

MINUTES
Port Commission Meeting
Port of Arlington
April 11, 2017
Port Office
Gilliam County Courthouse
Condon, Oregon
5:00 pm

Regular Commission Meeting

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 Hunking; Commissioner Nation; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Will Carey; Advisory Members: Don Williamson, Bob Reasoner

Absent: None

Audience: Bill Rosenbalm

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

3. **Consent Agenda:**

- Approval of March 14, 2017 Commission Meeting Minutes
 - Approval of March 2017 Payables and Financials
- Commissioner Fitzsimmons moved to approve the consent agenda and Commissioner Kennedy seconded. The motion carried 4-0. (Commissioner Nation arrived)
4. **Chairman's Report:** President Wilson shared with the Board the Arlington Saddle Club Certificate of Appreciation for the Port's donation. He also told the Board the Arlington Jackpot Rodeo is April 29th and 30th. Advertising for the Honker yearbook: Following discussion no action was taken. Arlington Little League request for donation. Commissioner Fitzsimmons moved to donate \$50 and Commissioner Hunking seconded. Motion carried 5-0.

5. **Commissioner Reports:** Commissioner Kennedy said the chip seal project will begin in May.
6. **Old Business:** Declaration of Cooperation Place-Based Integrated Resource Planning Pilot Program. No action, Sandy McKay resigned and no substitute was available to present the program to the Board.

7. **Economic Development:**

7.1 Flex Building Presentation by Jeff Schott. Jeff handed out a conceptual drawing and a cost estimate work sheet. For a 6,000 sq. ft. building with minimal interior improvements the cost would be \$816,469 with a 20% contingency. Schott recommended that the Port pick the site and do the survey first. Land Use Planning Site Plan review would be the next step.

Bid documents and process would take approximately three months. \$50,000 would cover the costs for the survey, land use planning, and other requirements to make the project bid ready. Discussion regarding the concept building took place. An Oil Water separator was mentioned as an option. Jeff Schott will prepare a proposal and Peter Mitchell will get the survey data from Anderson Perry. Commissioner Hunking moved to spend up to \$5,000 for Site Plan schematic design by Jeff Schott. Commissioner Kennedy seconded and the motion carried 5-0.

- 7.2 Small Business Assistance Grant Application – Bill Rosenbalm is seeking assistance in purchasing a mechanics service truck for his mobile mechanic business. This will be a part-time business as he has a full time job with the City. As business demand grows Rosenbalm would hire another mechanic. Mitchell asked about what type of service truck he would need. Bill Rosenbalm said the \$10,000 is right in the ballpark for pricing for a 4-wheel drive service vehicle. Don Williamson said he was a mobile mechanic for many years and there is a need for it. Following discussion Commissioner Hunking moved to approve up to \$10,000 for reimbursement on the purchase of a service truck with quarterly reporting and residing in the County for at least one year. The Port will be shown on the title as a security interest holder which will be signed off in one year with satisfactory fulfillment of grant obligation. Commissioner Fitzsimmons seconded. Motion carried 5-0.
- 7.3 Hangar Building Update – EDO Mitchell said the Mesa Group is moving ahead with a CUP and the Planning Commission hearing will be April 27, 2017. The Mesa Group will be growing medical marijuana in the Hangar building. The Mesa Group will pay for three phase power to the building. The Mesa Group will not move ahead with the vacant industrial property at this time.

Recess for Dinner 6:30 pm.

Reconvene to Meeting at 6:50 pm.

Meeting Cont'd

- 7.4 EDO Report – Discussion on the Sip Community Service Fee meeting on April 12th in Arlington at 6 pm. EDO Mitchell reviewed the items in his monthly report with the Board. He told the Board the \$800,000 funding request was submitted to the County Court. EDO Mitchell said the Arlington Airport Runway grant was not successful. EDO Mitchell gave the board a brief Shutler Station building update. EDO Mitchell said MCP will support the Port with the chip seal project by granting \$10,000 for the road and pay the cost of \$13,000 for their elevator ingress and egress.

8. Island Park –

- 8.1 A Town Throw Down water event scheduled for June 17th. EDO Mitchell handed out a map of the event area.

9. Administration –

- 9.1 Summer Maintenance – It was consensus of the Board not to hire a youth for summer maintenance.
- 9.2 Ethics on-line reporting: All Commissioners said they have completed their reporting.

Meeting adjourned 7:35 pm

President Ron Wilson

V.P. Dewey Kennedy