



APPROVED 5/18/2022

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, APRIL 20, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

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 Jack Mulder; Sierra Lauder; Matt Mumford; Bill Baertlein and Kevin Stoecker.

Port Staff: General Manager Michele Bradley; Pami Boomer, Rita Welch and Margaret Amick

Tillamook Bay Community College (TBCC) President Ross Tomlin

In support of the TBCC Bond: Chris Weber; Patsy Weber; and Eric Swanson, President, Adventist Health Tillamook

POTB Budget Committee candidate Gary Bond

Tillamook County Broadband Coordinator Samantha Goodwin

Oregon Coast Railriders (OCRR) Co-owner Anita Metlen (Zoom)

Public Comment for Items Not on the Agenda – Anita Metlen updated the board regarding the progress of OCRR’s ongoing litigation with Oregon Coast Scenic Railroad for breach of contract. There have been many delays in going to trial and the latest date set is June 21-23, 2022. Their equipment is idling unused in Bay City but OCRR will continue the leases with POTB for the encroachments in Bay City and Wheeler for the time being, while the suit is being resolved. To bring in revenue, OCRR is looking for viable locations in which to operate in the meantime. She spoke of how the revenues brought in during OCRR’s operations benefitted the county and that OCRR is dealing with the Salmonberry Trail to identify suitable sites for future runs.

2. Presentation for TBCC’s Bond for May Election – Ross Tomlin, TBCC President told of how the college has run out of space for current enrollment and they want to expand the curriculum in health care training so students don’t have to travel out of the county to take the more advanced classes. The welding and

manufacturing class also needs more space to keep up with demand. The expansion will be of great advantage to local students who can't afford to live away from home to attend college, or the nontraditional students trying to acquire more marketable skills while also working and raising a family. Healthcare facilities throughout the county currently have 63 positions they are having difficulty filling, and are always looking for trained workers; and local industries need trained welders and fabricators. Established residents are more likely to stay in the county if they can get their training here to fill the local job vacancies. TBCC is the only community college in Oregon that doesn't have a nursing program and the expansion will remedy that. TBCC has received \$8 million in matching funds from the Oregon legislature toward the \$22.4 million cost of the new healthcare education facility and is requesting a bond for \$14.4 million to be repaid over 20 years. The new building will have simulation labs and classrooms with built in technology for training students in healthcare occupations. The bond measure has received extensive support from the healthcare community and throughout the county. Eric Swanson encouraged everyone to vote for the bond.

3. Office Administrator Report – Pami Boomer
 - a. Financials for March 2022 are on track with 25% of the budgeted funds remaining. The invoice for the waterline upgrade and the grant funds for the project have both been received. She reviewed the POTB projects update list with the board.
 - b. The budget will be ready on April 22 and emailed to the budget committee. The budget meeting will be on April 27 at 4:30 p.m.
4. Discussion and Consideration of Appointing Budget Committee Members. **Matt moved to appoint applicants Gary Bond and Chris Sween to the Budget Committee. Sierra seconded and the motion passed unanimously.**
5. Discussion and Consideration of Increasing Water and Wastewater rate and fees. The city has increased the Port's water rate by 5% and Michele presented 3 options for increasing the rates to the tenants. Anticipating the costs of additional water development, the staff recommendation is for Option #3 with no change in the base fee and a 10% increase in the use rate. Port staff Mike Christie and Chance Steffey have been working on tracking down the water losses. For the wastewater rates, staff recommendation is a 10% increase in both the base fee (meter charge) and in the usage fees. **Sierra moved to adopt the staff recommended increases to the water and wastewater rates and fees and to revisit the rates next year. Matt seconded and the motion passed unanimously.**
6. Discussion and Direction regarding future Construction Debt – Michele asked for approval to apply for an Infrastructure Finance Act (IFA) loan for Project 1- the Airport Business Park Expansion. Near Space has committed for 1 of the new box hangars and the addition to their manufacturing building; and another of the new box hangars has a tenant ready to move in as soon as it is

finished. Including site prep for 4 hangars will allow a quicker build out as new tenants are found. She asked for approval to also apply for an IFA loan for the Industrial Park warehouses. There are anchor tenants already committed for larger spaces and the Port is often approached by businesses looking for smaller spaces. The board decided they preferred Project 3 for the Industrial Park warehouses. **A consensus was reached to authorize Michele to apply for the loans.**

The developer for the BLM Office project decided to lease the land instead of purchasing and Michele provided maps with different site layouts. The board preferred option 4B and Michele will continue working with the developer to iron out the details.

