



APPROVED 03/19/2025

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, FEBRUARY 19, 2025, AT 6:00 P.M.**

1) Call to Order @ 6:02 p.m.

Recognition of Persons Present: Commissioners Sierra Lauder, Kevin Stoecker, Bill Baertlein, and Matt Mumford. Jack Mulder is absent.

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

Public: Gary Bond, Veterans Repair Solutions: John Henry and Kimberly Pifer
Headlight Herald: Will Chapell (via Zoom)

Public Comment for Items Not on the Agenda: John Henry and Kimberly Pifer spoke on behalf of the Veterans Repair Solutions. Veterans Repair Solutions requests the use of the R.V. Park to set up safe housing options for homeless veterans. Veterans Repair Solutions would provide a camp Manager and pay for the spaces utilized. Commissioners Bill and Sierra expressed concern regarding planning and zoning for the project. Sierra informed John and Kimberly (Veterans Repair Solutions) that a housing project in the R.V. Park would be a directional shift and therefore is not a match for the vision of the Port of Tillamook Bay. Commissioner Matt has requested Veterans Repair Solutions to follow up with Michele Bradley.

2) Consent Agenda

a) Minutes for January 15, 2025, Regular Meeting

b) Lease Order IP-25-01- J & K Distributing, Warehouse B, Building #11, Units C & D; month to month; \$0.40/square foot (ownership changed, rent increased to market value, same space)

Sierra moved to approve the consent agenda with noted corrections (Inclusion of Budget Hearing closure time and corrected spelling errors p.4), Kevin seconded, and the motion passed 4-0. Jack absent.

3) Office Administrator Report – Pami Boomer informed the Board that the Port office has transitioned to a cloud-based accounting software, so reports may appear slightly different. Pami discussed working through projects and starting to look at next year's budget, which will incorporate some current projects. Pami mentioned

approximately \$238,000 in grant reimbursement requests have been submitted, including funding for the airport master plan, ODOE grant purchases (\$115,000), and K-site reimbursement. The Port has received final funding for electric vehicle charging stations and other equipment. Concerns expressed regarding pending federal grant approvals and the impact due to congressional delays, specifically FAA grants matched by Oregon Department of Aviation. Pami reported that there are still four outstanding grants (FAA). Sierra inquired about the status of OCSR's outstanding payments. Pami discussed the overdue balance of \$78,000, plus an additional \$37,000 owed for Q4 2024. OCSR proposed a payment plan, but concerns raised about sustainability of payments. Pami suggested separating OCSR into two accounts: railroad function and the industrial park. Michele suggests halting negotiations until OCSR's account is paid in full. Pami addressed an inquiry made in December (2024) about office supplies being over budget, three invoices were discovered to have been incorrectly coded and have been corrected. Overall budget on track. Pami concluded by addressing the Budget Calendar Fiscal Year 2025-2026. The next Budget Committee meeting scheduled for April 23rd.

- 4) Air Museum Director Report – Rita Welch reported that the Museum is on the shortlist for receiving the Lockheed T-33 Aircraft, and if approved the T-33 Aircraft transportation and display costs, including labor, would be approximately \$10,000. Commissioner Sierra addressed concern in accepting additional aircraft, to which Rita reminded the Board that museum staff are in the mindset of growth, for the revenue and benefits. Rita shared positive 'Museum Reviews.' Rita expressed her desire to encourage more community events/engagements at the Museum, as she shared the success of the wrestling meet that took place on the 11th in the museum. Rita brought recognition to the Headlight Herald article 'Port leaders to seek county support on Hangar B.' Rita also updated the Board on status of the Museum Marketing materials. The materials are in the process of being printed and assembled, after which Michele will schedule a presentation with the County Commissioners. Rita reported that the Museum Penny Machine is operational. Lastly, Rita informed the Board of the additional Museum revenue generated via social media.

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

Utilities

Michele updated the Board on official start of the wastewater treatment plant upgrade. Two Conex boxes have been placed on site.

Industrial Park

Michele addressed the Headlight Herald mentioning the BLM office opening.

Airport/RV Park

Michele provided pictures of a C-130 executing touch and go landings at TMK.

Railroad and Salmonberry Trail

Michele provided the Board with documents on Salmonberry Trail discussions and the State Legislative Slick Sheet. STF is urging the Legislature to invest \$8 million.

Michele informed the Board of an extended invitation to participate in Trails Day at the Oregon Capitol – March 10th.

Other Updates

Michele provided the Board with a copy of Margaret Amick's thank you card. Michele reminded the Board members to certify their certification through the Oregon Government Ethics Commission's website.

