



APPROVED 1/18/23

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, NOVEMBER 16, 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 up to 3:00 pm on the afternoon of the meeting

1. Call to Order @ 6:00 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Kevin Stoecker and Bill Baertlein. Absent: Sierra Lauder and Matt Mumford

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

Public: Gary Bond; Gus Meyers and Peter Starkey

Public Comment for Items Not on the Agenda - None

2. Air Museum Director Report – Rita Welch (verbal)

- a. Update on Wood Research and Development (WRD) progress on safety and condition assessment. They were on site for 2 weeks and took samples from all over Hangar B; using the catwalks, the box beams and a rented 180' boom for access. The results and final report should be available by mid-December. Michele said the agreement with WRD includes a clause preventing them from releasing their findings and she suggested the board hold a workshop meeting, possibly before the January board meeting, to discuss the report before releasing it to the public. Rita said that visually, the impression is that the hangar is in better shape overall than expected. WRD will lay out the problem areas for the Port, but were surprised by how well the wood has held up for its age and in this climate. Rita reported that the museum rented the boom for a few extra days so that maintenance could access and repair exterior holes in the hangar caused by storms over the last few years.

The Photos with Santa and the Grinch event this year will be on Saturday, December 10.

3. Consent Agenda
 - a. Minutes for 10/19/2022 - Regular Meeting
 - b. Lease Order #22-22 Wags Innovations, LLC; Bldg. #54, Ste. #1300 & .12 acres land; Office, Storage and Vehicle Parking; mo. to mo.
 - c. Lease Order #22-23 Full Bore, Inc; Airport Circle Parking; Business Vehicle Parking; mo. to mo.

Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 3-0; Sierra and Matt absent.

4. Manager's Written Report and Discussion - Michele Bradley reported the Automated Weather Observing System (AWOS) replacement is going well and is still within the 45 day timeframe. Geoff Vaughn of Precision Approach Engineering received a waiver from the FAA allowing the new AWOS to be installed on an offset concrete pad to allow the current system to continue to operate until the new system is operational.

Infrastructure Finance Authority (IFA) has pushed approval of funding for the Airport Business Expansion Project to their February 2023 meeting. Michele reported that she will be receiving the resolution from Business Oregon saying the funding is pending and the Port can proceed at its own risk but that any expenses it incurs could be reimbursed once the funding is final. The funding will come as 3 grants/loans from the Special Public Works Fund; the Port Revolving Loan Fund; and through Business Oregon, the Emerging Opportunities Fund. The Emerging Opportunities Fund will match private funding (Near Space) dollar for dollar. Livermore Architecture and Engineering won the Request for Proposal (RFP) for the design work and is waiting for funding to start the pre-design. To avoid further delay, Michele asked the board to authorize going forward in anticipation of the funding. **Bill moved to approve forward motion to continue with the project, while containing the risk to \$100,000.00, pending ratification through resolution at the next meeting in January. Kevin seconded and the motion passed 3-0; Sierra and Matt absent.**

Michele has been working with the Oregon Department of Forestry (ODF), the Port of Garibaldi and Garibaldi Fire Department to develop a plan to support the ODF's wildland fire resource operations as it pertains to sourcing water drops from the Tillamook Bay.

Tillamook County has a large Brownfield grant available and the Port has seven properties identified as potential Brownfield sites. Does the Port want to do a Phase 2, funded by the grant but possibly exposing the Port to the cost of any remediation required? Michele will get more information for the board to revisit in January.

DEQ sent the Port a Letter of Intent to loan the Port \$1,410,500 from the Clean Water State Revolving Fund to update the wastewater lagoons.

- a. Quarterly Areas of Emphasis update (Discussion) – tabled to the January meeting when Sierra will be in attendance.

5. Office Administrator Report – Pami Boomer

- a. Financials from October 2022 – Pami reported that all departments are on track with 67% expenses remaining and answered questions from the board. Jack asked about insurance costs and she said it looks like the liability insurance will increase by 10% - 12% and she has a meeting in December with the agent. She will meet with the agent for the medical insurance in March or April.

