



APPROVED 9/20/16

**BOARD OF COMMISSIONERS
ALSO SITTING AS THE LOCAL CONTRACT REVIEW BOARD
SPECIAL MEETING
THURSDAY, SEPTEMBER 1, 2016, 12:30 P.M.**

**POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order: Bob Olsen @ 12:30 p.m.
Recognition of Persons Present: Commissioners Bob Olsen; Jim Young; Gerry Opdahl; and Jack Mulder. Carolyn Decker absent.
POTB Staff: General Manager Michele Bradley; Pami Boom and Margaret Amick
Paul Levesque - Tillamook County; Gus Meyer - Taxpayer
2. Public Comment: None

NOW SITTING AS THE LOCAL CONTRACT REVIEW BOARD

3. Greenhouses Project Update; and Discussion and Consideration of Issuing a Notice of Intent to Award a Contract to the Apparent Low Bidder for the Greenhouses Project.
UPDATED AGENDA ITEM #3
Greenhouses Project Update; NO BIDS RECEIVED; Discussion and Consideration of Finding of Inadequate Competition; Direction to Initiate a Non-Competitive Process for Obtaining Construction Services; and Direction to General Manager to Negotiate and Enter Into a Contract/ Michele Bradley
Michele Bradley reported that all materials have been received and paid for. Food Roots has had some changes so installation costs may go over budget but they have committed to the project and have the match money in the bank, but not for over budget items. Bids closed on Tuesday, August 30, 2016 but there were no bids submitted. Therefore, the Port needs to directly find a contractor to complete the project. After discussion among the Board, **Com. Young moved to Direct the Port General Manager to Initiate a Non-Competitive Process for Obtaining Construction Services; and Direction to General Manager to Negotiate and Enter Into a Contract to Construct the Hoop Houses. Com. Opdahl seconded; motion passed (4-0); Carolyn Decker absent.**

NOW SITTING AS THE PORT BOARD OF COMMISSIONERS

4. Discussion and Consideration of Accepting a Temporary Construction Easement from TRASK VIEW FARM, INC., for the Southern Flow Corridor Landowner Preferred Alternative Construction Project: Paul Levesque, SFCLPA Co-Project Manager for Tillamook County presented a contract for a Temporary Construction Easement for the replacement of 4 culverts as part of the Southern Flow Corridor Project.

4a. ADDED: Discussion and Consideration of Accepting a Temporary Construction Easement from Douglas S. Rosenberg and Andrea J. Rosenberg for the Southern Flow Corridor Landowner Preferred Alternative Construction Project / Paul Levesque, SFCLPA Co-Project Manager - After questions and discussion by the Board, **Com. Young moved to approve the Rosenberg and Trask View Farm Temporary Construction Easements for the Southern Flow Corridor Landowner Preferred Alternative Construction Project and to have the Vice President cosign in lieu of the Secretary in her absence. Com. Opdahl seconded; the motion passed (4-0); Com. Decker absent.**

Paul Levesque updated the Board on the progress of the SFC project including the construction of the levee. Com. Mulder expressed interest in a tour and they agreed on the date of Oct. 16, 2016 at 2:00 p.m. with all interested parties invited.

