



**APPROVED 6/20/2017**

## **MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, MAY 16, 2017, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

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

1. Call to Order: Bob Olsen @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Bob Olsen; Jim Young; Carolyn Decker; Jack Mulder & Gerry Opdahl  
Port Staff: General Manager Michele Bradley; Pami Boomer & Margaret Amick  
Heather Taksdal & Nick Zwald – Zwald Transport; Gus Meyer – POTB Taxpayer; Rick Gitschlag & Paul Daniels – Oregon Coast Scenic Railroad (OCSR)

### **OPEN BUDGET HEARING @ 6:05 p.m.**

2. Public Comment on Budget – None

Bob Olsen asked if the budget is set or if adjustments can be made during the year if needed. Pami answered that it can be changed but a supplemental budget would have to be presented and adopted if the change totals 10% of the budget or more.

The commissioners questioned Pami on some of the items in the budget. Pami explained most of them and said she would get back to them with the others.

There was discussion to have the budget focus on each department creating enough revenue to offset all overhead and still have funds left for capital improvements.

### **CLOSED BUDGET HEARING, CONTINUED REGULAR MEETING @ 6:34 p.m.**

3. Consideration of POTB Budget for Fiscal Year 2017-2018 per POTB Resolution 2016-2017 #7. **Jim Young moved to approve POTB Resolution 2016-2017 #7 adopting the POTB Budget for Fiscal Year 2017-2018 as submitted. Carolyn Decker seconded and the motion passed (5-0).**

Bob Olsen suggested an agenda item for the next Board Meeting that a budget committee be set up, possibly by October or sooner, to review the budget format during the new fiscal year. Michele said a subcommittee is also an option.

4. Public Comment for Items Not on the Agenda (5 minute limit, or as Board President desires). Rich Gitschlag and Paul Daniels from OCSR presented letters to the Board regarding an item to be discussed during the Executive Session.

5. April 2017 Financial Update – Pami Boomer, Office Administrator: The Port has 8% of the budget left but should have 17%. Dept. 30 is down mainly from Southern Flow Corridor and the Digester still has expenses that were not expected to be ongoing at this point. The Carbon Credits have not been sold yet which was included in the budget as revenue. The RV Park income is almost double the expected amount; Building & Land Rent is less and Museum attendance is down from predicted. Pami adjusted the figures in the 2017-2018 budget for Rent & Museum attendance fees to reflect the lower amounts, and also moved the Hangar RV rent revenue from the Museum to the Industrial Park.
6. Discussion and Consideration of Additional Benefit Options through Special Districts Association of Oregon Insurance Plan – Pami Boomer, Office Administrator. **Gerry Opdahl moved to Approve the Additional Benefit Options through Special Districts Association of Oregon Insurance Plan by adding the Willamette Dental Standard Plan as an option for the employees. Jim Young seconded and the motion passed (5-0).**
7. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – Regular Meeting April 11, 2017; Budget Meeting May 4, 2017
  - b. Lease Order #17-10 Ryan Smith; Hangar #19; Aircraft Storage; one year
  - c. Lease Order #17-11 William & Pamela Waibel; Private Road Crossing; annually
  - d. Lease Order #17-12 Robert & Sandra Herder; Private Road Crossing; annually
  - e. Lease Order #17-13 John & Margie Anderson Estate Trust; Private Road Crossing; annually**Jim Young moved to Approve the Consent Agenda as Presented. Carolyn Decker seconded and the motion passed (5-0).** Gerry Opdahl suggested an agenda item at the next Board meeting to review the fee schedule for the Railroad Right of Way. Michele said she has on her calendar to meet with him to go over the Railroad rates.
8. Discussion and Consideration of Memorandum of Understanding between the Port of Tillamook Bay and BioGas Corp. for exclusive discussions of Digester Operations. **Jim Young moved to Approve the Memorandum of Understanding Between the Port of Tillamook Bay and BioGas Corp. for Exclusive Discussions of Digester Operations with a change to Section 2.1 making the agreement exclusive for the term listed in Section 1. Gerry Opdahl seconded the motion and it passed (5-0).**
9. Committee Reports
  - a. Tillamook Lightwave – Jim Young reported that the process is going well with the new tenant modifying the building in order to split the space with the University of Washington. They will move in after the work is completed. Paul Levesque is stepping down from serving as the district administrator and TLW is looking for another committee member who can negotiate contracts and other duties that Paul performed. Jim told how much TLW will miss Paul because of all the work he has done. Jim also expressed his concern with the possibility of the TLW Board being weighted too heavily with representatives from one entity.

Jim also reported on the NWACT meeting but didn't have a lot to report. They are revamping the Charter and mainly are in the planning stages for projects. He said ODOT is expecting to lose a lot of expertise to retirements soon.

- b. Salmonberry Trail – Commissioner Mulder didn't have any updates since there hasn't been a meeting since the last POTB board meeting.
  - 1. Subpoena received from Arent Fox - The Port received a subpoena for any/ all communications related to the Railroad. Michele reported that the Port has requested a 12 week extension since it will be very time consuming to retrieve that much information.

#### 10. Manager's Report

- a. April 2017 Safety Meeting Minutes
- b. Community Thank You letters: Letter from the Nonprofit Association of Oregon thanking Veronique for her help and the Port for supporting nonprofits by providing the space for their event. There was also a note from the Junior class of Tillamook High School for the Port's support of the THS Charity Drive.
- c. Oil Box: Received an email with photos of a grease box by the RR tracks along the Salmonberry River that has bullet holes in it. James Peak has checked it out and says the location prevents using large equipment so the crew will have to try a remedy or remove with nonstandard techniques, or contract it out.
- d. Cruise Ship List: Ships that are docking in Astoria this summer and offering groups the option to bus down to visit the Air Museum, with the numbers up from last year.
- e. Hangar B Prior Assessment – to be discussed at the next Regular Meeting
- f. EDC Update - There has been some staff changes with an interim director at this time and may be more changes soon.
- g. Needs for Friends of Tillamook Air Museum (FOTAM) – Still looking for suggestions for Board Members; Margaret is to work on an application form.
- h. Near Space provided pictures of the Port taken by a drone on a test flight that showed elevation, heat signatures and other data.
- i. TLT provided a fact sheet with the figures for gross lodging revenues since 2014 with the amount listed that went to Tillamook County roads.

#### 11. Communications

- a. Next Special Meeting – Thursday, June 1, 2017 @ 12:30 p.m., if needed. The Board rescheduled the meeting to Thursday, June 8, 2017.
- b. Next Regular Meeting - Tuesday, June 20, 2017 @ 6:00 p.m.

#### 12. Executive Session – The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions. At 7:47 p.m. the Regular Session was recessed to the Executive Session. At 9:02 p.m. the Executive Session was closed and Regular Session re-entered.

#### 13. Commissioner Comments, as time allows: None.

#### 14. Adjournment: Bob Olsen @ 9:03 p.m.