



APPROVED 7/19/2016

MINUTES

**BOARD OF COMMISSIONERS
SPECIAL MEETING
THURSDAY, JULY 7, 2016, 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; Gerry Opdahl; Jack Mulder; Carolyn Decker and Bob Olsen
Port Staff: General Manager Michele Bradley; Pami Boomer; Margaret Amick; Phyllis Rice; Mike Christie; James Peak; Jim DeSwart and Robert Miller
2. Public Comment: : None
3. Discussion and Consideration of Resolution FY 2016-2017 #1 – Annual Business Matters Resolution **(Action)**; and Appointment of Liaison Assignments **(Action)**:
The first action was electing new officers. Jack Mulder and Bob Olsen expressed interest in serving as Board President and Jim Young also expressed interest in remaining Board Chair. Carolyn Decker expressed her concern to Jack Mulder regarding his heavy schedule between work, family and other community activities and asked him if he would find it difficult to convene the Board Meetings on time. Jack acknowledged that occasionally he gets tied up in other meetings making him late to the Board Meeting. Gerry Opdahl asked Jack Mulder about potential conflicts of interest as an employee of TCCA regarding the future operation of the Digester. Jack does not feel there is a conflict personally and has abstained on a vote in the past when it might give rise to the perception of a conflict with his position at TCCA. **The Board discussed the candidates for each position and then Gerry Opdahl moved to nominate Bob Olsen for President; Jack Mulder for Vice President; Carolyn Decker for Secretary; Jim Young for Treasurer and Gerry Opdahl for Commissioner. Jim Young seconded with the modification of Gerry Opdahl as Treasurer; modified motion passed (5-0).**

Bob Olsen took over the meeting as President and began Discussion and Consideration of Resolution FY 2016-2017 #1. He asked for any questions or comments from the Board and Jack Mulder asked if there was any reason to consider a change of Auditors. Michele Bradley replied that she would like to stay with the same company for the current year to get through the FEMA projects and the full audit since the current Auditors are familiar with the Port's accounts and FEMA projects.

Pami Boomer hopes to complete the 2015-16 audit by December 31, 2016. The contract with Merina & Company requires a 180 day notice of intent if the Port wants to put the contract up for bid. Gerry Opdahl asked if Jviation, Inc. (the Airport Engineer of Record) was on retainer and Michele replied they will be paid per project. **Jim Young moved to approve Resolution FY 2016 – 2017 #1; Jack Mulder seconded. Motion passed (5-0).**

The Board discussed the liaison positions and their ties to the Port and then modified the list. Changes to the Port Commission Liaison List for 2016 – 2017:

For Jack Mulder - changing the Salmonberry Corridor Coalition to the Salmonberry Trail Intergovernmental Agency (STIA) and adding the Tillamook Forest Heritage Trust (TFHT).

For Jim Young - dropping the Tillamook County Marine Reserve Advisory Council.

For Carolyn Decker – dropping the Tillamook Urban Renewal Agency.

For Michele Bradley – adding Special Districts Association of Oregon (SDAO) Board and adding STIA to serve as an alternate.

Carolyn Decker moved to Approve the Appointments of Liaison Assignments with the Modifications Noted Above. Jack Mulder seconded; motion passed (5-0).

4. Planning/ Goal Setting Workshop: Michele Bradley reviewed the Strategic Business Plan Goals from 2009/updated in 2012 and then solicited suggestions of goals from the Port staff and Commissioners. The main goals and associated tasks identified were:
 1. FEMA
 - A. Complete and close out all DR 1733 PWs by 12/31/2017
 2. Hangar B
 - A. Evaluate and develop sustainability plan for by 06/30/2017
 - B. Complete 501(c)3 process
 - C. Additional displays (aircraft, blimps)
 - D. Marketing integration with RV Park, Airport, POTB website (with reciprocating links)
 3. Digester
 - A. Close or lease digester to a third party by 09/30/2016
 4. Salmonberry Trail
 - A. Negotiate rail line lease/trail partner to STIA by 12/31/2017
 5. Industrial Park Road Fee
 - A. Define and implement road maintenance fee structure by 06/30/2017

Other items discussed were:

Completing the Refinance

Long Term Capital Fund/Improvements

City Water and Wastewater – work with City on rates and development options

Access to POTB from South Prairie area

Possibility of acquiring County Park area

Analyze recreational opportunities on Port – motor sports; zip line; horse trails; bike trails

Generate interest in leasing Airport land for corporate hangars

Updating the Personnel Policy

5. Communications

- i. Next Regular Meeting 07/19/2016 at 6:00 p.m.
- ii. Next Special Meeting 09/01/2016 (if necessary) at 12:30 p.m.

6. Commissioner Comments: Bob Olsen spoke about how each Commissioner's skills were a valuable asset to the Port and complimentary to each other's. He also informed the Board that while serving as the President he will no longer be commenting at the meetings.

Jack Mulder expressed his appreciation of how the Board works so well with each other and remains respectful of each other even when there are big differences of opinion.

7. Adjournment: Bob Olsen @ 3:23 p.m.