



APPROVED 6/15/23

MINUTES

**POTB BOARD OF COMMISSIONERS
BUDGET HEARING AND REGULAR MONTHLY MEETING
PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, MAY 17, 2023 AT 6:00 P.M.**

1. Called to Order @ 6:04 p.m.

Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Kevin Stoecker, Matt Mumford (6:43 p.m.); and Bill Baertlein (by Zoom).

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

Public: Gary Bond

Public by Zoom: Linda Adler

Public Comment for Items Not on the Agenda: Gary commented that the Blimp on a Stick looks pretty good lit up at night and Linda agreed.

2. **OPEN BUDGET HEARING @ 6:05 p.m.**

Public Comment on Budget: none

CLOSE BUDGET HEARING – CONTINUE REGULAR MEETING @ 6:06 p.m.

Consideration of POTB Budget and Tax Rate for Fiscal Year 2023-2024 per POTB Resolution 2022-2023 #7. **Jack moved to Approve POTB Resolution 2022-2023 #7 Adopting the Budget for Fiscal Year 2023-2024 and adopting the tax rate in the amount of \$0.0364 per thousand dollars of assessed value for the tax year 2023-2024. Kevin seconded, and the motion passed 4-0; Matt absent.**

3. Tillamook Air Museum Report – Rita Welch said the A-4 plane, formerly displayed on a pole at the intersection of Hwy 101 and Long Prairie Rd, is now being refurbished for display in the museum. It is scheduled to be sandblasted on Monday in preparation for painting and applying the decals. The museum will have the helicopter in the June Dairy Parade since the A-4 won't be ready in time. The museum will be open 10:00 a.m. – 6:00 p.m. 7 days a week beginning June 1.

Rita spoke of FOTAM's progress in meeting its administrative responsibilities and Kevin told of the preparations for the 80th Anniversary party. FOTAM will have a booth at the fair and may have the dog tag machine there. Sierra asked about the possibility of having something in the process of being refurbished to display in the farm equipment area of the fairgrounds. Rita said they can look into it.

4. Consent Agenda
 - a. Minutes for 04/19/2023 - Regular Meeting; 04/24/2023 – POTB Budget Committee Meeting
 - b. Lease Order #23-14 Tillamook People's Utility District; RR MP 855.43 - 854.72; Utility Crossing & Encroachment; 25 years
 - c. Lease Order #23-15 Quentin & Stacie Matthews; TMK Hangar #17; Aircraft Storage; mo. to mo.
 - d. Lease Order #23-16 Brian Boehler; TMK Hangar #14; Aircraft Storage; mo. to mo.
 - e. Lease Order #23-17 Brian Boehler; TMK Hangar #35; Aircraft Storage; mo. to mo.

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

5. Discussion of Draft Feasibility Evaluation for Development of Potable Groundwater Supply by GSI Water Solutions. This is the second draft of the report and the board agreed that GSI's scale of the final project was too big and the cost would be beyond the Port's reach. The estimated costs included a one million gallon storage tank and a treatment plant. The board agreed the storage tank would be necessary but a treatment plant would not. The board believes a regional partnership will be the logical solution and will be more efficient and reduce administrative redundancies. Sierra and Michele spoke of inaccurate assumptions in the development of the report which inflated the estimates. Michele will forward the corrections to GSI for preparation of the final draft and will send it to the board when it is available later this month or early June.
6. Discussion and Consideration of Updating the Port's Hunting Policy. Kevin thought the permits originally were meant primarily for disabled, veteran, and youth hunters and would like to see the permits prioritized for them again. He suggested increasing the fee to \$100 a day. Jack doesn't want hunting discontinued and then have to pay someone to manage the elk population if it becomes an issue. Sierra wants to raise the permit fee but would like to have a rate tier for youth hunts and disabled hunters. It was suggested to have a lottery system for the permits to make the distribution fairer. Staff will explore lottery systems and a tier system for fees and will present to the commissioners for comment at the June meeting.
7. Office Administrator Report Pami Boomer -
 - a. Financials for April 2023 are doing well and within budget. Funds are still being set aside for projects for next fiscal year and staff are working on a calendar schedule of the projects to help in planning the cash flow. The signage at the intersection of Hwy 101 and Long Prairie Rd. will be updated beginning this week, with more durable and coordinated tenant signs. Rita said that staff will be extending the lights on the blimp to the tail fins at the same time. Michele said the POTB logo needs to be updated since the Port is more than just the blimp hangar and no longer has an operating railroad. The board seemed open to the idea. The annual payment from ACS for the fiber optic cable encroachment is due in June.

- b. Discussion and Consideration of Resolution FY 2022-2023 #6, Adopting a Supplemental Budget, and Amending Appropriations. Pami needs to move

funds appropriated to airport expenses into railroad expenses to cover the \$85,000 car hire bill the Port received. She is still researching the charges but needs the supplemental budget to follow legal standards. She won't make any payments without informing the board first. **Jack moved to approve Resolution FY 2022-2023 #6, Adopting a Supplemental Budget, and Amending Appropriations moving \$90,000 from the airport to the railroad expenditures. Kevin seconded the motion and it passed 5-0.**

8. Manager's Written Report and Discussion – Michele attended the Select/USA conference but discovered that it wasn't helpful to the Port, so will not attend again. The Conex containers holding emergency supplies from the Oregon Dept. of Human Services Office of Resilience and Emergency Management were delivered to the airport in April. They hold enough supplies to support 100 people for two weeks in the event of an emergency. The museum has been requested to host a winter market with a local market manager. Michele supplied a copy of the letter she sent to the local, state, and federal government entities representing Tillamook County expressing the Port's opposition to the FEMA-2023-0007 Environmental Impact Statement for Modifications to the National Flood Insurance Program. On May 3, 2023 Michele testified at an Oregon House Committed via Teams in support of HB 2965 which would remove uncollectable taxes for the Ports of Tillamook Bay and Coos Bay. The Disc Golf Course parking lot is getting graveled this week using grant funds received by School District #9.
9. Notice: 30 day notice of possible changes to the Port's By-Laws, to be considered at the June 15, 2023 board meeting. No action needed at this time.
10. Commissioner updates and written reports
 - a. TLW – Written Report from Commission Lauder. Appraisal of assets is proving difficult to get; TLW is working on developing an asset management system; they have no guidelines for their budget committee. Matt of Astound/Wave will be advising Michele regarding adding fiber optic to Port buildings 91, 92 and 93 for tenants needing access. Business Oregon and the Oregon Broadband Office will be holding a Listening Session for public input on 5/22/23 at the POTB Mess Hall.
 - b. STIA – Request for discussion from Commissioner Baertlein regarding annually budgeted \$12,500 payment to STIA for support. Bill said that upon reflection since the last meeting he has decided against waiving trail construction fees from STIA in lieu of payments from the Port to STIA for administration support. The board agreed to continue the annual support to STIA.
11. Communications
 - a. **Thursday, June 15, 2023** - Monthly board meeting, 6:00 pm
 - b. Wednesday, July 19, 2023, 6:00 pm
 - c. Wednesday, August 16, 2023, 6:00 pm
12. If necessary: Executive Session per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions. In @ 7:29 p.m. & exited @ 8:17 p.m.
13. Adjourned 8:18 p.m.