



**NOTICE AND DRAFT AGENDA**  
**POTB BOARD OF COMMISSIONERS**  
**REGULAR MONTHLY MEETING**  
**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM**  
**WEDNESDAY, JUNE 15, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbk9ub2RFd25Rd3Y2UWpCWmpldz09>

*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, Recognition of Persons Present, and Public Comment for Items Not on the Agenda (3-minute limit, or as Board President Desires)
2. Office Administrator Report – Pami Boomer
  - a. Financials for May 2022 – written report
  - b. Update on Insurance Coverage/Employee Benefits
    - i. Discussion and consideration of offering a Medicare option to the Port’s employee insurance coverage within Personnel Manual **(Action)**
    - ii. Discussion and Consideration of Auditing RFP results and scoring and authorizing General Manager to sign contract documents **(Action)**
3. Air Museum Director Report – Rita Welch
  - a. FOTAM/TAM Staff update
    - i. POTB letter to FOTAM **(consensus to send)**
    - ii. Staff assistance to FOTAM
    - iii. Fundraising – Portland Fashion Week
4. Consent Agenda **(Proposed Action – Approve Consent Agenda)**
  - a. Minutes for 05/18/2022 - Regular Meeting
  - b. Lease Order #22-12 Twins Ranch, LLC; MP 849.9 Bay City; Encroachment, 720 sq. ft.; Storage Container for Rail Rider Equipment; 1 year
  - c. Lease Order #22-13 Twins Ranch, LLC; MP 833.01 Wheeler; Encroachment, 720 sq. ft.; Storage Container for Rail Rider Equipment; 1 year

5. Manager's Written Report and Discussion - Michele Bradley **(No Action)**
6. Discussion and Consideration of Resolution Number 2021-2022 #06 - Notice of Intent to Award Contract to Livermore Engineers and Architect for Airport Business Park Project, and Authorization for General Manger to sign documents **(Action)**
7. Discussion and Consideration of an Asset Management Software Program and authorization for General Manager to sign contract above \$25,000 – Chance Steffey **(Action)**
  - a. Staffing update – Michele Bradley
8. Discussion and Consideration to move forward with DEQ Funding for the Port's NPDES (lagoon) upgrade, as required by Permit: see staff recommendations **(Action)** – Chance Steffey, District Engineer
9. Executive Session per ORS 192.660 to discuss Real Property Transactions
10. Commissioner updates/comments/concerns
  - a. Tillamook Lightwave (TLW)
  - b. Friends of Tillamook Air Museum (FOTAM) – See Air Museum Report
  - c. Salmonberry Trail Intergovernmental Agency (STIA)
  - d. NW Area Commission on Transportation (NWACT) - No Meeting
  - e. Columbia Pacific Economic Development District (Col-Pac) - No Meeting
11. Communications
  - a. Next Board Meetings:
    - i. July 20, 2022
    - ii. August 17, 2022
    - iii. September 21, 2022
  - b. Closed for Juneteenth Holiday, Monday, June 20, 2022
  - c. GM scheduled vacation – August
  - d. Joint meeting with FOTAM – August, TBD
12. Adjournment by 9:00, unless unanimously agreed to extend