7. Air Museum Director Report – Rita Welch
 - a. Easter Event Update – there was a good turnout, the scavenger hunt was a success and Rita has several ideas to improve it; no presence by FOTAM members.
 - b. Press release on 101/Long Prairie – The blimp sculpture isn't finished yet, but there are plans to enter it on a float in the June Dairy Parade. It will be on display and get painted at the museum until it can be changed out with the jet on the pole. The news article about the swap resulted in positive feedback from the community.
 - c. Rita submitted a grant application to Visit Tillamook Coast for signage at the intersection of Hwy 101 and Long Prairie with directions to some of the Port facilities and a sign at the Mess Hall with tenant info.

8. Discussion and Consideration for Board Position on current Tillamook Lightwave Issues. Sierra presented a revised draft of the white paper detailing the board's vision of TLW's path going forward. The board agreed that TLW has accomplished its goal of bringing broadband to Tillamook County and now a new special district should be formed to take the next step of expanding the fiber optic network. TLW will hire a consultant to determine the value of its assets and the boards of Tillamook County, PUD, and POTB will meet prior to the forming of the new special district to discuss how to transition the assets and determine what assets or value, if any, are distributed among the partners. Matt is concerned that the Port retains its ability to profit from revenue garnered by its share of any assets that are part of the new special district. Sierra will present the white paper at the next TLW board meeting.
 - a. Appointment of Alternate to Tillamook Lightwave. Doug Olson requested that all the partners appoint 2 board members, as liaison and alternate, to attend each TLW meeting. The board decided that it would be impractical to comply due to the frequency and length of the meetings. Sierra will continue as the POTB liaison and Michele as the alternate.

9. Discussion and Consideration of Approving an Intergovernmental Agreement with the State of Oregon, Department of Land Conservation and Development (DLCD) for Tillamook County's FEMA-approved Natural Hazards Mitigation

Plan. County has to update the plan every five years, Michele attends the meetings; this allows the Port to apply for mitigation grants from FEMA, as long as it is in the plan. **Kevin moved to approve an Intergovernmental Agreement with the State of Oregon, Department of Land Conservation and Development (DLCD) for Tillamook County's FEMA-approved Natural Hazards Mitigation Plan, Matt seconded and the motion passed 4-0; Jack absent.**

10. Consent Agenda

- a. Minutes for 03/16/2022, Regular Meeting
- b. Lease Order #22-06 Oregon Coast Handyman, LLC.; Bldg. #5, Ste. C, Office #3 & Main Room; office and work supplies; month to month
- c. Lease Order #22-07 Gregory Mayotte; Hangar #33; Airplane Storage; month to month
- d. Lease Order #22-08 Eric Lessor, dba CS&S; 100 feet X 100 feet parcel; Utility Tower; 5 year lease w/two (2) 5 year extension options
- e. Lease Order #22-09 Rockaway Roastery; 750 sq. ft. @ MP 840.75; Parking Encroachment; Annual

Bill moved to Approve the Consent Agenda as presented, Sierra seconded and the motion passed unanimously.

11. Manager's Written Report and Discussion - Michele Bradley

- a. Michele summarized the written report: Airport Business Park expansion update; revising the Railroad Fee schedule next month; Railroad ROW issues in Rockaway Beach; water line to private hangars completed; groundwater study; tort claim concluded; ARPA grant for equipment for hybrid meetings received; in process of finding new auditor; letters of support for grants for TBCC request for improvement to lot on POTB property and for TCVA for an Innovation Hub grant; Phase II of installation of cameras in the Industrial Park.
- b. Date options for workshop on Hangar B - May 2, 2022, 6:00 pm in office/zoom option. Meeting to review funding options, liabilities, for Hangar B.

12. Executive Session per ORS 192.660 ORS 192.660 (2) (e) for Real Property Transactions. Recessed Regular Meeting and entered Executive Session @ 8:35 p.m.; exited Executive Session and reconvened Regular Meeting @ 8:38 p.m.

13. Discussion and Consideration of Action as result of Executive Session. **Sierra moved to Accept the Purchase and Sale Agreement for the sale of property to Werner Gourmet Meat Snacks, Inc., Bill seconded and the motion passed 4-1, Matt opposed.**

14. Commissioner updates/comments/concerns

- a. Tillamook Lightwave – no meeting

- b. FOTAM – new members; board is discussing changing the by-laws to remove Port from having vote; transitioning w/new president and members.
- c. STIA, NWACT, and Col-Pac -no meetings

15. Communications

- a. OGEC Newsletter – Executive Sessions, Spring 2022 – For information
- b. Hangar B Workshop: Monday, May 2, 2022, at 6:00 pm**
- c. Invite: **Friday, May 6, 2022, U of O Studio Presentations 11:00 – 3:00** with lunch, presentations at the Mess Hall
- d. May Regular Meeting: Wednesday, May 18, 2022, 6:00 pm**
- e. Closed for Memorial Day, Monday, May 30, 2022
- f. June Regular Meeting: Wednesday, June 15, 2022
- g. Closed for Juneteenth Holiday, Monday, June 20, 2022

16. Adjournment @ 9:21 p.m.