



APPROVED 11/14/2025

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, OCTOBER 15, 2025, AT 3:00 P.M.**

1) Call to Order @ 3:00 p.m.

Recognition of Persons Present: Commissioners Jack Mulder, Kevin Stoecker, Matt Mumford, Bill Baertlein (Zoom), and Donnie Jenck (Zoom).

Port Staff: General Manager Michele Bradley, Pami Boomer, Laura Ramirez, Rita Welch.

FOTAM: Dallas Adams, Shelly Crisp

Public: Kristine Hayes (Rockaway Beach Chamber of Commerce), Charles McNeilly (Mayor of Rockaway Beach), Pat Ryan (Rockaway Beach City Council), Trevor Park (Oregon Coast Scenic Railroad), Gary Bond (Public), Randy (Public)

Public via Zoom: Shad Coulson (Public), Will Chappell (Headlight Herald), Carolyn Fitchett (Salmonberry Trail Foundation), Timothy Shallich (Salmonberry Trail Foundation)

2) Public Comment for Items Not on the Agenda:

- Mayor of Rockaway Beach, Charles McNeilly, emphasized the critical need for more parking to support tourism-driven economy.
 - Highlighting the desire to create formal parking from Nehalem to North Third along HWY 101.
- Rockaway Chamber of Commerce, Kristine Hayes, acknowledged the need for additional parking. However, she expressed concern that the City of Rockaway Beach is not fully utilizing its currently available land.
 - Stating that there are additional sites where parking could be developed, beyond the area between Nehalem and North Third along HWY 101.
- Introduction of new FOTAM member, Shelley Crisp/Oregon Coast Bank.

3) Updated Request from Helping Hands Outreach Center - **(Action)**

- POTB Legal has reviewed and returned the board approved First Amendment and the subordination clause with two minor changes.
 - Helping Hands will secure an independent loan and pay off the building
 - While the loan is in effect the Port of Tillamook Bay will not have the option to buy. If loan is paid off, the option to buy under the agreement returns.

Matt Mumford moved to approve the First Amendment purchase and sale agreement and the subordination of option agreement. Donnie Jenck seconded, and the motion passed 5-0.

4) Office Administrator Report – Pami Boomer

- Port of Tillamook Bay is budget-positive, due to conservative budgeting.
- Reimbursement was received from the DEQ loan, resulting in an increase in the balance of the state pool account.

Commissioner Donnie Jenck requested monthly balance sheets, income statements, and aging AR reports for the board meetings.

- The current POTB accounting setup would need complex adjustment to create standardized comparison reports.
- Michele Bradley and Commissioner Bill Baertlein explained that the organization uses modified cash accounting, which leads to challenges of interpreting government financial reports.
 - The monthly financial reporting included detailed aging report, with Pami Boomer providing notes explaining any special circumstances affecting account receivable.
 - Pami Boomer will continue to research cash flow report setup options and determine grant classification.
 - A meeting is to be scheduled with Commissioner Donnie Jenck, led by Pami Boomer and supported by Commissioner Bill Baertlein, to provide a detailed explanation of the Port's current financial reporting process and accounting methods.

5) Air Museum Director Report – Rita Welch

- T-33 aircraft arrived; assembly planned for mid-November.
- Gondola acquisition from Smithsonian on hold due to government shutdown.
- Fred Espinosa – official retirement October 01, 2025.
 - Staff position will change to a 'Hybrid' position.
 - Hiring is currently on hold
- Upcoming events:
 - Veterans Day (November 11)
 - Christmas (December 6)

Commissioner Donnie Jenck raised concerns about the condition of Hangar B and the financial stability of housing new acquisitions.

- Michele Bradley pointed out that a feasibility study would address any issues related to Hangar B's condition.

Commissioner Jack Mulder temporarily exited the meeting at 4:03 pm

6) Contracts/Loans – **(Action)**

- Resolution 2025-2026 #2 regarding an increase to the established Clean Water State Revolving Fund Loan #R91561, increasing the loan \$402,006 to \$1,812,506
(Action)

Matt Mumford moved to approve Resolution 2025-2026 #2, approving an increase to the existing Clean Water State Revolving Fund Loan #R91561, increasing the loan \$402,006 to \$1,812,506. Kevin Stoecker seconded, and the motion passed 4-0. Jack Mulder is absent.

- Contract with Anderson Environmental Contracting for the Jet-A and AVGAS Aircraft Fueling System for FAA Grant AIP3-41-0060-026-2025 in the amount of \$1,103,746.08 with authorization for General Manager to sign all associated documents - **(Action)**

Kevin Stoecker moved to approve the \$1,103,746.08 amount with authorization for the General Manager to sign all associated documents for FAA Grant AIP3-41-0060-026-2025. Matt Mumford seconded, and the motion passed 4-0. Jack Mulder is absent.

- 7) Raising water rates mid-year to accommodate increasing wholesale rate from the City of Tillamook (raising 18% in 2025) – **(Action)**

Matt Mumford moved to accept raising water rates by 5%. Bill Baertlein seconded, and the motion passed 4-0. Jack Mulder is absent.

- 8) Annual employee appreciation holiday bonus – **(Action)**

Matt Mumford moved to approve staff holiday bonuses for 2025: \$125 for Thanksgiving and \$300 for Christmas. Bill Baertlein seconded, and the motion passed 4-0. Jack Mulder is absent.

- 9) Consent Agenda

- Minutes for October 15, 2025, Regular Meeting.
- Lease Order AP-25-16 Tom Dompe, Hangar #19, mo./mo.
- Lease Order RR-25-17 Matthew Lisignoli, Private Road Access MP 842.01, annual.

Bill Baertlein moved to approve the consent agenda. Matt Mumford seconded, and the motion passed 3-0. Matt Mumford abstained due to absence from the previous month's board meeting. Jack Mulder is absent.

- 10) Manager's Written Report and Discussion – Michele Bradley

- a) Hangar A slab future use, and permission to apply for a planning grant with Business Oregon – **(Action)**

Matt Mumford moved to apply for a PPM grant for site planning and reuse of the septage receiving station. Bill Baertlein seconded, and the motion passed 4-0. Jack Mulder is absent.

- b) Railroad and Salmonberry Trail

- Recent trestle fire under investigation, ongoing with multiple agencies involved.
- Ongoing discussions about trail development alongside railroad.

Industrial Park

- Updated map of available properties after recent sales.
- Clarification on POTB's agreement with the county regarding abandoned RVs.
- Discussion on potential reuse of former biogas facility site.

Utilities

- OAWU Certificate.
- Headlight Herald article – City of Tillamook raising water rates by 18%.

Airport

- Attention was brought to an article highlighting Aerostar and their initiatives.
- FYI – FAA Guidance on USDOT Funding due to Disadvantaged Business Enterprise and ACDBE Programs.

c) SDAO Updates

- 1) Required OGEC Training: interested in in-person training?
 - No board response.
- 2) 2026 SDAO Annual Conference: who is interested in attending pre-conference, full conference, hotel stay.
 - Response required no later than two weeks prior to the conference date.
 - Commissioner Matt Mumford confirmed his interest.
- 3) Serial Communications.

11) Communication and Board Member Updates

- Closed Veteran's Day, Monday 11/11/25
- November Board Meeting: 11/14/25 at 11:00 am
- Closed Thanksgiving and day after
- December Board Meeting: 12/17/25 at 3:00 pm
- Closed Christmas
- Closed New Year's Day

Commissioner Jack Mulder returned to the meeting at 4:30 pm

12) Adjourned @ 4:47 pm