



**APPROVED 8/16/23**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, JULY 19, 2023 AT 6:00 P.M.**

<https://us02web.zoom.us/j/83129151116?pwd=dkFRM0VsWk1U04yQnh6UU00ekNndz09>

*Any comments or written testimony, if allowed, may be submitted to [mbradley@potb.org](mailto:mbradley@potb.org) up to 3:00 pm on the afternoon of the meeting*

1. Call to Order at 6:05 p.m.  
Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Kevin Stoecker and Bill Baertlein; Matt Mumford absent  
Port Staff: General Manager Michele Bradley; Rita Welch, Shad Coulson and Margaret Amick  
Public: Gary Bond  
Representing Jetty Fishery/Laviolette Family: Damian Laviolette  
  
Public Comment for Items Not on the Agenda - None
2. **Michele administered the Oath of Office to Jack Mulder, Position #1 and Kevin Stoecker, Position #3.**
3. Discussion and Consideration of Resolution 2023-2024 #1 – Business Matters **(Action) Bill moved to renew the appointments of officers to the same offices as the previous fiscal year - Sierra Lauder, President; Jack Mulder, Vice President; Kevin Stoecker, Secretary and Bill Baertlein, Treasurer. Jack seconded and the motion passed 4-0; Matt absent.**
4. Discussion and Consideration of 2023-2024 Liaison Positions **Bill moved to keep the liaison assignments the same as the last fiscal year, Jack seconded and the motion passed 4-0; Matt absent.**
5. Damian Laviolette spoke of the concerns of his family regarding the Jetty Fishery Marina and RV Park and the railroad right of way (ROW). The business was established about 80 years ago and has been owned and operated by his family for 45 years. The 100' ROW originally encompassed two sets of rails to

allow for a switching area; the second set of tracks has since been removed. A portion of a residence on the Fishery property encroaches into the ROW so he is requesting the board to approve selling a 20' swath of the ROW on the west side of the tracks to accommodate the current structures and future expansion of the business. The family believes the Salmonberry Trail will have a negative impact due to the reduction of parking spaces and the potential for trespassers to access the property. Jetty Fishery currently has 90 day term leases from the Port for the parking encroachment and the private road crossing, but Damian said that not owning that portion of the land affects the value of the business and could discourage interest from future potential buyers. The board will have further discussion before making a decision.

6. Consent Agenda

- a. Minutes for 6/15/2023 - Regular Meeting
- b. Lease Order #23-21 Tillamook Septic; 0.7 Acres of Land; Parking and storage of equipment, mobile office trailer; 3 years
- c. Lease Order #23-22 Laviolette Bay Trading Company, LLC; MP 837.27; Railroad Crossing; Annually
- d. Lease Order #23-23 Laviolette Bay Trading Company, LLC; MP 837.28; Railroad Encroachment; Annually

**Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 4-0; Matt absent.**

7. Tillamook Air Museum (TAM) Director Report – Rita said that attendance to date is several hundred over last year and the increase in admission rates also added to the revenue. The A4 restoration is on track; a contractor was hired to sandblast off the old paint and discovered 7 layers of paint instead of the expected 3 layers and staff is preparing to prime the jet within the next couple of weeks. TAM has a contract with a new advertising service called Half Price Oregon. Rita explained that the one year contract allows them to sell 300 half-price tickets and then TAM applies them as marketing comps when they are redeemed. Rita put together an ad with the advertiser and the ad will run 300 times throughout the year. FOTAM is getting the 80<sup>th</sup> Anniversary celebration for Hangar B together with a lot of help from their event planner, and Rita gave a presentation on Mornings on Main and has been on KTIL. She sent an invitation to Stimson Lumber to encourage them to help with the improvements. Kevin said FOTAM is coming together as a group. Rita said she is really proud of the progress they have made and is there to help guide them along. However, she is making it very clear to them that they need to put together a team of volunteers to cover and run both the 80<sup>th</sup> Anniversary Celebration and the booth at the County Fair. They have fundraiser “Save Hangar B” t-shirts available and will be adding an 80<sup>th</sup> Anniversary t-shirt listing the sponsors on the back.
8. Office Administrator Report – Pami Boomer provided the report for the end of the fiscal year in the packet. There were no questions from the board and Bill said the figures looked good to him and that the Port had a pretty good year.

