



Commonwealth Ports Authority

Main Office: SAIPAN INTERNATIONAL AIRPORT, 2ND Floor Arrival Bldg.
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NOTICE OF REGULAR MEETING

The Commonwealth Ports Authority (CPA) hereby gives notice that a Regular Meeting of the Board of Directors will be held on Thursday, March 16, 2023, at 2:00 p.m. in the CPA Conference Room, second floor of the Captain George M. Fleming Building at the Port of Saipan on Saipan. The following items are on the agenda for the above-referenced meeting:

AGENDA

- I. PRELIMINARY MATTERS**
 1. Call to Order
 2. Roll Call
 3. Adoption of Agenda
 4. Adoption of Minutes (February 21, 2022)
- II. PUBLIC COMMENT(S)**
- III. CORRESPONDENCES**
- IV. COMMITTEE REPORTS**
 1. Financial Affairs Committee (with Grants and Internal Auditor Reports)
 2. Airport Facilities Committee
 3. Seaport Facilities Committee
 4. Personnel Affairs Committee
- V. EXECUTIVE DIRECTOR'S REPORT**
- VI. OLD BUSINESS:**
 1. Request for Proposal for Owner Engineer Agent
 2. Saipan Shipping Lease
 3. CPA Employee Handbook
 4. Drug Policy
 5. Supervisor Evaluation
 6. Desk Audit/Performance Audit
 7. No Smoking and Betelnut Chewing Policy
 8. Board Resolution 2023-02: Appreciation for Airlines
 9. Echo Dock
 10. Supplemental Budget Request: Rota Tractor & Mower
- VII. NEW BUSINESS:**
 1. Micronesia Air Cargo Services
 2. Huang Shun Lease
 3. For Adoption: Procurement Rules and Regulations-Small Purchases
 4. Saipan Airport Commuter Terminal Construction Change Order No. 1
- VIII. EXECUTIVE SESSION**
 - Legal Counsel Reports: Legal matters/Litigation
- IX. MISCELLANEOUS MATTERS**
- X. ADJOURNMENT**

All interested persons are welcome to attend and to submit written or oral testimony on the above agenda items. A time limit may be imposed. Video Conferencing is also available via Zoom.

Zoom link: Zoom link: Meeting ID: 898 0318 0837 Passcode: 573227

KIMBERLYN KING-HINDS
Chairwoman, Board of Directors

March 10, 2023



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NOTICE OF BOARD COMMITTEE MEETINGS

The Commonwealth Ports Authority hereby gives notice that there will be Board Committee Meetings on Thursday, March 16, 2023, at 10:30 a.m. in the CPA Conference Room, second floor of the Captain George M. Fleming Building at the Port of Saipan on Saipan. The following items are on the agenda for the above-referenced meeting:

COMMITTEE AGENDAS

AIRPORT FACILITIES COMMITTEE

- I. Call to Order, Roll Call, Adoption of Agenda, Adoption of Minutes (February 21, 2023)**
- II. Public Comments**
- III. Old Business:**
 - 1. Solar Request for Proposal (RFP) Status Report
 - 2. Public-Private Partnership
 - 3. Request for Proposal for Owner Engineer Agent
 - 4. Board Resolution 2023-02: Appreciation for Airlines
- IV. New Business:**
 - 1. Micronesian Air Cargo Services
 - 2. Updated Airport Facilities Committee Report
- V. Executive Session (if needed)**
- VI. Miscellaneous/Announcements**
- VII. Adjournment**

PERSONNEL AFFAIRS COMMITTEE

- I. Call to Order, Roll Call, Adoption of Agenda, Adoption of Minutes (February 21, 2023)**
- II. Public Comments**
- III. Old Business:**
 - 1. CPA Employee Handbook
 - 2. Drug Policy
 - 3. Supervisor Evaluation
 - 4. Desk Audit/Performance Audit
 - 5. No Smoking and Betelnut Chewing Policy
- IV. New Business:**
 - 1. Updated Personnel Affairs Committee Report
- V. Executive Session (if needed)**
- VI. Miscellaneous/Announcements**
- VII. Adjournment**

*continued below.

SEAPORT FACILITIES COMMITTEE

- I. Call to Order, Roll Call, Adoption of Agenda, Adoption of Minutes (February 21, 2023)**
- II. Public Comments**
- III. Old Business**
 - 1. Echo Dock
- IV. New Business:**
 - 1. Huang Shun Lease
 - 2. Updated Seaport Facilities Committee Report
- V. Executive Session (if needed)**
- VI. Miscellaneous/Announcements**
- VII. Adjournment**

FINANCIAL AFFAIRS COMMITTEE

- I. Call to Order, Roll Call, Adoption of Agenda, Adoption of Minutes (February 21, 2023)**
- II. Public Comments**
- III. Old Business:**
 - 1. Audit Corrective Action Update
 - 2. Transition Committee Report
 - 3. Supplemental Budget Request: Rota Tractor & Mower
- IV. New Business:**
 - 1. For Adoption: Procurement Rules and Regulations- Small Purchases
 - 2. Saipan Airport Commuter Terminal Construction Change Order No. 1.
 - 3. Updated Financial Affairs Committee Report
 - a. Grants Report
 - b. Internal Auditor Report
- V. Executive Session**
- VI. Miscellaneous/Announcements**
- VII. Adjournment**

All interested persons are welcome to attend and to submit written or oral testimony on the above agenda items. A time limit may be imposed. Video Conferencing is also available via Zoom. [Zoom link](#): Meeting ID: 898 0318 0837 Passcode: 573227

Barrie C. Toves *Ramon A. Tebuteb* *Pete P. Reyes* *Joseph M. Diaz*
Airport Facilities Chair Financial Affairs Chair Seaport Facilities Chair Personnel Affairs Chair