



APPROVED 8/29/2017

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, JULY 18, 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; Gerry Opdahl; Carolyn Decker; Jim Young and Jack Mulder (@ 7:00 p.m.)
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
Gus Meyer – Port Taxpayer; Rich Gitschlag and Paul Daniels – Oregon Coast Scenic Railroad; Kristine Hayes – Rockaway Beach Chamber of Commerce
2. Public Comment for Items Not on the Agenda: Gus Meyer reported reading a very nice article in the Sunday Oregonian travel section regarding the Tillamook Air Museum which also connected it to other activities in the area. Michele Bradley commented the article is an example of “unearned advertising” which is unpaid advertising.
3. June 2017 Financial Update – Pami Boomer reported that the budget is in the black for FY 2016-17 pre-audit. Milt from the accounting firm will be on site next week to help Pami prepare for the audit scheduled for the week of September 11. This meeting is the last Regular Meeting Board Meeting Pami will be attending for a while since she will be coaching volleyball again this year and will be on a revised work schedule. The financial reports will be given to the Board at the Regular Meeting to review, but will not be discussed until a subsequent meeting.

Bob Olsen questioned why health insurance is so high and varies so widely in each department as a percentage compared to the Salaries and Wages. Pami and Michele explained that each employee’s insurance costs vary depending on the number and type of their dependents and each department has different numbers and types of employees (longevity, part or full time).

Gerry Opdahl asked how much the Port currently has in liquid assets and how it compared to the previous year. Pami didn’t have that report on

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hand but will have it available at the Financials Workshop on August 3, 2017. Pami requested that the Board members notify her ahead of time of any questions and issues to be brought up at the Financials Workshop so she can have the relevant reports and documents at hand.

4. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting June 20, 2017; Special Meeting June 26, 2017; Special Meeting July 6, 2017
 - b. Lease Order 17-16 Zwald and Taksdal, LLC; Bldg. 91; Vending and Storage; month to month
 - c. Lease Order 17-17 Oregon Coast Futbol; 6 Acres in Parcel I-4; 3 Fields and Parking for Youth Club Soccer; 5 years
 - d. Lease Order 17-18 Stimson Lumber Company; Bldg. 54; Wood Storage inside hangar; month to month
 - e. Lease Order 17-19 Doug Creasy dba Garibaldi Cannery; RR MP 845.49; Parking; annual
 - f. Lease Order 17-20 Rick Fisher dba War Sports NW, LLC; 5 Acres; Operation of an Airsoft Course; month to month

Gerry Opdahl moved to approve Consent Agenda, Carolyn Decker seconded and the motion carried (4-0); Jack Mulder absent.
5. Review, Discussion, and Consideration of Changes to the By-Laws of the Port of Tillamook Bay (2012), 30-day Notice – Michele Bradley asked the Board regarding any changes they wanted. Bob Olsen suggested changing references of the Board “Chair” to Board “President”. A few minor word changes and additions were also made. Bob questioned the need for the Commissioners to each take a training session every year. Other Commissioners said they felt it was beneficial to refresh and update their knowledge regularly, so it was agreed to let the requirement stand.
6. Discussion of DRAFT Ordinance for Port of Tillamook Bay Road Fee and Timeline – Michele Bradley and Pami Boomer presented the challenges in instituting a fee schedule given the variety in the types of users. The Port’s legal advisor requested direction on which users are to be billed and what actions will be taken for nonpayment. Not all the road users use Port water to shut off or lease property to be evicted. There were several suggestions involving charging individual vehicles as they access the Port, either in person or remotely, but all of them had major drawbacks. There was discussion of a fee schedule for the T-hangars separate from the rest of the Port since those tenants mainly use the road between Long Prairie and the airport. The Port can’t legally exclude some tenants from paying a fee and charge the others. The Board agreed the ordinance needs more work and Michele will continue to work on the draft ordinance with the legal advisor for review at the Regular meeting on August 22.
7. Discussion and Consideration of Oregon Coast Scenic Railroad’s (OCSR) Request for Renegotiation of the Operations and Rail Line Use Agreement. Rich Gitschlag and Paul Daniels stated that OCSR has plans for improvements and expansion and is having trouble attracting funding from grants and donors due to the temporary nature of the current agreement. OCSR is requesting a meeting with the Board to discuss a 50 -

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99 year lease. Gerry Opdahl asked about potential conflicts with the Salmonberry Trail and Paul Daniels said that OCSR has publicly stated they are in favor of the Trail and would like to cooperate with STIA in developing rails with trails. The Board decided they wanted to discuss it in Executive Session. **No action taken.**

- a. Rockaway Beach Chamber of Commerce (RBCC) extension request - Kristine Hayes thanked the Port for its assistance in obtaining the grant to refurbish the caboose used for the Chamber. She also submitted a request from the RBCC for the Port to extend their lease on the railroad right of way encroachment for another 25 - 99 years. In addition, the RBCC would like first refusal of the property if they make improvements and if, in the future, the Port decides to sell. The Board wanted to discuss the issue further and Michele told Kristine that she would be in contact with her.

