



**APPROVED 4/17/18**  
**MINUTES**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**TUESDAY, MARCH 13, 2018, 1:00 P.M.**  
**POTB Main Office – Small Meeting Room**  
**4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Bob Olsen @ 1:00 p.m.  
Recognition of Persons Present: Commissioners Bob Olsen; Jim Young; Carolyn Decker; Jack Mulder and Gerry Opdahl  
Port Staff: General Manager Michele Bradley; Pami Boomer; Aaron Palter and Margaret Amick  
Peter Watts – POTB Attorney
2. Public Comment for Items Not on the Agenda: None
3. Budget Discussion – Pami Boomer, Office Administrator, asked the Board to clarify how they wanted the admin salaries to be tracked in the Budget; as an expense divided between the other departments, or 100% to admin. In the past, there was some discussion of the admin costs from all the departments grouped together as a separate line against revenue. Michele invited Peter to weigh in with his thoughts. He said that either way is permissible by law and that the Port can use whichever works best for it. Jack Mulder asked if there is an advantage to allocating the admin costs by department. Pami explained that the FAA requires the airport profits to be used only for the airport so the admin expenses for the airport would have to be tracked separately in order to offset that income, even if the admin for the rest of the departments were lumped into one sum. **The Board agreed that Pami should continue allocating admin salaries by percentage to each department as is currently being done.**

Pami asked about any other changes in the format of the budget. Gerry Opdahl dislikes the \$0.00 ending fund balance and Jack Mulder would like to see an ending balance of what is needed for the known debt service for the 2016 refinance, with any remaining pool funds distributed throughout the budget. Peter pointed out that having a \$0.00 ending fund balance gives the Port more flexibility for addressing emergency expenditures or for taking advantage of bargains on equipment in a timely manner. If the funds aren't budgeted then a supplemental budget may need to be created and then approved in a budget meeting, which lengthens the timeline for dispersing the funds.

4. Recess into Executive Session - The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property and ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. *Recessed @ 2:10 p.m. Entered Executive Session @ 2:15 p.m. Closed Executive Session and reentered Special Meeting @ 4:14 p.m. No action was taken.*
5. Adjournment @ 4:14 p.m.