

**PHILADELPHIA REGIONAL PORT AUTHORITY**

**MINUTES OF THE PHILADELPHIA REGIONAL PORT AUTHORITY  
BOARD OF DIRECTORS MEETING**

**FEBRUARY 16, 2007**

**Philadelphia Regional Port Authority Board Members Present:**

Chairman, Brian Preski, Boise Butler, John Cuff (via telephone), Frank Gillen, Thomas Kelly, James McErlane (via telephone), Chad Rubin, Herb Vederman, Harry Williams

**Philadelphia Regional Port Authority Board Members Absent:**

Charles Marshall

**Philadelphia Regional Port Authority Staff Present:**

James T. McDermott, Jr., Robert Blackburn, Don Brennan, Jack Dempsey, Francis Kelly, Edward Henderson, Gregory Iannarelli, Charles Lawrence, Sean Mahoney, William McLaughlin, Joseph Petruzzi, Donna Powell, Marian Simpson, James Walsh, Nicholas Walsh

**Commonwealth of Pennsylvania:**

Rep. Bill Keller, Herb Packer

**Others:**

Michael Meehan, Chuck McDonald, Rick Wooten, Tim O'Neill, James Paylor

The February meeting of the Board of Directors of the Philadelphia Regional Port Authority was held on February 16, 2007 at 9:30 a.m. in the office of the Philadelphia Regional Port Authority, 3460 North Delaware Avenue, Philadelphia, PA.

Chairman Preski called the meeting to order and immediately adjourned to an Executive Session.

The Public Session was reconvened and the first order of business was the approval of the meeting minutes of December 15, 2006. A motion for approval of the minutes were made, seconded and approved.

**Resolutions:**

**#2007-01 Redesign and Update of PRPA's Corporate Brochure**

Mr. Mahoney said PRPA's current brochure was printed in 2002 and is out of date and changes at both the Authority and the broader port community necessitate an update. Staff recommends contracting with Tri-State Press to design and produce an updated PRPA corporate brochure.

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The motion was made and seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the “Authority”) has been authorized under Section 6 of the Act of July 10, 1989, P.S. 291, 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the “PRPA Act”) to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the staff of the Authority desires to redesign and update PRPA’s corporate brochure that will equally serve both the marketing and public relations efforts of the PRPA; and

**WHEREAS**, staff proposes to contract with the Tri-State Press (the “Contractor”) to provide the professional services described in Exhibit “A” (which information is attached and incorporated herein by reference); and

**WHEREAS**, the staff of the Authority has determined that the Contractor has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to perform the professional services described in Exhibit “A”. The agreement shall provide for total payments to the Contractor for the redesign and upgrade of the PRPA brochure, inclusive of all expenses, for a maximum amount of \$80,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this resolution.

The motion was made, seconded and approved. Resolution No. 2007-01 and Exhibit “A” on file with the Authority.

**#2007-02 Enhancement and updates of PRPA's Corporate Website**

Mr. Mahoney said Cirring Interactive would redesign the website which would include recompressed video to create web-friendly faster versions of seven (7) video clips from PRPA's CD-ROM. It would allow the creation of monthly reports, yearly summaries, indicating traffic, usage and any other critical metric information required by PRPA or its representatives. It would also create a new graphic map of the port for use on the site. Chairman Preski asked each board member to submit a photo and a bio for the website.

The motion was made, seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized, under Section 6 of the Act of July 10, 1989, P.L. 291, 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the staff of the Authority desires to engage the services of Cirring Interactive (the "Contractor") to revise, update and graphically enhance its website; and

**WHEREAS**, the staff of the Authority has determined that Cirring Interactive has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to perform the services described in Exhibit "A", inclusive of all services, supplies and materials as may be necessary or desirable with respect thereto, but in any event such agreement shall provide for total payments to the Contractor, inclusive of all expenses for which such Contractor is to be reimbursed by the Authority, to be not greater than \$20,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement by which the services shall be provided as noted above, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate such arrangements.

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The motion was made, seconded and approved. Resolution No. 2007-02 and Exhibit "A" on file with the Authority.

