



**APPROVED 2/21/24**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, JANUARY 24, 2024 AT 6:00 P.M.**

- 1) Called to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Sierra Lauder, Bill Baertlein, Kevin Stoecker, Matt Mumford (on Zoom), and Jack Mulder (@ 6:10 p.m.)  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch and Margaret Amick  
FOTAM: Gene Kyniston, Dallas Adams, Ann Richards, Carolyn Decker, and Laurie Meyers  
Public: Gary Bond  
Headlight Herald: Will Chappell (on Zoom)

Public Comment for Items Not on the Agenda - None

- 2) Consent Agenda
  - a. Minutes for 12/20/2023 - Regular Meeting
  - b. Lease Order #24-01 Wagner Waterworks, LLC; Airport Circle Parking; Parking of Company Trailer; month to month
  - c. Lease Order #24-02 Tillamook Bay Community College; Bldg. #23; Warehousing; 1 year with option to extend by notification from the tenant 60 days prior to the expiration date.

**Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion carried 4-0, Jack Mulder absent.**

- 3) Discussion with Friends of Tillamook Air Museum (FOTAM) – FOTAM President Gene Kyniston reported that they have designated \$20,000 to support creation and advocacy of a bond measure for repair of Hangar B. Michele said she and Matt Mumford will be consulting with David Ulbricht at the SDAO conference in February regarding the steps needed to get a county measure on the ballot. Sierra was concerned how the public might view the possibility of the museum being

displaced by a private entity once the repairs are completed. Gene emphasized that FOTAM's objective is repairing Hangar B, not improving the museum and that should be made clear to the public when promoting the bond. FOTAM will continue with its community outreach and fundraising event planning. Michele encouraged the board members to reach out one on one to the county commissioners to promote a bond measure. She will add FOTAM and a report of her conversation with David Ulbricht to the February 21 agenda.

- 4) Air Museum Director Report – Rita Welch provided copies of the cover story in *The Noon Balloon* publication. It featured Hangar B's 80<sup>th</sup> Anniversary celebration and the efforts by FOTAM to raise funds toward the repair and maintenance of the hangar. In 2023 the museum acquired a PT-17 Stearman, a PT-22 Recruit and the cockpit of a C-27. The museum has received an Air Force certification letter qualifying it to request the loan of aircraft or other items for display. The museum started a monthly e-newsletter She also told the board that she had applied for a TLT grant to install ADA compliant doors to replace the museum entrance doors that had been destroyed by vandalism. The grants will be awarded on January 31 so she will report at the February meeting whether the museum was successful. Michele added that after the vandalism event at the Port, IconiPro Security and Alarm offered to install a security system at Hangar B for free. The Port will pay them a monthly fee for monitoring the system.
- 5) Office Administrator Report, December financials – Pami told the board that the financials are doing well and staying within budget halfway through the fiscal year. Angie Spatz has been hired as the new Accounts Payable/Payroll/Event Rental employee. Staff are still working through the IT switchover and the firewall upgrade funded by a Cyber Security grant from SDAO. The ductless heater in Bldg. 19 and the pressure washer tank and trailer from the Industrial Park Capital Budget have been moved to next fiscal year. The remaining \$28,000 from the IP Capital Budget will be set aside for the grant match money for site planning of the Long Prairie/Brickyard property road. Since that line item wasn't budgeted there will be a supplemental budget to include the project. The Building 71 and Building 73 roofing, siding and gutter upgrade has been completed and the contractor has been paid. The audit is completed, filed on time, and went really smoothly. Pami said the new company is very easy to work with.
  - a) Pami offered a Local Budget Law training opportunity in March to the commissioners and the budget committee members. It will be available in person or online, and is free.
- 6) Commissioner updates and written reports
  - a. FOTAM – Agenda and minutes provided from their meeting on January 12, 2024. Next meeting is February 2, 2024.
- 7) Discussion and Consideration to issue a Notice of Intent to Award to Century West Engineering for the FAA AIP grant funded Airport Master Plan Update and permission for General Manager to negotiate and sign all contracts and grant related documents. **Jack moved to approve issuing a Notice of Intent to Award to Century West Engineering for the FAA AIP grant funded Airport Master Plan Update and permission for General Manager to negotiate and sign all**

