

**PORT OF GOLD BEACH  
BOARD OF COMMISSIONER'S  
REGULAR MEETING  
March 17, 2016**

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**PRESENT:**

Commissioner  
Milt Walker, President  
Bill McNair, Vice President  
Charles Riddle, Secretary  
Bill Fowler, Commissioner

**ABSENT:** Mark Lottis,

James Clemens, Port Manager  
Jeff Kemp, Accountant

The meeting was called to order at 6:00 pm by Commissioner Walker, Board President. Roll was called and McNair led the Pledge of Allegiance was recited.

AUDIENCE COMMENTS: None

**HUNTLEY PARK:** Shawn report that business has begun to increase. He has started getting a lot of calls for fishing reports and reservations. He noted that he has been working with the Budget Tree Service and most of the dangerous trees have been removed but there was a lot to clean up. Unfortunately, they discovered that several of the Myrtle Wood trees they had intended to keep for shade needed to be removed due to severe rot. Budget Tree Service will be providing an estimate for the remainder of the trees that need to be trimmed or removed. Walker asked if the wood was being used and Shawn replied that anything that isn't rotten is being used for firewood. New speed limit signs have been posted but speeding into the park continues to be a problem. Clemens noted that they have been considering speed bumps. Shawn provided an updated on a problem with mud, especially in the winter and he feels that the park is losing customers because they get stuck and don't want to deal with the mess. He also believes that a division between the camping spots is needed. He suggested using gravel to define the parking spots and shrubs for some privacy. There has been no further sighting of the mountain lion. Also, Shawn shared problems with the 7 grey water drains; concrete tubes that are placed approximately 6 feet into the ground. Two have become clogged and one was destroyed by a camper that drove over and high center on one; it was broken off. He is concerned because they are frequently used by the campers for the disposition of dish water. McNair recommended and Shawn agreed that an estimate for the project was a priority.

**SHOP SUPERVISOR:** Clemens stated that Aaron Duncan, Shop Manager, had been running the dredge since early morning and he would include shop information in the manager's report. Some of the units in the compound continue to leak and new roofing could be the only solution. Fishermen Direct recently replaced their floors and has found damage caused by a leak in the front exterior wall. A temporary fix has been applied and the siding will be replaced when the weather permits. The runway's riel lights are not working and the problem hasn't been identified. Clemens stated that the lights are under warranty and that Airside Solutions and Reese Electric are working together to find and correct the problem. Riddle noted that the Port has been having problems with the lights for quite a while. There are only three sets of this system in existence and Clemens stated that he would like know if the other two systems are located on the coast. Desiccant packets are being placed inside and Clemens noted that they probably wouldn't be needed if the lights were used more often. He suggested that the lights could be turned on two or three times during the day or maybe a timer could be installed.

## OLD BUSINESS:

Dredging Update: The project is doing well and the operation is running approximately 22 to 23 hours a day. There were some concerns with man hour's and overtime but Brookings has provided an additional operator and with the Port employees assisting, it is possible to have three 8 hour shifts. Clemens provided the Commissioners with a spreadsheet that covers most of the expenditures. He also stated that there might be a need for emergency dredging in Brookings and that project could help absorb some of the costs. McNair asked if an extension could be obtained and when the project would be completed. Clemens replied that an extension, from March 15, has already been given and the Port can dredge until March 31 or when we reached 67,000 cubic yards. Clemens explained the tracking process and expects to have material removed from all areas; emphasizing on the channel area. Clemens also reported that the Army Corp of Engineers plans to utilize the Clam Shell dredge immediately after the Dredge Yaquina. The Yaquina will be here for 6 or 7 days in June and the Clam Shell dredge will be used for the high spots and will not come inside the inner jetties. The materials from the Federal channel, inside the basin jetties, must be disposed of in the upland disposal site. The normal in water dredging time frame runs from September 15 through February 15<sup>th</sup>.

Airport Master Plan & PAC: WHPacific will hold a conference in early April. There are 4 vacant positions on the committee and Clemens requested assistance with finding qualified volunteers.

Airport Fuel Tank Options: Clemens recommended the replacement of the fuel tank since repairs to the existing tank would cost approximately \$115,000 or more. The original figure for a new tank was \$225,000 and was provided to the FAA as part of the CIP process. He explained that fuel tanks cannot be funded through the FAA because they are considered "for profit" equipment. He will pursue funding through an Oregon Department of Aviation Financial Aid to Municipalities' Grant program. Fowler confirmed that the Port has received an estimate to rebuild but hasn't received an estimate for replacement. Clemens replied that he is hoping to receive an estimate from the same company that supplied the replacement estimate and he will be researching public record for a similar project and the costs. Clemens stated that there are companies that will filter and treat the Jet A fuel when Fowler asked if the contaminated fuel can be reclaimed.

NEW BUSINESS: None

## APPROVAL OF MINUTES:

**MOTION: To approve the February 18, 2016 Regular Meeting minutes with noted changes.** Motion made by McNair, the seconded by Fowler; motion passed by a vote of 4 for, 0 against.