**#2007-03 Extension of Contract with A-Valey Engineering, Inc. for PECO Reimbursement Study**

Mr. Lawrence said staff is recommending extending the contract with A-Valey Engineering. A-Valey is confident they can negotiate reimbursement of payments made by PRPA that were triggered by PECO's minimum billing requirement with regard to the LMSRs and/or a reduction in the rates that were paid.

The motion was made, seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Board of the Authority determined on May 19, 2006 in Resolution No. 2006-20 to contract with A-Valey Engineering, Inc.; and

**WHEREAS**, the Board of the Authority has determined on the basis of information provided to it (which information is attached hereto as Exhibit "A" and incorporated herein by reference), to extend the contract with A-Valey Engineering, Inc.; and

**WHEREAS**, the staff of the Authority has determined that A-Valey Engineering, Inc. (the "Contractor") has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to perform the professional services described in Exhibit "A". The agreement shall provide for total payments to the Contractor consistent with the rate structure outlined in Exhibit "A".

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2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this Resolution.

The motion was made, seconded and approved. Resolution No. 2007-03 and Exhibit "A" on file with the Authority.

**#2007-04 Contract with DMJM Harris for Engineering Services**

Mr. Lawrence said staff is recommending a contract with DMJM Harris to provide an on-call arrangement, allowing PRPA to request, on short notice, services for investigation of problems, design and documentation for construction, and other engineering services.

Chairman Preski asked Mr. Lawrence to provide the Board with a report on all draw down contracts with engineering firms.

The motion was made, seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Board of the Authority has determined, on the basis of information provided to it (which information is attached hereto as Exhibit "A" and incorporated herein by reference) to obtain the professional services of DMJM Harris to perform on-call engineering services; and

**WHEREAS**, the staff of the Authority has determined that DMJM Harris (the "Contractor") has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into agreement with the Contractor to perform the professional services described in Exhibit "A". The agreement shall provide for total payments to the Contractor for services, inclusive of all expenses, for a maximum amount of \$100,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this resolution.

The motion was made, seconded and approved. Resolution No. 2007-04 and Exhibit "A" on file with the Authority. Chairman Preski and Mr. Rubin abstained from voting. Chairman Preski noted for the record the necessity for Mr. Marshall to vote on the resolution requiring a qualified majority vote.

**#2007-05 Authorization to Negotiate with Keystone Outdoor Advertising Co., to Lease Ground for Advertising**

**RESOLUTION PULLED FROM AGENDA**

**#2007-06 Contract for Engineering Services for Roof Rehabilitation on Piers 38-40 South**

Mr. Lawrence said Piers 38-40 are in need of roof repairs. As the deterioration of the roofs involves structural as well as roofing failures, staff proposes to employ Professional Roof Services to perform a thorough investigation of the roofs, prepare detailed bid documents and provide construction management. The contract will be for a fee not to exceed \$48,000.

The motion was made and seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

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**WHEREAS**, the Board of the Authority has determined, on the basis of information provided to it (which information is attached hereto as Exhibit "A" and incorporated herein by reference) to obtain the professional services of Professional Roof Services, Inc. to provide detailed roof and structural repair drawings, specifications and construction management; and

**WHEREAS**, the staff of the Authority has determined that Professional Roof Services, Inc. has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into agreement with the Contractor to perform the professional services described in Exhibit "A". The agreement shall provide for total payments to the Contractor for services, inclusive of all expenses, for the maximum amount of \$48,000.00.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this resolution.

The motion was made, seconded and approved. Resolution No. 2007-06 and Exhibit "A" on file with the Authority.

**#2007-07 Contract with Information Management Systems for PRPA Accounting Software Review and Analysis**

Mr. Henderson said the Finance Department utilizes Peachtree Today accounting software as the core financial system. Peachtree is an inexpensive, off the shelf software package that has limitations. More advanced systems enable greater detail and access to related accounting information electronically. These systems have the ability to provide for expanded project management, internal controls, and purchasing modules. The PRPA's 2005/2006 management letter recommended that the PRPA explore alternatives to the Peachtree system. Given the magnitude of this decision additional research and review needs to occur prior to a formal decision. Staff recommends engaging Information Management Systems. This firm would be of assistance in reviewing and evaluating the system as it relates to potential software upgrades.