Michele provided the Board with a copy of the USDOJ Court Order regarding federal financial assistance related to Memo M-25-13.

Michele addressed the Highway 6 overpass mention in the Headlight Herald. Kevin addressed safety concern regarding liability of rock-throwing incidents from overpass/railroad track crossing. Matt requested Michele to follow up with law enforcement on increased safety measures regarding the overpass. Kevin inquired about the status of the netting at Stimson. Michele informed the Board that the netting is currently on hold, as we are moving forward in asking the county for funding.

a. Final draft of 2025 Areas of Emphasis (Action)

Sierra inquired about the status of grant funding for strategic planning. Michele informed the Board that POTB is waiting for the legislature outcome, at which point she will proceed, as necessary.

Bill moved to accept the Final draft of 2025 Areas of Emphasis. Sierra seconded, and the motion passed 4-0. Jack absent.

b. K-Site Status

Michele shared photos of the removal of building number 62 and addressed the controversy over the removal. In the name of transparency, Michele developed a 2-page documentation on the history, strategic business plan, and status of K-site, which has been available on the website.

Commissioner Sierra suggested obtaining in-kind service of an Industrial real estate professional to provide a valuation that represents the industrial site(s) value. Sierra also raised questions about the Board's mission and how to balance economic growth with local business partnerships. She proposed bringing this discussion to the board as a future agenda item for a policy decision. Michele suggested incorporating the agenda item into a future workshop for the upcoming strategic plan.

c. Discussion and Authorization for the General Manager to sign the Grant Agreement for the Oregon Department of Aviation COAR Grant No. COAR-2025-TMK-00021 for Phase II/Construction of the Tillamook Airport Fuel System Upgrade (Action)

Sierra moved to Authorize the General Manager to sign the Grant Agreement for the Oregon Department of Aviation COAR Grant No. COAR-2025-TMK-00021 for Phase II/Construction of the Tillamook Airport Fuel System Upgrade. Bill seconded, and the motion passed 4-0. Jack absent.

- d. Discussion and Consideration for the General Manager to sign the Grant Agreement for the Oregon Department of Avial COAR Grant No. COAR-2025-TMK-00052 for the Tillamook Airport Master Plan Update (Action)
Sierra moved for the General Manager to sign the Grant Agreement for the Oregon Department of Aviation COAR Grant No. COAR-2025-TMK-00052 for the Tillamook Airport Master Plan Update. Kevin seconded, and the motion passed 4-0. Jack absent.

6) Communications and Board Member Updates

a) SDAO Conference – Sierra

Sierra was impressed by the SDAO conference. She found the conference to be interesting and informative. Sierra and Michele found the session on ‘Communication in the Event of a Disaster’ to be significant. Michele sat on a panel for ‘How to Work with Legislation.’ Pami found the session ‘Change Management’ to be quite effective.

b) Manager Contract – Sierra and Jack

Sierra reported that the Board represented attorney has reviewed and returned the updated draft manager contract. Sierra has requested a couple of clarifications from the attorney but has not received a response as of February 17, 2025. Sierra also reached out to Jack Mulder for comments/questions regarding the contract and has not received a response as of February 17, 2025. Once the attorney and Jack respond, the draft contract will go to Michele to have her attorney review it. Once Michele’s attorney reviews it, the contract will then come to the Board for final approval.

c) Closed for President’s Day Holiday Monday, February 17, 2025

d) Board Meeting: Wednesday, March 19, 2025, at 6:00 pm

e) GM on vacation: March 24-28, 2025

f) Board Meeting: Wednesday, April 16, 2025

7) Recessed Regular Meeting and entered Executive Session @ 7:39 pm.

8) Exited Executive Session and resumed Regular Meeting @ 8:13 pm

Sierra Lauder motioned to Authorize President Jack Mulder to sign the PSA for property on the K-site with Robert and Stephanie Poppe. Bill Baertlein seconded, and the motion passed 4-0. Jack absent.

Sierra Lauder motioned to Authorize President Jack Mulder to sign the PSA for property in Banks, Or. and all paperwork for the property sale to Hampton Lumber Mills – Banks, Inc, Portland, and Western Railroad Inc., unless major changes occur. Kevin Stoecker seconded, and the motion passed 4-0. Jack absent.

Kevin Stoecker noted the apparent increases in travel speed on Blimp Blvd and suggested adding speed bumps to control the speed. Other items discussed were photo radar, having sheriff patrol, and painting designs on the pavement which will slow traffic in residential areas.

9) Adjourned at 8:24 pm.