



APPROVED 8/21/18

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, JULY 17, 2018, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order; 6:00 p.m.
Recognition of Persons Present: Commissioners Gerry Opdahl; Carolyn Decker; Bob Olsen; Jim Young and Jack Mulder (by phone)
Port Staff: General Manager Michele Bradley; Aaron Palter and Margaret Amick
Gus Meyer – POTB taxpayer
2. Public Comment for Items Not on the Agenda: None
3. Discussion and Consideration of Resolution 2018-2019 #1, Business Matters Appointment and/or Authorization – Michele reported only 2 updates to last year's version of the resolution are needed; the Engineer of Record is now Precision Engineering and Suite 100 is added to the POTB address.

Michele asked the board how they would like to elect the President; the current President can continue another year; the officers can rotate up with the Vice President becoming the President and the other positions moving up; or the board can nominate members for a position and vote to select one of them to fill it. Carolyn and Gerry both stated they did not want to serve as President or Vice President and they would prefer to stay in their current positions; Secretary and Treasurer, respectively. Bob said that he thinks someone else should have the experience of being President since he will not be returning as commissioner when his term ends next year. Jim said he would serve as President if no one else came forward as a candidate. Jack said he is interested in serving but he is not always able to make it to the meetings. **Jack moved to name himself as President, Jim as Vice President; Carolyn as Secretary and Gerry as Treasurer. Gerry seconded and the motion carried (5-0).**

4. Discussion and Consideration of Liaison Positions 2018-2019 – **Bob moved to continue the Liaison Positions as assigned, Carolyn seconded and the motion carried (5-0).**

5. Discussion and Consideration of Update Railroad Fee Sheet – 2018 – Michele asked the board to increase the fee for new permits to \$300 to offset the recording and survey fees charged by Tillamook County and cost for the Port's staff time for preparation. There was discussion of the increased recording fees by the County and how staff time has increased with the signing of the STIA agreement. Aaron suggested that the new permit fee have a footnote stating that the lessee is also responsible for all recording and survey fees on top of the Port's permit fee. **Gerry moved to Approve the New Fee Schedule of \$300 for New Railroad Use Agreements Plus the Lessee is Responsible for Any Survey and County Recording Fees. Bob seconded and the motion carried (5-0).**
6. June 2018 Financial Update – Information Only - Pami will review with Board at August Special Meeting. Bob noticed the revenue shows over costs by \$199,000 on one report but when he adds up the figures separately the revenue over costs equals \$406,733. Michele suggested that maybe the funds transfer for the railroad maintenance was not reflected in the report. She will check with Pami and get back to him.
7. Consent Agenda – Motion to Approve Consent Agenda
 - a. Lease Order # 18-23; Frito-Lay, Inc.; Bldg. 92 Unit K; Storage; 5 years**Bob moved to Accept the Consent Agenda, Carolyn seconded and motion carried (5-0).**
8. Manager's Report
 - a. June Safety Meeting - Informational
 - b. Tillamook County Measure 56 Notice – FEMA Flood Map – The notice informs landowners in the county that they may be affected by the new FEMA maps outlining flood zones which would determine insurance rates for the affected landowners. Michele has forwarded the Notice to the Port's insurance to see if the Port obtains insurance through the National Flood Insurance Program. She doesn't think so but wants to make sure. Jack asked if there are any flood zones on Port property and Michele said the corner of Hwy 101 and Long Prairie floods but doesn't really affect anything.
 - c. Thank You Notes:
 - i. Governor's Office – to Michele for her help during the Governor's visit
 - ii. AAUW – Use of Mess Hall & Josh's help with the Wi-Fi during fundraiser
 - d. Update: FAA Project: Apron 2 Rehab – Bid Results (verbal) for half of the blimp circle between UPS and Near Space involving moving the security fence out to the middle; paving; heliport; and tie downs. The Port has \$600,000 for the project saved up from funds obtained from FAA over several years. The bids were expected to come in within the \$600,000 but the engineer's estimate came in at \$1.2 million. It was decided to put out to bid a portion of the paving instead of paving all of the half circle. There were 5 or 6 contractors at the non-mandatory walk through but had no bids at closing. A main problem is that there are no batch plants close enough to maintain the heat in the asphalt to meet the FAA specifications. The Port's engineer

has talked to the FAA regarding the fact that the apron will only be used for vehicle parking so doesn't need the asphalt to meet FAA specifications. They agreed that ODOT specifications would be adequate so the Port will put the project out to bid again with the revised specs.

