



**APPROVED 9-18-18**

**DRAFT MINUTES**

**BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING**

**ALSO SITTING AS THE LOCAL CONTRACT REVIEW BOARD**

**TUESDAY, AUGUST 21, 2018, 6:00 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM**

**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: 6:00 p.m.

Recognition of Persons Present: Commissioners Gerry Opdahl; Carolyn Decker; Jim Young and Bob Olsen. Jack Mulder absent.

Port Staff: General Manager Michele Bradley; Aaron Palter and Margaret Amick Bill Devlin, Interim Executive Director and Paul Daniels – Oregon Coast Scenic Railroad (OCSR); Brandon Affolter – Oregon Coast Futbol Club  
Don Aufdermauer – local farmer; Gus Meyer – Port taxpayer

2. Public Comment for Items Not on the Agenda

Don Aufdermauer asked about the process for obtaining a lease that would allow him to run a manure line for about a mile between his dairy and Chad Allen's, across the Wilson River railroad trestle on the Port's right of way. Michele told him about the fee schedule; a required survey; required engineered drawings; and coordination with OCSR, the Salmonberry Trail group and the fiber optic cable company that currently has cable attached to the trestle. She said that the first step would be to come in and talk to her. Don said he was asking just to see if it was a possibility and that he would come to see her about it sometime. Then he asked about how the Port's negotiations with PUD regarding leasing the POTB right of way for the new transmission lines are coming along and the amount of fees the Port would be charging PUD. Don stated that if the property owners fail in their attempts to block the lines going through their properties then they should get the same rates as the Port. He believes that PUD wants to install the new lines in anticipation of the advent of wave generation and will then have a new source of revenue. Gerry and Carolyn believe the Port's right of way is more valuable than the fees on the rate sheet.

- a. Bill Devlin spoke regarding a section of railbed on the Nehalem River east of Mohler that is washing out. He described the railroad as a "community asset" due to OCSR and the Oregon Coast Railriders being popular attractions and bringing in significant tourist dollars to the area. He is seeking support from public and private organizations in Tillamook County to help fund the repairs to the washout and to garner public support in smoothing out the process with the National Marine Fisheries and the US Corp of Engineers. He said the initial cost for the repairs is well over

\$100,000 and is much more than OCSR can fund. Case NWP-2014-129 has been handed off to the EPA but hasn't progressed any further yet.

- b. Update on Oregon Coast Futbol Club – Brandon Affolter told the board about the improvements the club has been making to the property leased from the Port. He then told the board that a sponsor has come forward and would like to offer funds for more permanent improvements such as turf; water connection; rest rooms; etc. but is uncomfortable with the current length of the lease. Brandon asked the board to consider if they would be open to extending the lease to 20 years. There was discussion about alternative sites on the Port that would be suitable for both parties. The board asked for more information on what the development would look like; a time frame; and the minimum required.
3. Consent Agenda – Motion to Approve Consent Agenda
    - a. Prior Meeting Minutes – Regular Meeting June 19, 2018; Regular Meeting July 17, 2018
    - b. Lease Order #18-24 Alan Laudani; Hangar #29; Storage; mo. to mo.
    - c. Lease Order #18-25 Silkwood Fitness; Bldg. 90, Unit B; Recreational Fitness Center; mo. to mo.
    - d. Lease Order #18-26 Doug Muck (relocation); .34 acres; trailer storage; mo. To mo.

**Carolyn Decker moved to approve the Consent Agenda, Gerry Opdahl seconded and the motion carried, (4-0); Jack Mulder absent.**

## **NOW SITTING AS THE LOCAL CONTRACT REVIEW BOARD**

4. Discussion and Consideration of a Notice of Intent to Award a Contract to Lyda Excavating, Inc., in the Amount of Four Hundred Seventy-Four Thousand Five Hundred Ninety (\$474,590.00) Dollars, for the Tillamook Municipal Airport (TMK) Apron A2 Rehabilitation Project and Authorization for General Manager to sign contract documents. The engineering is completed and the construction portion went out for bid with FAA asphalt specifications and received no bids. It went out for bid a second time with ODOT asphalt specifications since there would be no aircraft use of the area and there were 5 bids. The 2 lowest bids did not provide all the information required so Lyda Excavating, Inc. won the bid.  
**Gerry Opdahl moved to Approve the Contract With Lyda Excavating, Inc. Based on Order #18-001 Notice of Intent to Award a Contract Noting That Conway Construction Company was Read Low Bidder But Did Not Meet the Qualifications as Specified in the Documents. Carolyn Decker seconded and the motion carried (4-0); Jack Mulder absent.**

## **NOW SITTING AS THE BOARD OF COMMISSIONERS**

5. Discussion and Consideration of Intergovernmental Agreement #32421 between the Port of Tillamook Bay and State of Oregon to Administer the Disadvantaged

Business Enterprise Unified Certification Function and Authorization for General Manager to sign Document. Disadvantaged businesses are given preference in

contracts and the Port has to agree to the terms in the Agreement in order to obtain FAA grant funds. **Gerry Opdahl moved to Approve the Intergovernmental Agreement #32421 between the Port of Tillamook Bay and State of Oregon to Administer the Disadvantaged Business Enterprise Unified Certification Function and to Authorize the General Manager to sign Document. Carolyn Decker seconded and the motion carried (4-0); Jack Mulder absent.**

