



**APPROVED 2/20/2018**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, JANUARY 16, 2018, 6:00 P.M.**

**POTB MAIN OFFICE – CONFERENCE ROOM**

**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: @ 6:02 p.m.  
Recognition of Persons Present: Commissioners Bob Olsen; Jack Mulder; Carolyn Decker; Jim Young and Gerry Opdahl (left @ 8:00 p.m.)  
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick  
Larry Condon – BioGas Corporation  
Kaylan Sisco and David Harper - YMCA
2. Public Comment for Items Not on the Agenda: None
3. Discussion regarding YMCA proposal for use in Building 59 – Kaylan Sisco, YMCA CEO submitted a request to lease, at minimal or no rent (a “community rate”), approximately 10,000 sf of Bldg. 59 to use as a youth off season sports training facility. With the limited space at their main building they are unable to accommodate their membership and still provide the training opportunities for the area youth. During the necessary remodeling the YMCA would make repairs and improvements to Building 59. The activities would be batting, pitching and drill cages; and strength and cardio training with a study area for students to use while waiting for the equipment. The YMCA carries insurance and always has at least 2 adults for supervision on site while open and the School Superintendent has approved bus transportation to the facility after school. The Board felt this would be a benefit to the community and reached a consensus to direct Michele to work up a lease.
4. Discussion and status update from BioGas Corp., LLC – Larry Condon of BioGas Corp. reported that the final draft of the Supply Agreement with a sufficient number of dairymen participating was sent to him that morning and just needs to be signed and returned. They have agreements with a technology firm for upgrades to the plant and are working on a Supply Agreement with TCCA for materials to buffer the methane. They are considering PGE, PUD and NW Natural Gas as options for offtake and will pick one in the next few weeks. The farmers will be responsible for the hauling expenses. Larry has a meeting with DEQ to update the permits already held by the Port. He told the Board that BioGas is ready to begin the lease process and expects the digester to be operating within 4 – 5 months once that is done. It was decided that Michele will gather the necessary information and draft a lease to send to legal to discuss at the February Regular Meeting.

5. Discussion and Consideration of Rail Line Use and Agreement With Salmonberry Trail Intergovernmental Agency (STIA): The Board discussed some of the conflicting goals of the Oregon Coast Scenic Railroad (OCSR) and STIA regarding part of the Salmonberry canyon. Gerry Opdahl objected to a 99 year term lease with STIA without also giving OCSR a 50 year lease. Michele Bradley discussed that a full, clean copy of the draft lease was not available yet, and provided the most recent written draft, which has not changed much since the Board saw it this summer. There are still 3 – 5 issues where clarifying language is being added as the legal teams continue to discuss. **Jack Mulder moved to Approve the Rail Line Use and Agreement With the Salmonberry Trail Intergovernmental Agency. Jim Young seconded and the motion carried (4-1); Gerry Opdahl dissenting.**
6. Discussion and Consideration of Updated Employee Personnel Manual: **Carolyn Decker moved to Approve the Updated Employee Personnel Manual and Jack Mulder seconded; motion carried (5-0).**
7. Discussion and Consideration of OBDD Port Planning and Marketing Grant Closing Documents and Authorization for Board President to Sign: The Grant provided funds to market the newer facilities available for lease. **Jim Young moved to Close Out the OBDD Port Planning and Marketing Grant and Authorize President Bob Olsen to Sign Project #521862 Port of Tillamook Bay. Carolyn Decker seconded and the motion carried (5-0).**
8. December 2017 Financials – Pami Boomer reviewed the financials with the Board and answered questions from the Commissioners. Most departments are ahead of budget for revenues and most are on track with the budget for expenses. The pool fund is building up from revenue set aside to cover the debt service payments when they come due. Gerry Opdahl asked how much revenue is earned by RV storage in Building 6 and will use the figures to determine the feasibility of constructing a building to use for RV storage. The quarterly department supervisors' meeting will be within a couple of weeks and the main goal will be discussing options for increasing revenue.
  - a. Audit Financial Statements FY 2016-2017: Pami offered copies to the Commissioners.
  - b. Audit presentation date: Representatives from Merina will be at the February 20, 2018 board meeting.
  - c. Confidential Audit Letter to board members – there were no negative findings from the audit.
9. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – Regular Meeting December 19, 2017; Special Meeting January 4, 2018
  - b. Lease Order 18-01 Pelican Brewing Co.; Bldg. 6; Storage; 1 year, then mo to mo
  - c. Lease Order 18-02 Wendi Downing, dba AFLAC; Bldg. 54; Office Space; mo to mo
  - d. Lease Order 18-03 Rod Johnson Construction; Bldg. 59; Storage; mo to mo

**Jim Young moved to Approve the Consent Agenda as Written; Carolyn Decker seconded and the motion carried (4-0); Gerry Opdahl absent.**

