

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**November 14, 2017**  
**5 p.m.**  
**Port Office**  
**Arlington, OR 97812**

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

**Those Present:** President Wilson; Commissioner Fitzsimmons; Commissioner McGuire; Commissioner Kennedy; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Advisory Committee Member, Don Williamson

**Absent:** None

**Audience:** Tony Price; Tyrell Proctor

**2. Public Comment on non-agenda items-** Don Williamson asked why the Condon Radar Base is on the Port's website. EDO Mitchell said that the Port promotes all industrial property in the County and the Condon Radar base is one of the industrial sites in the County.

**3. Consent Agenda:**

- Approval of October 10, 2017 Commission Meeting Minutes
  - Approval of October 2017 Payables and Financials
- Commissioner Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 5-0.

**4. Chairman's Report:** President Wilson shared a donation request from Condon Chamber Summer Concerts in the Park. Commissioner Fitzsimmons moved to donate \$100.00 to the Chamber Summer Concerts in the Park. Commissioner Hunking seconded and the motion carried 5-0.

**Christmas Bonus for Staff –** Commissioner Hunking moved to give \$150 Christmas Bonus to staff and Commissioner Kennedy seconded. Motion carried 5-0.

President Wilson told the Board the Port received a Thank You card from Columbia Basin Rodeo Club for our donation.

**5. Commissioner Reports:** None

**6. Economic Development:**

6.1 Small business Assistance Grant Quarterly Report - Bill Rosenbalm Mobile Mechanic Service. This item was tabled to the December as Mr. Rosenbalm was unable to attend the meeting.

6.2 *Executive session per ORS 192.660(2)(e) To conduct deliberations with persons designated to negotiate real property transactions.*

*Adjourn to Executive Session at 5:05 pm*

*Reconvene to Regular Session at 5:30*

Action following Executive Session: Commissioner Hunking moved to direct Attorney Carey to prepare a legal property sales contract with Mesa Group, LLC. President Wilson is authorized to negotiate with Mesa Group, LLC and sign a legal sales agreement as long as Port Board terms and conditions are met. Commissioner Kennedy seconded and the motion carried 5-0.

*Adjourn to Executive Session per ORS 192.660(2)(e) To conduct deliberations with*

*persons designated to negotiate real property transactions at 5:34 pm*

*Reconvene to Regular Session 5:42pm*

No action was taken following Executive Session

6.3 EDO Report – EDO Mitchell presented his report to the Board. The Oktoberfest event was very successful. The Woolery Group would like to have the event in the same location next year, the third week in October. The A-Town Plaque has been installed on “Yoga” rock at the A-Town Launch site.

6.3.1 Flex Building progress report, Bid documents and plans. The revised floor plan was handed out. EDO Mitchell, Commissioner Kennedy, and Engineer Jeff Schott have been working on how to reduce the amount of rock required for the project. The 14’ doors, except for the two western doors, will be mechanical. There will be a reduction of four man doors, leaving three total. Discussion on interior water and lighting. There will be no outlets wired in.

Break for Dinner 6:10 pm – 6:32 pm

Meeting cont’d:

6.3.2 Update on Island Park Bathroom and Utilities Marine Board Grant – Marine Board is beginning to work on the project. They have calculated a need for 4 bathrooms for Island Park and 2 bathrooms for the launch area. EDO Mitchell said there is grant money available for this project which will limit the expense to the Port. The water and sewer would have to be run out to the west end of the island for the west end restroom. Commissioner Fitzsimmons noted that, if the water and sewer lines are extended, they should be large enough capacity to allow for future development.

6.3.3 A-Town Launch Improvements- Several surfers had indicated that surfaces around the launch site were abrasive to their boards and wind surfing gear. The Port was looking into costs and alternative materials to minimize impacts to equipment and make for improved rigging areas. Artificial turf samples were passed around for the Board to see. The surfers want a soft area to rig their boards on. Sand or gravel are not a good alternatives. Pea gravel or Astroturf may be more desirable materials. EDO Mitchell requested funds to have Flowing Solutions development some design ideas and cost estimates. Once that is done, EDO Mitchell can look for sources of funding. Commissioner Hunking moved to authorize \$1,000 to Flowing Solutions for engineering to obtain an accurate cost. Commissioner McGuire seconded. Motion carried 5-0.

Meeting adjourned 7:20 pm.

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President Ron Wilson

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V.P. Dewey Kennedy