



MINUTES APPROVED 9/20/11

OF THE PORT OF TILLAMOOK BAY
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
HELD ON TUESDAY, AUGUST 16, 2011 AT 6:00 P.M.

Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon 97141

1. Commissioner Young called the meeting to order at 6:02 P.M.
2. 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); Karin Gitchel (Office Administrator).
 - c. Public: Eric Eckfield (DAY CPM); Gus Meyer (Private); Alene Allen (Private); Chris Chiola (Tillamook County).
3. Public Comment
 - a. There was no public comment.
4. Consent Agenda
 - a. Financial Report
 - i. The financial reports will be delayed and sent to the Board Meeting.
 - b. Minutes from 7/28/11, 7/20/11, 7/28/11, and 8/04/11
 - c. **(Action) Commissioner Young entertained a motion to accept the Consent Agenda. Commissioner Beveridge so moved the motion. Commissioner Baertlein seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
5. FEMA Alternate Projects Update
 - a. Monthly Update – Day CPM Services
 - i. Mr. Eckfield briefly reviewed the status of current projects for the commissioners answering clarification questions as he went through the projects.
 - b. Execution authorization for Specialty Inspection and Testing Consultant Contract
 - i. This item has been tabled until further review.
 - c. Execution authorization for Engineering and Design Services for Highway 101 Water Loop Expansion Contract
 - i. After reviewing three proposals as is the Port procurement process, the staff recommends moving forward with the procurement process.

- ii. **(Action) Commissioner Young entertained a motion to Execute Authorization for the Engineering and Design Services for Highway 101 Water Loop Expansion Contract to HLB/Otak. Commissioner Baertlein so moved the motion. Commissioner Decker seconded the motion. Commissioner Beveridge requested clarification on who would be doing the installation. Mr. Eckfield clarified the process. The Motion was carried by unanimous vote of all Commissioners present (5-0).**

6. Industrial Park Update and General Business

- a. POTB Booth at the Fair
 - i. Ms. Bradley publically thanked the commissioners who assisted during the Fair. Commissioner Baertlein wanted to extend thanks to Josh Balmer who dedicated his time and energy to the fair. Ms. Bradley also thanked the Port staff who was involved in the Saturday Derby which was sponsored by POTB.
- b. Water Rights Update
 - i. Draft letter has been provided by the staff, which will go out extending the Well Rights for 40 years.
- c. Execution Authority to sign Proposal for Highway 101 Feasibility Study for Port Planning and Marketing Grant Consultant (pending)
 - i. The notice of receiving the grant from OBDD was received on Monday, and with this being confirmed, Ms. Bradley is recommending HHPR for this project.
 - ii. **(Action) Commissioner Young entertained a motion to Execute Authorization to sign the Proposal for Highway 101 Feasibility Study for Port Planning and Marketing Grant Consultant to HHPR. Commissioner Decker so moved the motion. Commissioner Baertlein seconded the motion. Commissioner Olsen requested what their fee ended up being. Ms. Bradley shared that it came it at \$49,920. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
- d. USNB Account Signatory forms (provided at meeting)
 - i. As reviewed previously, the form for commissioner signatures to US Bank check signing.
- e. Economic Development Commission
 - i. Ms. Bradley shared that the EDC had made a decision and offered the director position to Mr. Dan Biggs from Hillsboro.
- f. Tillamook Urban Renewal Agency
 - i. Ms. Bradley clarified that though this is not a required position from the Port bylaws, she shared that Commissioner Decker does attend and asked if the Board wanted quick update. The Board indicated their interest in hearing an update. Commissioner Decker provided everyone with a brochure and update on the current information from the Agency.
- g. NASA News Near Space flight services
 - i. Also provided to the board was a copy of the article sharing that Near Space Corporation has been selected as one of seven firms to provide NASA near-space flight services.
- h. Update on Tillamook Lightwave
 - i. Commissioner Young shared the update regarding current contracts and informed the board of their recent decision to work with Coast Communications to assist with increasing band-width.

7. Railroad Division Reports

- a. OCSR Update
 - i. Ms. Bradley briefly shared that there hasn't been a response to the last communication sent by the Port.
 - b. FRA Violation
 - i. A grade crossing signal safety regulation has been received from the US Department of Transportation Federal Railroad Administration from June 15, 2010. The letter that Ms. Bradley shared to the commissioners showed that it was received on August 11, 2011. Ms. Bradley has asked staff to submit an appeal.
8. Airport Division Report
- a. FAA-AIP Updates
 - i. Fencing/Drainage
 - 1. A brief description was provided on the work currently going on along Long Prairie Road.
 - ii. Airport Master Plan
 - 1. We are still waiting for the FAA concurrence.
 - iii. Runway Overlay
 - 1. **Roy Houle** Construction was the apparent low bid and our project manager is currently reviewing the contract with FAA.
9. Lease Orders
- a. AP-11-16 Gary Lee, Hangar 35 at Airport, month to month
 - b. IP-11-17 Milton Daily, RV Storage, month to month
 - c. (Action) Commissioner Young entertained a motion to accept the Lease Orders. Commissioner Beveridge so moved the motion. Commissioner Decker seconded the motion. There was no further discussion. The Motion was carried by unanimous vote of all Commissioners present (5-0).**
10. Communications
- a. Next Regular Port Board Meeting, Tuesday, 9/20/11, 6:00 pm
 - b. Special Board Meeting 8/17/2011 from 12:00 noon to 2:00 pm at TBCC for the BioEnergy Feasibility Study; combined meeting/final presentation with TPUD and Tillamook County
11. Commissioner Comments
- a. Commissioner Decker shared that Pat Patterson came in to visit her and invited the Port Commissioners to come on a train trip scheduled for October 1, 2011 dinner train. Commissioner Baertlein asked whether this would be considered a gift and there was discussion on what would be done.
 - b. Commission Olsen asked for clarification on the last meetings discussion regarding the digester bid and its discussion on the rigid roofing requirement. Mr. Eckfield addressed the question.
 - c. Commissioner Olsen asked about the 9/10ths of a meter, isn't that primary black top? Mr. Eckfield clarified the site topography, and the potential that could be uncovered, in addition to his intent to work with options once the contract has been awarded.
 - d. Commissioner Olsen asked if all the bids will be protested during this FEMA process. Mr. Eckfield shared his opinion that he does not feel this will occur, and identified the digester project as unique to its industry and amount of companies that can do the project.
 - e. Commission Olsen shared his understanding of bio-mass facilities in Oregon that use wood to create energy, and wondered about the ability to do that here on the Port. Ms.

Bradley shared her understanding of the requirements of both water and the amount of power created that TPUD could not consume. Commissioner Young remembered that the presentation that they heard required that the Port submit approximately a quarter million dollars to complete the second phase feasibility study and that they Port did not have the resources at that time. Commissioner Olsen continued sharing that this was an idea that he was interested in knowing more about.

12. Public Comment

- a. Mr. Meyer asked for clarification regarding the water-loops. Ms. Bradley identified the different water-loops and where it sits now.

13. Commissioner Young adjourned the meeting at 7:40 P.M.