit a report after each event including the number of attendees and a description of the materials distributed. Mary Ann will invite Errin Howard, RiverWorks Discovery Program Director to come up and speak to the Board.

A brief discussion followed. The Marketing Committee will look into opportunities to obtain direct marketing for the Commission.

Motion

Commissioner Ferlo moved to accept the proposed list of RiverWorks Discovery programs and to fund the project for an amount not to exceed \$10,000.

The motion was seconded by Commissioner Hurley and was passed by a unanimous vote.

- Safe Boating Week

Mary Ann introduced the next item of new business regarding PPC's participation in Safe Boating Week. Last year the Commission partnered with the recreational boating community to promote safe boating in conjunction with the Pirate game which occurred during Safe Boating Week. The event was extremely successful providing exposure to thousands of people.

Requesting permission from the Board for a contribution not to exceed \$10,000, Mary Ann explained that the remaining funds would come from partnerships and other contributors.

Motion

Commissioner Pippy moved to accept the proposed pledge up to \$10,000 for an amount not to exceed \$10,000.

The motion was seconded by Commissioner Stephaich and was passed with 10 affirmative votes and 1 opposed vote by Commissioner Ferlo.

- Discussion & Board Action for Vehicle Purchase

Mary Ann addressed the final item of new business, the purchase of a vehicle to be used by the Executive Director. The Department of General Services and COSTARS, Commonwealth of Pennsylvania's cooperative purchasing program were utilized. The selection process resulted in a recommendation to purchase a Chevrolet Equinox for an amount not to exceed \$31,422.

Motion

Commissioner Ferlo moved to adopt Resolution 1901-E, to purchase an automobile to be used by the Executive Director for an amount not to exceed \$31,422.

The motion was seconded by Commissioner Pippy and was passed by a unanimous vote.

Agenda Item 6. – Finished Business

- Ferchill Project

Mary Ann provided a brief summary of the Ferchill Project. Based on a Resolution from the Commission, The Ferchill Group refinanced a portion of their debt on the Second Avenue building. The deal closed December 28, 2018. The Commission received a \$70k fee for being the conduit.

- US Steel Crane

Mary Ann explained that the 20 year bond deal with US Steel has lapsed. They have been making monthly payments during this final year and paid \$400,000 at the end of the agreement. The crane is now theirs. The Commission has been paid in full as of December 31, 2018.

Agenda Item 7. – Unfinished Business

- CITF

Mary Ann updated the Board that we received our first CITF Grant payment of \$ 17,315. The second payment is in process. The CITF grant has helped with a lot of our marketing efforts.

- PPC Bond Deals

Commissioner Hurley gave a brief summary of the two bond deals that were presented at the previous Board Meeting. There was a question if the developments actually met the intent of this Board. There is a need for guidelines and bond counsel for funding requests going forward. There will be a recommendation that will be drafted and brought before the Board.

A brief discussion followed.

Agenda Item 8. – Reports

- **Marketing Committee.** The Chair recognized Commissioner Ferlo, Chair of the Marketing Committee. We are ready to move forward working with Wall-to-Wall Studios on a continued promotional presence for the Commission. This will include a booth, literature and other marketing materials. Chairman Shipley asked if the PPC participated in the Transportation Research Board (TRB) conferences. This would provide a lot of visibility. A brief discussion followed. Commissioner Ferlo explained that by utilizing the new marketing materials, the Commission will be able to have a physical presence at upcoming events. The Marketing Committee will come up with a plan to provide brand awareness to the community. The plan will include the actions, resources and the funding needed to raise the Commission's profile to better serve the community.
- **Treasurer:** Commissioner Pippy reported that as of December 31, 2018 the Commission's treasury balance was \$349,586. The Revolving Loan Fund's treasury and budgetary balance remained \$956,123.
- **Executive Director (ED).** (A copy of the report included in the meeting packet is available upon request.). In addition to the written report, the ED provided an update on the Economic Impact Study. The RFP went out and was posted on the Commission's website.

The Corps released their 2019 work plan which included full and efficient funding for the Lower Mon Project and \$2.5m for Pre-Engineering Design for the Upper Ohio.

The ED concluded her report informing the Board of two national meetings that will be occurring in this area. PORTS '19 will be coming to Pittsburgh September 15-18, 2019. Sponsored by COPRI, an institute of the American Society of Civil Engineers, it is the first time they have selected an inland port. The 2019 WCI Annual Meeting & Symposium will be in Pittsburgh November 6-8, 2019. Commissioner Stephaich will be the Chair of that committee. WCI has done great things for Pittsburgh and has provided strong support for the Commission.

- Marketing/Program Manager. (A copy of the report included in the meeting packet is available upon request.) Scott informed the Board that the Commission will be applying for CITF grant funding by March 1, 2019. He highlighted several items in his report. The Commission has implemented an outreach to build relationships with individuals and companies along 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, Chuck Kolling spoke about various funding sources, featuring the Commonwealth Financing Authority's DCED Multimodal Transportation Fund. There is a need for interaction with legislatures to educate them on the Commission's existence and purpose.

He then addressed updating the Enabling Legislation of the Port of Pittsburgh. A lot of the organizations that have membership on the Board no longer exist. There will need to be a Committee to work on legislation regarding the representation of the Board.

Commissioner Turer thanked Chuck for all of the updates that he sends and all of his work to keep the Board informed and involved.

- PennPORTS. Beth Bonini noted several recent events that have occurred. October 17, 2018 Women in Transportation had their first joint conference with Pittsburgh, Central PA and Philadelphia. October 24, 2018 she toured the Charleroi Lock and Dam with Mary Ann. December 6, 2018 PPC submitted deliverables which were approved on December 17, 2018. They are scheduling port presentations where the three ports in Pennsylvania will be presenting five year plans to PennDOT executive staff members.

Agenda Item 9. – Request for Public Comment

None.

With no further business coming before the Board, the meeting was adjourned at 1:40 PM. The next meeting is scheduled for Friday, April 26, 2019 at Noon.

Respectfully submitted,

Maria Midock

Maria Midock, Administrative Assistant
Port of Pittsburgh Commission