



APPROVED 3/20/24

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM

WEDNESDAY, FEBRUARY 21, 2024 AT 6:00 P.M.

- 1) Call to Order @ 6:02 p.m.
Recognition of Persons Present: Commissioners Bill Baertlein, Matt Mumford, Kevin Stoecker, and Sierra Lauder; Jack Mulder absent
Port Staff: General Manager Michele Bradley, Pami Boomer, Margaret Amick, and Rita Welch
Public: Gary Bond
Tillamook Softball Association (TSA): Makenzie Weir, and Shelby Owsley
Headlight Herald: Will Chappell - on Zoom

Public Comment for Items Not on the Agenda - None
- 2) Consent Agenda
 - a) Minutes for 01/17/2024 - Regular Meeting
 - b) Lease Order #24-03 Oregon Coast Wasabi; Bldg. #5, Ste. C, Office #1; Food Packaging & Distribution; mo. to mo.
 - c) Lease Order #24-04 Cutler, LLC; Railroad Encroachment – Parking; annual

Bill moved to approve the Consent Agenda as presented, Matt seconded and the motion passed 4-0, Jack absent.
- 3) Update on Friends of Tillamook Air Museum (FOTAM) – Sierra told of the conversation with David Ulbricht at the SDAO conference soliciting his advice on going out for a bond measure to repair Hangar B. He suggested applying for a Business Oregon Brownfield grant specifically geared toward a study of the hangar and what the cleanup costs would be. David stressed that the bond measure would have to be backed by the county since the amount required couldn't be supported only by POTB taxpayers. The board agreed that FOTAM needs to take the lead in having one on one conversations with the county commissioners. Sierra suggested that a FOTAM member contact the county commissioners to give

them background information on the plans. Before the next POTB board meeting, Michele will try to get on the schedule of at least one county commissioner. Sierra spoke about the need for a consultant knowledgeable in dealing with the State Historic Preservation Office (SHPO). Rita will be meeting with SHPO in a couple of weeks so she will try to get some leads for advice and grants.

- 4) Makenzi Weir, President of the Tillamook Softball Association, spoke of the wide ranging impact of the loss of their lease with the Port. TSA has had a lease since 1987 and appreciates the decades of \$1.00 a year rent. They would very much like to discuss a longer lease for a new, larger location on the Port, with terms that are beneficial to the Port as well as TSA. Makenzi said that they plan to seek grant funds to develop the site but it is difficult to qualify for grants when you don't have a long lease, and some volunteers are reluctant to put in the work if they might lose access to the facility on short notice. Shelby Owsly spoke about the shortage of adult organized sports in Tillamook County, mainly due to the lack of facilities since all the established fields are utilized by the youth groups. TSA currently has 25 Women's, Men's, and Co-ed teams consisting of over 200 members and their long-term goal is to develop fields and parking to accommodate the growing participation by the community. As a start, they are open to leasing or possibly buying acreage the same size or slightly larger than the area they have been leasing. The Port board is open to considering a new location under the right circumstances; not currently leased and large enough. The POTB Future Land Use Plan (FLUP) designates areas for possible development for recreation and Michele said she could prepare an overlay to identify the unleased areas. She had approached the prospective tenant regarding access by TSA for the 2024 season and they were open to allowing TSA to use the site between approximately Memorial Day and Labor Day 2024.
- 5) Air Museum Director Report – Rita Welch
 - a) TCVA Grant application – museum doors/ADA access. Rita reported TAM was approved for the full \$75,000. She has contacted the contractor and he will start ordering materials and will send a contract. His schedule is pretty full until around July. Rita said the contractor expects to be able to replace one set of doors at a time, allowing the public to access the museum. If that doesn't turn out to be the case the repairs may need to wait until fall when the museum can close during the repairs.
 - b) VFW held their first monthly speaker event on February 18 and had a roomful of people. They plan to hold the event on the 3rd Sunday of the month at 1:00 p.m. and have several speakers lined up so far. In order to support the turnout but still make money, TAM will offer Tillamook County residents free admission by showing their ID or a library card. This will make it easy to track local attendance for the events with the POS system.
 - c) Headlight Herald Article reporting discussions of bond issue for repairing Hangar B.
 - d) KAPLA needs to send a letter of intent but still seem to be very interested in using Hangar B for their project. Rita said the big concern seems to be the temperature, so she is monitoring the temperature and humidity and sending them monthly readings.

