



APPROVED 5/17/2016

MINUTES

**NOTICE AND AGENDA
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
TUESDAY, APRIL 19, 2016, 6:00 P.M.**

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

1. Call to Order: Jim Young @ 6:00 p.m.
Recognition of Persons Present:
Commissioners Jim Young; Bob Olsen; Carolyn Decker and Jack Mulder.
Port Staff: General Manager Michele Bradley; Pami Boomer; Margaret Amick and John Johnston
Tim Maynard – Tenant/Pilot; Deb Maynard – Tenant/Pilot; Heather Taksdal and Nick Zwald –
Zwald Transport; Gus Meyer – Port Taxpayer
2. Public Comment for Items not on Agenda - None
3. Discussion of Declaration of Vacancy on POTB Board of Commissioners. Due to the death of Commissioner John Lewis the Board needs to declare a vacancy for Position #5. **Com. Decker moved to declare a vacancy on the Board of Commissioners for the POTB. Com. Mulder seconded, the motion passed (4-0).**
4. Consent Agenda:
 - a. Prior Meeting Minutes – Special Meeting March 2, 2016; Regular Meeting March 22, 2016; and Special Meeting April 7, 2016.
Com. Decker moved to approve minutes as written, Com. Olsen seconded and motion passed (4-0).
5. Discussion of March 2016 Financials – Pami Boomer, Office Administrator reported the Port is over budget in 3 out of 7 departments but she will be transferring funds from other departments which have surplus funds. The proceeds from the purchase of land by Braxling and from the Biomass Tax Credits have been used almost totally to pay outstanding invoices.

There was extensive discussion between the Board and Tim and Deb Maynard regarding the need to market the Airport for land leases for pilots to build hangars. The Maynards also suggested the Airport offer single point refueling and other amenities to increase revenues to the Airport. Com. Mulder suggested the Port start to plan long term for improvements to the Airport even before funds become available. Ms. Bradley noted that pilots were involved on the Airport Planning four years ago.
 - a. Digester Update – Michele Bradley informed the Board there has been several inquiries regarding the digester operations. Also, the consultants on behalf of TCCA have completed their inspections and are preparing their reports. John Johnston has submitted his resignation effective April 29, 2016 and Duke Hellweg will be handling the fiber sales. As of this date there is no definite sign of continuing operation.

The digester maintenance costs are higher than expected due to cleaning and replacement costs of parts. Replacement parts were purchased to have on hand during maintenance work but may be returned if the parts aren't needed.

6. Discussion and Consideration of POTB Resolution 2015-2016 #6 – Resolution Authorizing The Execution And Delivery Of A Full Faith and Credit Financing of Certain Real or Personal Property in the Oregon Special Districts Cooperative Financing Program and Associated Documents. This is the follow up to the plan presented by David Ulbricht for consolidating most of the Port's debts into one 15 year loan. **Com. Olsen moved to approve POTB Resolution 2015-2016 #6 – Resolution Authorizing The Execution And Delivery Of A Full Faith and Credit Financing of Certain Real or Personal Property in the Oregon Special Districts Cooperative Financing Program and Associated Documents. Com. Mulder seconded, motion passed (4-0).**
7. Committee Reports
 - a. Tillamook Lightwave – Jim Young reported Tillamook Lightwave has signed a contract with one of the companies interested in connecting to the fiber optic cable in Pacific City and in Tillamook fiber optic cable is being installed along with the other utilities in the work being done at the Hwy 101 and Hwy 6 intersection.
 - b. Salmonberry Trail – Commissioner Mulder reported about the Salmonberry Trail Intergovernmental Agency (STIA) meeting at the Tillamook Forestry Center on April 1, 2016. There is interest from Alaska Communications in restoring the fiber optic service along the Trail while it is under construction. This would provide revenue to the Port possibly through the 2030 from ROW fees for access. There has been some feedback from residents of Buxton and Timber saying they didn't feel represented in the planning process. There has also been some opposition by residents along the Trail and by some current users (who technically are trespassing). Michele Bradley is working on the rail ownership issues and is preparing the letter to the Surface Transportation Board giving notice of the plans for the Trail. The letter would serve notice that the Port is planning a trail to any groups interested in negotiating with the Port. Then the STIA (and any other interested parties) would send a letter of interest. The Port would notify the Surface Transportation Board which organization the Port prefers. Once the STIA has the agreement with the Port they will find it easier to raise outside funds for the project. Com. Mulder went on to explain how the management of the Trail is suggested to be divided into multiple parts with the State Parks on the east side, State Forestry in the middle and county/city sections on the west side. County Commissioner Baertlein and Jack Mulder will co-convene the west side as the Coastal Segment Advisory Committee and will meet with representatives from various groups with interests in the planning of the Trail. Com. Young asked about possible revenue from salvaging the rails from the Trail and Ms. Bradley replied that the information she has received from FEMA is that any net profits from salvage would have to be used to reimburse FEMA. However, the rails could be salvaged by a contractor for the value of the rails but he would have to dispose of the ties which would be very expensive, but net proceeds would also have to be monitored and go to FEMA.
8. Manager's Report
 - a. Staff Changes: Keith Vick will be taking over full time at the Airport immediately. Management needs to decide whether to get a part time person at the Airport for the weekend or a full time person for three days at the Industrial Park and two days at the Airport. Marvin Hahn is retiring this Fall and Robert Miller next Spring with Mike Christie taking over.
 - b. March POTB Safety Committee Minutes
 - c. Thank you notes from Tillamook High School Charity Drive students
 - d. Update on Property Sale: Braxling sale has closed and Richard Obrist is being sent a letter notifying him of the reduced acreage with a revised lease. Ms. Bradley reported on a meeting

held at the Port with County Commissioner Mark Labhart; Liane Welch and Sarah Absher from the County Planning Dept. The meeting was held to meet with several neighbors (along with

their lawyer) of the property adjacent to that sold to Braxling. They expressed concern that there would be several entrances to Brickyard Rd. and Long Prairie Rd. when more of the property is sold. Ms. Bradley reassured them that the Port is currently working with Kyle Kearns on planning for future development addressing those types of issues and wants to be a good neighbor. Also, the county regulates the road access for safety issues.

Ms. Bradley reported that the EDC approved a marketing grant for the Air Museum.

9. Communications

- i. Next First Thursday Meeting – Thursday, May 5, 2016 at 12:30 p.m.
Budget and Interviews of Commissioner Position Applicants
- ii. Next Regular Meeting - May 17, 2016 at 6:00 p.m.

10. Commissioner Comments: Com. Olsen asked about the County Animal Shelter on the Port vs the shelter being put in at Yellow Fir Rd. Ms. Bradley explained that the group putting in the shelter south of town objected to the County euthanizing severely injured and sick animals and the County holds the lease on POTB property.

Com. Olsen also commended John Johnston for his work with the digester during his time with the Port.

11. Adjournment: Jim Young @ 7:55 p.m.

The Board reserves the right to go into Executive Session at any time per ORS 192.660(2)(e).