**M I N U T E S**

**Port Commission Meeting**

**Port of Arlington**

**September 14, 2017**

**Port Office**

**Arlington, Oregon**

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; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Will Carey; Advisory Committee Member Don Williamson

**Absent:** Commissioner Kennedy; Commissioner Hunking

**Audience:** Lynda Davis; Julius Courtney; Wade Johnson; Jeff Schott; Tyrell Proctor

1. **Public Comment on non-agenda items**- Lynda Davis, representing Cory Lundgren, presented Mr. Lundgrens’ first pay back check in the amount of $500 for the SBAP grant he was awarded in April. Mr. Lundgren’s business was not successful and he previously told the Board he is not the type of person to keep the money and would be paying the Port back.

**3. Consent Agenda:**

* Approval of August 8, 2017 Commission Meeting Minutes
* Approval of August 2017 Payables and Financials

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

1. **Chairman’s Report:** None
2. **Commissioner Reports: None**
3. **Economic Development:**
	1. Small Business Assistance Grant Quarterly Report

6.1.1 Nicole Rees handed out her current profit and loss spreadsheet. Nicole is profitable and enjoying her new business. She expects sales to pick up in the fall. Social media is her primary advertising tool.

6.2 Flex Building Progress Report; Engineering Contract for Bid Documents and Plans – Jeff Schott submitted the Flex Building application for land use approval to the City on August 29th. It is expected that Administrative Approval will be forth coming.

Proposal Agreement for preparation of the Bid Documents and Plans was included in Board packet. The Geotechnical suggested an 18” rock base if the site is not paved. Paving a smaller area will control costs. Commissioner Fitzsimmons moved to keep the project moving forward and approve Pillar Consulting Group Inc. Professional Services Agreement in the amount of $52,100. Commissioner McGuire seconded. Motion carried 3-0.

6.3 Mesa Group – Tyrell Proctor, employee of the Mesa Group, told the Board that OLCC is pushing Medical Marijuana regulations in the same direction as Recreational Marijuana regulations. The Mesa Group is considering a purchase of the hangar building. Attorney Carey suggested a purchase that would enable the Port to buy the property back. This item will be tabled for further discussion until the October meeting.

6.4 Woolery Oktoberfest Location Request; Sponsorship Request. Commissioner McGuire recused himself with a conflict of interest. Julius Courtney, a Board Member for the Woolery Group reviewed the request letter for holding their Oktoberfest Event on the upper portion of the Island. There will be two tents, one large and 1 small. Mr. Courtney will fill out and return the Temporary Use Permit and Insurance verification. Commissioner Fitzsimmons moved to allow the tents no charge, Insurance minimum of $1,000,000. Commissioner Wilson seconded. Motion passed with 2 voting in favor and 1 abstention.

Mr. Courtney also asked for the Port to be an event sponsor. He passed out drinking glasses that could have the Port of Arlington etched into them. Commissioner Fitzsimmons moved to pay $500 to the Woolery Oktoberfest as advertising and marketing. Commissioner Wilson seconded. Motion passed with 2 voting in favor and 1 abstention.

Break for Dinner 5:45 pm – 6:10 pm

Meeting cont’d

6.5 IGA with Oregon Business Development Dept. – Commissioner Fitzsimmons moved to approve the IGA between Oregon Business Development Dept. and the Port of Arlington and Commissioner McGuire seconded. Motion carried 3-0.

6.5.1 Capital Facilities Plan – Must be approved by December meeting

6.5.2 Strategic Plan Update – Must be updated by the December meeting

6.6 Island Park Bathroom and Utilities Marine Board Grant Opportunities – EDO Mitchell said he has no information yet.

6.7 Wharfage Rate Discussion – Port Manager Mitchell will put together a draft pricing template and bring it back to the Board.

6.8 Zayo Fiber Project – EDO Mitchell explained the Zayo Fiber Project to the Board. The County Court is looking to install a buried fiber line from Cedar Springs to Condon. Connectivity along the fiber route is crucial. The Port would be a pass through for the funds in the same manner as the Arlington TV Coop project. The project is currently under advisement of the County Court.

6.9 EDO Report – EDO Mitchell reviewed his report with the Board.

EDO Mitchell told the Board:

MCP paid its first annual Grain Elevator lease payment.

Insitu is preparing to build a huge 250,000 square foot Headquarters facility in the Gorge. EDO Mitchell attended their PR event and luncheon at their Arlington facility.

Morrow County Grain Growers has not removed their tank from the lot they have been leasing from the Port. Their lease expired the end of June 2017 and they have not submitted payment since July 2017. Staff will contact them about the tank removal.

**7. Administration**

President Wilson told the Board Commissioner Hunking is interested in attending the SDAO drone training program in Corvallis. There is no cost for enrollment. Consensus of the Board was approval for him to go.

EDO Mitchell told the Board that the OPPA Annual Conference is October 5th and 6th in Portland.

Insitu Lease Renewal Discussion – Current lease expires July 31, 2018. The Board recommended that Insitu pay the annual property taxes and after three years of the second renewal the lease amount will increase annually pursuant to the Portland CPI.

Meeting adjourned 6:50 pm

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President Ron Wilson V.P. Dewey Kennedy