



APPROVED 10/20/15

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, SEPTEMBER 22, 2015, 6:00 P.M.**

1. Call to Order at 6:02 pm
Recognition of Persons Present - Commissioners – John Lewis; Carolyn Decker; Jim Young; Bob Olsen; Jack Mulder.
Staff – Michele Bradley
Public – Gus Meyer
Berkshire Hathaway – Val Schumann
SDAO – David Ulbricht
TPA –Mike Stephenson
Zwald Transport– Heather Zwald
Suzanne Eckley
Alan Evans, Helping Hands
2. Public Comment for Items not on Agenda; Tillamook Pilot's Association Comments – Gus Meyer compared a 2007 photo of the hangar to last week. He was asked to consider what the Port was going to do with the roof. Jim Young informed him that the Port is working on it and that it will need more than paint. Mike Stephenson, of the TPA will meet with Ms. Bradley. Commissioner Mulder talked to Dr. Bowman about a new type of gas low in octane at the airport.
3. Consent Agenda **(Action)**
 - a. Prior Meeting Minutes –Regular Meeting 8/18/15 with corrections to the minutes and Special Meeting 09/09/15.
 - b. Lease Orders
 - i. Lease Order – 15-13 Drew Iwaniw; Building 12, Suites A and B for Art Workshop; month to month –Bob insists that we charge them at least \$100.00
 - ii. Lease Order – 15-14 Head Start; Building 54, Suites 2, 3, 7, and 8 for Administrative Offices; month to month

Commissioner Young moved to approve the Consent Agenda with the correction made to the minutes. Commissioner Decker seconded the motion. Motion passed (4-1). Yes: Commissioner Decker, Mulder, Lewis, Young. No: Commissioner Olsen.

Discussion: Commissioner Olsen believes that all leases should be a minimum of \$100.00 per month.

- c. Discussion of Debt Restructure/Refinance with David Ulbricht – SDAO, Director of Advisory Services (**Possible Action**). Mr. Ulbricht introduced himself to the Board, explained his personal work history and what his goals were for the POTB and how he is going to help with the POTB's debt. Commissioner Olsen asked for timeframe – Mr. Ulbricht needs at least a couple of weeks to go over all the documents and provide the Port with a comprehensive analysis. Commissioner Mulder asked how we were compared to other districts. According to the documents provided to him, he found that 2 loans will drop off by 2019 (the revenue bond and Columbia Bank) Wells Fargo drops off in 2016, 2002 Refinance issue – drop off in 2017 and therefore, those should not be touched. An agreement between POTB and SDAO is for the coming.

Public comments for Items not on the Agenda.

Ms. Schumann gave an update to the Board. The documents were sent to the Port's attorney. A surveyor will need to measure the lot correctly. The board agreed to pay for the survey. Alan Evans talked to the Fire Marshall about the requirement for fire safety, ADA accessibility. He asked if the Port would Partner with the Pioneer Museum to build a 10 foot marble memorial across the street, for the people that were stationed at Naval Air Station Tillamook. Alan Evans asked access to the building to continue to move forward and informed the Board that he is bringing 2 staff veterans on site.

4. Discussion and Consideration of Construction Contract with Hamilton Construction for work on Highway 6 Railroad Overpass. (**Action**)
Commissioner Olsen moved to approve the Construction Contract with Hamilton Construction for work on Highway 6 Railroad Overpass with addition of the recitals to be added and for the Authority for Michele Bradley to Sign. Commissioner Decker seconded the motion. No discussion. Motion passed (5-0).
5. Discussion and Consideration of Memorandum of Agreement between the Port of Tillamook Bay and GSSL, Inc., dba Near Space Corporation, Concerning Unmanned Aircraft System Operations; and Authority for General Manager to Sign (**Action**).
Commission Jim Young moved to approve the MOA between the POTB and GSSL, Inc., dba Near Space Corporation, Concerning Unmanned Aircraft System Operations; and Authority for General Manager to Sign. Commissioner Olsen seconded the motion. Motion passed (5-0).
Discussion: Commissioner Young asked when we will start charging them. Michele informed the Board that the payment of \$1000.00 / month starts after the first of the year.

6. Discussion and Consideration of Railroad Fee Schedule (**Action**)

Commissioner Lewis moved to adopt the September 2015 Railroad Fees Schedule. Commissioner Mulder seconded the motion. Motion passed (5 – 0).

7. Manager's Report
 - a. Monthly Digester Performance Report
 - b. ODOT Grade Crossing Orders for Exempt Status
 - c. Thank you notes: Peacekeepers NW; Enduring A's (Albany); American Association of University Women; Tillamook Methodist Church
 - d. EDC Recommendation to County for TLT funds - FYI
 - e. Tillamook Bike and Skate Park Information – **will be discussed at the next meeting.**
8. Executive Session per ORS 192.660 2(e) to discuss Real Property Transactions, if needed. – **None**
9. Communications
 - i. Next Special Meeting – October 6, 2015, 12:30 pm
 - ii. Next Regular Meeting – October 20, 2015, 6:00 pm
10. Commissioner Comments

Commissioner Olsen asked:

- If the Port has contracted to a design expert for Web page and if yes, for how long? Ms. Bradley informed the Board that we were working with Tillamook Design and that they have been working on it for approximately 4 months. – Status update: 95% done. It will go live within 2 to 3 weeks and replace our current website. Final review per staff and the Port still have to provide photograph of the rental areas which is being taken care of by James Peak.
- DEQ Permit update? It is almost moved out of Audrey O'Brian's desk and on to the next set of reviews. Commissioner Mulder will contact NW Food Processors for any available substrates.
- Any follow up / response for additional aircraft in the last 30 days? Phyllis Rice has phone meeting scheduled on 10/24/2015 with the US Navy Museum about our pre-requested list.
- Road Maintenance Schedule & foresee cost? Ms. Bradley hopes to have the information at the next Regular Board Meeting, or Special Meeting.
- Quarterly Posting of revenue from the meeting rooms (Main Office, Officer Mess Hall). – Ms. Bradley said that the information will be provided by staff within the next few months.
- What kind of an agreement can be made for a private individual to sell designer T-shirt on consignment in the Museum Gift Shop? Ms. Bradley said to see the Museum Director. She has a standard form and she will decide to carry them or not after reviewing the terms, percentage, etc.

- Has the Port started selling fiber to NCS? Ms. Bradley answered no because they have not yet picked up a load and therefore initiate the contract. In the meantime, we started to sell some of the mountain fiber sold as what the agreement called for.
- BOCC of Tillamook have a hearing on the matter of having the Tillamook County surveyor to be appointed rather than elected. Commissioner Olsen encouraged this commission to discourage BOCC to make such change.

11. Adjournment at 8:03 pm

Minutes recorded and transcribed by V. Unger; edited by M. Bradley