



APPROVED 12/20/23

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, NOVEMBER 15, 2023 AT 6:00 P.M.

- 1) Call to Order @ 6:00 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Bill Baertlein, and Kevin Stoecker; Matt Mumford arrived @ 7:00 p.m.
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch and Margaret Amick
Public: Gary Bond
Zwald Transport: Heather Taksdal, Jim Palmer, and Nick Zwald
Oregon Business Development Department (OBDD): Melanie Olson
- 2) Consent Agenda
 - a. Minutes for 10/25/2023 - Regular Meeting
Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 4-0, Matt absent.
- 3) Heather Taksdal spoke of how her family business is the only transport provider in Tillamook County for milk, and the major one for lumber, agricultural products and refrigerated products. They need a larger piece of land to accommodate the planned expansion of their business and have approached the Port about buying some acreage in the Long Prairie Road and Brickyard Road area. Melanie Olson was positive about the plans and said Business Oregon could be helpful in facilitating the logistics in the planning and construction. Michele asked Melanie about a timeframe for OBDD's help and they agreed that after the beginning of the year would work. The board was favorable about the plan.
- 4) Discussion and Consideration of Amendment No. 1 to POTB Resolution 2023-2024#1 – Business Matters, to update after recent state legislative changes to procurement. **Jack moved to approve Amendment No. 1 to POTB Resolution 2023-2024#1 – Business Matters. Bill seconded and the motion passed 4-0, Matt absent.**

- 5) Tillamook Air Museum (TAM) Director Report – Rita Welch reported the Veterans Day event was well attended and reportedly the largest ceremony on the Oregon Coast. TAM will be hosting a food drive with Santa Claus and the Grinch available for pictures on December 9; cookies and hot cocoa will be provided. The defendant in the vandalism case is contesting some of the charges. Rita has been attending some of the hearings and the next one is on November 31. Rita estimates the repairs will cost \$20,000 to \$50,000 depending on whether the repairs are ADA accessible. She is applying for a grant for the repairs. Iconopro offered to install security cameras pro bono but the Port would cover the monthly fee. Hangar B's sister hangar in California recently burned down, reducing the number of remaining hangars to 7.
- 6) Office Administrator Report – Pami Boomer
- a. Monthly Financials and Capital Projects – work on the bigger projects is slowing down. The 50% deposit for the roofing and siding on Building 71 was paid in October and the balance of \$96,000 will be paid in November. Staff will be prioritizing the remaining projects over the winter and work to obtain updated cost information before moving forward on them. Funds are still being set aside for projects and there will still be about \$300,00 left to work off of after the \$96,000 payment is made. The LGIP account will drop by \$500,000 in November for the debt payment that will be taken out on December 3. She said overall things are going well. Bill said he went over the figures and the percentages are right on. The audit is in the final stages and Pami will receive the first draft in a week. The audit should be finalized really soon and everything looks good. Pami told the board that the Accounting Specialist Accounts Payable/Payroll clerk has given notice with her last day on November 22, so they will be posting the job soon.
 - b. Discussion and Consideration of Adopting Attendance Policy for Section H-7 of the POTB Personnel Policy. **Jack moved to approve Adopting Attendance Policy for Section H-7 of the POTB Personnel Policy. Bill seconded and the motion passed 4-0; Matt absent.**
 - c. Demo of the ODFW Hunting Website. Pami provided the board with a sample email from the ODFW Hunt by Reservation Program showing what a hunter applying for a Port permit would receive upon approval. The ODFW program would eliminate most of the Port's administrative costs in the permit process. She said they plan a test run for the Antlerless deer season in December.
- 7) Manager's Written Report and Discussion - Michele reported Matt McGrath from Port of Astoria (POA) toured POTB regarding the industrial park development around the airport. POA is considering development around their airport and he seemed impressed with the Port. Michele spoke about the overturning of recreational immunity and its potential impacts. Salmonberry Trail Intergovernmental Association (STIA) is currently removing ties and rail on the east side of the railroad. The amendment for the OBDD grant for the Wastewater

Treatment Plant improvements has been completed, received the closeout letter today and will be going into the bid process. Trade West Construction has the

contract for the repairs to the South Jetty on Tillamook Bay. They have approached Michele regarding an RV Park at the Port for 15 -20 workers and would be willing to develop an area with electric, water, sewer, rock road, etc. in lieu of rent for the duration of the project. Utilities and road maintenance fees would apply. The park would generate revenue for the Port and be easily removed if the property needs to be repurposed. The board is interested in pursuing discussions with Trade West. The Disc Golf Course has 9 holes in, but isn't open yet. Michele and Rita are meeting with Representative Javadi regarding funding for Hangar B. Global Air was interested in buying the whole hangar but has not been in contact with the Port for a while and Michele believes they couldn't get the funding they needed. Rita and Michele received an email from Richard Juszt shortly before this meeting and will respond to it in the morning. He is still working on the project for the construction of a free standing tower of Kapla planks to break the Guinness world record in Hangar B. Michele and Rita have been meeting with Stimson Lumber who wants the Port to spend over \$200,000 to repair the south section of Hangar B rented by them for storage. Michele told them that the options are still being weighed for Hangar B.

- 8) Commissioner updates and written reports
 - a. Matt reported FOTAM was at the Veterans Day event, selling t-shirts and collecting donations. Kevin reported \$36,000 in the account, the CT-12 and 990 should be completed by their accountant and sent in on time. They received a \$10,000 donation to the general fund from the Bill Block Foundation. The mission statement is still being developed; Kevin said they are working on improving communications among members; and are planning to hold four events during the coming year. Michele asked about the annual joint meeting of FOTAM and POTB but the FOTAM president has not been responding to communications. Sierra will send a letter from the POTB board requesting a joint meeting at the POTB board meeting on December 20. Rita and Kevin will follow up at the next FOTAM meeting on December 1, if needed.
 - b. Communications
 - i. Thursday and Friday, November 23 & 24, Closed for Thanksgiving
 - ii. Wednesday December 20, 2023, 6:00 pm Board Meeting
 - iii. Monday, December 25, 2023, Closed for Christmas Holiday
 - iv. Monday, January 1 2024, Closed for New Year holiday
 - v. Wednesday, January 17, Board Meeting, 6:00 pm – MOVED TO JANUARY 24, 2024.
- 9) Executive Session per ORS Communications per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions; and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Recessed Regular Meeting for 10 minute break @ 7:20 p.m., entered Executive Session @ 7:30 p.m. Exited Executive Session @ 8:47 p.m.

10) Adjourned @ 8:48 p.m.