



**MINUTES APPROVED 10/19/2010**  
**SPECIAL MEETING**  
**OF THE PORT OF TILLAMOOK BAY**  
**BOARD OF COMMISSIONERS**

Held on  
FRIDAY, OCTOBER 8, 2010  
AT 3:00 P.M.  
PORT'S MAIN OFFICES  
4000 BLIMP BOULEVARD  
TILLAMOOK, OREGON

1. Commissioner Dove called the Special Meeting of the Port of Tillamook Bay Board to action at 3:01 p.m.
2. Recognition of Persons Present; Public Comment
  - a. Commissioners: Jerry Dove (President); Jim Young (Vice President); John Ficher (Secretary); Bill Baertlein (Treasurer); and Georgine Beveridge
  - b. Staff: Michele Bradley (General Manager); Joshua Balmer (Operations Manager); Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator)
  - c. Media: None in attendance
  - d. Public: Gus Meyer (Private Citizen)
  - e. Public Comment: Mr. Palter thanked the Board for the card during his absence.
3. Discussion and Consideration of Port of Tillamook Bay Resolution 2010-2011 #6 Accepting a Grant from ODOT *Connect Oregon III* in the Amount of \$13,158 as Match Funding for FAA-AIP Fencing and Drainage Project
  - a. Ms. Bradley informed the Board that the match funding from Connect Oregon III agreement had been received and approval was needed to accept funds.
    - i. **ACTION: Commissioner Ficher moved to accept the motion of Port of Tillamook Bay Resolution 2010-2011 #6 Accepting a Grant from ODOT *Connect Oregon III* in the Amount of \$13,158 as Match Funding for FAA-AIP Fencing and Drainage Project. Commissioner Young seconded the motion. There was no further discussion. The**

**Motion was carried by unanimous vote of all Commissioners present (5-0).**

4. Discussion and Consideration of Port of Tillamook Bay Resolution 2010-2011 #7 Accepting a Grant from ODOT *Connect Oregon III* in the Amount of \$6,842 as Match Funding for FAA-AIP Airport Master Plan Update Project
  - a. Ms. Bradley informed the Board that the match funding from Connect Oregon III agreement had been received and approval was needed to accept funds.
    - i. **ACTION: Commissioner Baertlin moved to accept the motion of Port of Tillamook Bay Resolution 2010-2011 #7 Accepting a Grant from ODOT Connect Oregon III in the Amount of \$6,842 as Match Funding for FAA-AIP Airport Master Plan Update Project. Commissioner Young seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. Update on FEMA Alternate Projects
  - a. Open House 10/18/2010
    - i. Ms. Bradley provided an overview of the invitation and description of the Open House that is scheduled for October 18, 2010 at 6:00 p.m.. She shared that the focus will be on the role of the historic district and NEPA project as seen from a holistic view over the FEMA projects. Ms. Bradley shared that invitations had been sent to Tillamook County Commissioners, the public, and several advertisements.
  - b. Campus A/E Status – New and Rehabilitation Projects
    - i. Mr. Palter updated the Board on the Campus A/E status describing the two pronged effect of two project managers overseeing the process. LRS was on site scheduling meetings and providing to the Port an analysis of each structure's need.
      1. Commissioner Dove inquired about more specific description of the LRS project manager role. Mr. Palter explained that they manage the project from their end with Trish Nixon in charge of the two project managers, one handling the rehab and one handling the new projects.
      2. Commissioner Young asked for clarification that LRS was currently in the design phase, not the work phase. Ms. Bradley affirmed that this was accurate.
      3. Mr. Palter indicated that once the review of this analysis was finalized, the FEMA project coordinator would work with the Port to start drafting the PWs with the hope to be turning dirt in the beginning of spring 2011.
      4. Commissioner Young asked for clarification on how many projects would be for rehab as one of the goals from the board is to foster local competition. At this time LRS is evaluating ten (10). Ms. Bradley indicated that there would be many factors involved in the development of Project Worksheets. She shared that one of the challenges of dividing the rehabilitation was ensuring cost effectiveness. Ms. Bradley pointed out that the Board would need to evaluate this for bidding purposes once the PWs were in place.
      5. Mr. Palter discussed that the preliminary evaluation report was submitted with comments from Port staff, and that the Port anticipates a final report coming back by the end of next week. We

won't know the final cost estimate until we decide what elements we want to do, though we do have a good idea what those numbers are, based on LRS's cost forecasting.

