



**APPROVED 7/19/23**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**THURSDAY, JUNE 15, 2023 AT 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](mailto:mbradley@potb.org) up to 3:00 pm on the afternoon of the meeting*

1. Call to Order @ 6:00 pm  
Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Kevin Stoecker, Bill Baertlein, and Matt Mumford (at 6:15 pm)  
Port Staff: General Manager Michele Bradley, Pami Boomer, Chance Steffey, and Margaret Amick  
Public: Gary Bond  
Presenters: Rich Bracke, BigR Idea; and Caroline Fitchett, Salmonberry Trail Foundation  
Public Comment for Items Not on the Agenda - None
2. Rich Bracke asked the board to consider selling him a parcel of land to divide into 45' X 75' – 90' lots for small, affordable homes. He has developed homes in other locations that are prefabricated and assembled on site to provide quality homes for working families and to help lessen the housing shortage. Rich calculates that if he pays \$40,000 - \$70,000 per acre then he can sell the homes for \$160,000 - \$175,000 and still make a modest profit per unit. He thinks the area on the south side of the port would suit his needs. Bill said that rezoning port property from industrial to residential would be difficult, given the shortage of industrial zoned land in Tillamook County. He asked Rich if he was aware of a 40 acre parcel the county recently bought for residential development. Rich said he didn't know about the property and Bill suggested that Rich contact the county with his proposal. The board offered to write a letter of support to the county on his behalf and Michele said she will send an email to County Commissioner Erin Skaar as an introduction.
3. Caroline Fitchett, Executive Director of the Salmonberry Trail Foundation, updated the board on the progress by the Salmonberry Trail Intergovernmental

Agency (STIA). She reported on the condition of some of the tunnels and bridges on the rail line; updated the list of partnerships with other

organizations; and spoke of 2023 milestones. She reported on the progress being made in Rockaway Beach, on Tillamook County Creamery Association's (TCCA) walking/biking path, and in Wheeler. Trail clearing is ongoing on the east end, with plans to organize a large pool of volunteers to draw from for work parties on the west side. They have people serving as scouts or assessors who go out and evaluate an area; next are the trailblazers who go in with power tools to take care of the heavier growth; and then the large work party goes in to do the final cleanup. Caroline said it really is fun and they always have music to make the work seem lighter. Jack asked about salvage value for the rails and ties. Caroline said STIA will make about \$130,000 which will be used for matching funds for grants and that some of the ties will be used in the parking areas. STIA is holding an information and fundraising event on June 22 with a silent auction, live music, and appetizers.

4. Consent Agenda -
  - a. Minutes for 5/17/2023 - Regular Meeting. Changed Item #5 to state "The board agreed the storage tank would be necessary but a treatment plant would not."
  - b. Lease Order #23-18 David Conway; Airport FBO Parking; mo., to mo.
  - c. Lease Order #23-19 Astound Broadband, LLC; RR MP 840.88; Aerial Fiber Optic Utility Line Xing; Annual
  - d. Lease Order #23-20 Titan Underground, Inc; Airport Circle Parking; mo. to mo.

**Bill moved to approve the Consent Agenda with the change, Kevin seconded, and the motion passed unanimously.**

5. Office Administrator Report – Pami reported that the budget is on track and she has been working closely with staff to keep expenses in line with the budget for the remainder of the fiscal year. She is creating a calendar for project progress and expenditures to streamline the cash flow in the new fiscal year. Pami has scheduled this year's audit for October and November.
6. Discussion of Final Draft Feasibility Evaluation for Development of Potable Groundwater Supply and Next Steps, and update on Regional Water District Planning. Michele said that the draft report prepared by GSI needed multiple corrections of the data by Port staff before useful final recommendations could be made. GSI determined that the Port can develop its own water with 3 – 4 wells and serve the needs of its tenants projected through 2042; or alternatively, could form a partnership with other districts by developing more wells and linking the smaller districts. Michele spoke of a third option of forming a regional water authority with the port developing its water and selling it to the regional authority. The regional water authority could administer the water for the smaller districts and the City. The board directed Michele to continue moving forward and working with the IGA partners. Michele said what she needs from the board for OBDD purposes is confirmation that they had

reviewed the report. **Jack moved to confirm receipt of the report, Matt seconded and the motion passed unanimously.**

7. Discussion and Consideration of Updating the Port's Hunting Policy and Fees. Pami reported the feedback from the Oregon Department of Fish and Wildlife (ODFW) regarding the changes suggested by the port board at the last (May) meeting. Staff recommend continuing with the current permit system for this year and informing the hunters of the changes coming up for next year. Staff will have the lottery system implemented by January 2024 and issue a press release detailing the changes in February or March 2024. **Bill moved to accept the staff recommendation, Kevin seconded and the motion passed unanimously.**
  
8. Discussion and Consideration of Applying to OBDD for a SPWF Grant for Planning, Cost Estimating, and Bid Documents for a road system at Long Prairie and Brickyard Roads, with additional approval for management to apply for a construction grant from ODOT's Immediate Opportunity Fund, administered by OBDD for road construction on site, after Planning grant has been completed. Michele described the grants available for road planning and construction and requested approval to apply. **Matt moved to authorize Michele to apply to OBDD for a SPWF Grant for Planning, Cost Estimating, and Bid Documents for a road system at Long Prairie and Brickyard Roads, with additional approval for management to apply for a construction grant from ODOT's Immediate Opportunity Fund, administered by OBDD for road construction on site, after Planning grant has been completed. Bill seconded and the motion passed unanimously.**

Michele is in discussions with a local childcare provider who has shown interest in moving out to the port and she has been in contact with Oregon Business Development Department (OBDD) about state funding available for building childcare facilities.

Melanie from OBDD encouraged Michele to apply to the state for funding for building warehouses which would generate additional revenue for the Port.

9. Manager's Written Report and Discussion - Michele reported attending the court hearing for Woodmark Cedar's lease default and the deadline for vacating the Port is 9/1/23. Any property not removed by that time will revert to the Port to deal with. She said it is mostly scrap metal by now, but the Port would probably have to sue if it wanted to recoup any costs it incurs from further cleanup. Michele provided a copy of the letter of violation from DEQ regarding the spill at Tillamook Biogas on 5/25/23. Biogas is totally responsible for any costs associated with cleanup and/or penalties from the spill since they own the digester. The Port will only sustain the expense of the staff time required for communicating with DEQ and Biogas. Michele provided copies of the press releases for the dedication of the new Automated Weather Observing System (AWOS) at the airport, and for the Conex containers filled with emergency supplies from the Oregon Department of Human Services (ODHS) delivered to

the airport. Port crew installed a water spigot with a separate meter near the hangars for the pilots to access.

10. Commissioner updates and written reports. Kevin reported FOTAM is meeting every couple of weeks and the 80<sup>th</sup> Anniversary event is coming together. Tickets are available on the website.
11. Communications
  - a. Monday, June 19, 2023 – office closed for Juneteenth Holiday
  - b. Tuesday, July 4, 2023 – office closed for Fourth of July Holiday
  - c. Wednesday, July 19, 2023, 6:00 pm Board Meeting
  - d. Wednesday, August 16, 2023, 6:00 pm Board Meeting
  - e. Saturday, August 19, 2023, Hangar B 80<sup>th</sup> Anniversary Celebration
  - f. Monday, September 4, 2023 – office closed for Labor Day Holiday
  - g. Wednesday, September 20, 2023 – 6:00 pm Board Meeting
12. Entered Executive Session at 8:00 pm per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions. Exited Executive Session at 8:31 pm.
13. Adjourned at 8:31 pm