

PORT OF GOLD BEACH
BOARD OF COMMISSIONER'S
REGULAR MEETING
November 20, 2014

PRESENT:

Milt Walker, President
Charles Riddle, Secretary
Mark Harshman, Commissioner

ABSENT:

Mark Lottis, Commissioner
Bill McNair, Vice President

Debbie Collins, Port Manager
Jeff Kemp, Accountant

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

AUDIENCE COMMENTS:

None

HUNTLEY PARK:

Shawn reported that it is quiet at the park and looks beautiful. He said last year there were mushroom pickers but this year there are not many mushrooms and the prices are low. Shawn stated that there is a family group coming in next week and staying through Thanksgiving seeing family. Commissioner Riddle asked Shawn how many people were at the park currently and Shawn reported 2. Riddle also asked if part of the park was closed off for winter and Shawn told him after the first storm they had closed sections off because there were limbs that fell. Collins reported that Budget Tree Service was hired to go out and cut down some dead trees by the Assistant Park Host trailer. While they were out they also cut a couple others that may have fallen, the total bill was \$100.00.

OLD BUSINESS:

There was no old business

NEW BUSINESS:

Walker asked Collins to explain the Martin Lease Amendment which she did, saying that Martin currently pays for 20 feet on both sides of his storage units. Collins stated that she didn't think that Martin should be paying for 20ft on the west side of the storage units. Martin agrees he shouldn't be paying for 20ft on the west side of the units because it is a road and used by Agness Company who he says doesn't pay a dime. The Board went into a discussion about the use of the road and Martin asked if he could speak stating that the hangar owners don't pay for the road so why does he pay for a road. Riddle explained that the hangars are billed for the foot print of their building after a study of hangar charges had been done. It was decided to increase the square footage charge and just bill the print of the hangar. Riddle agreed Martin shouldn't be paying for 20ft but felt he should pay for some footage for access to the units. Harshman said that he didn't really know the area but that if it was a common roadway then it should be an easement and Martin should not have to pay for it. After some discussion Walker and Riddle agreed with Harshman.

Walker asked for a motion and Riddle asked if there needed to be one. Walker said he thought so and Collins stated that the Board signs the leases and this was amending a lease so she agreed.

MOTION: To have Manager Collins remove 20ft off of the Westside of the existing lease but leave the three other sides as they are. Motion made by Riddle and seconded by Harshman.

Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent) Both Riddle and Walker agreed that a hard look at the airport tenants and users needed to be done very soon.

Resolution 2015-03, for unexpected Grant funds from Oregon State Marine Board (OSMB) in the amount of \$50,000 to replace the pumpout/dump station. Collins explained she had applied for the Grant to replace the pumpout/dump station due to the fact it was non functional and needed to be replaced. The Grant award was given to the Port on October 22nd 2014. Riddle questioned the wording of General Fund on the Resolution and Collins said she would remove it. Riddle also questioned the amount and Collins explained the difference due to Resolution 2015-01 accepting a grant for \$30,000 from IFA and OSMB for dredge permitting.

Motion: To accept Resolution 2015-03, accepting unexpected funds from OSMB to replace the pumpout/dump station. Motion made by Harshman and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent)

Motion made by Harshman and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent)

APPROVAL OF MINUTES:

MOTION: To approve Minutes from the September 18, 2014 with corrections. Motion made by Walker and seconded by Harshman. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent)

ACCOUNTS PAYABLE:

MOTION: To accept accounts payable for October 20, 2014. Motion made by Walker and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent)

MOTION: To accept accounts payable for November 5, 2014 Motion made by Harshman and seconded by Riddle. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent)

ACCOUNTS RECEIVABLE:

A couple of questions were asked of what some of the balances were and Collins explained.

BUDGET REPORT:

Jeff Kemp went through the budget report saying everything was pretty much in line with the budget and stated he was still waiting for the Managers Review. There were no questions from the Board. Collins did have a couple of questions stating that the Reimbursable Expenses were not being deducted as they should and that maybe Kemp and her could take a look at why this was happening. Collins also expressed to Kemp that he was making her look bad by not showing any Capital Improvements being deducted! Collins exemplified by saying that the storage bay doors were put in as a Capital Improvement but were paid out of Facility Maintenance. Kemp said he understood what Collins was saying and said he could take it out at the end of the year rather than changing it when it comes in. The Board laughed and Riddle commented that by Collins explaining what was done that they understood. Collins stated that she wanted to make sure the Board knew she was spending money out of the Capital Improvement fund; it just doesn't look like it. Kemp said he would change the way he was applying the codes until the end of the year.