**MOTION: To approve the February 25, 2016 Special Meeting minutes.** Motion made by Riddle, the seconded by McNair; motion passed by a vote of 4 for, 0 against.

## ACCOUNTS PAYABLE:

**MOTION: To accept accounts payable for February 20, 2016.** Motion made by Walker and seconded by Fowler. Motion passed by a vote of 4 for, 0 against.

**MOTION: To accept accounts payable for March 05, 2016.** Motion made by McNair and seconded by Fowler. Motion passed by a vote of 4 for, 0 against.

ACCOUNTS RECEIVABLE: Clemens explained the circumstances on two past due accounts.

**BUDGET REPORT:** Jeff Kemp explained that property taxes are coming in \$6000 ahead of last year. He reminded that Board that they will be reduced in the upcoming year. There were no comments on the Airport and the only change to Marina was an annual payment received. Land and Building increases are attributed to the rate adjustments made in January and the rental of additional units, previously occupied by the Port. Cannery 1<sup>st</sup> floor is doing well but the 2<sup>nd</sup> floor received \$2,400 this time last year but Kemp was unsure why those revenues were received and didn't know if they were expected again this year. A majority of the miscellaneous revenues consisted of the longevity credit from SDAO and the airport gate insurance reimbursement. Payroll includes the overtime and Kemp is assigning appropriate hours to dredging. He explained how Moda was overpaid and that health insurance will not need to be paid until April. The cellular phone bills were being sent to the wrong office and the Port was double billed but Terri is continuing to work with Verizon. Under Operations, he accounted for the supplies and Clemens justified the purchase of a storage container. Kemp is still waiting to complete the account transfers and had no significant changes to Grants or Huntley Park.

**MANAGER'S REPORT:** Clemens reported that he met with Riddle to discuss the budget process and there are a couple of positions open on the budget committee. Clemens explained that he and McNair had attended Peter DeFazio's stakeholders meeting earlier this month. Next week, he will be talking with WHPacific to discuss the dates for the Airport Master Plan kick-off and Michael Crow will be visiting the Port to discuss the South Jetty renovation plans and on the 22<sup>nd</sup> of March he will be talking with Coffey concerning the Neil building. He also reported that there will be an Army Corp. of Engineers Regional meeting in Salem on April 1<sup>st</sup> but he doesn't believe he will be attending because he has planned a local reception for the conclusion of the dredging project on March 31<sup>st</sup>.

Clemens informed the Board that the County has offered two small pieces of property and Clemens asked if the Board was interested in accepting their offer. Motion made by McNair and seconded by Walker. Motion passed by a vote of 4 for, 0 against.

Clemens explained the costs of providing services and storage for the wrecked aircraft and that the insurance company is being billed. He also provided the details on the airport gate accident; explaining that SDIS has paid a portion but the additional repairs needed add approximately \$900 to the claim. A description of compound's electrical condition was given and the needed upgrades were explained. It is a safety concern and the cost of the new electrical wiring for approximately 50% of the units, will be between 11 to 12 thousand dollars. Calvary Chapel has submitted a letter explaining an event to be held on July 2<sup>nd</sup> or 4<sup>th</sup>. In the past, Kim Pharis, owner of Woggy's, has assisted with events during the same time frame. Clemens will contact Pharis to inquire about the possibility of a conflict. Clemens provided a core task list with minor changes. He stated that as the budget process moves forward, he would like to discuss the Board's intentions for the next 12 months. He will present his priorities and working numbers to the Board after Riddle's review; parking lot lighting and Cannery building maintenance were used as examples. Clemens will suggest a Special meeting date to discuss the Board's comments on the Manager's 16/17 budget priorities.

Clemens updated the Board on the building formerly owned by Bug-E-Boyz and his upcoming schedule.

#### **COMMISSIONER'S COMMENTS:**

Commissioner Fowler asked when the Board would be presented with the estimated costs of owning SeaLion Patrol's boat. It was noted that Lottis should present the estimate in May. Commissioner Riddle: None.

Commissioner McNair explained the Jones Act and the insurance coverage it provides.

Commissioner Walker noted that the South Jetty is in need of repairs and that it is the responsibility of the Army Corp. of Engineers. Clemens will discuss the subject with them.

Clemens provided the Commissioners with the current employee manual and asked that they submit comments and suggested changes. Riddle stated that in the past SDAO has suggested that the Port simplify the policy and procedures for termination.

AUDIENCE COMMENTS: Brent Lania noted that he was videotaping. The Board members discussed the policy on recording the meeting and Clemens stated that he would investigate the subject matter. Riddle stated that he felt Lania had the right to videotape. After inquiring, McNair confirmed that Brent had the right to videotape. Mr. Lania stated that he had come to the meeting to discuss safety and security. He suggested that the Port budget for additional security cameras and navigational rules posted.

ADJOURN:

**MOTION: To adjourn the regular meeting of March 17, 2016** made by McNair and seconded by Riddle. Motion was passed by a vote of 4 for, and 0 against at 8:02 P.M.