



## **APPROVED 1/19/25**

### **MINUTES**

#### **POTB BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM  
WEDNESDAY, JANUARY 15, 2025, AT 6:00 P.M.**

1) Call to Order @ 6:04 p.m.

Recognition of Persons Present: Commissioners Sierra Lauder, Kevin Stoecker, Bill Baertlein, Matt Mumford, and Jack Mulder

Port Staff: General Manager Michele Bradley and Laura Ramirez, Rita Welch joined via Zoom.

Presenters: Jim Knight, SDAO Consultant

FOTAM: Dallas Adams, Carolyn Decker

Public: Deb Maynard, Tim Maynard, Gary Bond

Headlight Herald: Will Chapell (via Zoom)

Public Comment for Items Not on the Agenda: Deb Maynard spoke on behalf of the Civil Air Patrol Squadron, requesting permission to move forward with a Compass Rose Project. The proposed project entails design and creation of a new compass rose for Tillamook County Airport, to be placed in the paved circle on Aerostar's leased property. Civil Air Patrol will hire a surveyor to ensure accuracy and involve community members in carrying out the project. Michele informed the Board that the location of the compass rose is still awaiting verification. Michele offered to provide a letter of support to the Civil Air Patrol Squadron, for the Grant to Tillamook PUD in which they intend to apply for.

1a.a. Budget Hearing opened; No comments were received

1a.b. Budget Hearing closed @ 6:17 p.m.

2) Consent Agenda

a) Minutes for December 18, 2024, Regular Meeting

b) No Lease Orders

**Bill moved to approve the consent agenda as presented, Sierra seconded, and the motion passed 5-0.**

3) Office Administrator Report – Michele reported the budget is on track and things are going well. Bill inquired about the status of OCSR payment, Michele responded that payment status remains late and that she has a meeting scheduled with OCSR in early February.

- 4) Discussion and Consideration of Resolution 2024-2025 #5 regarding a Supplemental Budget - Michele informed the Board that the amendment was due to the Grants received. Jack called Budget Hearing closed at 6:17 p.m.  
**Bill moved to adopt the Supplemental Budget, Sierra seconded, and the motion passed 5-0.**
- 5) Air Museum Director Report – Rita Welch reported that the Museum’s VR project should be completed within a few weeks. Rita reminded the Board that winter was the museum’s slow season, although attendance was up approximately five hundred people compared to the previous year.
- 6) Manager’s Written Report and Discussion – Michele Bradley

#### Utilities

Michele informed the Board of the completion of the wetland delineation for the city’s water reroute. ODFW identified potential issues regarding our old cement culvert. The city may need to find an alternative route that avoids damage to the culvert.

#### Industrial Park

Tillamook Coast Visitor Association is recognizing the Port and school district with an award for ‘Excellence in Outdoor Recreation’ and has invited Michele and Slade to the annual recognition dinner February 21<sup>st</sup>. Michele and Slade will be attending.

Michele provided current photos of BLM’s new residence.

Michele provided current photos of Stimson office update. Michele pointed out the additional two offices and that Stimson was responsible for the construction costs.

A current photo of Amazon construction site was showed active progress in the construction.

Michele provided a site update, along with pictures, for Tillamook septic.

Tillamook septic has begun clearing the site for a future building. The site is currently used for storage.

#### Airport/RV Park

Michele informed the Board that the RV park has closed for the season.

#### Railroad and Salmonberry Trail

Michele provided an update on the Salmonberry Trail Inter-governmental Agency (STIA). Michele included in her update, that later this year the Salmonberry Trail Foundation (STF) responsibilities may be shifting to Oregon Parks and Recreation Department (OPRD), but for the next five months a smaller group has taken over. Michele also provided photos of the B-V trail at Manning, Banks-Veronia trail, Williams creek trestle, and Catalyst Loop, all projects that are the focus for STF. All rail has been removed from the area, but it is not yet open to the public. All projects will need a Memorandum of Understanding (MOU) with trail partners, then used as a model to build the rest of the trails. Michele’s time spent on the project

is making sure that the Port is covered with our lease and the lease is followed.