6. Mr. Palter continued in his narration of project status, providing Board referral to the guidelines they had provided in previous meetings.
  - ii. After a lengthy discussion on the processes involved, Commissioner Dove expressed concern over the budgeted expenses being accurately identified as actual needs. Mr. Palter understood his concerns, and shared that there was an equal concern of making changes to decisions previously made. He reiterated that LRS was working under the budget that the Board had approved, establishing analysis of existing buildings, cost forecast and line items in accordance to the budget.
  - iii. Commissioner Dove expressed a desire to see the building rehab projects again in effort to fully understand the nature of the planning and to be fully prepared for the Open House.

Commission recessed at 3:50 p.m. for a tour of projects to be overviewed at the Open House.

6. Commissioner Dove called the Special Meeting back in session at 5:35 p.m.
  - a. Commission Young thanked the Port staff for the refresher tour.
  - b. Commission Dove indicated that he would like the Board to have access to the LRS report if it arrived prior to the scheduled Open House. Ms. Bradley supported this and will ensure that the Board has a copy of the report once received.
7. Digester A/E Status
  - a. Ms. Bradley updated the Board on interaction regarding negotiations with Kennedy-Jenks, sharing that they were open to the Port needs and adjustments and showed continued willingness to produce anticipated project.
8. Equipment Financing
  - a. Ms. Bradley provided an overview of the equipment purchases required by the Port and the process of receiving four quotes from different loan companies.
9. Appoint POTB Commissioner to OTRA Board to Fill Vacancy
  - a. Ms. Bradley presented to the Board the need to fill a vacancy on the Oregon Tillamook Railroad Authority Board. She provided to the Board history of the OTRA Board sharing with them the goals needed and anticipated requirements of the Board member joining the team.
    - i. **ACTION: Commissioner Young moved to Assign POTB Commissioner Baertlein to the OTRA Board. The motion was seconded by Commissioner Ficher. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
10. Discussion of Other Railroad Requests
  - a. Ms. Bradley shared that Tim Wood, Director of Oregon State Parks has asked to continue discussion of using the railroad as a trail. The Board discussed background of this project and indicated that Ms. Bradley could set up a meeting for first couple weeks of December.
11. Schedule an OTRA Meeting
  - i. The Board decision was to instruct Ms. Bradley to schedule a OTRA Meeting in early December.

- b. Update on MODOC Railroad Academy
  - i. Ms. Bradley informed the Board that there had been no further contact from Modoc. To date, no tax returns or updated MOU have been received from MRA, nor meetings scheduled as directed by the Board to MRA at the September 21, 2010 Board meeting. The Board clarified that Ms. Bradley has been given the authority to finalize the interactions with Modoc.
- c. Pacific Northwest Chapter
  - i. Ms. Bradley shared that the MOU has been received from the PNWC regarding the development of a more formal agreement as shared in the September 21, 2010 Regular Board Meeting.
- d. Mt Scott Motorcross Club
  - i. Ms. Bradley shared that to date there has been no further communications from the Mt Scott Motorcross Club.
- e. Portland Western Railroad
  - i. Ms. Bradley updated the Board with the current actions from PW and their request to have continued Board support for the continued development and growth of the railroad on the east side, including the 3.5 miles that P&W would like to purchase with their Connect Oregon III Grant.
- 12. Additional Business (if any)
  - i. There was no addition business to discuss.
- 13. Public Comment
  - i. There was no public comment provided.
- 14. Commissioner Comments
  - i. There were no Commissioner comments.
- 15. Commissioner Dove Adjourned the Special Meeting at 6:19 PM