



APPROVED 12/22/15

**BOARD OF COMMISSIONERS
SPECIAL MEETING
THURSDAY, DECEMBER 3, 2015 AT 12:30 P.M.**

**POTB MAIN OFFICES – Conference Room
4000 Blimp Boulevard, Tillamook, Oregon 97141**

MINUTES

1. Call to Order; Commissioner Young @ 12:30 PM
Recognition of Persons Present:
Commissioners Decker, Mulder & Young.
Port Staff: Michele Bradley, Manager; Phyllis Rice; John Johnston
Mike Cohen – EDC/SBDC
Steve Smith – Farm Power NW
Kyle Kearns – R.A.R.E. / Regional Solutions Team
Patrick Wingard – North Coast RST / DLCD
2. Public Comment - None
3. Tillamook Air Museum Update – Phyllis Rice, Museum Manager informed the Board she is still pursuing the Water Intrusion Grant to fix the canopy at the entrance to the building. She has photos of the leaks from the last storm and obtained a quote from a contractor to submit for the grant. She is also working on a transportation grant for \$40k to help in bringing in more aircraft for display. She has been working with a group that has a C-27A that has expressed interest in having it in the TAM. Ms. Rice reported she has been monitoring attendance and is able to cut expenses by using more cost effective lighting; by reducing labor during the slower hours; by cutting back business hours; and by adjusting use of heat & lighting outside of business hours.
4. Digester Update – John Johnston, Digester Lead Operator reported that October was a good month. Rain has increased the moisture content in the manure being brought in but was not a problem yet. The digester had downtime in November due to power supply fluctuations and to an unusual failure in a part. Most parts are available quickly when needed. John has been pursuing a lead for an additional revenue source by selling the green product to a nursery.
 - a. Continued from 11/17/15....Discussion on Substrates was focused on the logistics of using the old tanks for storing the substrates until they are mixed with the digester material. The Board reached a consensus for Michele Bradley to continue to move forward on the substrate issue.

5. Discussion and Update on Port Planning (Zoning, Master Planning, Business Plan)
– Kyle Kearns, NW Regional Solutions/RARE

Mr. Kearns gave a presentation explaining the economic and employment potential in encouraging and facilitating development of the POTB. He explained the necessity of having plans in place to direct the growth, both functionally and esthetically and there was discussion of the best zoning for different areas of the Port acreage. He also had some suggestions regarding potential businesses compatible with and complementary to current tenants. The Board discussed methods of marketing the POTB to potential tenants. Mr. Kearns asked for some direction from the Board about their goals for him during his time here. It was decided that he would obtain clarification on current zoning and attend the Board Meeting on January 7, 2016 for a workshop on options for developing the Port with and without rezoning.

6. Discussion from Salmonberry Trail Governance Group and Next Steps

A Discontinuance of Service request was discussed specifying the section of railway from the Banks yard to 12th St in Tillamook. **Commissioner Mulder motioned to allow General Manager Bradley to pursue the application for a Discontinuance of Service from Banks Lumber yard to 12th St in Tillamook to the Surface Transportation Board. Com. Young seconded, motion passed (3-0); Commissioners Lewis & Olsen absent.**

7. Communications

- i. Next Regular Meeting – Tuesday, 12/22/15 at 6:00 p.m.
- ii. Office closed Friday, 12/25/15 for Christmas and Friday, 1/1/16 for New Year's Day
- iii. Next Special Meeting, if needed, Thursday, 1/7/16 at 12:30

8. Commissioner Comments None

9. Adjournment by Com. Young at 2:50 PM