February 16, 2016

1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on February 16, 2016 in the Best Western Beachfront Inn meeting room, Harbor, Oregon. Chairman Roy Davis called the meeting to order at 7:00pm. Other Commissioners present were Sue Gold, Roger Thompson, and Tim Patterson. Mike Manning was tardy. Also present was Executive Director Ted Fitzgerald.

1. APPROVAL OF AGENDA

Chairman Roy Davis moved to approve the agenda as amended. Seconded by Vice Chair Sue Gold. Voting Yes: Unanimous

1. APPROVAL OF MINUTES
	1. Regular Meeting – January 19th, 2016

Vice Chair Gold moved to approve the minutes as written. Seconded by Comm. Manning. Voting Yes: Unanimous

1. OPERATIONAL AND FINANCIAL REVIEW

Revenues from operations were $169,154. Normal expenses were $172,230. The two categories together after property tax revenue, grant expense and debt service resulted in a net operating loss of $58,195.

Marina/moorage revenues came in at 23,254.

RV Park revenue was $16,369.

Fuel sales were $34,210.

Cold storage revenues were $6,205.

Yard activity revenue was $22,439.

Rental revenue was $33,002.

The ice plant generated $3,021.

Repair and maintenance expenses were $937.

Office expense was $4,994.

Fuel purchased for resale was $19,761

The Port has moved toward appointment only service for fuel, ice and cold storage. This has allowed labor costs to be somewhat contained and employees’ time more efficiently managed.

Garbage collection amounts have been reduced substantially over the last month along the east side of the commercial basin.

The ice plant is down for annual maintenance. We hope to see it open this week.

During January Port staff performed some crab unloads which helped the bottom line, and fuel sales were brisk. All sectors were weaker than at this time last year, continuing a trend that we have been seeing since last summer.

As I reported at last month’s meeting, the Port was not able to make its scheduled debt payment in January. Since that time we have been notified by IFA that we are finally eligible for reimbursement of some $6,000.00 in costs related to our current Strategic Plan that was completed by us two years ago. We have asked IFA to apply that sum toward the debt owing, but have not received confirmation that has occurred. Additionally, we are awaiting distribution for additional reimbursement from FEMA as the last of the projects get closed out which we hope to apply to the debt.

The Port’s fuel business remains a service to the Public that is not profitable because the Port currently subsidizes deliveries made by outside fuel vendors. I recommend that if the Port wishes to continue to participate in the fuel business, it stop subsidizing outside fuel vendors.

The Bandon Dredging Project is nearing completion, and the dredge is running well, having worked out some of the quirks it was delivered with.

Vice Chair Gold, Comm. Thompson, & Comm. Patterson asked some questions about our financials and operations, and that was discussed. Vice Chair Gold moved to approve the Operational and Financial Review as presented. Seconded by Chair Davis. Voting Yes: Unanimous

1. UNFINISHED BUSINESS

No Unfinished Business.

1. NEW BUSINESS

No New Business.

1. ACTION ITEMS

No Action Items.

8. COMMISSIONER REPORTS

 Comm. Roger Thompson: Thank the (inaudible) for letting me go to the conference at sun river, they were interested in having a board member, next year they will have it in Portland. Thank everyone who helped at the crab festival, everything went very good, heard a lot of complements on how well everything went. Crissy Cooper did a very good job for putting it on.

Vice Chair Sue Gold: I was at the Crab Festival, looked like everyone was having a good time, thanks.

Chair Roy Davis: I was also at the Crab Festival it was awesome. I would like to thank all the volunteers and the Port staff/

Comm. Mike Manning: Nothing to report.

Comm. Tim Patterson: Worried if there is still a target for the monthly bill, Jim Relaford’s old report use to have a monthly end cash for year, each month for the budget, summary month by month revenue and expense and the budget for the following year so we know what it looks like for a 12-month period. Ted informed him that we can print any report he would like, just needs to let us know. Other than that Comm. Patterson had nothing to report.

1. PUBLIC COMMENTS

Connie Hunter: They had a meeting next door looking at how to build a community base with community providers. Would like to have a workshop with the commissioners to go over a business plan and the development plan. Would also like to have a contractor go around the green building so see what needs to take care of and serviced. Also to have about 50 people come out and look at the inside, outside, and the potential of that building.

Ted: we will check into the county for any permit issues.

Jim Barwis: Has a questions on the Ports budget. Why are revenues down through the fiscal years? Wondering if there is an explanation. Why are we down this fiscal year? What are the consequences of missing a loan payment? What is going to happen now? Was wondering on the appraisal since that was not in the report.

Ted: explained the loan and how the money we pay goes to principle. We have never missed a payment until the tsunami, but we have been late. If we do miss a payment it just goes right back to the end of the agreement. With the late payments it just puts the Port into a bind. The refinance was not the Ports idea; it was suggested by the Director of the IFA wanting us to seek our financing elsewhere.

1. ADJOURNMENT

 The meeting was unanimously adjourned at 7:30 p.m.

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