8. Committee Reports

- a. Tillamook Lightwave – Jim Young reported that the Wave, which is the construction and operations entity for TLW, is extending the fiber optic cable in a loop between Tillamook and Nehalem. This will create a backup system for breakages in the line. Jim said that he thinks that the Wave wants to renegotiate the contract that CoastCom had with TLW before they were bought out by the Wave. The agreement determines the amount of ownership TLW has in any fiber optic cable installed by the Wave.

Jim also brought back copies of a report put out by ODOT regarding the impact that people coming to view the solar eclipse will have on Oregon including the coast.

- b. Salmonberry Trail – Commissioner Mulder
 1. Update on EPA Grant/Salmonberry Brownfield Assessment Project – Michele Bradley told about a meeting in June regarding the EPA Grant that was obtained by a partnership between Tillamook County, POTB, DEQ and the Oregon Health Department. The grant is to assess and mitigate property suitable for development within one mile of the railroad Right of Way. Part of the grant was used by deGarde Brewing for removal of the underground gas tanks at the property in Tillamook. The Brownfield Assessment of the railroad determined that it has no real health impact on the public.
 2. Update on Extension Request to the STB for Trail Partner Negotiations. Michele told the Board that STIA put in their Extension Request to the Surface Transportation Board first and POTB has also submitted theirs and are waiting for the results. Jack Mulder reported that the last STIA meeting was on June 2, 2017 and there is a Right of Way Group meeting scheduled for July 28 to discuss any new or unresolved issues with the lease. The Oregon State Dept. of Justice has to review the agreement before the Dept. of

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Forestry and the State Parks Dept. sign as a partner in STIA; Tillamook County is ready to sign.

Jack also reported that at the NWACT meeting it was brought up that ODOT is conducting a study of the Oregon Coast bike route down Hwy 101. Jack suggested that ODOT include the Salmonberry Trail in planning for the Three Graces section to address safety issues and received no sign of interest from the person conducting the study. Jack suggested that STIA pursue the subject with ODOT.

Michele reported on the increased media coverage of the Salmonberry Trail and her efforts to get the word out that the Trail is not open to the public. Also, a property owner adjacent to the railroad right of way has constructed a waterslide starting at the tracks and continuing down the hill. Michele is looking in to who owns the property so she can send a cease and desist letter.

9. Manager's Report

- a. June 2017 Safety Meeting Minutes – For information
- b. Reference Guide to FAA AIP Funding for Airport Projects – Brochure detailing the steps required for applying for these grants.
- c. Update on Personnel Manual – Pami is working on it with suggestions from SDAO and will have it for review and discussion in August.
- d. Update on new construction occupied space – 96% occupied in the new buildings with only 3,000 sf available. DeGarde has indicated they will eventually be leaving instead of just downsizing as they move into their new facility, and will assist in finding a replacement tenant.
- e. FOTAM Board Applications to date – Extending open period due to only having 1 application submitted so far.
- f. Written update on Southern Flow Corridor Project (Aaron Palter) – There is increased activity on the site as the contractor attempts to meet the scheduled completion date. Aaron will present a more detailed report at a Thursday Board meeting.
- g. Follow Up: FAA funds transfer has been completed and the funds are with the Port of Hood River and did not have to be returned to the FAA. POTB will help host a conference at the Mess Hall in September for the Oregon Aviation Industry (ORAVI). The organization consists of key players in the drone industry including almost all of the drone providers, airports and the State. This is a good way to showcase the test range at Near Space and promote the Airport Business Park to the 100 – 120 participants.

Jerry Bristow brought in the information with a picture of the plane his son Steve used to fly. Phyllis Rice is checking the availability for the loan of the same type of plane presently located at Whidbey Island, WA.

- h. Financial Workshop – expectations of staff. Michele emphasized Pami's earlier request of the Commissioners that they inform Pami, in advance, of questions and issues to be brought up at the Financial

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Workshop so that she can be prepared with the information prior to the meeting. There was some discussion of the budget process.

10. Communications

- a. Next Special Meeting (Financial Workshop) – Thursday, August 3, 2017 @ 12:30 p.m.
- b. Next Regular Meeting - Tuesday, August 22, 2017 @ 6:00 p.m.
- c. Upcoming Museum Events:
 1. 07/29/17 Never Salute with a Broken Garter, Book Signing by Peggy Lutz 11:00 – 2:00
 2. 08/18, 19, 20/17 Step Back in Time, Tillamook County Museums and OCSR
 3. 09/16/17 Hangar B Classic Car Show and Fly-In 12:00 – 3:00

11. Executive Session – The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions. Regular Session recessed and Executive Session entered @ 8:22 p.m. Executive Session exited and Regular Session reentered @ 9:11 p.m.

12. Commissioner Comments: None

13. Adjournment: 9:11 p.m.