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The motion was made, seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the “Authority”) has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the “PRPA Act”) to make and enter into contracts of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Board of the Authority has determined to contract with Information Management Systems to provide more advanced accounting systems, enable greater detail and access to related accounting information electronically; and

**WHEREAS**, staff has determined that Information Management Systems (the “Contractor”) has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to provide the professional services described in Exhibit “A”. The agreement shall provide for total payments to the Contractor for the services, inclusive of all expenses, for a maximum amount of \$10,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this Resolution.

The motion was made, seconded and approved. Resolution No. 2007-07 and Exhibit “A” on file with the Authority.

**#2007-08 Contract with Diversified Rehabilitation & Consulting, Inc. for Job Classification Analysis**

Mr. Iannarelli said the purpose of the Resolution is to take the first step in the development of the prevailing wage program by retaining Diversified Rehabilitation and Consulting, Inc. to prepare job classifications for the type of jobs that are normally performed at PRPA owned marine terminals.

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The motion was made and seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the “Authority”) has been authorized under Section 6 of the Act of July 10, 1989, P.S. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the “PRPA Act”) to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Board of the Authority has determined to contract with Diversified Rehabilitation & Consulting, Inc. to perform a job classification study with regard to the Authority’s Prevailing Wage Program; and

**WHEREAS**, staff has determined that Diversified Rehabilitation & Consulting, Inc. (the “Contractor”) has the requisite expertise and capacity to provide the services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to perform the professional services described in Exhibit “A”. The agreement shall provide for total payments to the Contractor for the services described, inclusive of all expenses, for a maximum amount of \$20,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this Resolution.

The motion was made, seconded and approved. Resolution No. 2007-08 and Exhibit “A” on file with the Authority.

**#2007-09 Development of Site Criteria and Preliminary Layout**

Mr. Walsh said the purpose of this project is to identify a preferred site for the location of a FastShip Terminal in Philadelphia and to prepare a conceptual layout plan of the site. Staff recommends moving forward in executing a contract with Urban Engineers.

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The motion was made and seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the “Authority”) has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1-697.24 of the General Assembly of the Commonwealth of Pennsylvania (the “PRPA Act”) to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11 (d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Authority received a Marine Cargo Terminal Grant (“Grant”) from the Department of Transportation, Maritime Administration; and

**WHEREAS**, the Authority retained FastShip, Inc., as Project Manager to assist in complying with the deliverables set forth in the Grant; and

**WHEREAS**, as part of the deliverables under the Grant, the Authority is to generate and submit a development plan of a marine cargo terminal capable of handling high-speed advance vessels and meeting military sea lift requirements (“Development Plan”); and

**WHEREAS**, in furtherance of completing the Development Plan, the Authority received a proposal from Urban Engineers, Inc. (“Contractor”) to develop site criteria and create a preliminary layout of a terminal capable of meeting the requirements set forth in the Grant;

**WHEREAS**, the Project Manager disclosed that it has a preexisting relationship with the Contractor and has provided copies of all contracts relating to said relationship; and

**WHEREAS**, the staff of the Authority has determined that the Contractor has the requisite expertise and capability to provide the services herein described in; and

**WHEREAS**, preliminary review of the contracts between Contractor and Project Manager did not reveal any material impact to the proposed services to be provided; and

**WHEREAS**, the Board of the Authority has determined, on the basis of information provided to it (which information is attached hereto as Exhibit “A” and incorporated herein by reference), to enter into a professional services contract with the Contractor to develop site criteria and create a preliminary layout of a terminal capable of meeting the requirements set forth in the Grant.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to develop site criteria and create a preliminary layout of a terminal capable of meeting the requirements set forth in the Grant; as described in Exhibit "A" in the amount not to exceed \$92,645.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents of other instruments as may be necessary to effectuate the purposes of this Resolution.

The motion was made, seconded and approved. Resolution No. 2007-09 and Exhibit "A" on file with the Authority. Chairman Preski and Chad Rubin abstained from voting.

**#2007-10 Terminal Performance Evaluation**

Mr. Walsh said the purpose of the project is to identify performance requirements for the design of a FastShip Capable Terminal. Staff recommends contracting with TTS Handling Systems for this service.