9. Manager's Written Report and Discussion - Michele provided a copy of the letter she will be sending, at the Salmonberry Trail Foundation's (STF) request, to the Salmonberry Trail Intergovernmental Association (STIA) and STF confirming that all funds from railroad salvage would belong to STIA. The board agreed that the Salmonberry Trail Line Lease Agreement states that the responsibility for, and revenues from, trail construction belong solely to STIA. The board instructed Michele to send the letter. The agreement with Tillamook School District #9 for the Disc Golf Course was extended for another year, improvements are ongoing with grant money from Transient Lodging Tax (TLT) and Visit Tillamook Coast (VTC) funds. Michele is waiting for quotes for the installation of Electric Vehicle (EV) chargers at the Air Museum, Port office, and the Mess Hall; funded by grants from ODOT and PUD, plus POTB matching funds. House Bill (HB) 2965 passed the Oregon Legislature. This will allow certain uncollectable taxes to be written off of the county real property tax rolls and from the Port's books once signed by the Governor. There are two SDAO board training sessions coming up, one on August 22 in Newport and the other on September 26 in Astoria. Michele asked board members to let her know if they are interested in attending.
  
10. Discussion and Consideration of an Intergovernmental Agreement between the Port of Tillamook Bay and Tillamook County regarding storage for Tillamook County Emergency Management supplies and authorization for board president to sign. **Kevin moved to approve the Intergovernmental Agreement between the Port of Tillamook Bay and Tillamook County regarding storage for Tillamook County Emergency Management supply containers and to authorize the board president to sign, Bill seconded and the motion passed 4-0; Matt absent.**
  
11. Commissioner updates and written reports:  
STIA - Bill asked how to determine when the trail is opened and when STF has to pay the development fees. The east side of the trail is getting rapidly cleared and the first five miles are very close to starting salvage operations. Once that is complete, STF will want to take down the no trespassing signs which will effectively open it to the public, even if unofficially. Jack pointed out that the trail will get overgrown again if it is left unused indefinitely. The board agreed that the trail will be considered open when the no trespassing signs come down. Bill believes that the lease with OCSR should be revised for a shorter length when it is renewed because there isn't enough right of way to fit both rail and trail along the current length. An additional consideration will be the cost. The board will meet to discuss it before the renewal comes up in 2026 or 2027.  
Tillamook Lightwave (TLW) – Sierra provided a written report; cable is being installed along Hwy 6 with 6 cell towers planned for future service. One of the generators failed at the Pacific City cable landing station and the new ones aren't online yet. Doug Olson located a company to appraise the TLW assets and the Tillamook County, PUD and POTB boards need to review the contract. Sierra recommends verifying the appraisal will qualify as a tool in applying for potential future loans. TLW is discussing restructuring the IGA and Sierra is

concerned whether POTB be protected for its assets after the restructuring. The board approved accepting Aldrich for the valuation provider.

Col-Pac – Michele reported the interviewing of candidates for a new director and narrowing five candidates down to one. The selected candidate has until August 4 to respond to the offer.

12. Communications

- a. Wednesday, August 16, 2023, 6:00 pm Board Meeting - Sierra will be absent
- b. Saturday, August 19, 2023, Hangar B 80<sup>th</sup> Anniversary Celebration
- c. Monday, September 4, 2023 – office closed for Labor Day Holiday
- d. Wednesday, September 20, 2023 – 6:00 pm Board Meeting
- e. Wednesday, October **25**, 2023, 6:00 pm Board Meeting – moved from October 18.

13. Recessed Regular Meeting 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 at 7:45 p.m., exited and reconvened Regular Meeting at 8:22 p.m.

14. Adjourned at 8:23 p.m.