

**PORT OF GOLD BEACH  
BOARD OF COMMISSIONER'S  
REGULAR MEETING  
April 21, 2016**

~~~~~

**PRESENT:**

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

**ABSENT:**

Mark Lottis, Commissioner  
Bill McNair, Vice President

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 the Pledge of Allegiance was recited.

**PRESENTATION:** Dave Nafie and Mike Dayne from WH Pacific provided the Board with a presentation on the Airport Master Plan. There is interest in flying but there is a nationwide declining demand for aviation services. General Aviation is increasing; business flying is the growing market. Most flight training is for professional pilots and military. Some key issues at the airport are: instrument approach, compliance in the use of airport facilities/land, future developments, and runway protection zones. Riddle noted the importance of charging market rates for land and facility leases.

**AUDIENCE COMMENTS:** Don Martin, Aviation Mechanic, he agrees that what is kept in hangars should be aviation oriented but he felt that the Federal government had not made a ruling and the use of airport facilities/land is still a proposal. It was noted that there might be a difference between the FAA policy and Federal law that would make it difficult to enforce. Nafie volunteered to research the subject and bring additional information to the next meeting.

**HUNTLEY PARK:** Shawn Wallace noted that Huntley Park is approximately 25% ahead of last year. He briefed the Board on the advanced reservations for weddings/picnics and he expects a busy summer. Recently, firewood has been stolen and several people are attempting to camp on the river bar to avoid paying the \$12 charge.

**SHOP SUPERVISOR:** Aaron Duncan reported that with the completion of the dredging project, the office remodel will continue; the materials have been received. The main gate at the airport has been repaired with part of the costs being covered by insurance. The cannery building has a leak that is a result of faulty siding. The shop personnel are continuing to fix water leaks in the storage bays; the roof needs replaced. Personnel have added speed limit signs and speed bumps in and around the Port's parking lot and at Huntley Park with hopes of slowing down the traffic. They are repairing the docks and have learned that the marina gas pump is not functioning correctly. The new hoist lift will be in place by the end of the month. Duncan noted that he had attended a course in Coos Bay for small water systems. He was certified on fresh water systems and obtained a lot of useful information.

**OLD BUSINESS:**

Clemens explained the current dredging costs and the possible options of continuing the project in the fall. Once the spoils site is dry and new soundings have been completed, he will be able to provide a more accurate account of the amount removed. He has not received test results on the materials that have been removed but he is confident that it is clean and will be available for sale. Duncan provided a brief timeline, description of the areas, and some of the items that were discovered while dredging.

NEW BUSINESS: Clemens presented the Board with the updated Core Task List for FY16/17; electrical repairs and replacing the roof in certain storage bays, new heat pumps for the Cannery building, and the Huntley Park water system repairs have been listed as high priority. He also recommended updating and securing the Port's computer system by adding a server and updating software. The process for prioritizing of the remaining items listed was discussed and it was noted that the South Jetty project should be a high priority.

Clemens provided a list of potential Budget Committee members and Fowler volunteered to approach two possible candidates. Riddle emphasized that the expiration date on the committee members' positions be staggered. **Riddle moved to appoint Jim Clemens as the Port of Gold Beach Budget Officer for fiscal year 2016/2017 and the motion was seconded by Fowler; motion passed by a vote of 3 for, 0 against.**

**A motion made by Walker to appoint Jack Sheehan, Trudi Sthen, Lawrence Johnson, Tammy Clemens, and Don Martin to the Port's Budget Committee was seconded by Fowler; motion passed by a vote of 3 for, 0 against.** Clemens presented and received approval the budget calendar.

#### APPROVAL OF MINUTES:

**MOTION: To approve the March 17, 2016 minutes.** Motion made by McNair, the seconded by Riddle; motion passed by a vote of 3 for, 0 against.

#### ACCOUNTS PAYABLE:

**MOTION: To accept accounts payable for March 20, 2016.** Motion made by Fowler and seconded by Walker. Motion passed by a vote of 3 for, 0 against.

**MOTION: To accept accounts payable for April 05, 2016.** Motion made by Walker and seconded by Riddle. Motion passed by a vote of 3 for, 0 against.

ACCOUNTS RECEIVABLE: Clemens reported that there are two accounts on the Aged Receivables report.

BUDGET REPORT: Jeff Kemp presented the Board with the March 2016 budget report. He reported that current property taxes were on target. Revenues are slightly behind monthly but are ahead of year-to-date. In Personal Services, he stated that over-time was allocated to dredging and he noted that the Port has \$85,000 left for personal costs through June. Kemp noted that it is time to make the budgeted transfers and after some discussion he was directed to transfer \$125,000 to the General Fund.

Huntley Park is ahead of budget by approximately 25%. The tree trimming project would pushed the expenditures over budget so Kemp noted that he will move the project to capital outlay.

MANAGER'S REPORT: Clemens stated that the Neil building is now owned by the Port and he provided an update on securing the building and establishing memorandums of agreement with FedEx and another long term tenant.

For approximately 5 weeks, the airports REILs had been malfunctioning but have now been repaired. The manufacturer has suggested replacing them with lights that have a more standard configuration. Vaisala will no longer be available for repairs to the AWOS and at this time there are no alternatives or options. The aircraft that was wrecked is still being stored at the airport. The Oregon Coastal Zone Management membership will be renewed. The compound electrical project will begin next month. The High-Dock grant is still active and there is approximately \$61,000 in remaining funds; until September 1<sup>st</sup>. He invited the Board

members to attend a meeting with the Army Corp of Engineers on Thursday and he will be in Coos Bay to attend the OR Regional Solutions meeting on Friday.

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS: None

ADJOURN:

**MOTION: To adjourn the regular meeting of April 21, 2016** made by Fowler and seconded by Riddle. Motion was passed by a vote of 3 for, and 0 against at 8:00 P.M.