**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**December 11, 2018**

**5 p.m.**

**Port Office – 100 Port Island Rd.**

**Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

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

**Absent:**

**Audience:** Tony Price; Lynda Davis; Jennifer Smallfoot; Nathan Smallfoot

**2. Public Comment on non-agenda items- None**

**3. Consent Agenda:**

* Approval of November 13, 2018 Commission Meeting Minutes
* Approval of November 2018 Payables and Financials

Vice President Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 3-0

**4. Chairman’s Report: None**

**5. Commissioner Reports**: Commissioner Fitzsimmons says he talked with Councilor Johnson from the City. The Councilors are having a retreat next month and hopefully get something started on the water at the Condon Airport. Dewey would look into getting cost estimates for drilling / blasting the water line through the rock.

**6. Small Business Assistance Grants**

6.1 Arlington Towing and Repair Quarterly Report for Arlington Towing - Paul Jayco says he is extremely busy with his shop. The Tow Truck is painted and towing two or three cars a week, in line with expectations. Mr. Jayo is in the process of filling out paperwork with the state to become a registered tow truck. An OSP officer needs to sign off on the tow truck before the tow truck is certified for state towing use. The Licensing and Bonding are approved on the tow trucks. Mr. Jayo would like EDO Mitchell to help him so he can get a sign on the freeway for Arlington Towing and Repair. EDO Mitchell said Paul should become a member of the Arlington and Condon Chambers. The Condon Chamber can help with web design for his company to give his towing business exposure.

6.2 Nathan and Jennifer Smallfoot with A Town Rentals, presented their grant request for consideration. The Smallfoot’s are starting up an equipment rental business. Their inventory is quite extensive. They are asking for a $10,000 grant to round out their rental equipment inventory. The Smallfoot’s will run their business 8am to 6pm seven days a week. The City of Arlington has approved a business license for being a delivery business only equipment rental business. The Smallfoots will be applying for a home based business license once their business gets off the ground. The Smallfoot’s have already invested over $80,000 in their new business. Attorney Cleaveland is willing to assist with rental contract. The Board consensus that there is definitely a need for an equipment rental service in our area. Commissioner Hunking moved to approve the grant request for $10,000.00 with Conditions of Approval:

1. Quarterly reports, presented to the Board by the grant recipient, are required for the first year. They shall include a financial report and profit and loss spreadsheet along with a written progress report.
2. Remain in residence for at least one year in Gilliam County, following approval of grant.
3. Funds will be distributed on a reimbursement policy. Grant recipient will purchase materials and supplies and bring receipts to the Port for reimbursement.
4. A grant agreement will be prepared by Port Attorney. The agreement will include the conditions of approval along with a clause that the grant recipient will reimburse the Port for all monies received if grant recipient does not comply with the conditions of approval.

Commissioner McGuire seconded. The motion carried 3-0

6.3 Small Business Assistance. Tony Price presented several projects he is working on including a Gun Range at the Condon Radar Base, a Photo Contest for the A-Town Throw Down event, Painting of the Grain Silos, and photo gallery of pictures for the Port’s promotional efforts.

The Port Board will take all items under advisement.

**Break for Dinner 6:05 pm-6:29**

**Meeting cont’d**

**7. Economic Development:**

7.1 Mesa Group Lease Amendment – Attorney Cleaveland presented the final drafted, revised lease agreement for approval. This matter was discussed at the Ports November 13, 2018 meeting. Commissioner Hunking moved to accept the revised lease agreement that included the lowering of the monthly rent payment from $2500.00 to $1700.00 per month. Commissioner Fitzsimmons seconded. The motion carried 3-0

7.2 Railroad Avenue Property Lease – Watco is proposing to lease half an acre on 485 Shane Drive in Arlington from the Port for a build a commercial office. The lease rate will be $500.00 a month for the property. The project will require a site plan application with the City of Arlington. Pillar Consulting has presented a proposal to complete the Design and Planning Application for $12,225 including the cost of the survey. These costs will be reimbursed by Watco exclusive of the cost of the additional survey for the balance of the site and the cost of flood plain mapping. Commissioner Hunking moved to authorize the funds for the survey of 485 Shane Drive, property lease rate of $500 a month and authorize EDO Mitchell to sign survey and design agreement. Commissioner McGuire seconded. The motion carried 3-0

Resolution No. 18-01 for the Port of Arlington to authorize lease agreement. It is further resolved that the property shown on the attached Exhibit “A” is approximate and a more detailed property description will be available shortly after this approval. The Port staff are hereby authorized to amend the property description in Exhibit ”A” and in the Lease prior to the final signing of the Lease so long as the amended property description does not significantly increase the amount of property being leased to Watco Companies, LLC. Commissioner Hunking moved to approve and authorize Port Manager Peter Mitchell to amend property description once the legal survey is complete. Commissioner Fitzsimmons seconded. The motion carried 3-0

7.3 The Port just received the Irrigation Feasibility Assessment draft from CES. A hard copy was presented to each Commissioner. Commissioner Hunking moved to table the assessment discussion until the next month’s board meeting to allow the board time to review the study. Commissioner Kennedy seconded the motion. The motion carried 4-0

7.4 Flex Building is complete and came in on budget. The Port is working with two prospects for leasing the building.

7.5 EDO Report

EDO Mitchell reported that there was some discrepancy on how much land is at the Willow Creek Port site. Anderson and Perry has provided two cost quotes to determine the acreage, one for $2500 and a more precise survey for $5000. The cost quote was provided. Commissioner Hunking moved to have Anderson Perry perform a full survey for $5000 Commissioner McGuire seconded. Motion carried 3-0

Avingrid has broken ground on the new wind turbine farm site, the Montague project. The company reports that the workforce will peak out in about March 2019, with 200 workers.

Accordingly, the City of Arlington changed the RV ordinance to allow one RV to be parked on private property. City residents will need to go to the City Recorders office to apply for a license.

Pat and Leah Shannon presented their ideas for remodeling and reopening the Village Inn restaurant to the County Court. The Port has provided the couple with Business Planning assistance as well as sharing the Port’s “Big Stone Lodge” feasibility study on the VI complex.

Judge elect Farrar and Commissioner elect Wilkins, met with EDO Mitchell to share ideas on various projects. It was a good meeting. Judge Elect is well on her way to develop her first “100 day” plan.

EDO Mitchell will be presenting the Port’s quarterly report to the County Court on December 19th.

Island Park Bathroom Renovation Project: The Marine board wanted the Port to make a few minor changes to the parking lot layout to minimize conflicts between various user groups. Once engineer Andy Jansky makes the adjustment’s to the plan and advises on cost, the project can be submitted for the next round of grants.

**8.0 Administration –**

8.1Health Insurance and Audit Update: The Port has completed all documentation to change health insurers to SDIS from Providence. The Port received the Auditors draft report on December 10, 2018. The final Audit will be completed by the next Port Board meeting in January, 2019.

Meeting adjourned 7:26 pm

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President Ron Wilson V.P. Dewey Kennedy