



MINUTES APPROVED 8-16-11

OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS SPECIAL MEETING
HELD ON WEDNESDAY, JULY 20, 2011 AT 2:00 P.M.

Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141

1. Commissioner Young called the meeting to order at 2:08 P.M.
2. Recognition of Persons Present
 - a. Jim Young (President); Bill Baertlein (Vice President); Georgine Beveridge (Secretary) and Bob Olsen (Commissioner). *Absent: Carolyn Decker (Treasurer).*
 - b. Staff: Michele Bradley (General Manager); Karin Gitchel (Office Administrator); Aaron Palter (Project Coordinator); James Peak (Industrial Park Supervisor); Robert Miller (Utilities Supervisor).
 - c. Public: Eric Eckfield (DAY CPM);
3. Port of Tillamook Bay A/E Campus Wide Projects Workshop
 - a. Commissioner Young turned the meeting over to Mr. Eckfield.
 - b. He shared that Project 2.1 bid just closed and that the bids would be identified at another time.
 - c. Budget: The current budget and project dollars, there remains an approximate \$3 million gap in match funds, and with all projects the port is currently sitting over budget by \$1 million. This spreadsheet does not, however, indicate the water loop project that is estimated at \$2.6 million. With dollars inside of current projects affected by water loop, this amount would reduce by \$1 million.
 - d. Project Master Schedule: This schedule has been affected by the new Pelican project, but after adjusting it, the current schedule has been modified and prioritized by the lottery bond spending dollars and timing of funds. This schedule has all projects being completed by the end of 2013.
 - e. In the interest of the schedule of Mr. Peak and Mr. Miller, Mr. Eckfield moved the discussion to the roads project for first discussion.
 - f. With the projected budget of \$4.4 million, the roads project is approximately 4 ½ miles to be rehabilitated. A map was referenced for the current lines of improvement.
 - g. Water loop is at 80% design for two lines inside of the industrial park to prepare for future development, and the estimate is approximately \$800K. A map was referenced for the current lines of improvement.

- h. The septage receiving project was described with replacement of lines, improvements to machinery and providing water service up to the station. This project approximately \$1 million for completion.
- i. Project 2.1: Parking lot repairs, site lighting, ADA Access to building, ADA compliant restrooms, Conference/Event room, repair entry posts, boiler replacement/heating upgrades, domestic water piping system replacement, sanitary sewer piping system replacement, electrical service upgrade/panel replacements, and fire alarm system. The bids were accepted today and the budget is expected to be approximately \$1.9 million, which includes the purchase price of the building at \$1.1 million from School District 9.
- j. Project 2.4 – Warehouse B (Building 11), this is highly rented and accessed by tenants. The project is scheduled to cost approximately \$780K, and will include roofing replacement, asphalt paving, partial exterior siding replacement, exterior painting, exterior windows, structural post replacements and electrical service upgrade. Construction 2013.
- k. Project 2.5 – Cold Storage (service master) project scope of work is asphalt paving, storm drain improvement, roofing replacement, new restrooms, gutter/downspout replacements, structural upgrades, partial exterior siding replacement and stair railings for approximately \$300K. Construction 2013.
- l. Project 2.6 Stimson Lumber project scope is grading/drain rock at building exterior, storm drain system, masonry skirting to close crawl space, ADA accessible ramp and parking, siding replacement, window replacements, replace exterior restroom piping for a budget of \$331K. Scheduled to happen summer of 2012.
- m. Project 2.7 Main Offices house the current Port offices, slated to be going to construction in 2012, with a budget of \$2.2 million. The scope of work will include west side parking improvements, roofing replacement, partial exterior siding replacement, exterior painting, renovating POTB staff offices, replacing building entries, centrally located restrooms, central corridor system, HVAC units and distribution and electrical upgrades. This office will include some nice features that allow the building to stand out as the main offices and will include two conference rooms. Current tenants might be located to 2.1 during construction.
- n. Project 2.8 Building 59 Warehouse; similar upgrades to 2.4, will have asphalt paving, roofing replacement, ADA upgrade to existing restrooms, structural post replacements, exterior window and door upgrades, partial exterior siding replacement, exterior painting and electrical service drop replacement. This project has been moved to 2013 to work with the current tenant needs and will run approximately \$925K.
- o. Commissioner Olsen asked if this was a project that the local contractors could participate in. Mr. Eckfield shared that the projects like this were perfect for local contractors to bid.
- p. Moving to new construction, starting with the Project 3.1 Fixed Base Operator at the airport. The scope of work will include the removal of existing FBO and hangar, removal of existing house by fuel farm, construction of new FBO building, paved parking with additional spaces, water line extension from HWY 101 and a fire hydrant installation. This project is scheduled to go to construction spring of 2012 with an estimated budget of \$1.6 million.
- q. Project 3.2 Industrial Business Park is in the location of the old rec hall, will involve site clearing and utilities, asphalt paving and sidewalks, with the construction of three (3) 18,000 square feet lease space buildings with a loading dock. The price of this lot was \$350K from the School District, and is scheduled to start in August 2011 with the approximate budget set for \$6.1 million. The board was shown diagrams of the future buildings, it was noted that these images will be available at the 2011 County Fair.
- r. Project 3.3 Port Shops is the consolidation of all the Port departments in to one location off of Sorenson street with scope of work including site clearing, underground utility infrastructure,

gravel work area, asphalt paving at vehicle parking, metal building with interior build out, concrete slab on grade with in floor heat in building 1, Port staff offices and equipment parking in building 2, equipment parking in building 3 and security fencing. This project will be going to construction in 2013 with an approximate \$2.1 million budget.

- s. Project 9 Airport Business Park as a build to suit project for Near Space Corporation. This is 6,000 square feet shop and 29,000 square feet manufacturing facility. There have been many challenges to this site, the flood plain, the wetlands and moving the facility to maximize location to the airstrip. The project budget is set for \$6.8 million. The scope of work includes site development and access, site utilities, airplane hangar with tower, office/manufacturing/loading dock, paved parking and truck access, and direct access to adjacent taxiway. The project is currently being worked on, with the intended start late 2011 with completion in 2012. With the current LOI in place, the lease needs to be signed by end of this month.
 - t. Truck Scales is also currently started with the budget at \$250K and a match from Stimson Lumber, and the bid was executed earlier this month. We estimate the project to break ground next week.
 - u. As an update to the Oregon Solutions project that was denied eligibility by FEMA and is currently in its first appeal to the decision. The Port is waiting for their response at this time.
- 4. Additional Business (if any)
 - a. There was no additional business.
 - 5. Public Comment
 - a. There was no public comment.
 - 6. Commissioner Comments
 - a. There were no commissioner comments.
 - 7. Commissioner Young Adjourned the special meeting at 4:10 P.M.