5. Update on Air Museum – Phyllis Rice, Director was unable to attend but emailed to Michele Bradley a summary of the progress being made in obtaining more aircraft for display in the Museum. Ms. Rice received an email from the Navy regarding a couple of planes they have available - an EA-6B and an A-7A. TAM would be responsible for the transportation costs for these 2 planes. She also has been talking to Doug Donkel regarding his using space in Hangar B for restoration of planes and he also has several planes possibly available for display. Com. Mulder offered information regarding the planes and expressed his preference for pursuing the EA-5B over the A-7A since the TAM already has a similar plane on display. The Board stated their interest in having Ms. Rice continue to move forward on acquiring more aircraft. Ms. Rice has been working on the Lighting Project and provided a quote from the supplier to Ms. Bradley. Com. Mulder asked about the progress on repairs to the roof of Hangar B. Ms. Rice and James Peak have been meeting to formulate a plan for the repairs.
6. Discussion and Consideration of Adoption of the POTB Future Land Use Plan, an Internal Guidance Document **(Action)** Com. Olsen expressed his desire to discuss certain aspects of the plan during Executive Session so the Action has been postponed until then.
7. Discussion of Ethics Policy (Action proposed for 9/20/16 meeting): Upon review & discussion by the Board of the SDAO Ethics Policy. **Com. Young moved to Adopt the Ethics and Conflict of Interest Policy as presented to the Board. Com. Mulder seconded; motion passed (4-0). Carolyn Decker absent.**
8. Discussion of Updated Draft of Banks Operating Agreement. There was extensive discussion of the details of the agreement. Com. Opdahl strongly suggested that the terms and rates be thoroughly researched and compared to similar contracts in order to receive the most favorable terms for the Port; the other commissioners agreed with the idea.
9. Discussion and Consideration of Submission of FAA Grant for Tillamook Airport for Project 3-41-0060-015-2016, Rehabilitate Apron A2 - Phase I, Engineering and Environmental work, and to give General Manager Authority to Submit Grant Application and Associated Documents. Michele Bradley requested authorization to apply for a grant from the FAA which would cover 90% of the cost for the project. Upon discussion **Com. Mulder moved to give General Manager Authority to Submit Grant Application and Associated Documents for an FAA Grant for Tillamook Airport for Project 3-41-0060-015-2016, Rehabilitate Apron A2 - Phase I, Engineering and Environmental work. Com. Young seconded; motion passed (4-0); Com. Decker absent.**

10. Discussion of Oregon Department of Aviation's Critical Oregon Aviation Relief Program (COAR) Grant Opportunity and Authorization for General Manager to Apply for Grant Funding. Michele Bradley explained there are 3 different grants for improvements and equipment for the Airport. Some of the funds would be used for a single point refueling nozzle; a sweeper; a striping machine; a mower and a tug, **Com. Mulder moved to Authorize the General Manager to Apply for Grant Funding Under the Oregon Department of Aviation's Critical Oregon Aviation Relief Program (COAR) and to Submit the Prioritized List of Items. Com. Young seconded; motion passed (4-0); Com. Decker absent.**

11. Manager's Report

- i. Digester Update: The Port discontinued receiving manure on August 31, 2016 and will continue selling the fiber until it is sold out. The Digester will be mothballed by 2G and current contracts will be put on hold or terminated if feasible.
 - ii. Optional: Soil & Water Conservation District's 76th Annual Meeting
 - iii. Business Oregon Project SST: Information on applying to be considered by an aerospace manufacturer for a manufacturing facility at the Airport.
 - iv. Draft Resolution for Refinancing (will deliberate 09/20/16); For review by the Board before the Regular Meeting.
12. June & July 2016 Financials – Pami Boomer reported the Supplemental Budget has not been completely entered yet. The Auditor came out a couple of weeks ago and things seem to be going smoothly. They started the Single Audit but haven't completed it yet. The field work for the FY 2015-16 audit has been scheduled for the week of November 14, 2016 and 2 auditors will be at the Port. The auditors believe the work is on track to be completed by December 31, 2016.

Ms. Boomer informed the Board of several changes in the general ledger codes for different expenses and revenue so future budgets will be more detailed in the different departments. She will be meeting quarterly with the department supervisors to review their budgets. She plans to have the various departments be more involved in identifying the codes for invoices to make them more accurate.

Com. Mulder complimented Ms. Boomer on how well she has done after taking over her position in gaining the knowledge of the financial laws for a municipality and in instituting the changes that have improved the system.

The refinancing is still in the process and is expected to be completed by the end of October.

The August Financials will be in the Board Meeting packet for the September 20, 2016 Meeting and will be reviewed with Ms. Boomer at the October 6, 2016 Special Meeting.

13. **Executive Session-** The Board will now recess to Executive Session as authorized by ORS 192.660 (2)(e) for Real Property Transactions
Recessed to Executive Session @ 3:08 p.m. and Reentered Regular Session @ 3:42 p.m.

14. Communications

- i. Next Regular Meeting 09/20/2016 at 6:00 p.m.
- ii. Next Special Meeting 10/06/2016 (if necessary) at 12:30 p.m.
- iii. Optional: Soil and Water Conservation District's 76th Annual Meeting – information in binder

15. Commissioner Comments (if time allows): Com. Mulder informed the Board that the Salmonberry Coastal Advisory Committee would have their first meeting that evening.

16. Adjournment: Bob Olsen @ 3:42 p.m.

The Board reserves the right to go into Executive Session at any time per ORS 192.660.