



APPROVED 11/15/2016

MINUTES

**BOARD OF COMMISSIONERS
SPECIAL MEETING**

THURSDAY, NOVEMBER 3, 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, Gerry Opdahl, Carolyn Decker and Jim Young; Jack Mulder absent.
Port Staff: General Manager Michele Bradley, Pami Boomer, Margaret Amick and Aaron Palter
2. Public Comment: None
3. Update on Air Museum – Phyllis Rice, Director, was not able to attend but provided a report for Michele to share at the meeting detailing Museum attendance for the 2016 calendar year. Phyllis also included a summary of points to review. She is checking into shipping costs for a plane offered for loan by the Navy; Erickson Group has donated the Guppy to the Museum; TAM can make cosmetic repairs; a P-63 from CAAM will be moved in to the Hangar in the near future and the brochures and rack cards paid for by the TLT Grant funds are being distributed up and down the coast. Phyllis & James Peak have been moving forward with Goal 2A: Hangar roof. A new exhibit room will hold miniature reproductions of battles from WWII on loan from a local hobbyist.
4. September Financials – Pami Boomer, Office Administrator told the Board the budget is on track for the year. She has been working with the department heads for them to become more involved & aware in managing their budgets & having them set goals for their departments. She is still reviewing how certain items are recorded so they are more easily tracked and referenced during audits. Pami reviewed the budget with the Board & answered any questions they had. She had created graphs to reflect revenue & expenses for the various buildings which will assist with setting rents and fees in the future. The audit is still scheduled for the week of Nov. 14. Pami provided the Board with a list of current payment amounts for loans each month as a reference against the estimate of the monthly set aside for repayment on the refinance loan. The comparison allowed the Board to see the advantage to the Port in proceeding with the refinance. Pami will be providing a balance sheet in the future.

5. Update on Southern Flow Corridor Project – Aaron Palter, Project Coordinator informed the Board of the delays to the project from the weather and complications arising from the discovery of debris related to former tenants of the property. He provided written summaries of the progress and gave them a timeline for the contractor's work as the weather turns wetter. Aaron told the Commissioners he is available to answer their questions between Board meetings if they call.
6. Communications
 - a. Next Regular Meeting November 15, 2016 at 6:00 p.m.
 - b. Next Special Meeting December 1, 2016 (if necessary) at 12:30 p.m. Meeting canceled.
 - c. Reschedule December Regular Meeting? Meeting rescheduled to December 13, 2016 @ 6:00 p.m.
7. Executive Session per ORS 192.660 2 (e) to discuss Real Property Transactions. Board recessed to Executive session @ 2:15 p.m. and reentered Regular Session @ 3:07 p.m.
8. Commissioner Comments (if time allows): None
9. Adjournment: Meeting adjourned @ 3:08 p.m.

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