10. Committee Reports:

- a. Tillamook Lightwave – Commissioner Young reported that there were some problems with the paperwork from the original bid process for the HVAC system so the members had to fix the problem and then put the project out to bid again.
- b. Salmonberry Trail – Commissioner Mulder reported that STIA will be meeting on February 2, 2018 to vote on the Salmonberry Trail Rail Line lease agreement with POTB. Jack spoke of hearing concerns that if the POTB lease with OCSR was signed first then it could negatively affect the lease with STIA. Jack reported that Jessica Jung of OCSR has spoken to POTB and to members of STIA proposing a cooperative effort in developing the western section of the Salmonberry Trail. Using the Railroad to transport workers & equipment to the work site would speed up the work and save on costs.
- c. Friends of Tillamook Air Museum (FOTAM) – Commissioner Decker reported that FOTAM would meet on the second Friday of the month at 10:00 a.m. for 1 hour, but not longer than 1½ hours. A logo design was selected with suggestions for modification and Michele will send the feedback to Tillamook Design to be worked up.
  1. Approval to Apply for National Historic Landmark Listing for Hangar B. A listing would help to attract donations and be a plus in applying for grants.  
**The Board tabled the issue until they can learn if a listing would put excessive restrictions on the use of the building.**

11. Manager's Report:

- a. December 2017 Safety Meeting - informational
- b. SDAO Safety and Security Grant Letter – Received funds for 1 AED, 2 trail cams, 5 wireless video surveillance cameras and for signage.
- c. Email from Gus Meyer to DSL regarding TPUD Easement Request – In support of landowners in opposition to the proposed PUD overhead transmission line.
- d. TMK Ground School Update – Letter to Jordan Bartel of the Hillsboro Aero Academy soliciting interest in an off program joint venture at the Tillamook Airport.
- e. Steam Donkey Update – Letter to the Pacific NW Logging Museum requesting that the steam donkey donated to them by the Pioneer Museum be loaned to the Friends of Tillamook Air Museum. The steam donkey would be renovated by volunteers and then displayed at Hangar B.
- f. DEQ SWDP #1107 Closure Update and Opportunity – Michele requested permission to apply for a DEQ grant to fund the closeout of the POTB Industrial Waste Landfill, SWDP #1107. Heather at DEQ offered to work with her in applying for the grant. The Board authorized her to do so.
- g. Housing Update – The State of Oregon is offering grants to help encourage construction of workforce housing. Michele asked the Board to authorize Letters of Support for applications from Pelican Brewing and TCCA. She feels that there is a good chance of success in obtaining the grants since Tillamook County has already completed a study to address the issue. The Board authorized her to write the letters.

- h. Update on OWRD Municipal Water Rights – The consultant for researching the POTB water rights provided a chart detailing water sources with permit numbers and options/recommendations for utilizing or canceling each permit.
- i. Pacific City Airport Update – The meeting on January 8, 2018 was mostly informational and more meetings will follow.
- j. Update on Building 6 Leases – Many of the RVs have been moved to Bldg 54 and the lease is waiting to be signed by the prospective tenant.
- k. OCSR Negotiation Update – Will meet again next week. There are still some issues to resolve regarding the time extension of the lease; the request to extend the distance of the lease on the railroad for one and a half miles further up the Salmonberry Canyon; and any conflicts with the STIA lease.

The Aviation Review Committee Recommended Ratings for the 2017-2018 COAR Grant cycle shows that POTB has a good chance of receiving the match funds for paving at the Apron A2 depending on how much total funding there is. Oregon Transportation Commission has final say but didn't change the rankings last year.

Aaron Palter will be issuing an RFP for another engineer for the airport since we have severed our relationship with JAviation. The Port will need someone for the review committee along with Heather from Oregon Dept. of Aviation.

12. Communications:

- a. Next Special Meeting – Thursday, February 1, 2018 @ 12:30 (if needed)
- b. Next Regular Meeting – Tuesday, February 20, 2018 @ 6:00 p.m.
- c. Special Meeting – Thursday, March 1, 2018 (Third Workshop for Strategic Business Plan with Mary McArthur)

13. Commissioner Comments: Jack Mulder wanted to inform the Board that TCCA will be petitioning the County to rezone the parking lot and the northwest corner of the former Bay Breeze Golf Course to construct a larger parking area for visitors to the Visitor's Center. TCCA will be providing a pathway across Latimer Rd and through the parking lot up to the east side of Hwy 101 to allow the Salmonberry Trail to run along Hwy 101 to the Wilson River Bridge. The rest of the property will not be rezoned and the south end of the property is already leased to a local farmer. The house will be used by Tillamook Volunteer Fire Dept. for training purposes.

14. Adjournment: 8:55 p.m.