6. Discussion and Consideration of Resolution 2018/2019 #2, Accepting Grant Award Offer for Construction Phase of Federal Aviation Administration Airport Improvement Grant 3-41-0060-016-2018 (Apron 2 Rehab Project – Construction Phase) **Bob Olsen moved to Approve Resolution 2018/2019 #2, Accepting Grant Award Offer for Construction Phase of Federal Aviation Administration Airport Improvement Grant 3-41-0060-016-2018 (Apron 2 Rehab Project – Construction Phase), Carolyn Decker seconded and the motion carried (4-0); Jack Mulder absent.**
7. Discussion and Consideration of Increasing Port of Tillamook Bay Water and Sewer Rates as a result of the City of Tillamook (Supplier) raising rates. Michele will approach the City regarding the Port paying Commercial Rates for water obtained from them. **Bob Olsen moved to Approve a 30% Increase in Port Water to \$11.92 per/thousand gallons. Carolyn Decker seconded and the motion carried (4-0); Jack Mulder absent.**
8. Discussion of Ordinance No. 7 Creating the Port of Tillamook Bay Road Maintenance Program, Establishing a Road Maintenance Fee, and Providing for Penalties for Non-Payment (**No Action** until 9/18/18) Bob Olsen asked if the Port can maintain roads with \$145,000 per year and Michele said yes with the work done over 20 years. Aaron Palter said he obtained information on the maintenance costs from the Tillamook County road department. He explained how the system of fees and categories was developed and that the fee schedule will be reviewed after 3 years. Tenants may appeal their category classification to the General Manager for free within 120 days of implementation of the program and after that there is a \$100 nonrefundable fee. If they want to appeal the General Manager's decision to the Board of Commissioners the fee will be \$250 nonrefundable. Michele asked for direction from the Board regarding applying the fees to nonprofits and government entities. They decided on no exemptions. The first reading of the final draft of the Ordinance will be at the September 18 meeting, the second reading and the vote will be at the October 16 meeting and, if adopted, the effective date will be 30 days later, on November 20, 2018.
9. Discussion: Horse Trails on Port property. Michele was approached by a group that currently rides their horses on the south side of Port property and in the

Anderson County Park adjacent to the Port. They are requesting a lease for access and would build and maintain trails in that area of the Port. The Board

discussed the risks and benefits of granting a lease versus issuing permits (who would monitor them?) versus ignoring the current activities by the riders. Michele said she would consult with the County regarding liability and revisit next month.

#### 10. Manager's Report

- a. OBDD Project Completion Letter – Near Space project officially closed.
- b. Thank you notes: TEP, Sheriff's Office
- c. SDAO Safety and Security Grant Application – upcoming grant
- d. FAA Letter Amendment #1 for AIP Grant -015 – in order to use unused grant funds
- e. Update: OCSR Salmonberry case – Transfer to EPA from Army Corps - FYI
- f. Update on Tillamook Air Museum – The Convair fuselage will be brought to TAM next month; a Sky Arrow brought from Corvallis today
- g. Information: Forest Trust/Linn County Issue (lawsuit )
- h. PUD is requesting the Port to participate in their Green Power program
- i. Information: July Safety Meeting - FYI
- j. Employee Benefit Committee Update (verbal) – Pami will provide job descriptions at next meeting. Jim Young said he was concerned that the staff began the meeting thinking that the purpose of the meeting was to take away benefits. Jim thinks that some employees were reassured by the end of the meeting.
- k. Helping Hands LOC Update (verbal) – nothing to report at this time
- l. Manager Review – timeframe (verbal) – coming up in the next few months
- m. Update: TBCC Driver Training Class (verbal) – Port did not receive a grant for site improvement but the College did get a \$50,000 USDA grant toward a \$150,000 driving simulator and Tillamook Creamery has donated \$15,000 more, so eventually that will be part of the curriculum. There will be 3 students per 4 week class and there will be 2 classes. Each class will consist of one week of classroom instruction at the College followed by 3 weeks driving practice at the Port. There are local employers interested in refresher training for some of their drivers, also.
- n. Update: TBCC Drone Training Class (verbal) – Gus Meyer sent a letter to TBCC president regarding training with drones with the goal of getting operators licensed and permitted. With the increasing number of private operators there is a need for education in the regulations and safety issues involved in operating drones without creating hazards for other aircraft.

#### 11. Committee Reports

- a. Tillamook Lightwave – Jim Young provided a handout for board.
- b. Salmonberry Trail – Maps were provided showing the planned improvements to the Manning Trailhead and the east side of the Catalyst Loop Trail.

- c. FOTAM – Carolyn Decker reported that she has been depositing funds donated to the Air Museum and the FOTAM account has over \$9000 in it. Michele told Carolyn that the TAM donation funds will be collected weekly

and will be given directly to her for deposit. That way the cash will not be mixed with the Port funds but the credit card donations will still have to be processed thru the Port.

Michele told the Board about being contacted by a retired police officer interested in renting Bldg. 72 for a hemp oil extraction business. He currently imports the hemp for his business and needs more room. The Board came to a consensus to allow Michele to process the lease.

## 12. Communications

- a. Next Special Meeting as Strategic Business Plan Meeting – Thursday, September 6, 2018 @ 12:30 p.m.
- b. Next FOTAM Meeting – Friday, September 7, 2018 @ 10:00 a.m. instead of September 14 due to multiple scheduling conflicts, (if needed)
- c. Next Regular Meeting - Tuesday, September 18, 2018 @ 6:00 p.m.
- d. FOTAM Fundraiser Event – Tentatively September 26, 2018 @ 2:00 p.m.

## 13. Commissioner Comments - none

## 14. Adjournment – 9:03 p.m.