



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4e

**ACTION ITEM**

**Date of Meeting** October 10, 2017

**DATE:** October 4, 2017

**TO:** Dave Soike, Interim Executive Director

**FROM:** Mike Merritt, Commission Chief of Staff

**SUBJECT:** Update to the 2017 Commission International Travel Plan

**ACTION REQUESTED**

Request an update of the Commission's 2017 international travel plan to include additional travel in the fourth quarter.

**BACKGROUND**

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 anticipated Commission international travel 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.

Additional international travel not included in the April request is required to be approved separately by the Commission in an open public meeting. This request makes provision for an additional trip to Canada in the fourth quarter.

**1st Quarter**

Cuba (previously authorized)

**2nd Quarter**

Japan

China

**3rd Quarter**

Asia

**4th Quarter**

Asia

Canada

**COMMISSION AGENDA – Action Item No. 4e**

Page 2 of 2

Meeting Date: October 10, 2017

**ATTACHMENTS TO THIS REQUEST**

None

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

April 25, 2017 – The commission authorized the international travel plan for 2017.

December 13, 2016 – The commission authorized travel to Cuba in January 2017.