- e) The Easter Event on 3/30/24, 10:00 – 2:00 will be free admission for a scavenger hunt, the Easter Bunny, animal balloons, face painting, and cookies. TAM staff decided that the scavenger hunt would give all the participants the chance to get a goodie bag to take home.
 - f) District Court offer for Museum damage from November 2023. Rita received an email from Tillamook County District Court informing her about a plea deal that is being offered to the offender who vandalized the museum and other properties on the Port. 36 month probation; no contact with the victims, businesses, or locations affected; and pay restitution. Rita has submitted the cost of repairs of the museum to the Court but feels it isn't likely the Port will receive any payments.
- 6) Office Administrator Report – Pami reported the financials are on track for the year. Sewer revenue is up because of increased fees to provide funds to set aside for the future DEQ loan for the lagoon upgrade. The Supplemental Budget for the road at Long Prairie/Brickyard property will be presented at the March meeting. Several months ago, a tenant accidentally caused some damage to Port property they leased. The Port's insurance will be sending a check to the Port for the claim and the repairs will be done by a contractor hired by the Port. Then the Port's insurer will work out the settlement with the tenant's insurance. The documents have been submitted to close out three FAA grants; the A2/A3, the Main Apron, and the AWOS. She expects to get a little income back but said the last FAA close out took 3 years to complete. Pami told the board there will be a larger expense coming up in the February financials for supervisor training. Pami and the three supervisors are currently taking a training course for 4 hours every Thursday for 8 weeks and Michele will take it later. The training is to help figure out a better way to communicate and to develop a growth mindset that will help bring in more assets to the district. Pami said she hadn't received any feedback about the proposed Budget Calendar she distributed in January, so she will finalize Wednesday, April 24 at noon for the Budget Committee and will send out the notice to everyone.
- 7) Commissioner updates and written reports
- a) FOTAM – See Item #3
 - b) Reminder: Annual OGEC filings open March 15, due April 15
 - c) OGEC Ethics Matters Newsletter and 2024 SEI Updates
- 8) Discussion and Consideration of Resolution 2023-2024 #5, Adopting the FEMA-Approved Tillamook County Multijurisdictional Natural Hazard Mitigation Plan (MJNHMP). Adoption qualifies the Port for funding from FEMA for hazard mitigation. **Bill moved to approve Resolution 2023-2024 #5, Adopting the FEMA-Approved Tillamook County Multijurisdictional Natural Hazard Mitigation Plan (MJNHMP). Matt seconded, and the motion passed 4-0; Jack absent.**
- 9) Ordinance #8, Amendment #1 regarding a Transportation Utility Maintenance Program and Fee (formerly Road Maintenance Fee). When the Road Maintenance

Fee was originally approved, it only applied to the industrial park main roads. The Amendment modifies the name of the ordinance and adds the existing parking lots, sidewalks, loading docks, curbs, and gutters, etc. throughout the Port. Michele asked the board if they were satisfied with the draft. **The consensus was to move forward with the process.**

- 10) Manager's Written Report and Discussion - Michele told the board that the Port received the COAR Grant from the Oregon Department of Aviation for the match funding for the FAA Master Plan Update. With the grant, the Port's match ends up being 1% of the \$500,000 cost for the plan.

Michele was dropped from the plaintiff's list of witnesses in the takings lawsuit against the federal government. She still has to appear in Portland as a witness for the Department of Justice on Monday, Feb 24.

The Port's Water Management and Conservation Plan Report has been submitted to the Oregon Water Resources Department and is out for the 30 day public comment period.

Michele received Thank you notes for her presentation on the Port to the Tillamook County Historical Society.

- 11) Communications
- a) Wednesday, March 20, 2023 Board Meeting, 6:00 pm
 - b) Wednesday, April 17, 2024 Board Meeting, 6:00 pm
 - c) Wednesday, May 15, 2024 Board Meeting, 6:00 pm
 - d) Wednesday, June 19, 2024 Board Meeting/Juneteenth – NEED TO **RESCHEDULE** for holiday

Pami set April 24, 2024 at noon for the Budget Committee Meeting. Bill Baertlein will attend via Zoom.

- 12) Recessed Regular Meeting @ 7:53 p.m. for a 10 minute break, and entered Executive Session per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions @ 8:03 p.m. Exited Executive Session and reconvened Regular Meeting @ 9:00 p.m.
- 13) Adjourned @ 9:01 p.m.