



**APPROVED 1/24/24**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, DECEMBER 20, 2023 AT 6:00 P.M.**

- 1) Call to Order @ 6:00 p.m.  
Recognition of Persons Present – Commissioners Bill Baertlein, Kevin Stoecker, Matt Mumford and Sierra Lauder (by Zoom). Jack Mulder in at 7:20 p.m. (by Zoom) during the Executive Session.

Port Staff – General Manager Michele Bradley, Rita Welch and Margaret Amick  
Public – Gary Bond  
FOTAM President Gene Kyniston

Public Comment for Items Not on the Agenda - None

- 2) Consent Agenda
  - a. Minutes for 11/15/2023 - Regular Meeting
  - b. Lease Order #23-29 Rolling Frito-Lay Sales, LP; Bldg #92, Unit K; Warehousing; 3 years w/(1) 24 month extension term**Kevin moved to approve the Consent Agenda as presented, Matt seconded and the motion passed 4-0, Jack Mulder was absent.**
- 3) Discussion and Consideration of Resolution 2023-2024 #3 Accepting Loan from Business Oregon’s Special Public Works Fund for the Tillamook Airport Business Park Development Phase II, A24003 for up to \$540,000 at 1.75% for planning and engineering. Michele explained that the board had already approved obtaining the loan and the resolution is a formality. **Kevin moved to approve Resolution 2023-2024 #3 Accepting Loan from Business Oregon’s Special Public Works Fund for the Tillamook Airport Business Park Development Phase II, A24003 for up to \$540,000 at 1.75% for planning and engineering. Matt seconded, and the motion passed 4-0, Jack Mulder was absent.**

- 4) Tillamook Air Museum (TAM) Director Report – Rita spoke about her involvement in the Tillamook County Historical Society with Sally Rissel. Through that connection, TAM curator Christian Gurling was invited to give a presentation at the school in Pacific City and a couple of days later the students toured the museum. Rita said TAM has tried to bring presentations to the local schools for about four years but the process is more difficult than she anticipated. She is looking forward to bringing more programs to the local students. Rita reported the Santa and the Grinch event on December 9 was a success, with approximately 450 participants and 525 pounds of food collected for the food bank. She said the event keeps growing. A few months ago, Rita received a suggestion from staff for an exhibit featuring artifacts from Christmas during World War II. She had them work up a plan with a budget, and after reviewing it she gave them the go ahead to set it up. The “Christmas on the Homefront” exhibit is on display for the month of December and has been well received by both tourists and the local community. She is working with Christian to come up with more of these temporary exhibits. Rita is secretary of the History Alliance board which promotes communication and collaboration among the approximately 10 participating organizations and she will be approaching them to borrow items from their collections for the temporary exhibits. The Port commissioners praised Rita and her staff for doing a good job.
- 5) Discussion and future planning with Friends of Tillamook Air Museum – FOTAM President Gene Kyniston said the 80<sup>th</sup> Anniversary Celebration turned out well and they made some money. An events committee has been formed, with the goal of raising money to hire a consultant to help pass a county wide bond measure to repair Hangar B. FOTAM and the Port may approach the county about getting a bond measure on the ballot, after FOTAM brings a plan back to the Port. Gene asked to have a joint meeting in January and the board agreed to put it on the agenda.
- 6) Office Administrator Report – Pami Boomer – Unavailable due to software upgrades
- 7) Manager’s Written Report and Discussion - Michele reported that she has been appointed to be the Northwest Area Commission on Transportation (NWACT) representative to the Oregon Department of Aviation’s (ODAV) Aviation Review Committee (ARC) and will help review the Critical Oregon Airport Relief (COAR) grant applications and make approval recommendations to the ODAV board. The DEQ has denied the final closure of landfill #1107. Chance Steffey will be following up with them for the next steps. The Disc Golf course has 9 holes completed and is in discussions with the current Director of County Parks regarding the placement of the last 9 holes. Michele received an email from the Salmonberry Trail Foundation (STF) requesting the Port to consult with legal counsel regarding the definition of railroad easements and the Port’s right to grant easements on the right of way and share the information with STF, at the Port’s expense. The City of Wheeler will be applying for a Tillamook Coast Visitors Association (TCVA) grant to develop a stretch of the Salmonberry Trail north of the

