



APPROVED 10/17/17

MINUTES

BOARD OF COMMISSIONERS

SPECIAL MEETING

TUESDAY, OCTOBER 10, 2017, 12:00 P.M.

POTB MAIN OFFICE – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: Bob Olsen @ 12:10 p.m.
Recognition of Persons Present: Commissioners Bob Olsen; Jim Young; Carolyn Decker; Jack Mulder and Gerry Opdahl
Port Staff: General Manager Michele Bradley; Pami Boomer; Phyllis Rice; James Peak; Mike Christie; George Schmader and Margaret Amick
Gus Meyer - Taxpayer
2. Public Comment for Items Not on the Agenda: None
3. August 2017 Financials – Pami Boomer reported that the Port is doing well overall with the budget and the financials. Pami and the department supervisors will be meeting next week for their quarterly review of their budgets, their goals and how to meet them. Funds are still being set aside each month for payments on the refinance and to build up the balance in the pool for the future. She then asked if the commissioners had any questions. Jim Young asked if the Airport revenue covers the match funds for the FAA grants. Michele Bradley replied that the current grants are matched and revenue has increased enough to cover the match amounts for the 3 new COAR grants applied for by the Port, if awarded to the Port. She said she would like to build a fund from any leftover revenue for future hangar construction since the FAA will only provide grants for planning and preparation, not construction of hangars or buildings. There was some discussion of the demand for larger hangars and the businesses they would attract. Jim Young asked whether it would be practical to develop the RV Park to offer more amenities. Michele offered to give him a copy of a study done several years ago regarding improvements; reminded the Board that expanding the apron would eliminate some of the campsites; and that part of the Park is adjacent to wetlands.

Pami went on to say that the audit is almost complete and that the auditors expect POTB's audit to be one of the first ones completed this year.

- a. Discussion and Consideration of Annual Holiday gift/bonus for Employees.
After a short discussion, Jim Young moved to increase the Thanksgiving bonuses from \$25 to \$50 per employee and the Christmas bonuses from \$100 to \$150 per employee. Gerry Opdahl seconded and the motion carried (5-0).

4. Discussion and Consideration of MOU Extension Request with Biogas Corp. Larry Condon requested an extension of the Memorandum of Understanding regarding their evaluation of the feasibility of recommissioning the digester. They have had delays due to the permitting process and are asking for a 3 month extension. There was discussion of whether Biogas might come back in 3 months requesting another extension, delaying the Port's consideration of other parties' inquiries regarding operating the digester. Gerry Opdahl asked whether the Port had tried to find other corporations willing to invest in bringing the digester back on line. Jack and Michele explained some of the difficulties involved in making the digester profitable and the necessity of establishing a working relationship with the participating farmers. **In the end, Jack Mulder moved to agree to the MOU Extension Request with Biogas Corp. Carolyn Decker seconded and the motion carried (5-0).**
5. Commission Workshop with Staff: Michele reported on the progress with the Goals and Tasks approved by the Board on 9/20/2017.
 - a. Brief Goals and Vision – Fall 2017: FEMA is most likely extending their projected timeline for completing close out of the submitted projects due to the storms and fires during August and September 2017. POTB has 9 projects submitted to OEM/ FEMA for closeout. The Digester project has been closed out. Gus Meyer asked if FEMA reimburses the PORT for finance/ interest charges incurred due to the delays in payments for completed projects. Aaron Palter said they do.

Hangar B – The Board for the Friends of Tillamook Air Museum has been chosen and will complete the paperwork at the first board meeting (to be scheduled). Roofing; maintenance; and safety issues will be referred to FOTAM.

Digester – Biogas Corp. is still working with the farmers to recommission the digester.

Salmonberry Trail – POTB is ready to move forward; STIA still needs to sign the lease; the extension with the Surface Transportation Board is good through mid - January 2018.

Industrial Park Road Fee – Is still in process.

- b. Strategic Business Plan – Gerry's priority is researching & planning for connecting the Port to the Tillamook City Wastewater Treatment Plant. Michele explained that the Port would need to apply for an amendment to the Tillamook County Comprehensive Plan and the City of Tillamook would have to approve the amendment. An alternative would be to upgrade the Port's treatment system by adding a third lagoon to allow a higher capacity while maintaining the DEQ standards. A financial analysis is needed to compare the costs between the options and how that would impact the rates to the tenants.

Jim's priority is well development for a water source independent of the City of Tillamook. Costs of development and maintaining the system need to be determined and compared with projected costs of remaining with the City.

Another ongoing priority is construction of box hangars at the Airport suitable for jets. There have been several inquiries regarding availability and Michele has applied for COAR grants to fund the planning and site preparation.

George Schmader suggested that with the improvements to the FBO there is the potential to host a flight school at the Airport and possibly attract an airplane mechanic to open for business. He offered to do the research.

TAM is starting an online store for merchandise from the Gift Shop and is reviewing options for the Café area that would improve its bottom line, possibly renting out the space to an independent party.

- c. Capital Planning (Building) for when additional revenue is available –
 - Hangar B roof / TAM - FOTAM
 - Construct smaller warehouses and dock
 - Construct building for RV Storage to vacate Bldg 6 and Hangar B
 - Divide Bldg 6 into smaller units
 - Construct small shop buildings approximately 1500 - 2500 sf with 12' roll up doors and bathrooms that would accommodate the local trucking businesses.

The Board discussed the suggested improvements: demand; costs; priority; and preferences of each member.

Aaron Palter asked about the possibility of the Port pursuing an increase in the tax rate collected by Tillamook County. A majority of the Board members felt that the general public does not believe that the Port benefits them personally and would be antagonized by the attempt. There would need to be a major effort to inform the public of the importance of the Port before going on a ballot.

6. Communications

- a. Next Regular Meeting - Tuesday, October 17, 2017 @ 6:00 p.m.
- b. Next Special Meeting – Thursday, November 2, 2017 @ 12:30 p.m., *if needed*
- c. Veteran's Day Event, Tillamook Air Museum (with VFW), with breakfast, Saturday, November 11, 2017

7. Commissioner Comments, as time allows: None

8. Adjournment: 2:50 p.m.