



APPROVED 9/3/19

**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING  
TUESDAY, JULY 16, 2019, 6:00 P.M.  
POTB MAIN OFFICES – CONFERENCE ROOM  
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 6:03 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; and Gerry Opdahl.  
Commissioners Elect: Matt Mumford and Cyrus Javadi (at 6:13 p.m.)  
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick  
Milt Johnson, CPA w/Brian P Fitzsimmons  
Tonya Moffitt, CPA w/Merina + Co.
2. Public Comment for Items Not on the Agenda – None
3. Swearing in of Re-Elected Commissioner Jack Mulder and Newly Elected Commissioner Matt Mumford – Michele Bradley administered the Oath of Office to Jack Mulder and Matt Mumford.
4. Discussion and Consideration of Resolution 2019-2020 #1 Business Matters Appointment and/or Authorization. There were no changes from last year suggested to the Business Matters. **Gerry Opdahl moved to Approve Resolution 2019-2020 #1 Business Matters Appointment and/or Authorization and to elect Jack Mulder as President; Jim Young as Vice President; Matt Mumford as Secretary and Gerry Opdahl as Treasurer. Matt Mumford seconded, and the motion carried (4-0); Cyrus Javadi absent.**
5. Discussion and Consideration of Liaison Positions for FY 2019-2020 – **Jim Young moved to appoint Matt Mumford to be the Liaison to the Friends of the Tillamook Air Museum (FOTAM); Cyrus Javadi to Liaise with Oregon Solutions; Jim Young to continue with Tillamook Lightwave (TLW) and Northwest Area Commission on Transportation (NWACTION); Jack Mulder with Salmonberry Trail Intergovernmental Agency (STIA); and Gerry Opdahl with FOTAM. Michele Bradley will continue to liaise with the Economic Development Council of Tillamook County (EDCTC); Oregon Public Ports Association (OPPA); and the Special Districts Association of Oregon (SDAO) Board. She is still the alternate**

**to NWACT; Col-Pac Economic Development; and STIA. Matt Mumford seconded, and the motion carried (4-0); Cyrus Javadi not sworn in yet.**

Cyrus Javadi took the Oath of Office at 6:20 p.m.

6. Presentation of Port of Tillamook Bay Audit for FY 2017-2018. Tonya Moffitt, Partner, Merina + Co. reported that while the audit was due for completion by December 31, 2018 Merina ran into an issue they needed to investigate that caused it to take a little longer. They asked for an extension from the Secretary of State and permission was granted to have a late audit. Tonya reported the audit was an unmodified opinion on the financial statements, meaning Merina believes the financial statements are materially correct. Merina also performed a single audit which is required because the Port received more than \$750,000 of federal funding. The single audit verifies that the Port complied with the requirements attached to receiving the grants. Tonya stated that the Port co-operated fully with the audit and provided full access to the financial records. She spoke about revised reporting requirements; reviewed different aspects of the audit report; and answered questions from the board.
7. Discussion and Consideration of Consent Agenda
  - a. Prior Meeting Minutes – May 29, 2019 Strategic Business Plan (SBP) Workshop; June 11, 2019 Budget and Regular Meeting; June 20, 2019 Special Meeting – SBP Public Hearing
  - b. Lease Order #19-13 Tillamook Gun Club; 26.7 acres land; Operating Gun Club; 30 year with 15-year renewal
  - c. Lease Order #19-14 Cyrus Javadi; Hangar #22; Storage; mo. to mo.
  - d. Lease Order #19-15 Double Swinging S Ranch; Bldg. 26; Shop/Storage; mo. to mo.
  - e. Lease Order #19-16 Oregon Coast Railriders; Airport; Parking; mo. to mo.

**Jim Young moved to approve the Consent Agenda as presented, Gerry Opdahl seconded, and the motion carried (5-0).**

8. Discussion and Consideration of Resolution 2019-2020 #2 Declaring Property as Surplus and Directing the Manner for Disposal. **Matt Mumford moved to approve Resolution 2019-2020 #2 Declaring Property as Surplus and Directing the Manner for Disposal. Gerry Opdahl seconded, motion carried (5-0).**
9. Discussion and Consideration of Resolution 2019-2020 #3 Accepting a \$100,000 Grant Award Offer for Phase I – Engineering and Environmental, from the Federal Aviation Administration for Airport Improvement Grant 3-41-0060-017-2019 for Main Apron Expansion; and Authorization for General Manager to Sign Grant-Related Administration Documents After Independent Fee Estimate Has Been Received and Negotiated (IF Needed), As a Conditional Approval for Federal Grant Documents to Be Received. **Gerry Opdahl moved to Approve Resolution 2019-2020 #3 Accepting a \$100,000 Grant Award Offer for Phase I – Engineering and Environmental, from the Federal Aviation Administration for Airport Improvement Grant 3-41-0060-017-2019 for Main Apron Expansion; and Authorization for General Manager to Sign Grant-Related Administration Documents After Independent Fee Estimate Has Been Received and Negotiated (IF Needed), As a Conditional Approval for Federal Grant Documents to Be Received. Jim Young seconded, and the motion carried (5-0).**

