



APPROVED 12/22/15

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, NOVEMBER 17, 2015, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

MINUTES

1. Call to Order: Commissioner Young at 6:00 PM

Recognition of Persons Present:

Commissioners Bob Olsen; Jim Young; Jack Mulder; John Lewis – Carolyn Decker absent

POTB staff: Michele Bradley, Port Manager; Pami Boomer; Margaret Amick

Presenter: Paul Levesque - Tillamook County

Public: Gus Meyer; Nick Zwald, Jesse Borough and Heather Taksdal – Zwald Transport; Steve Smith – Farm Power North West

2. Public Comment for Items not on Agenda;

Steve Smith informed the Board that Farm Power NW are no longer opposed to the Port accepting substrates for the digester, that they would like to steer some business to the Port and are available to assist the Port in any way they can.

3. Consent Agenda

- a. Prior Meeting Minutes –Regular Meeting 10/20/15 and Special Meeting 11/05/15. No changes were requested.

- b. Lease Order #15-18 Hunter, Jungling and Peak; Building #69, Unit A for mechanic area; month to month with 3% annual increase.

Ms. Bradley assured the commissioners that the tenant would not be storing vehicles outside of the building.

Com. Mulder moved to accept the consent agenda. Com. Olsen seconded, motion passed (4-0), Com. Decker absent.

4. Discussion of October 2015 Financials – Pami Boomer, Office Administrator

Ms. Boomer reported the auditors will be returning on Thursday & Friday, Nov 19 & 20 for the main field work portion of the audit. Port expenses are on track except for administration, mainly interest expense. The Port will continue to cut expenses and bring in more revenue. There was discussion of the Railroad debt the Port has been covering for several years and Ms. Bradley explained that the Port has been keeping track of the debt payments in order to be able to recoup those expenses from any income generated by Railroad assets. In response to a question from Com. Mulder, Ms. Boomer clarified how the digester expenses were recorded.

5. Discussion and Consideration of Temporary Construction Easement between the Port of Tillamook Bay and LH & JH, LLC for the Southern Flow Corridor FEMA Project – Paul Levesque – Tillamook County.

Mr. Levesque informed the Board the City of Tillamook has signed the Easement agreement with Loten Hooley for the levy next to Rosenberg Builders Supply and is ready for the Port's signature with the understanding that the property will be returned as close to original condition as possible. This is the 1st of 4 easements to be processed for the Southern Flow Corridor Project. Purchases of several properties for the project will be finalized in December 2015 & January 2016. He also reported about several of the local lawmakers taking a tour of the Southern Flow Corridor Project area addressing some concerns regarding loss of agricultural land with them coming away with a more positive view. The final environmental impact statement has been issued and they are on track to have a signed Record of Decision on Dec. 23, 2015. **Com. Olsen moved to approve the Temporary Construction Easement between the Port of Tillamook Bay and LH & JH, LLC for the Southern Flow Corridor FEMA Project and have Board President Young sign. Com. Mulder seconded, motion passed (4-0), Com. Decker absent.**

6. Presentation and Discussion of Brownfield Repurpose Opportunity – Carol Coran, Cornerstone Ventures, LLC Tabled
7. Discussion and Consideration of Resolution 2015-2016 #5 in the Matter of Approving Loan Agreement and Promissory Note with the State of Oregon for Development of an Unmanned Aerial Test ("UAS") Site at the Tillamook Airport in Tillamook, Oregon. **After Board discussion of the minimal risk and definite advantage of the loan, Com. Olsen moved to approve Resolution 2015-2016 #5 in the Matter of Loan Agreement and Promissory Note with the State of Oregon for Development of an Unmanned Aerial Test ("UAS") Site at the Tillamook Airport in Tillamook, Oregon. Com. Mulder seconded, motion passed (4-0), Com. Decker absent.**
8. Discussion and Consideration of Property Acquisition/Maintenance and UAS Test Range Operation Agreement between the POTB and Near Space Corporation and Authorization for General Manager to Sign **Ms. Bradley recommended approval with minor modifications per request by Near Space. Com. Mulder moved to approve Property**

Acquisition/Maintenance and UAS Test Range Operation Agreement between the POTB and Near Space Corporation and to Authorize the General Manager to Sign. Com. Olsen seconded, motion passed (4-0); Com. Decker absent.

9. Discussion and Consideration of final Purchase and Sales Agreement between POTB and Braxling and Braxling, LLC.
Ron Braxling will have a meeting with adjoining landowners & staff on Nov. 30 @ 6:00 PM to show them his plans for the property and answer their questions. **Com. Lewis moved to approve Final Purchase and Sales Agreement between POTB and Braxling and Braxling, LLC. Com. Olsen seconded. Motion passed (4-0), Com. Decker absent.**
10. Committee Reports
 - a. Tillamook Lightwave – Commissioner Young
Nothing to report
 - b. Salmonberry Trail – Commissioner Mulder
Nothing to report
11. Manager's Report
 - a. Digester DEQ Permit #1550 Status – on to the next step; will be at least 40 days.
 - i. Substrate Update – Email from Alex Schay - tabled
 - b. Landfill DEQ Permit #1107 Status – will not require Financial Assurance
 - c. Tillamook County Year of Wellness (YOW) - tabled
 - d. Rail Storage Opportunity – discussed MOU w/ Anzur Logistics. Board to review and discuss with the General Manager.
 - e. Non-Disclosure Information
12. Executive Session per ORS 192.660 2(e) to discuss Real Property Transactions, if needed.
None needed
13. Communications
 - i. Next Special Meeting – December 3, 2015, 12:30 pm **(confirm quorum)** Tentatively canceled.
 - ii. Next Regular Meeting - December 22, 2015, 6:00 pm **(confirm quorum)**
14. Commissioner Comments
None
15. Adjournment
7:07 PM by Com. Young. Meeting expedited due to flooding of local rivers.