



**APPROVED 7/18/2017**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**TUESDAY, JUNE 20, 2017, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

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

1. Call to Order: Bob Olsen @ 6:01 p.m.  
Recognition of Persons Present: Commissioners Gerry Opdahl; Jack Mulder; Carolyn Decker; Bob Olsen & Jim Young  
Port Staff: General Manager Michele Bradley; Pami Boomer & Margaret Amick  
Gus Meyer - Port Taxpayer
2. Public Comment for Items Not on the Agenda - None
3. May 2017 Financial Update – Pami Boomer, Office Administrator reported the Port needs a Supplemental Budget for FY 2016-2017 to account for FEMA grant funds used for the Southern Flow Corridor project. The project carried over into this fiscal year & the funds expended in FY 2016-2017 need to be reflected in this budget. The Supplemental Budget can be used since the amount does not exceed 10% of the original budget. The Commissioners agreed to meet on Monday, June 26, 2017 @ 10:00 a.m. to discuss and approve the Supplemental Budget.

Several Commissioners want to review the format of the Budget regarding how expenses are tracked. It was decided to discuss more at the meeting on July 6, 2017.

- a. Discussion and Consideration of Approval of Oregon Department of Aviation Grants for COAR-2017-TMK-00009 (Equipment Match) and COAR-2017-TMK-00011 (Apron 2 Rehabilitation FAA Match) with Approval for General Manager to Sign Grant Offer and Subsequent Grant Administrative Documents **Jim Young moved to Approve the Oregon Department of Aviation Grants for COAR-2017-TMK-00009 (Equipment Match) and COAR-2017-TMK-00011 (Apron 2 Rehabilitation FAA Match) with Approval for General Manager to**

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**Notice and Agenda – Regular Meeting**

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**Sign Grant Offer and Subsequent Grant Administrative Documents. Gerry Opdahl seconded, the motion carried (5-0).**

4. Consent Agenda – Motion to Approve Consent Agenda
  - a. Prior Meeting Minutes – Reg. Meeting May 16, 2017; Special Meeting June 8, 2017
  - b. Lease Order #17-14 Kim, LLC; Bldg. 19, Suite 300 for Office Space; 5 years
  - c. Lease Order #17-15 Nehalem Telecommunication; UG Utility Crossing; annually

**Jack Mulder moved to Approve the Consent Agenda, Jim Young seconded and the motion carried (5-0).**
5. Discussion and Consideration of Accepting Temporary Construction Easement from Douglas S. Rosenberg and Andrea J. Rosenberg Regarding the Southern Flow Corridor Landowner Alternative Construction Project – **Jim Young moved to Approve Accepting the Temporary Construction Easement from Douglas S. Rosenberg and Andrea J. Rosenberg Regarding the Southern Flow Corridor Landowner Alternative Construction Project. Gerry Opdahl seconded, motion carried (5-0).**
6. **NUNC PRO TUNC** Discussion of Port’s Participation in the Tillamook County Multi-Jurisdictional Natural Hazard Mitigation Plan Update Process and Amendment #3 to Memorandum of Agreement DLCD PS 15028 to Include Port of Tillamook Bay and Port of Garibaldi – **Jim Young moved to Approve the Port’s Participation in the Tillamook County Multi-Jurisdictional Natural Hazard Mitigation Plan Update Process and Amendment #3 to Memorandum of Agreement DLCD PS 15028 to Include Port of Tillamook Bay and Port of Garibaldi. Carolyn Decker seconded and the motion carried (5-0).**
7. Discussion of Railroad Fee Sheet – Gerry Opdahl expressed his concern that the Port’s fees for the Railroad crossings, easements and encroachments aren’t high enough. The Board extensively discussed the fees and whether to revise the rate sheet. **Gerry Opdahl moved to increase the fee rate for utility lines to \$.75 per lineal foot and to require any leases for linear uses to be reviewed by the Board. Bob Olsen seconded. During discussion Gerry amended the motion to increase residential & commercial encroachments to \$1.00/sf and increase water/sewer line \$300.00 annually. Carolyn Decker seconded the amendments and the motion & amendments carried (3-2), Jack Mulder & Jim Young opposed.**
8. Continuing Discussion of Road Fund & Next Steps: The Board discussed the different options presented for raising approximately \$208,000.00 per year to dedicate to a fund for future maintenance & development of the Port’s roads. The options assigned a category of usage (Residential/General Office, light industrial, medium industrial, heavy industrial) to each entity occupying the Port with a different percentage of the total for each category. The Port staff recommended Option C

(10/15/35/40) and the Board preferred Option B (10/15/30/45). Jim Young suggested exempting the airport hangars because the fee would likely be troublesome to collect. Pami & Michele will take their feedback and incorporate them into the plan for continued review.

9. Committee Reports

- a. Tillamook Lightwave – Jim Young had nothing new to report.
- b. Salmonberry Trail – Commissioner Mulder had nothing new to report.

10. Manager's Report

- a. May 2017 Safety Meeting Minutes provided to Board
- b. Revised FOTAM Director Application – copies supplied to Board for potential candidates
- c. Newspaper article on Port tenant – JW Merc information
- d. Tillamook County Parks Foundation - Informational letter from Neal Lemery & brochure regarding the formation of the foundation.
- e. Updated FAA Capital Improvement Plan (CIP) for Tillamook Airport.- Letter from FAA lining out the annual timeline for the planned improvements funded by them.
- f. Legislative Update – changes to PERS being proposed with increased employee deductions to offset part of employer cost.
- g. Complaints at the Airport – user complained to FAA regarding people walking dogs on airport but Port wasn't given enough information to follow up. FAA will try to get permission from reporting party to pass on video for possible identification of trespassing party.
- h. Staffing Update – The TAM café is still looking for a cook, so Phyllis Rice is cooking during limited hours and is training a couple of returning summer staff to fill the position. Virgil Robitsch is mowing and Josh Balmer has reached his 20 year anniversary with the Port. Michele will reach hers in a couple of months. The Tillamook Pilots' Association found an older flight logbook and made a memory box to place in the FBO, and Port crew built the shelving for it.

11. Communications

- a. Visit Tillamook Coast Grant Caboose Rehab Ribbon Cutting in Rockaway Beach – Friday, June 23, 2017 @ 4:00 p.m. Rockaway Beach Chamber of Commerce
- b. Next Special Meeting – Thursday, July 6, 2017 @ 12:30 p.m.
- c. Next Regular Meeting - Tuesday, July 18, 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. Recessed Regular Session & entered Executive Session @ 8:32 p.m. Exited Executive Session & reentered Regular Session @ 9:24 p.m.

13. Commissioner Comments, as time allows: None

14. Adjournment: Bob Olsen @ 9:24 p.m.

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