### Other Updates

Michele brought to the Board's attention the letter received by the City of Tillamook regarding railroad track crossing on first street. Michele had previously spoken to Chief of Police Nick Troxel regarding the objects being thrown over the railroad track crossing on first street, at which point the chief of police had suggested the possibility of the city supplying some extra fencing. The letter included the statement "I sincerely hope that the Port of Tillamook Bay and the Oregon Coast Railroad will consider implementing preventative measures..." leading Michele to believe that the city will not be assisting in prevention along the railroad tracks. To date, law enforcement has been unwilling to assist with removal of trespassers on the ROW. Lastly, Michele addressed the letter from the County Board of Commissioners which invited community members to discuss the bond tied to raising TLT from 10% to 15%.

- 7) Jim Knight presented the General Manager's proposed updated contract, addressing four crucial issues: compensation, automobile allowance, accrued sick time, and termination of employment.

Proposed contract recommendations:

- a) A 4-year contract with a 4.5% annual salary increases, starting in January, including provisions for a one-time financial bonus upon successful annual performance review and the possibility of extending the contract for one more year at the end of the 4-year term.
- b) A monthly automobile allowance of \$600 and mileage reimbursement at the current IRS rate for travel outside the port district.
- c) Allow the General Manager to cash out 25% of accrued sick leave upon leaving employment. The discussion highlights the need to balance incentivizing sick leave usage with allowing the accumulation of sick time for major health issues.
- d) Upon termination the General Manager shall receive one week's pay for each year of employment as staff and two weeks' pay for each year as General Manager; in recognition of the long service and efforts in improving the port.

The goal is to revisit the contract periodically while providing the General Manager with stability to focus on leading the port instead of employment terms. No motion needed; the board expressed a consensus for sending the proposed updated General Manager contract to the attorney for review/draft.

- 8) Discussion and Consideration of Board Goals/Areas of Emphasis for 2025

Michele informed the Board that the regional water city line re-route IGA has been drafted but not completed. Michele continues to look at EPA grants and USDA grants for small rural water district opportunities. The current regional approach has paused due to the city management transition.

Michele provided clarification on lease templates and informed the Board that the lease templates should be seen within the next three months. Michele continues to watch strategic planning grants for full funding, currently grants are capped at \$50,000. The strategic planning has been postponed for a year due to the commitment of the Airport Master Plan. Michele discussed the Port working with Aerostar on finding a different location regarding the UAS cluster/Airport Business Park expansion. Michele informed the Board of the OPRD grant designated to the development and completion of the second nine baskets of the Disc Golf Course. Michele discussed the potential for wetland mitigation banking as a future revenue-generating opportunity and is pursuing further education on the matter.

Jack discussed the importance of revenue generation and economic development opportunities as being the focus of the Port. Sierra and Bill addressed the importance of prioritizing Hangar B. Michele informed the Board that this year's budget did not include funds for Hangar B's future. Board tasks Michele and Rita with moving forward on the Hangar B project. The Board expressed prioritizing UAS Cluster/Airport Business Park expansion, as well as adding the Salmonberry Trail.

9) Communications

- a) Closed for MLK Holiday January 20, 2025
- b) SDAO Annual Conference February 6 – 9, 2025
- c) Closed for President's Day Holiday February 17, 2025
- d) Board Meeting: Wednesday, February 19, 2025, at 6:00 pm
- e) Board Meeting: Wednesday, March 19, 2025, at 6:00 pm

10) Recessed Regular Meeting and entered Executive Session @ 8:10 pm.

11) Exited Executive Session and resumed Regular Meeting @ 9:00 pm

All Board Members agreed that Michele is doing an excellent job at holding to the Port's mission and board goals, and it shows that she loves her job.

**Sierra moved to follow the basic issues in the agreed upon future contract with Michele, giving 4.5% salary increase effective immediately, Bill seconded, and the motion passed 5-0.**

12) Adjourned at 9:01 pm.