boat launch. It would be a collaboration of STF/STIA, OCSR and the City of Wheeler. Staff have requested an extension of the National Pollutant Discharge Elimination System (NPDES) DEQ permit since the Port won't be able to complete construction of the updated WWTP by the deadline on the permit. The City of Tillamook is due to select a path by early January for rerouting the water line currently running under the airport. Staff will be meeting with the City regarding a temporary construction agreement and a permanent utility line easement. Michele anticipates a draft in January or February. Michele has had a second meeting with Rich Bracke who had previously presented to the board regarding building small houses on the Port as a solution to the housing shortage. The board referred him to the County since they had purchased property with the intent of partnering with a developer to build affordable housing. Rich met with Parker Sammons, Housing Coordinator at the Department of Community Development, along with Michele and Port Commissioner Sierra Lauder. During that meeting there were 4 sites on the Port identified as a potential location for 4-6 of the housing units to serve as an exposition/inspection build. That would allow local inspection of the construction standards since they would be prefabricated overseas and not subject to previous US standards inspections. Parker followed up with Michele and the board requesting a letter of support from the Port and a willingness to continue dialog with Rich as the project progresses. Afterward, the buildings would be either taken down or left for the Port to use. Michele asked the commissioners if they were interested in restarting the monthly or quarterly one on one lunch meetings with her. She will follow up at the next meeting.

- 8) Commissioner updates and written reports
- a. FOTAM – Matt reported the revised business plan is still in flux; he spoke to Carol and Anne about moving the funds into the savings account so it could earn interest; they are working on tracking the volunteers' hours; they are working on getting the PayPal account transferred to FOTAM control; the fundraising event committee will meet before the next FOTAM meeting to iron out the details for the two smaller and 2 larger events planned for this year.
  - b. TLW – Thanks to Sierra for being the Port's representative!
  - c. Communications
    - i. Monday, December 25, 2023, Closed for Christmas Holiday
    - ii. Monday, January 1 2024, Closed for New Year holiday
    - iii. **Wednesday, January 24**, Board Meeting, 6:00 pm
    - iv. SDAO Conference: February 8 – 11, 2024 in Seaside (Matt, Sierra, Kevin?)
    - v. Wednesday, February 21, Board Meeting, 6:00 pm
    - vi. Wednesday, March 20, 2023 Board Meeting, 6:00 pm

Michele reported that several years ago Col-Pac received federal funding to look at Brownfields and identified about 10 areas in each county (Tillamook, Clatsop, Columbia, and western Washington) but progress stopped during Covid. Now Col-Pac has redistributed the unused Brownfield funds to the individual counties. Tillamook County has identified 3 areas to fund, including the Port's property

along Brickyard and Long Prairie where they will fully fund a Phase II environmental through the EPA.

Michele and Rita have been fielding inquiries regarding using Hangar B for events. Kapla Blocks sent a letter of interest for the use of the Hangar for their world record build, but pushed back to 2025 instead of 2024. Michele said they would be meeting again after the New Year. She asked the board if they had any requirements she needs to include in her contract negotiations with Kapla. The board agreed that aside from expenses, they are mainly interested in the publicity value. There have been calls from a couple of movie production companies about using the hangar for sets on action movies. The board talked about how to determine a fair fee for the use since no one has the necessary experience to come up with a price. Rita said there have been more inquiries since the Tustin hangar was destroyed. She will reach out to her contacts there about what they charged for commercials and movies filmed in their hangar.

- 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. Recessed Regular Meeting @ 7:10 p.m. for 10 minute break. Entered Executive Session @ 7:20 p.m. and exited @ 8:02 p.m., reentered Regular Meeting @ 8:02 p.m.
- 10) Adjourned @ 8:02 p.m.