MANAGER'S REPORT:

Collins told the Board that she has sent for reimbursements from open Grants; FAA \$4050, IFA \$356, OSMB \$2109 and that she was waiting for the final closeout for the Taxiway Grant to bill \$14,966. Collins informed the Board that the FAA end of year forms 425 & 271 were filed. She

also expressed that she would be talking to Randy at WHPacific in regards to the next 5 year CIP and after talking to Randy she learned that if the airport was in good shape then it is possible to spend some AIP money on more maintenance projects. Collins said that was great news as she would like to look into replacing the airport fuel tank stating that there are more issues than just the paint. The tank is no longer sumpable with the in take equipment and that the crew has had to make an external sump pump to get the water out of the tank on a pretty much weekly basis and that it would be much safer to have a tank that worked as it should. Collins stated that a new fuel tank could range between \$220,000 and \$250,000 being on the high side which would cost the Port approximately \$25,000 at most. Riddle asked about how that has come to be since the AIP funds have not been previously allowed for maintenance issues. Collins said that this is what WHPacific has told her and she didn't know when or if that had changed. Riddle also asked about the possibility of a PAPI. Collins stated that she and Randy with WHPacific had also spoke of that as well and that after the AGIS Obstruction Survey was completed that would maybe help with the PAPI. Collins told the Board that she has had 15 of the bay doors professionally adjusted and maintenance done. She stated that was the number of bays that she had keys for and that the remainder of the tenants did not bring in a key. Riddle asked how many were left and Collins replied about half. Collins told the Board that she had Tor Flatebo come and look at the potential bays to enclose and Tor did agree that the structure was sound and thought there would be no problem with building on to them, Collins said that she had hired Tor to write up the plans and cost for enclosing the bays. Collins asked the Board if they knew who had made the Cannery Building signs and when. None of the Board members could say for sure but all thought it was Colter. Walker said that McNair would know for sure, Collins said she would talk to him when he was back. Collins said she had worked up a list of things that are currently NOT insured and gave it to Wendy Abel who is working on the next years insurance cost. Collins stated that the Board didn't have to agree with all of the items but she wanted to give them the opportunity to do so. Next Collins told the Board that the estimate for fixing her car was \$672.70. She reminded the Board of the damaged when the sailboat was being salvaged and her vehicle was backed into by the Port truck. Collins said since it was her car she wanted the Board to decide whether to pay the full amount or pay the \$500 deductible and put as an insurance claim. The Board agreed to pay the full amount of \$672.70 to Collins for her car to be repaired. Collins then brought a decision of health insurance to the Board. Wendy from Abel Insurance brought in the new insurance rates as of January 1, 2015 and explained how they would be going up. She also brought a new insurance company in to show Collins that may be a better option for both employees and the Port. Collins went over the differences and after some discussion the Board unanimously agreed to go with Managements decision on changing or not. Lastly Collins informed the Board that the new REIL's were leaking again and that she was going through Tidewater to resolve the issue that has been going on since they were installed last year.

COMMISSIONER'S COMMENTS:

Harshman had no comments. Riddle said he thought he spoke enough. Lottis and McNair were absent and Walker had none.

AUDIENCE COMMENTS:

There were none.

Regular Meeting adjourned at 7:58pm.

EXECUTIVE SESSION:

The Board went into Executive Session.

Regular Meeting went back into session and called to order at 8:47pm with Walker informing Collins that she will be getting her evaluation in the next week and that the Board had agreed on a 4% increase in salary for her. **Motion: To increase Manager Collins salary 4% retroactive to July 1, 2014.** Motion made by Riddle and seconded by Harshman. Motion passed by a vote of 3 for, 0 against. (Lottis and McNair were absent) Walker expressed to Collins to include an Executive Session on Decembers Agenda to discuss any questions or comments she may have. Collins asked the Board if she could comment, Walker said yes. Collins thanked the Board for the 4% increase and asked the Board if they would consider giving her an extra week of vacation per year. Collins expressed that having her grandson in Florida to visit that an extra week would make it a lot easier for her to stay a little longer with the cost of travel getting so expensive. The Board asked Collins what she had currently and Collins said 120 hours and that they accrue by the amount of years of employment. The Riddle commented that this decision should not be made with only having a Board of three commissioners. Walker and Harshman agreed to wait until December's meeting.

ADJOURN:

MOTION to adjourn made by Harshman and seconded by Riddle. Motion was passed by a vote of 3 for, and 0 against (Lottis and McNair were absent) at 8:55 PM.