- e. Update on Road Fee (verbal) – Michele has been working with legal counsel and progress is on track. The goal is to have something to deliberate at the next regular meeting.
- f. Update on Digester (verbal) – Aaron has been working with Dave Wimpy from PUD regarding the Power Purchase Agreement and Michele has been consulting with legal on how to make it pass through to Tillamook BioGas. She talked about how the Port needs to recover any administrative costs from BioGas involving the PPA. PUD is approaching businesses gauging interest in participating in their Green Energy program by paying a higher price for green energy.

9. Committee Reports

- a. Tillamook Lightwave – Jim Young had nothing to report until after the next TLW meeting.
- b. Salmonberry Trail – Jack Mulder
 - i. Additional Correspondence from Arent Fox – Michele told how the law firm is approaching landowners again about representing them in a lawsuit against the government since the railroad is being converted to the trail. Jack spoke about a different law firm that supposedly has signed up 200 of the 275 property owners that they have located so far.

Jack reported the Washington County Visitors Association and Travel Oregon have funded improvements to the Manning Trailhead where the Banks – Vernonia Trail and the Salmonberry Trail will diverge. The improvements will be done within the next 12 months or so with \$200,000 of funding, making the trailhead bigger with room for more parking. In Tillamook, the section from Goodspeed Park to Hoquarton will open in August. The consulting firm Parametrics has received a contract from the City of Tillamook with grant money from the Transient Lodging Tax to complete their study of the route from Latimer to Tillamook. The focus is on the route along Hwy 101 with the rail line excluded in that area. There will be a meeting to discuss that with various parties affected by the route. Jim asked Jack whether the Port would get paid the construction fee for the section of rail that would be excluded from the route. Jack said he thinks the Port wouldn't get the construction fee but Michele reminded the board that the Port collects fees from OCSR on that stretch of rail including the income OCSR gets from the Railriders. He also asked Jack to emphasize the Port's contribution of the right of way's value in discussions with STIA.

Jack was interviewed by the graduate student conducting a study on the STIA governance. In answer to her question of who he felt should be the chairperson of STIA and what sort of role the Port should play going

forward he told her that the lead role has shifted from Doug Decker at the Oregon Forestry Dept. to Lisa Sumption and Dennis Wiley of State Parks. Jack said it seems to be working out, they have the staff to do the job and it isn't really in the Port's charter to perform that function. Jack emphasized to her it is very important that the County and the Port continue to have a strong voice in trail development so that any solutions happening in Tillamook County are not just pushed on to the county. Also, so that they can advocate for Tillamook County and push for addition of the Trail where the County and the people of the County want it. Jack said he is concerned that changes to the governance would dilute the amount of influence the Port and Tillamook County could exert.

- ii. Administrative Funding – \$15,000 is being solicited from the member organizations of STIA to cover the administrative expenses. It could be 5 or 6 members so the Port's share would be either \$3000 or \$2500. Jack was asked will this amount grow and by how much? He will ask about that at the next meeting on August 3, 2018.
- c. FOTAM – Carolyn Decker reported still waiting on non-profit number. Creative Design was selected to create the website. Listened to a presentation from Dr. Ames regarding his spray on flexible coatings for repairing Hangar B's roof. The primer coat adheres to rusted surfaces. He estimated the cost of materials @ \$750,000 which would include a primer coat, sealing tape and main coat. Michele was concerned that Dr. Ames didn't seem to be concerned if the product would pass State Historic Preservation Office (SHPO) standards. Another concern is the reflection factor – would it reflect so much light it would affect vehicles and aircraft? Also of concern is annual maintenance, such as pressure washing. Will have further discussion at the next meeting on September 7.

10. Communications

- a. Next Special Meeting – Thursday, August 2, 2018 @ 12:30 p.m.
- b. Next FOTAM Meeting – Friday, ~~August 10~~ September 7, 2018 @ 10:00 a.m.
- c. Next Regular Meeting - Tuesday, August 21, 2018 @ 6:00 p.m.
- d. Next Strategic Business Plan Meeting: September 6, 2018

- 11. Executive Session per ORS 192.660 (2)(e) for Real Property Transaction – recessed Regular Meeting @ 7:25 p.m. and entered Executive Session @ 7:30 p.m. Jack out of meeting. Exited Executive Session and reentered Regular Meeting @ 8:57 p.m.

- 12. Commissioner Comments – Gerry asked about the Parkside Café parking lot sale status. Aaron told about the difficulty of contacting anyone at Union Pacific to obtain proof of sale to the Port for the property. He is still working on it. Gerry also asked if the board would consider selling the RV Park since he knows someone interested in buying 8 – 20 acres of it. There was some discussion of other areas of the Port that might be suitable for that use. The board will take it under consideration.

- 13. Adjournment @ 9:05 p.m.