Pami provided the board with 2 reports: a Capital Outlay Details report which listed the 2022 – 2023 capital projects through October 2022 with the budgeted amounts, expenditures to date and remaining budgets; and an update on projects in progress or completed during FY 2022 – 2023.

Pami invited the board and budget committee members and their families to join the Port employees at a Holiday Wreath Making Party on November 28.

6. ON HOLD: Resolution for Pre-Award Funding through Business Oregon for the Airport Business Park Expansion Project Debt Service

7. Commissioner updates and written reports

- a. Tillamook Lightwave (TLW) – Michele reported no updates in addition to the attached documents. Jack asked who is responsible for maintaining the equipment and facilities at the landing station? Michele reported that since TLW has no employees, there hasn't been a designated person and the maintenance has been sporadic. Sierra has been working on getting TLW to resolve the issue.
 - i. Agenda and Capital Needs Report (Info only)
 - ii. Email from Gus Meyer, constituent (Info only)
 - iii. Invoice and amortization schedule from TLW (Info only)
- b. Friends of Tillamook Air Museum (FOTAM). Sierra reached out to Gene Kyniston regarding the joint meeting originally set for this POTB board meeting but apparently FOTAM doesn't have the requested financial report available. Kevin and Rita are trying to get confirmation from the FOTAM board for a joint meeting at the POTB board meeting on January 18. Rita reported that Sayde Walker has stepped back from being a board member after 2 meetings until FOTAM fulfills all the requirements of a nonprofit organization; such as training in board member responsibilities, liability issues, and financials. Sayde offered to continue writing the minutes on a volunteer basis but will not rejoin the board until FOTAM has its ducks in row. Rita found Nonprofit of Oregon that offers training for nonprofits. A training in financials was held on November 15 and Kevin reported that some FOTAM members attended. The training was recorded so it can be viewed by the members who were

originally unable to attend. Gene contacted Michele requesting the Port set aside some office space where someone from FOTAM can come and work on the computer, and also have their mail sent to the Port and held for them. Michele will remind him that the Air Museum is already set up to provide those to FOTAM. Rita mentioned again that FOTAM's mail used to come to the Air Museum, that she would scan in the bank statements and then pass them on to the FOTAM treasurer. At some point the statements stopped coming and no one seems to know where they are going. Dallas attended a training in grant writing; Carolyn resigned as secretary. Rita said that Julie Hurliman is considering joining the FOTAM board after the beginning of the year, adding her organizational skills to the pool.

- i. 10/07/22 and 10/28/22 meeting agendas (Info only)
- c. Salmonberry Trail Intergovernmental Agency (STIA) – Bill reported on the 11/14/22 meeting. The board went to look at the tracks along the Three Graces and had a conversation with Oregon Coast Scenic Railroad (OCSR) about them building the trail for STIA. This would make the cost much lower since the work would fall under the category of railroad maintenance and be exempt from environmental rules. Oregon Department of Transportation (ODOT) funded a seismic study of the crumbling rock wall on the railroad right of way between Barview and Garibaldi. The estimated cost for ODOT to fix the problem, which could require installing more riprap and moving the tracks further away from the highway, was \$36 million. OCSR estimated they could do the fix as railroad maintenance while building that section of the trail for about \$3 million.

8. Communications

- a. Closed for Thanksgiving – Thursday and Friday 11/24 & 25/22
- b. No Regular Meeting – December
- c. Closed for Christmas Holiday – Monday, 12/26/22
- d. Closed for New Year's Day Holiday – Monday 01/02/23
- e. To be confirmed - Next Joint Meeting with FOTAM: January 18, 2023, before regular meeting
- f. SDAO Annual Meeting – Sunriver, February 9, 10-12
 - i. Lauder, Mumford – pre-conference and conference w/hotel
 - ii. Baertlein – possible virtual; pre-conference and conference
 - iii. Stoecker will attend virtually
 - iv. Mulder – not attending

9. Adjournment @ 7:02 p.m.