



APPROVED 10-23-18

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

TUESDAY, SEPTEMBER 18, 2018, 6:00 P.M.

POTB MAIN OFFICES – CONFERENCE ROOM

4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: Jack Mulder @ 6:00 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Gerry Opdahl; Carolyn Decker; Bob Olsen; and Jim Young
Port Staff: General Manager Michele Bradley; Aaron Palter and Margaret Amick
Gus Meyer – POTB taxpayer
2. Public Comment for Items Not on the Agenda: None
3. Consent Agenda – Motion to Approve Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting August 21, 2018
 - b. Lease Order #18-27 Tillamook Bay Community College; Land; Truck Storage – Driving School; mo.to mo.
 - c. Lease Order #18-28 JJS Enterprises LLC.; Bldg. 72; Manufacturing; mo. to mo.
 - d. Lease Order #18-29 Vintage Aviation Museum; Bldg. 54 (Bays 30-32); Storage/Displays; 1 year

Jim Young moved to Approve the Consent Agenda as Presented; Carolyn Decker seconded. Bob asked why there were no financials in the packet and Michele said Pami didn't have time to create the report. The motion carried (4-0-1); Bob Olsen abstained (not complete).
4. First Reading of Ordinance #7, an Ordinance Creating the Port of Tillamook Bay Road Maintenance Program; Establishing a Road Maintenance Fee; and Providing for Penalties for Nonpayment. By Direction of the Board, the Proposed Ordinance May be Read by Title Only. Changes incorporated into the draft were a time limit for appeals and making appeal fees nonrefundable. The first notice was published in the Headlight-Herald on September 12, 2018. Jack asked if Braxling and the Tillamook Sheriff's office will be charged the fee. He was told no; that since they own their property and maintain the access roads they won't have to pay the fees. There was discussion regarding the variance in the amount of traffic generated by the tenants categorized as heavy industrial. Michele and Aaron explained how the fee schedule was developed and said that it can still be changed in between the first and second readings. **Gerry Opdahl moved to**

Approve the Reading of Ordinance #7 by Title Only. Bob Olsen seconded and the motion carried (5-0). Aaron Palter read the Ordinance by Title.

5. Meeting Schedule

The next Strategic Business Plan Workshop w/Financials - October 19, 2018 @ 12:30 p.m. – 3:30 p.m.

Next Regular Board Meeting October 23, 2018 @ 6:00 p.m., moved from October 16.

The March 19, 2019 Regular meeting is moved to March 12, 2019

The February 7, 2019 1st Thursday meeting is canceled – SDAO conference

The March 7, 2019 1st Thursday meeting is canceled.

6. Manager's Report

- a. Draft Railroad Private Roadway Crossing License Agreement Template (carried over to next meeting)
- b. Draft Railroad License Agreement Template (carried over to next meeting)
- c. Feedback from Road Fee Letter to Tenants – Most questions were from RV storage tenants and T-hangar tenants. One irate note from Denis Schmitz (Woodmark Cedar).
- d. Michele reported receiving a complaint from an aircraft owner about all the debris in the apron area in front of his hangar at the edge of the asphalt on the north side of Hangar B. He reported chips in his propeller blade and expressed his concern that it may need replacement. He also included pictures which showed the size of some of the largest pieces and requested more frequent sweeping. Michele said that several years ago that area was removed from the airport zone so there might have been a misunderstanding of which areas were to be swept as part of the airport maintenance. She will talk to staff and have them set up a sweeping schedule to include that area.

7. Committee Reports

- a. Tillamook Lightwave – Jim Young reported that PUD is complaining about the number of hours it takes their personnel to take care of the TLW administration tasks. TLW pays PUD approximately \$1500/month for their expenses but PUD says it takes up too much employee time. Michele asked if TLW could hire a part time Administrative Aid and Jim said it could come down to that. He said that the TLW Board will need to discuss it at the next meeting. Jim is concerned that if meetings are skipped because the admin support is unavailable to attend then the Wave would have a chance to gain too much control.
- b. Salmonberry Trail – Jack Mulder reported that on October 4, 2018 STIA will be hosting a field trip to the Banks - Vernonia Trail for interested parties and potential donors. The annual meeting will be that evening in Banks at 6:00 p.m. to 9:00 p.m. Michele reported on the Banks Road Workshop convened by Senator Betsy Johnson and involving ODOT; ODOT Rail; Washington County; POTB; Hampton; P&W; the Oregon Truckers Association (OTA) and other interested parties. The representative from the OTA was not in favor of a roundabout in the area and had not seen the plans from Washington

County yet. Since the plans must be approved by OTA the project might not go forward. She went on to talk about the Port's interest in selling the Banks yard to P&W but they are only interested if they can also purchase a portion of the rail that the Banks – Vernonia Trail would like to use for additional parking. Hampton Lumber may have a future interest in purchasing the yard but has no immediate plans in place.

- c. Friends of Tillamook Air Museum (FOTAM) – Carolyn Decker reported that the approval of the nonprofit status may take up to another six months but the IRS has received the paperwork. The board members are each working on a draft mission statement for the next meeting on October 12 so they can consolidate and condense them into the final version for the website and literature. They discussed the need for a grant writer and whether to hire someone. The Hangar maintenance crew has applied the Ames products to a section of the windows on the side to test its durability in the Tillamook weather. Carolyn has been depositing the cash donations from visitors to the Museum into the FOTAM account and the total to date is \$9,946.36. The VIP tour has been postponed; the tentative date now is February 16, 2019. Gerry has contacted 2 painting contractors for quotes on applying the coatings to the corrugated Hangar roof. He is anticipating quotes of \$1,000,000 to \$2,000,000. Gerry said his wife had the idea of putting an elevator in the end of the Hangar to draw in more visitors. The board was enthusiastic about the idea and added it to the wish list for the building.

Michele told everyone that someone from SDAO will be at the Hangar at 10:30 a.m. on October 12 to try out a drone and take some pictures of the interior. The FOTAM Board meeting will be at that time and will be taking a break to observe the drone. She added that everyone was welcome to watch if interested.

8. Communications

- a. Next FOTAM Meeting – October 12, 2018 @ 10:00 a.m.
- b. Strategic Business Plan Workshop – Friday, October 19, 2018 @ 12:30 p.m. – 3:30 p.m.
- c. Next Regular Meeting – Tuesday, October 23, 2018 @ 6:00 p.m. (moved from October 16).
- d. Next Special Meeting – Thursday, November 1, 2018 @ 12:30 p.m., if (needed)

9. Commissioner Comments: Gerry asked for guidance from the Board about the value of Port property. He has put out feelers to see if there is interest from an investor or a corporation in the RV Park business in purchasing the 8 – 10 acres where the campground is located but he didn't know what purchase price to put on the acreage. Jack said there would be a question of the proximity of the airport and asked if there is a different area that would be suitable for the purpose. Jack did caution the Board about selling property to a party who doesn't develop it as planned and it just sits there and doesn't contribute to the economy. There was discussion of how to prevent that type of situation. There was further discussion of some issues that could arise and how to deal with them. It was agreed that there is interest in pursuing the discussion, including

information on the property values of different areas of the Port and which areas could be made available for purchase.

Carolyn will be on vacation September 19 through October 2, 2018.

10. Executive Session per ORS 192.660 (2)(e) for Real Property Transaction.
Regular Meeting recessed and Executive Session entered @ 8:16 p.m. Exited Executive Session and reentered Regular Meeting @ 8:56 p.m.
11. 8:56 p.m.