



APPROVED 1/22/2019

MINUTES

BOARD OF COMMISSIONERS

SPECIAL MEETING

THURSDAY, NOVEMBER 1, 2018 @ 12:30 P.M.

POTB MAIN OFFICE – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: 12:30 p.m.
Recognition of Persons Present: Commissioners Carolyn Decker; Gerry Opdahl; Bob Olsen; and Jim Young. Jack Mulder absent.
Port Staff: General Manager Michele Bradley; Pami Boomer; Phyllis Rice; Christian Gurling; Aaron Palter; Fred Espinoza and Margaret Amick
2. Public Comment: None
3. September Financials – Pami Boomer stated that there are no Capital Outlays in this report but there will be in the October report from the FAA Apron Project contractor. The Debt Service is below 75% due to the timing of the payments. The Airport was over budget due to fuel purchases and the transfer of funds to the Industrial Park. The Air Museum was over budget due to the purchase of inventory to stock up for the holiday season, but overall the remaining Operating Revenue is within 75%. Pami will be back to her normal work schedule in November. Gerry asked about the possibility of converting to QuickBooks when all the FEMA projects are closed out, simplifying the bookkeeping and the reporting.
4. Update on Tillamook Air Museum – Phyllis Rice gave an update on the Air Museum detailing the increase in attendance since July 2015 through October 2018. The admission fee was increased by \$.25 in August 2018 which will be earmarked for the Road Maintenance Fee when it is implemented. Another increase is slated for February 2019 to bring TAM more in line with similar attractions in Washington and Oregon. She told of winning 3 grants since 2018 which have been used for signage and 100,000 brochures which are distributed in Washington, Oregon and California. Phyllis and Christian reported on the more recent additions to the inventory of planes on display in the Hangar; the

improvements to older exhibits; and additional exhibits built by or donated to the Museum. Air Museum staff have worked diligently to eliminate or block off safety hazards. Gift shop merchandise is now available for purchase on the TAM website. Some of the promotions at the Museum are tours by cruise ship passengers; online naming the mannequins; car and motorcycle groups; Santa and Grinch at Christmas; the Easter Bunny; and free admissions days. New exhibits in the works are the loan of the F-14 cockpit from the movie "Sully" starring Tom Hanks and directed by Clint Eastwood; a walk-through replica of a World War 2 trench; complete the Convair 880 exhibit to make it walk through; open up the Transformer Room for a walk-through experience. Eventually there will be virtual reality experiences available for viewing the Hangar structure up close and seeing the view from the top.

5. Tabled at 10/23/2018 Meeting – Consideration of the Adoption of Ordinance #8, an Ordinance Creating the Port of Tillamook Bay Road Maintenance Program; Establishing a Road Maintenance Fee; and Providing for Penalties for Nonpayment. Aaron presented to the board the revised Ordinance #8 which removed the text regarding the fee percentages and the category definitions. **Bob Olsen moved to Adopt the Ordinance #8, an Ordinance Creating the Port of Tillamook Bay Road Maintenance Program; Establishing a Road Maintenance Fee; and Providing for Penalties for Nonpayment. Carolyn Decker seconded. In discussion, Gerry Opdahl stated that in the future it will be interesting to see what has been unforeseen, but that staff has done a good job of putting this together. The motion carried (4-0); Jack Mulder absent.**
6. Tabled at 10/23/2018 Meeting – Discussion and Consideration of Resolution 2018-2019 #3 In the Matter of Adopting the Road Maintenance Program Fees Schedule. Aaron provided a chart for the maintenance program describing the maintenance tasks and annual costs for each task to compute the total needed for the Road Maintenance fees. The board discussed the percentages per category and tweaked them to see how it changed the fees for the tenants. They also discussed in which category specific tenants should be. They decided to allow the General Manager, at her discretion, to make changes to the categories. **Carolyn Decker moved to Adopt Resolution 2018-2019 #3 In the Matter of Setting Fees for the Port of Tillamook Bay Road Maintenance Program as Discussed and Providing the General Manager the Discretionary Authority to Adopt a Percentage Apportionment Relative to the Categories Also Discussed. Gerry Opdahl seconded, and the motion carried (4-0); Jack Mulder absent.**
Gerry Opdahl moved to Incorporate into the Final Version of Ordinance #8, the Additional Categories as Discussed Here. Bob Olsen seconded, and the motion carried (4-0). Jack Mulder absent.

7. Digester amendment: Nothing has been signed yet. Michele is still working through the requirements to see if Tillamook Biogas's insurance will cover their liability without a letter of credit or any if the other options mentioned in the agreement. The Port's insurance is reviewing Biogas's insurance to see if it is adequate for the purpose.
8. Communications
 - a. Next Regular Meeting - Tuesday, November 20, 2018 @ 6:00 p.m.
 - b. Next FOTAM Meeting – Friday, November 9, 2018 @ 10:00 a.m. at the Air Museum Conference Room
 - c. If needed - Next Special Meeting – Thursday, December 6, 2018 @ 12:30 p.m.
9. Adjournment: 3:28 p.m.