



APPROVED 3/14/23

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING AND JOINT MEETING WITH
THE FRIENDS OF TILLAMOOK AIR MUSEUM
PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, FEBRUARY 15, 2023 AT 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbn9ub2RFd25Rd3Y2UWpCWmpldz09>

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

1. Call to Order @ 6:00 p.m.
Recognition of Persons Present – Commissioners Sierra Lauder, Kevin Stoeker, Bill Baertlein, and Matt Mumford; Jack Mulder absent
FOTAM members – Gene Kyniston, Ann Richards, Dallas Adams, and Carolyn Decker
Interested Public – Gary Bond and Gus Meyer

Public Comment for Items Not on the Agenda - None

2. Joint meeting with FOTAM.
Ann Richards said she made a mistake in filing the State forms and will be refileing them. FOTAM has hired Ocean Breeze Accounting to maintain its financial records and submit forms as needed.

Board members met with Julie Hurliman regarding using her services as an event planner to manage the 80th anniversary event tentatively scheduled for August 19. She sent an email with her quote and they will be meeting with her on Friday to discuss her proposal and for her to answer questions. It was brought up that the advertising needs to begin immediately to compete with other events occurring at the same time.

The boards discussed the Wood Research and Development (WRD) report on the condition of Hangar B. Rita had read the report and created a summary of its findings for the members to review prior to the meeting. WRD found that the structure is in better condition than they anticipated but that destructive moisture builds up at the peak due to the blocked vents in the monitor. The

recommended priority repair is for the monitor to be reroofed and the venting restored. The question was asked; what is the Port's position on saving the hangar versus the museum? There was discussion of returning the hangar revenue back into Hangar B instead of putting it into the general fund. There was some agreement among the board members that it would be difficult to persuade the public to support a bond or other taxpayer funded resources if the Port wasn't already allocating funds to maintaining the structure. Pami will provide the figures for discussion at the budget meeting.

Dallas said that it will be hard to fundraise successfully as FOTAM because it will be perceived that the money will be used for the air museum instead of Hangar B. He feels that another fundraising entity should be established instead of, or in addition to, FOTAM. Rita emphasized that FOTAM is a stand alone entity with the power in its by-laws to make changes. It just has to get its feet under it and form a solid base. Once FOTAM gets to that point, it can apply for grants for capacity funding before trying for grants to repair the hangar.

Ann proposed creating a Memorial Park honoring the workers who constructed the hangars during World War II. There would be flag poles with a walkway made with bricks engraved with the names of the workers. As a way of engaging the community, these would be sold as a fundraiser. FOTAM will develop a plan and follow up with a meeting with Michele.

Joint meeting ended @ 6:45 p.m.

3. As follow up on the WRD Hangar Report, the Port board discussed the timeline for an action plan on Hangar B. A workshop was scheduled for March 15, just before the regular board meeting and Michele will create an agenda. Pami will update the report on the Hangar B revenue with a goal of finding match funds for grants to make repairs. Sierra would like to find a way to dedicate \$10,000 per year from the hangar revenue for grant match funds. Bill suggested applying for a TLT grant to inspect the highest area in the hangar and then to apply every year for the repairs.
4. Office Administrator Report –
 - a. Financials from January 2023 - Pami said that overall the budget is on track, but reported unbudgeted expenses; for the GIS mapping for the asset management program, and the premium for the Property and Liability Insurance. She reported that January invoice from Livermore Engineering for the Airport Business Park went over the \$100,000 that the board authorized Michele to sign for. The estimated cost for the Airport Business Park expansion construction came out way more than seems reasonable so Project Engineer Chance Steffey and Michele are examining the figures for unnecessary expenses.
 - b. Proposed Budget Calendar was accepted with the time for the Budget Committee meeting changed on April 24 to 12:00 noon.

5. Consent Agenda
 - a. Minutes for 01/18/2023 - Regular Meeting
 - b. Lease Order #23-03 Dairy Compost, Inc.; Bldg. #52 and Land; manufacturing of compost and uses directly related to the manufacturing of compost and no other use; one (1) partial month and 119 full calendar months
 - c. Dairy Compost new lease approval, as required in Business Resolution
Bill moved to approve the new Dairy Compost lease, Kevin seconded and the motion passed 4-0; Jack Mulder absent.
Bill moved to approve the Consent Agenda with the change of MOA to MOU in the minutes, Kevin seconded and the motion passed 4-0; Jack Mulder absent.

6. Manager's Written Report and Discussion - Michele Bradley reported that the Oregon Department of Aviation (ODAV) approved the grant for match funding for the FAA Construction in Process for an upgraded fuel system at the airport. Lighting was added to the Blimp on a Stick. The Economic Development Council, of which POTB is a partner, has been approved for a Growing Rural Oregon grant by the Ford Family Foundation. This will provide funding and expertise for 3 to 5 years to support entrepreneurial growth in Tillamook County. The Long Prairie Water District won the Phase 2 Award from Business Oregon for additional Regional Water System planning.

7. Commissioner updates and written reports
 - a. Discussion and Consideration of Letter from Doug Olson, Tillamook Lightwave (TLW) President, for response to TLW. The letter proposed an outline of steps for POTB to exit TLW. The board is concerned that debts acquired by TLW will negatively affect the Port's ability to borrow funds for capital improvements. Another concern is that board members of TLW don't always follow the legal protocols for communicating with each other and the public. The Port board reached a consensus in favor of exiting TLW with the terms set out in the letter and with the additional provision that TLW will pay for the asset evaluation. Michele will have the Port's lawyers draft a contract. Sierra will attend the TLW meeting on 2/28/23 and will inform them that POTB will exit. She will also present the draft contract if it is available by then. Sierra suggested a press release to emphasize that the area to be affected by the broadband expansion is outside of the Port's authority.

8. Communications
 - a. February 20, 2023 - Office closed for Presidents' Day
 - b. March 15, 2023 – Monthly board meeting, 6:00 pm
 - c. April 19, 2023 – Monthly board meeting, 6:00 pm
 - d. April 24, 2023 – Budget Committee Meeting, 12:00 p.m.

9. Finalize Board Member Discussion: 2023-2024 Board Priorities. Under the Ongoing, - **Removed** Item e. TLW; and Item g. Update website. **Added** to Item d. Hold presentation from Salmonberry Trail Foundation for an update on current progress; and to Item h. Hold a workshop on Airport policy with a representative from the Tillamook Pilots Association (TPA).
Sierra suggested another board development workshop with Special Districts of Oregon (SDAO) after the election. **Bill moved to Approve the 2023 Areas of Emphasis with the changes. Matt seconded and the motion passed 4-0; Jack Mulder absent.**
10. Executive Session per ORS 192.660 (2) (i) for performance evaluation of a Public Employee. Exited Regular Meeting and entered Executive Session @ 8:13 p.m., exited Executive Session and resumed Regular meeting @ 8:35 p.m.
11. Report out from Executive Session – nothing to report.
12. Adjourned @ 8:42 p.m.