**contracts and grant related documents. Bill seconded and the motion passed unanimously.**

- a) Volunteer to be on the Public Advisory Committee (PAC)? Matt expressed interest in being on the committee.
- 8) Discussion and Consideration of Resolution 2023-2024 #4, Declaring Certain Real Property in Washington County as Surplus Property for the Banks railroad yard. **Jack moved to approve Resolution 2023-2024 #4, Declaring Certain Real Property in Washington County as Surplus Property, Kevin seconded and the motion passed unanimously.**
- 9) Manager's Written Report and Discussion - Michele told the board that the Port legal advisors require a public notice of the OBDD loan for the Airport Business Park Expansion. The notice has been published and the 60 day response period has started. She has received subpoenas as a witness for both the US Dept. of Justice and the plaintiff in the Loveridge takings case involving the rail line. She has to be available to appear between February 21-28 at the Federal Courthouse in Portland. ODOT came up with \$25,000 for repair work on the rock wall at Barview. The City of Wheeler has applied for a Tillamook County Visitors Association (TCVA) grant to build an 1,800 linear foot trail in combination with Oregon Coast Scenic Railroad (OCSR) for a passenger landing area for safety. Michele sent a letter of support to TCVA for the City. The Salmonberry Trail Foundation (STF) is assisting with the applications. They are also assisting Tillamook County in applying for a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for construction of portions of the Salmonberry Trail. Michele sent a letter of support for this grant also. Michele gave a presentation at the Tillamook County Historic Society and said she answered a lot of questions. It was video recorded and will have a link on the Port website when it is ready.

Michele provided copies of a Memorandum of Understanding (MOU) between TCVA; the Cities of Rockaway Beach, Garibaldi, and Bay City; OCSR; Tillamook Estuaries Partnership; Tillamook County Parks Department; and the Ports of Garibaldi and Tillamook Bay to form the Tillamook Bay Trails Coalition (TBTC). This would be a collaboration with the goals of partnering on funding opportunities to build and enhance Tillamook Bay trail systems and facilities; and to create the Tillamook Bay Discovery Loop as an online presence to provide information on the history, culture, recreation, and stewardship of Tillamook Bay. Both goals will support construction of the Salmonberry Trail. Michele asked the commissioners if they had any concerns about joining TBTC and since there were none, she will sign the MOU.

- a) Discussion: City Water Reroute – Michele spoke of the need to have an Intergovernmental Agreement with the City of Tillamook for the waterline easement across the Port property due to the line being moved from under the airport runway. She asked if the Port should waive the fees

since the city has been encroaching at no charge up to this point. The consensus from the board is to waive the fees for the greater good of Port constituents but wants a commitment in writing from the city for a freeze on water rates and that the City performs regular inspections and maintenance at their expense or some other trade.

- 10) Communications
  - i. Monday, February 19, 2024 – Office Closed for President’s Day
  - ii. Wednesday, February 21, 2023 Board Meeting, 6:00 pm
  - iii. Wednesday, March 20, 2023 Board Meeting, 6:00 pm
  - iv. Wednesday, April 17, 2024 Board Meeting, 6:00 pm
  - v. Wednesday, May 15, 2024 Board Meeting, 6:00 pm
  - vi. Wednesday, June 19, 2024 Board Meeting/Juneteenth – Will reschedule at later meeting due to conflict with holiday
- 11) Executive Session per ORS Communications per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions. Recessed Regular Meeting @ 7:25 p.m. and entered Executive Session @ 7:35 p.m. Exited Executive Session and reconvened Regular Meeting @ 8:32 p.m.
- 12) Adjourned 8:32 p.m.