



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4d

**ACTION ITEM**

**Date of Meeting** December 13, 2016

**DATE:** December 7, 2016  
**TO:** Ted Fick, Chief Executive Officer  
**FROM:** Mike Merritt, Commission Chief of Staff  
**SUBJECT:** Commission International Travel in January 2017

**ACTION REQUESTED**

Request Commission authorization for international travel in January 2017.

**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. This practice promotes transparency in the Commission's conduct of international travel. When authorization at the start of the year is not feasible, the resolution provides for alternative methods of approval.

In January 2017, prior to holding its first public meeting, the Port Commission intends to travel internationally. Since Resolution No. 3604 requires advance approval for international travel whenever possible, approval for this particular request to travel to Cuba is being made at the Commission's last regular meeting of 2016 on December 13.

**DETAILS**

This visit will provide the Port the opportunity to explore trade, tourism, and environmental opportunities with Cuba.

**ATTACHMENTS TO THIS REQUEST**

None

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

November 8, 2016 – The Commission authorized an update to its 2016 international travel plan.  
February 23, 2016 – The Commission authorized an international travel plan for 2016.