

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**January 9, 2018**  
**5 p.m.**  
**Gilliam County Courthouse**  
**Condon, 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 Kennedy; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Advisory Committee Member, Don Williamson

**Absent:** Commissioner McGuire

**Audience:** Jeff Schott

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

**3. Consent Agenda:**

- Approval of December 12, 2017 Commission Meeting Minutes
- Approval of December 2017 Payables and Financials  
Commissioner Kennedy moved to approve the consent agenda and Commissioner Ftizsimmons seconded. The motion carried 4-0.

**4. Chairman's Report:** Nothing to report

**5. Commissioner Reports:** None

**6. Economic Development:**

- 6.1 Flex Building-Jeff Schott told the Board the bid opening is tomorrow at 2:05 pm. Twelve contractors attended the mandatory pre-bid walk through. Schott said he expects three bids to be submitted.
- 6.2 Hangar Building Discussion-Nothing new to report until a clear definition of the term "Public Lands" is determined.
- 6.3 Update on Island Park Bathroom and Utilities Marine Board Grant – Port Manager Mitchell shared the Boards suggestions on the ADA parking next to the Bathroom with the Marine Board. Removal of the trees to create a sidewalk along the north side of the boat parking lot was discussed. The goal is to create good access and additional boat parking for future growth.
- 6.4 Capital Facility Plan – Review of draft plan prepared by EDO Mitchell. Each potential Capital Project was discussed. The Board would like to add "Irrigation Project" to the list. Commissioner Hunking moved to approve capital facility plan with addition. Commissioner Kennedy seconded. Motion carried 4-0.

Break for Dinner 6:10 pm – 6:35 pm

Meeting cont'd:

6.5 Consider approval of Alina Iofciu contract for A Town Throw Down Event – Ms. Iofciu is the same event planner as before. This year her fee is \$2530. The event is scheduled for June 8-10, 2018. Commissioner Hunking moved to approve the contract and Commissioner Kennedy seconded. Motion carried 4-0.

**7. Administration-**

Consider approval of 2016-2017 Audit and Financial Report Commissioner Kennedy moved to approve the 2016-17 Audit and Financial Report and Commissioner Hunking seconded. Motion carried 4-0.

Insitu Lease Extension- The Port Board wants Insitu to be responsible for the property taxes in new lease. The fourth year of the new six year lease would have an increase based upon the current CPI or 3% whichever is less. Consensus of the Board is to present this proposed lease extension to Insitu for their review.

Harbor Maintenance Trust Fund Letter – Consensus of the Board was in favor of being a signatory on the letter.

Meeting adjourned 6:55 pm

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President Ron Wilson

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V.P. Dewey Kennedy