Jack reported comments made to him regarding the Airport; that rents are too high; the fuel tanks aren't kept filled; and that the FBO needs more amenities such as vending machines and items on hand for sale such as oil, charts and pilot supplies. It was also suggested to have a maintenance hangar and a flight school. They also feel that the Port doesn't promote the airport enough. Michele said the fuel tanks are filled at the beginning of the season but only filled to about 3,000 gallons after summer to prevent having the fuel get too old in the tanks. She said that a maintenance hangar is in the long term plans for when the apron expansion is completed and the Port has looked into the possibility of having a flight school based at the airport.

10. Discussion and Consideration of Intergovernmental Agreement between the State of Oregon, through the Oregon Department of Aviation, and the Port of Tillamook Bay, Contract/Agreement Number 33710, regarding the 2019 Statewide Airport Pavement Maintenance Program (PMP) and Authorization for General Manager to Sign Related Documents, including the State Sponsorship Agreement. Every two years, the state will make repairs worth up to \$20,000 to the cracks in the airport pavement and for painting at no cost to the Port. **Jim Young moved to Approve the IGA Number 33710 as Presented in the Agenda; Matt Mumford seconded; and the motion carried (5-0).**
13. Executive Session per ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. (Moved up on agenda due to time constraints.) **Jack Mulder recessed the Regular Meeting and entered Executive Session at 7:49 p.m. He exited the Executive Session and reconvened the Regular Meeting at 8:39 p.m.**
11. June 2019 Financial Report – Pami Boomer told the board that Milt Johnson has been helping her create schedules needed for audit purposes at the end of the FY. She went over the graph of the pool account to identify the different purposes for the funds in the pool and explained to the new commissioners about setting aside funds every month to pay the debt service principle payment when it comes due. Pami pointed out the new, separate pool account strictly for the road maintenance to allow transparency in tracking the funds. She told the board that the Port did very well in FY 2017 – 18, showing an estimated profit of \$507,000; and, although there may be some small invoices still to come in, they won't total very much. Pami reported that the auditors will be at the Port the last week of July to begin the field work on the FY 2018-19 audit. She was happy to note that the Port will not have the expense of a single (separate) audit since the Port didn't receive \$750,000 in federal funds in FY 2018-19 which triggers the requirement for one. She invited any of the commissioners to come see her if they have any questions or concerns. Jim asked what is happening with the plane at the intersection of Hwy 101 and Long Prairie Road. Michele said that an idea making the rounds is to put it on display in the museum after it is taken down and painted. It would be replaced with a metal frame of a blimp that would be better in the weather and still catch the eyes of the public.
12. Manager's Report
  - a. June 2019 Safety Meetings (info)
  - b. June report to DEQ for Stormwater
  - c. Detailed Election Results – Michele and the commissioners were interested that there were write in votes against the three successful candidates.
  - d. Headlight Herald article on Strategic Business Plan – The article was shorter than expected.

- e. Closing Report – McVay Estate legal: Lawsuit regarding zipline fatality was not pursued and was closed after statute of limitations passed.
- f. Update on Wheeler Property Sale (2N100301390) Agreement – Sale closed and funds deposited into the pool account.
- g. SDAO Consulting Services Benefit (discussion/training) – Michele informed the board there is a training class in Newport in August that is full but SDAO offers board training on site. The Port could schedule a class and invite other districts to participate.
- h. Update on Discussion with City regarding water rate, trail development fee, and other items. Michele reported that she, Mike Christie and Aaron Palter met with the City of Tillamook City Manager Paul Wyntergreen and Mayor Suzanne Weber on several issues. Michele will update the board as things progress.

14. New Business: Commissioner Comments - None

15. Committee Reports - Reports were waived due to time constraints.

- a. Tillamook Lightwave – Jim Young
- b. Salmonberry Trail – Jack Mulder
  - i. Discuss STIA Request for funding
- c. Friends of Tillamook Air Museum (FOTAM) – Gerry Opdahl

16. Communications

- a. Next Special Meeting – **Thursday, August 1, 2019 @ 12:30 p.m.** (If Needed) – Confirm Quorum
- b. Next Regular Meeting – **Tuesday, August 20, 2019 @ 6:00 p.m.**
- c. Copies in packet:
  - \* Updated Board Rules
  - \* Updated Board By-laws
  - \* Updated Amended Strategic Business Plan (2019)

17. Adjournment at 9:00 p.m.