**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**November 12, 2019**

**5 p.m.**

**Port Office – 100 Port Island Rd.**

**Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:05 pm by President Wilson.**

**Those Present:** President Wilson; Commissioner Shaffer; Commissioner Hunking; Commissioner McGuire; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

**Absent:** Vice President Kennedy

**Audience: Paul Jayo, Kathryn Greiner, Sherri Wilkins**

**2. Public Comment on non-agenda items-** Kathryn Greiner thanked the Port for responding to her Public Records request in a timely manner. Kathryn stated that she feels the Port should be more transparent. Kathryn also stated that she would like the Board to go back and edit the October minutes and state what company the Board approved for payment in the amount of $77,151.00.

Kathryn said that from the time she put in her request to serve on the Board she has reviewed the Port’s minutes for the past year and feels the Board has went into executive session at every board meeting and when coming out of executive session there is no action or projects. While she understands the need for executive session she states the Board needs to make the Port’s plans more public to receive public support. Kathryn said she has heard rumors about several projects the Port might be looking into.

Kathryn also gave the Board an update on the Condon Airport water and sewer plan. (Pauling Field) The Department of Aviation just finished their Master Plan thru 2022

**3. Consent Agenda:**

* Approval of October 8, 2019 Commission Meeting Minutes
* Approval of October 2019 Payables and Financials

Commissioner Hunking moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 4-0.

**4. Chairman’s Report:** Thanksgiving Turkeys for Staff. Commissioner Hunking moved to give Thanksgiving turkey’s to staff and Commissioner Shaffer seconded. Motion carried 4-0.

**Christmas Bonus for Staff –** Commissioner Hunking moved to give $150

Christmas Bonus to staff and Commissioner Shaffer seconded. Motion carried 4-0.

President Wilson shared a donation request from Arlington Education Foundation. Commissioner Hunking declared a potential conflict of interest and abstained from making comments, motions, or voting on the discussion. AEF is building a foundation for our youth’s futures. AEF is a non-profit organization. AEF is working towards an endowment for scholarships to help Arlington’s graduates for the future. Commissioner Shaffer moved to donate $300.00 to AEF and Commissioner McGuire seconded. The motion carried 3-0

**5. Commissioner Reports**: Commissioner Shaffer declared he may have a potential conflict as he is employed by Mid-Columbia Producers, one of the Port’s tenants. He will recuse himself from any Grain Elevator decisions that might come up in the future.

**6. Hanger Building**

**6.1** The Port received the tax bill for the hanger building as the tenants vacated the building. The tax bill is $1231.62. Commissioner Hunking moved to pay the tax bill. And, in the future to collect monthly prorated dollar amounts for annual tax assessment from tenants. Commissioner Shaffer seconded.

The motion carried 4-0

**6.2** Paul Jayo would like to lease the Hanger building located at 1520 Airport Rd. Paul seeks to restore old cars. There will be no scrap at this location. This facility will be in addition to Arlington Towing and Repair facility on Highway 19 that he operates with John Salle assistance. Paul Jayo needs three phase power to be installed. Consensus is to put a lease agreement together at $1,250.00 per month for the first year. The second and third years at $1,500.00 per month. Option for two additional three year terms. Commencing on the first day of any extension term and thereafter, the lease shall increase 3% annually from the prior year rental rate. Paul Jayo would like early possession to start cleaning and working on the building. Commissioner Hunking moved to allow Paul Jayo to be given keys to start on building and Commissioner Shaffer seconded. The motion carried 4-0.

**7.0** EDO Report – EDO Mitchell shared with the Board the Small Business description and what it takes to apply for a Port grant. The program has been successful in assisting numerous business start, expand, or maintain their operations.

Marina moorage has nearly been leased out all of the larger boat slips. Two new boats arrived this month. The historic Coast Guard boat “Point Adams” has returned to port and a 48’ Cooper Maple Leaf Sailing Vessel now calls the Port of Arlington home.

Fuel sales are even with last year dollar wise, but the Port had 15% more customers. The Port did not get an opportunity to fuel any cruise ships this year with diesel as we did last year, so diesel sale are below last year’s sales.

The Port did not get approval for Island Park water and sewer line extension grant request from Gilliam County. The Port will move forward on the bathroom project without including the extension project.

Water has been a big topic around the state lately. EDO Mitchell attended several meetings where the central topic was around water infrastructure, water visioning, and water planning. Oregon is preparing a 100 year water vision and is holding community conversations. Gilliam County Soil and Water Conservation district is deep into a place base study of the Lower John Day Basin. The third phase of the report is now available from the Gilliam County Soil and Water district office or online at [lowerjohndaypbp.com](http://lowerjohndaypbp.com/).

**8.0 Executive Session per ORS 192.660(2)(g**): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.

Recess to Executive Session at 5:40 pm

Reconvene to Regular Session at 5:48pm

Port Board does not have a final decision

9.0 Administration

9.1 Commissioner Hunking moved to approve the Port’s Audit Plan of Action, the GAS Report and findings, the Summary of Revenues and Expenditures submitted by Solutions Certified Public Accountants. Commissioner Shaffer seconded. The motion carried 4-0.

Meeting adjourned 6pm

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President Ron Wilson Commissioner Hunking