



**APPROVED 1/22/2019**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, NOVEMBER 20, 2018, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

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

1. Call to Order: 5:59 p.m.  
Recognition of Persons Present - Commissioners Gerry Opdahl; Bob Olsen; Jim Young; and Jack Mulder. Carolyn Decker absent  
Port Staff: General Manager Michele Bradley; Pami Boomer; Margaret Amick  
Gus Meyer - Port Taxpayer  
Kaylan Sisco - Tillamook YMCA Director
2. Public Comment for Items Not on the Agenda - None
3. Update on Building 59 Project – YMCA – Kaylan Sisco, YMCA Director presented a plaque and a baseball signed by all of the Little League coaches from last year as a thank you to the board for approving the lease of the building at a reduced rate. He reported on the high level of use of the YMCA by the community compared to similar facilities elsewhere and how its board is always trying to offer new activities for the youth in the community. Kaylan then showed pictures to the board documenting the improvements made to Building 59 since becoming the tenant. Many of the changes were made with donated materials and/or labor. They had fitness equipment donated and have training stations and a meeting area with a white board and TV. They installed 2 full length batting cages; a pitching cage with radar guns and there are 10 laptop computers for the kids to use for homework while they are waiting to work out or for meetings. The computers were bought with a grant, but they will have to repay the money if the lease ends before July. He said that the YMCA would qualify for more grants if they had a longer, more secure lease. He expressed his hope that the board will consider extending the lease after February 2019 at the current rate. Gerry asked if the Port had any other building that the Y could move into if a potential tenant wanted Bldg. 59. Michele explained that there are no other buildings with that much open

space. Jim asked Kaylan what he is looking for from the board and he said that they would love to a 3 to 5 - year lease at the current rate. Kaylan asked if anyone has expressed interest in the building and Michele said that it isn't being advertised but no one has asked. Kaylan and the board discussed different ways the YMCA might be able generate some revenue to pay a higher rate. Jack asked Michele if she and Kaylan would work to find some options that could work for both parties and have Michele report back to the board. Michele agreed.

4. Update and Discussion on Water Self-Supply Analysis, Phase II - Michele hasn't received the information yet from GSI on the potential scope of work for Phase II. GSI is working with one of their consultants and will be getting that information to her with some possible pricing. Then she will consult with Business Oregon about potential funding for Phase II.
5. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – Special Board Meeting – October 19, 2018. Bob pointed out a mistake in grammar and Margaret noted it for correction. Bob expressed his observation from his involvement in discussions with the City that they don't think the Port contributes anything of value to them, so they aren't as willing to work with the Port on issues, particularly the water rates. Jim agrees with Bob about his observation.
  - b. Lease Order #18-31 Dawn Sea Kahrs; MP 833.6; Utility Crossing; not to exceed 50 years  
**Jim Young moved to Approve the Consent Agenda as Published with the Correction Noted by Commissioner Olsen. Bob Olsen seconded, and the motion carried (4-0), Carolyn Decker absent.**
6. October Financial Report – Pami Boomer reported there should be 67% of the budget remaining and the Operating Revenue is actually 69%. Jack Mulder asked the source of the higher revenue and Pami replied that the fiber optic lease fees from the last fiscal year were received after the current fiscal year began; railroad fees were increased in July; and also, the water rates were raised after the beginning of the fiscal year. The Industrial Park remaining revenue is below 67% due to the payment of the property taxes. The expenditures were lower than budgeted partly because the Port was unable to fill 3 budgeted positions during the fiscal year. Bob asked if the fuel sold at the airport is marked up enough to offset the costs associated with selling the fuel, including the credit card fees. Pami and Michele confirmed that the fuel makes a profit.

The board discussed how the Port provides facilities for the community's benefit, sometimes at a loss. The Port is a partner in Tillamook Lightwave, bringing broadband internet to the city, hospital and schools. This opened the way for Charter to offer it to their customers over their cable. The

airport; the softball fields; space for the CDL classes through TBCC; and discounted rent for the YMCA are all ways that the Port contributes to the quality of life in the county but doesn't receive recognition for it from the community at large. Jim also mentioned the role the Port will play when a natural or man-made disaster hits the area.

Pami added a couple of new lines to the financials. She added a line for donations to the Convair at the Museum to track those separately from the donations to FOTAM. She also added a new revenue line item called Customer Electricity. This helps track charges that the Port is billed by PUD per the Power Purchase Agreement for the electricity used by Biogas. The Port then bills Biogas to recoup the charges.

Pami told the board that the Air Museum had purchased a penny press for \$4000 to replace the machine they currently lease. By saving the lease fees, it should pay for itself within 2 years.

#### 7. Manager's Report

- a. Copy of correspondence with S. Cassinelli – Michele has not received a response to her letter to him.
- b. Tillamook Air Museum Application for TLT Marketing Grant – copy of grant submitted by Phyllis Rice for signage.
- c. Update on Oregon Pay Equity and Employee Salary and Wage Workshop – Jack asked if Michele thinks there will be any wage adjustments from the new law. She said probably in the industrial park.
- d. Update on Port Certified Sites – she reported receiving approvals that all three sites are Certified as shovel ready by Business Oregon.
- e. Update on Tillamook BioGas Amendment – Michele was authorized by the board earlier in the month to sign the PPA but has been held up on doing so since the Biogas Amendment hasn't been signed. To resolve the issue of the section on liability, the Port's legal team suggested the option of a guarantee by the parent company and Tillamook Biogas agreed. Michele is waiting for the final Biogas Amendment from Legal.
- f. Notice of RRAP activity at Airport (Regional Resiliency Assessment Program) – Representatives of Homeland Security; FEMA; OR Emergency Management; and City & County Public Works; and many other groups involved in planning for disasters convened at the Port to gather information to evaluate the readiness of the area for a Cascadia Subduction Zone event. FEMA is funding a 2-year project to address various issues and one recommendation for Tillamook will be to reroute the City's water lines that run under the Airport.
- g. Update on FEMA Project Closeouts – Final three projects are in the process of being closed out; Southern Flow Corridor; Greenhouses; and 936. Administrative and other costs will be recovered upon closure.

- h. Veterans Day program went well, and Bob Olsen was introduced as an elected official.
- 7.5 Discussion and Consideration of Approval of Oregon Department of Aviation Grant for COAR-2018-TMK-00037 (Apron 2 Construction Match to FAA Funding) with Approval for General Manager to Sign Grant Offer and Subsequent Grant Administrative Documents – **Jim Young moved to Approve the Oregon Department of Aviation Grant for COAR-2018-TMK-00037 (Apron 2 Construction Match to FAA Funding) with Approval for General Manager to Sign Grant Offer and Subsequent Grant Administrative Documents. Bob Olsen seconded, and the motion carried, (4-0). Carolyn Decker absent.**
- 8. Committee Reports
  - a. Tillamook Lightwave – Jim Young had nothing to report; meeting is next week
  - b. Salmonberry Trail – Jack Mulder had nothing to report; meeting is December 7.
  - c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker is absent
- 9. Communications
  - a. Next Special Meeting – Thursday, December 6, 2018 @ 12:30 p.m.
  - b. Next FOTAM Meeting – December 14, 2018 @ 10:00 a.m. (if needed)
  - c. Next Regular Meeting – Tuesday, December 18, 2018 @ 6:00 p.m.
  - d. Port offices closed December 24 & 25, 2018 in observance of Christmas
  - e. Port offices closed Tuesday, January 1<sup>st</sup> for New Year's Day Holiday
- 10. Commissioner Comments: None
- 11. Adjournment: 7:44 p.m.