The motion was made, seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized under Section 6 of the Act of July 10, 1989, P.L. 55 P.S. Sections 697.1-697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11 (d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Authority received a Marine Cargo Terminal Grant ("Grant") from the Department of Transportation, Maritime Administration; and

**WHEREAS**, the Authority retained FastShip, Inc., as Project Manager to assist in complying with the deliverables set forth in the Grant; and

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**WHEREAS**, as part of the deliverables under the Grant, the Authority is to generate and submit a development plan of a marine cargo terminal capable of handling high-speed advance vessels and meeting military sea lift requirements (“Development Plan”); and

**WHEREAS**, in furtherance of completing the Development Plan, the Authority received a proposal from TTS Port Equipment, AB. (“Contractor”) to identify terminal performance requirements capable of meeting the requirements set forth in the Grant and to provide oversight on the integration of the criteria into the preliminary layout and future terminal simulation;

**WHEREAS**, the Project Manager disclosed that it has a preexisting relationship with the Contractor and has provided copies of all contracts relating to said relationship; and

**WHEREAS**, the staff of the Authority has determined that the Contractor has the requisite expertise and capability to provide the services herein described in; and

**WHEREAS**, preliminary review of the contracts between Contractor and Project Manager did not reveal any material impact to the proposed services to be provided; and

**WHEREAS**, the Board of the Authority has determined, on the basis of information provided to it (which information is attached hereto as Exhibit “A” and incorporated herein by reference), to enter into a professional services contract with the Contractor to develop site criteria and create a preliminary layout of a terminal capable of meeting the requirements set forth in the Grant;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to develop site criteria and create a preliminary layout of a terminal capable of meeting the requirements set forth in the Grant; as described in Exhibit “A” in the amount not to exceed \$122,500.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents of other instruments as may be necessary to effectuate the purposes of this Resolution.

The motion was made, seconded and approved. Resolution No. 2007-10 and Exhibit “A” on file with the Authority.

**#2007-11 Contract for Engineering Services with A-Valey Engineering, Inc.**

Mr. Lawrence said PRPA desires to supplement its in-house engineering capability with professional and technical engineering services in various disciplines, such as energy, mechanical, electrical and environmental engineering. A-Valey will provide an on-call arrangement, allowing PRPA to request, on short notice, services for investigation of problems, design and documentation for construction and other engineering services.

The motion was made and seconded as follows:

**WHEREAS**, the Philadelphia Regional Port Authority (the "Authority") has been authorized under Section 6 of the Act of July 1989, P.L. 55 P.S. Sections 697.1 – 697.24 of the General Assembly of the Commonwealth of Pennsylvania (the "PRPA Act") to make and enter into contracts in furtherance of its purposes; and

**WHEREAS**, Section 11(d) of the PRPA Act sets out procedures whereby such contracts may be awarded for professional services in furtherance of the powers and duties of the Authority without competitive bidding; and

**WHEREAS**, the Board of the Authority has determined on the basis of information provided to it (which information is attached hereto as Exhibit "A" and incorporated herein by reference), to obtain the professional services of A-Valey Engineering, Inc.; and

**WHEREAS**, the staff of the Authority has determined that A-Valey Engineering, Inc. (the "Contractor") has the requisite expertise and capacity to provide on-call engineering services herein described.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Authority enter into an agreement with the Contractor to perform the professional services described in Exhibit "A". The agreement shall provide for total payments to the Contractor for a maximum amount of \$100,000.
2. The Executive Director of the Authority, with the advice of its Chief Counsel, is hereby authorized and directed to negotiate the specific terms and conditions of the agreement, and the Executive Director is hereby authorized and directed to execute, acknowledge and deliver on behalf of the Authority any agreements, documents or other instruments as may be necessary to effectuate the purposes of this Resolution.

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The motion was made, seconded and approved. Resolution No. 2007-11 and Exhibit "A" on file with the Authority.

Chairman Preski advised the Board that on March 2, 2007 an informational briefing concerning the Food Distribution Center will be held at PRPA. He thanked the Board for their presence today.

Rep. Bill Keller introduced Jim Paylor, International Vice President of the Longshoremen's Association. Mr. Paylor stated that he would be present on March 2, 2007 in support of the presentation regarding the Food Distribution Center.

There being no further business to come before the Board the meeting was adjourned.

Respectfully Submitted,

Marian Simpson  
Secretary for the Board