



**COMMISSION
AGENDA MEMORANDUM**

Item No. 4h

ACTION ITEM

Date of Meeting November 8, 2016

DATE: October 26, 2016

TO: Ted Fick, Chief Executive Officer

FROM: Mike Merritt, Commission Chief of Staff

SUBJECT: Update to Commission 2016 International Travel Authorization

ACTION REQUESTED

Request Commission authorization for a revision to the Commission's 2016 international travel plan.

EXECUTIVE SUMMARY

Pursuant to Section 2 of Resolution No. 3604, at the beginning of each calendar year, the Port Commission is required to consider and approve a motion authorizing possible Commission international travel that can be anticipated for the year. Not all of the approved trips may materialize. Any additional international travel not included in this request will be approved separately by the Commission in an open public meeting.

This request revises trips to Europe and Canada previously planned for the second quarter of 2016 but deferred until the fourth quarter of 2016.

DETAILS

1st Quarter

None

2nd Quarter

~~British Columbia, Germany,~~ Hong Kong, and China

3rd Quarter

Quebec

4th Quarter

British Columbia, Germany, China, and the United Kingdom

Meeting Date: November 8, 2016

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

February 23, 2016 – The Commission authorized an international travel plan for 2016.