



APPROVED 10/17/17

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, SEPTEMBER 19, 2017, 6:00 P.M.

POTB MAIN OFFICE – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order:
Recognition of Persons Present: Commissioners Gerry Opdahl; Jack Mulder; Carolyn Decker; Bob Olsen and Jim Young
Port Staff: General Manager Michele Bradley and Margaret Amick
Gus Meyer – Taxpayer; Tilda Jones – Tillamook Bay Flood Improvement District
2. Public Comment for Items Not on the Agenda: None
3. Consent Agenda **(Action)** – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting August 29, 2017; Special Meeting September 7, 2017
 - b. Lease Order 17-23 Victor Dairy; Private Roadway Crossing; Annually
 - c. Lease Order 17-24 Josh Merritt; MP 782.05; Recreational; Month to Month – During discussion the commissioner agreed that approving the lease would set a precedent and would expose the Port to too much risk.
 - d. Discussion of DRAFT BioGas Corp., LLC Lease – Item was removed from Consent Agenda for discussion in Executive Session.
Jim Young moved to Approve the Consent Agenda except to reject Lease Order 17-24. Jack Mulder seconded and the motion carried (5-0).

Gerry Opdahl asked how long the audio recordings of the minutes are retained. Upon being told they are kept for 3 – 5 years he suggested a maximum retention of 3 years. After discussion it was decided to amend Article 12, Section 4 of the By-laws to read “audio of meeting minutes are to be kept for 3 years.” The 30 day notice of the amendment begins September 19, 2017.
4. Update on Southern Flow Corridor Landowner Preferred Alternative Project - Aaron Palter
 - a. Project Status - Construction and Budget summary written report was provided by Aaron who was unable to attend due to a conflict.

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- b. Discussion and Consideration of Port's Allocation of FEMA Alternate Project Monies to the Project. It was determined that there will not be leftover funds available from the Alternate Project Monies so the action item has been dropped.
5. Committee Reports
 - a. Tillamook Lightwave – Commissioner Young had nothing new since TLW has not met since the last report.
 - b. Salmonberry Trail – Commissioner Mulder reported that progress has stalled on the Oregon Dept. of Forestry's side of the STIA lease due to demands of fighting the recent fires. The next STIA meeting is the first week in October so he has no news to report.
 - i. The Salmonberry Trail September Newsletter – provided for the commissioners' information.
 - ii. Update – OPRD Comment Period for Nehalem River Scenic Waterway Proposal – No report.
6. Discussion and Consideration of Submitting Two Applications to Oregon Department of Aviation COAR Grant (FAA Match and Hangar Site Development). Michele asked approval to apply for 3 COAR Grants – one to match funds from FAA for construction of the apron; one for site development for future construction of box hangars; and the third to add another layer of asphalt to the circle that Near Space leases for Unmanned Aerial Systems (UAS) operations. **Jack Mulder moved to Approve Submitting Three Applications to Oregon Department of Aviation COAR Grant Program. Jim Young seconded, motion carried (5-0).**
7. Discussion:
 - a. Property Values – Gerry Opdahl requested information on the value of the Port's land for future development opportunities. Jack Mulder asked if the Port should consider the public benefit when putting a price on property during negotiations with potential developers/ businesses. He is concerned that the Port could lose out on opportunities by overpricing the land. Carolyn expressed her preference for leasing land instead of selling. There was also discussion of having the developers share in the cost of building a sewer line to connect to the Tillamook City treatment plant. Jim Young asked if price should not be discussed in the initial conversations with developers and Michele agreed.
 - b. Need to Update Strategic Business Plan? – There was a brief update to the 2009 Plan in 2012 and Michele reminded the Board that they had expressed interest in having the 2012 version updated which would include the FEMA projects and the Future Land Use Plan. She explained that Oregon Business Development Department (OBDD) offers grants to ports to develop the full plans. Jim Young stated that the process would need more time than is available during the regular board meetings to develop the details of the plan and suggested an extended work session. Michele told the board that the total process will probably take about 6 months from consultation to completion. Jack Mulder recommended that the original 2009 Plan should be

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updated and then update the full plan every 5 years with a brief update in between. Michele said she can try applying for a Port Planning and Marketing grant for \$50,000 to fund developing a full plan and/ or ask Melanie Olsen who is the Regional Business Development officer for Business Oregon for the names of consultants who have recently updated plans for other ports. Gerry Opdahl asked if it was possible to have Vicki Goodman, who wrote the 2012 version, come in and explain portions of the plan to the board. Michele said she would check into whether Vicki is available.

There was discussion of the desire to construct new warehouses; shop buildings and RV storage – types of buildings; costs & financing. The Board also discussed developing the water resources on Port property: development costs; availability; water quality; treatment costs, if necessary.

The Board discussed the future possibility of sewer hookup to the Tillamook City treatment plant. Gerry asked Michele to contact the City of Tillamook to see what would the per gallon charge be to POTB if the Port connects to their sewer treatment plant. Michele is meeting with DLCD & the Tillamook County Development Department Interim Director on Friday, September 22, 2017 to discuss amending Tillamook County's Comprehensive Plan to include future connection of the Port's sewage to the City's treatment plant.

- c. Goals and Vision Workshop – The workshop date was set for October 10, 2017 @ 12:00 p.m.

8. Manager's Report

- a. August Safety Meeting Minutes - For information.
- b. Sewer Extension Update – Discussed earlier in meeting.
- c. OBDD Enterprise Zone and Incentive Training – To be hosted by POTB on November 1, 2017.
- d. Manager's Annual Evaluation – Scheduled for the October 17, 2017 meeting.
- e. FEMA Project Update – The cement work is in for one of the Greenhouses/ Hoop Houses. It is being leased by Food Roots. Jim Young said he would like any leftover FEMA funds to be used by the Port & Michele told of her desire to buy two more pickups for the Port - a crew cab so no one needs to use their own vehicle for work and a pickup for the Airport.
- f. August 2017 Financial Update – Provided; Questions Will be Addressed at October 10th Meeting

Michele reported that she was contacted by Columbia Basin Railroad asking about purchasing the Locomotive 6116 for parts and offering \$7,000. They will dismantle on site and haul it all away within one year. Michele will counteroffer for \$12,000.

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9. Communications
 - a. Next Special Meeting – Thursday, October 5, 2017 @ 12:30 p.m.
Moved to Tuesday, October 10, 2017 @ 12:00 p.m. due to schedule conflicts. Lunch will be provided.
 - b. Next Regular Meeting - Tuesday, October 17, 2017 @ 6:00 p.m.

10. Commissioner Comments: Jack Mulder visited the Air Museum with his kids and really liked the improvements.

Michele reported that a woman fell backwards at the Museum and hit her head and was taken to hospital. Michele has informed SDAO in case there is any follow up regarding the injury.

Bob Olsen complained about the hole in the asphalt in the turn lane leading from the west into the Port. He asked Michele to contact the County to have it fixed. Michele said she would talk to Chris Laity from Tillamook County Public Works.

Gerry Opdahl asked about the property sale in Garibaldi. Michele reported that the Purchase and Sales Agreement is ready to be signed and the purchaser has sent the escrow check and 1 year's encroachment fees.

The Board recessed to Executive Session @ 8:13 p.m. as authorized by ORS 192.660 (2)(e) for Real Property Transactions and reentered Regular Session @ 8:58 p.m.

11. Adjournment: 8:59 p.m.