



# **APPROVED 5/17/2016**

## **MINUTES**

**BOARD OF COMMISSIONERS  
SPECIAL MEETING  
THURSDAY, MAY 5, 2016 AT 12:30 P.M.**

**POTB MAIN OFFICES – Conference Room  
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Jim Young @ 12:30 p.m.  
Recognition of Persons Present:  
Commissioners Jim Young; Bob Olsen; Carolyn Decker and Jack Mulder  
Port Staff: General Manager Michele Bradley; Pami Boomer; Aaron Palter and Margaret Amick  
Kyle Kearns – RARE and NW Regional Solutions  
Gus Meyer – Port Taxpayer  
Port Commissioner Candidates: Bill Beck; Matt Nielson and Matt Mumford
2. Public Comment for Items Not on Agenda: Gus Meyer asked about the trenches being dug on the Oregon Youth Authority property. No one knew so Ms. Bradley emailed Amy Braden at OYA but didn't receive an answer by the end of the meeting.
3. Discussion and Consideration of a Professional Services Agreement with Northwest Hydraulic Consultants for Construction Management Services for the Southern Flow Corridor Landowner Preferred Alternative Construction Project, a FEMA Alternate Project / Aaron Palter, Project Coordinator presented a new Agreement for Construction Management Services since the Southern Flow Corridor project has moved from design to the construction stage. This new Agreement will sunset the previous Design Agreement instead of doing an amendment as it is more logical to have separate agreements and FEMA likes it that way also. Com. Mulder questioned the large difference between the Engineers estimate and the winning bid. Mr. Palter said that Thompson Brothers admitted that they had overlooked some minor expenses when they worked up their bid but felt it wouldn't have made a big difference.

Com. Young expressed interest in the Port recovering any surplus funds should the project come in under budget. The Board discussed if any funds could be legally refunded to the Port. After discussion, the Board directed Mr. Palter to announce their interest in acquiring surplus funds early in the process in order to

put the Port first in line. There was some discussion of the costs of the clerical work done for these types of projects and what the Port is allowed to recover.

**Com. Mulder moved to approve the Professional Services Agreement with Northwest Hydraulic Consultants for Construction Management Services for the Southern Flow Corridor Landowner Preferred Alternative Construction Project, a FEMA Alternate Project. Com. Decker seconded, motion passed (4-0)**

4. Update on Port Future Land Use Plan; Final Draft Approval and Permission to Engage the City and County: Kyle Kearns, RARE and NW Regional Solutions gave a presentation of his work showing refinements in his maps of the Port and possible uses for the areas. He developed a list of 18 Policy Considerations for the Board to review itemizing the goals of the Port for land use and attracting revenue sources. The Board questioned him for clarification on different items and there were some suggestions from the Board for revisions in the wording of the Policy Considerations. Com. Olsen suggested adding more information to the plan regarding the Airport. Kyle touched on the confusing FAA regulations regarding allowed uses on airport land. He will make the changes and have the Plan ready for meetings with representatives from the City of Tillamook and from Tillamook County.
5. Budget Update / Pami Boomer, Office Administrator reported she is behind on the budget schedule. She requested input from the Board for dates for the Budget Committee meeting and the Board agreed on May 25, 2016 at 4:00 p.m. The Budget should be ready to pick up on May 17 for review. Budget approval is set for the Regular Board meeting on June 21, 2016.

Ms. Bradley reported that Phyllis Rice will be starting in July to work on getting a 501(c)(3) designation so donations to the Air Museum would be tax deductible. The nonprofit status would require a separate governing Board.

Ms. Bradley reported the Digester maintenance revealed 2 bad inter coolers requiring replacement at \$24k and the cylinder 3a is bad so the engine won't start with a possible down time of 1 week. Ms. Boomer is checking the previous rebuild records. Manure is still being accepted to keep the Digester viable.

6. Commissioner Position #5 Candidate Interviews. The Board questioned the candidates regarding their qualifications; availability to serve; willingness to advise but not manage; willingness to run for election to the Board to complete the term; willingness to follow the regulations required of public officials and if they have any possible conflicts of interest that would preclude them from being impartial. The 3 candidates are:

Bill Beck, former Port employee; retired

Matt Nielson, Certified Managerial Accountant for TCCA

Matt Mumford, General Manager at Trade Me Up, LLC; Postal worker

At 3:30 p.m. Michele Bradley polled the Commissioners regarding continuing meeting and they agreed to continue for a short while longer.

7. Communications

- i. Next Regular Meeting – Tuesday, May 17, 2016 at 6:00 p.m.
- ii. Next Special Meeting – Thursday, June 2, 2016 at 12:30 p.m.

8. Commissioner Comments: None

9. Adjournment: Jim Young @ 3:51 p.m.