



APPROVED 1-5-12

**Port of Tillamook Bay
4000 Blimp Blvd.
Tillamook, OR 97141
Held on Tuesday, November 22, 2011**

1. Commissioner Young called the meeting to order at 6:00 P.M.
Recognition of Persons Present
 - a. Jim Young (President); Bill Baertlein (Vice President); Georgine Beveridge (Treasurer); Carolyn Decker (Secretary); and Bob Olsen (Commissioner).
 - b. Staff: Michele Bradley (General Manager); and Kelcey Stein (Office Staff); Aaron Palter (Project Coordinator).
 - c. Public: Eric Eckfield (DAY CPM); Gus Meyer (Private); Jerry Dove (Private); Leo Newman (Private); Heather Zwald (Zwald Transport)
2. Public Comment:
 - a. Gus Meyer is very happy to see the Port, City, and County working together.
3. Consent Agenda
 - a. Minutes from 9/18/2011 meeting not approved due to page 4 of the minutes not being clear enough; Ms. Bradley will revise.
 - b. **Minutes from 10/18/2011 approval entertained by Commissioner Young, motioned by Commissioner Baertlein, and second by Commissioner Beveridge all in favor, motion passed 5-0.**
 - c. Financial Report: Staff is still struggling with new system; Moss Adams is not giving any help at this time. The new system is still a work in progress. The Board would like to see more clarification of project costs, also for the accounting office to get the "Misc." account more defined.
4. FEMA Projects

- a. Eric Eckfield presented the FEMA project updates. Project 2.1 Admin. Building: moving along very well, the plumbing and the electrical is nearly complete, the chip seal that was done on the parking lot failed. When the weather clears up they plan to fix the parking lot chip seal. Substantial completion by Quade of the 2.1 project will be in late January. The Board has asked to see progress reports on a regular basis of all projects that are being done. Commissioner Olsen wants to see monthly reports on accounts payable to contractors. Eric will provide a project report breakdown for project to date at the next regular meeting.
 - b. Project 3.2 Warehouse Industrial Park: all 3 slabs have been poured. The Board also would like to set up a meeting to do an onsite meeting to see project progress.
 - c. Truck Scales are fully operational and working very well, Eric checks in with Stimson Lumber on a weekly basis.
 - d. The Stimson building Project 2.6 bids coming up and the bids will be due on December 20, 2011.
 - e. Project 9: The Port needs to review Order #9 11-004 site development due to the setback of FEMA Environmental Assessment process; it will go to bid in spring.
Commissioner Young entertained a motion to cancel Order #9 and Commissioner Baertlein made a motion, Commissioner Beveridge second, and all in favor. Motion passed 5-0
 - f. The full Water Loop project will cost more than \$3,000,000. The Port needs to work with the County and City on this project.
 - g. The 101 Hwy. Water Expansions: Bradley needs a consensus from the Board to continue with the Water Loop Project as recommended by staff to extend water to Hwy 101/Long Prairie. **Consensus of the Board is to continue with Water Loop as recommended.**
5. Industrial Park Updates and General Business
- a. Policy Discussion: We need to set up extra time to review policies of the Port. The Board feels it would be a good idea to have Bradley set up a Policy Committee to present to the Board.
 - b. Strategic Business Plan: The State does an annual review every 10 years, to see the Ports Strategic Business Plan. The POTB is working with a state consultant on the Port's intergovernmental agreement on the Port's Strategic Business Plan.
 - c. Bio-Energy Feasibility: There is no more action it has been closed out.
 - d. Tillamook Lightwave: Due to a leak there was a loss of \$1000 for the water and sewer, Young did report that they are moving forward with Pacific City property.
 - e. NWACT: Baertlein reports that they want more community input before moving forward with the ODOT Interchange at Hwy. 101 and Hwy. 6.

- f. DEQ Financial Assurance: The Port annual financial assurance for landfills 1107-1132 will require an irrevocable letter of credit for \$1.3 million to cover estimated closure and post closure costs. The DEQ formula for the Financial Assurance does not favor the Port. It uses 2 previous year audits – of which the Railroad was deemed as a catastrophic loss, reflecting revenues and assets. The DEQ Landfill revenues need to be added, only the revenues from rent, only the net income not the gross income. **The Board gives consensus for Bradley to investigate into an updated ILOC.**
- g. Hangar B Doors: It will cost \$2 million for the box beam repair. The Port is working with the Air Museum. The Board came to the conclusion that: Pursuant to Section 10(b) of the lease with the Naval Air Museum, LLC, the Port cannot feasibly repair the box beam and NE doors on Hangar B (i) due to the financial hardship that would be on the Port and (ii) the lack of economically feasible alternatives to repair or replace. The Board hereby directs the Port staff and legal counsel to prepare a letter notifying the Air Museum of this determination. **Young entertained a motion to approve that the Port is not able to cover the cost of the repairs on the Museum, Decker made a motion and Beveridge seconded the motion, and it was carried unanimously.**
- 6. Rail Road update
 - a. The Port received a letter from Doug Decker of Oregon Department of Forestry in regards to setting up a preliminary meeting for the feasibility study for the Rails to Trails along the POTB R.O.W.
- 7. Airport Division Report
 - a. The fencing and drainage project is complete.
- 8. Leases
 - a. IP-11-23 Mychal Bush/Jessica Pastega, Building 11, Unit H
 - b. IP-11-24 Howard Berkowitz, Building 6, RV Storage
 - c. IP-11-25 John T. Forbes, Building 6, RV Storage
 - d. IP-11-26 Jim and Susan West, Building 6, RV Storage
 - e. IP-11-27 Marvin and Linda Hahn, Building 6, RV Storage
 - f. IP-11-28 Victor Mageske, Building 6, RV Storage
 - g. IP-11-29 Joe Werner, Building 6, RV Storage
 - h. IP-11-30 Michael Maxwell, Building 6, RV Storage
 - i. IP-11-31 Nick Hahn, Building 6, RV Storage
 - j. IP-11-32 David Hornsby, 2 Acre Parcel S. of Hanger B, Rock Crushing
 - k. **Young entertained a motion to approve all leases a-j, Baertlein made a motion, Beveridge seconded the motion and was carried unanimously.**

9. Recessed Regular Meeting at 9:01 p.m. and open Executive Session per ORS 192.660 (2) (e) for Real Property Transactions at 9:01 p.m.
10. Reconvened Regular Meeting at 11:09 p.m.

11. Communication

- a. Office will be closed Nov. 24th and 25th for the Thanksgiving Holiday
- b. Next Board meeting will be on Tuesday, Dec. 13th, 2011 at 6:00 p.m.
- c. Office closed Dec. 26th, 2011 for the Christmas Holiday
- d. Office closed Jan. 2nd, 2012 for the New Year's Day Holiday

12. Commissioner Comments

- a. Commissioner Schedules; upcoming meetings, the Board has agreed that they feel they need to meet more than 1 time a month, they all agreed that they would like to have 1 extra meeting a month until not needed. These meetings will happen on the first Thursday of each month at 12:00 p.m. and will be brown bag lunch.

13. Discussion

- a. The Port would like to have a secondary connection with the City for the Port's water service. **The Board gives consensus to include water service to the Hwy 101 and Long Prairie Intersection, to be looped in the existing Water Loop project (#10).**

14. Adjourned meeting at 11:15 p.m.

