



APPROVED 12/17/2025

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
FRIDAY, NOVEMBER 14, 2025, AT 11:00 A.M.**

1) Call to Order @11:02 a.m.

Recognition of Persons Present: Commissioners Jack Mulder, Matt Mumford, Bill Baertlein, and Donnie Jenck, Kevin Stoecker absent.

Port Staff: General Manager Michele Bradley, Pami Boomer, and Rita Welch (12:08 p.m. - online).

FOTAM: Dallas Adams

Public: Gary Bond (Public), Randy Pierce (Public-Rockaway)

Public via Zoom: Shad Coulson (Public), Will Chappell (Headlight Herald)

2) Public Comment for Items Not on the Agenda:

- FOTAM proposed a Guinness World Record event for July 2026 at the Tillamook Air Museum.
 - Goal: Break two records – largest ice cream scoop and largest ice cream social.
 - Rationale: Increase museum visibility and community involvement.
 - Primary Sponsor: Tillamook Creamery.
- The board postponed making a decision until more information could be provided.

3) Office Administrator Report – Pami Boomer

- The new monthly aged receivable report was approved.
- Balance sheet draft is in progress to better track grant receivables.
- Two payment plans are on track for payoff by fiscal year-end.
- Cash balances remain strong, strengthened by the sale of property and the wastewater treatment plant grant reimbursement.
- A new standard lease template is being developed in coordination with legal counsel to ensure consistency and replace outdated lease agreements.
- The FY 2024-2025 audit has been submitted to the Secretary of State. The report is positive and noted no concerns.

4) Air Museum Director Report – Rita Welch

- The Bill Block Foundation approved a grant of \$25,000.00 to FOTAM.
- Upcoming events:
 - Christmas (December 6)

- 5) Discussion and reconsideration of water rate increase (new information) and discussion of implementing January 1, 2026 – **(Action)**
- The City of Tillamook’s 18% water increase would cause an annual revenue loss for the Port if not passed through to the tenants.
 - The board will review the newly approved water rate in March 2026.
- Bill Baertlein moved to accept option #2, 18% increase, straight pass through of City’s new rate to tenants. Jack Mulder seconded, and the motion passed 3-1, with Matt Mumford voting no. Kevin Stoecker is absent.**
- 6) Discussion and consideration of approval of application for match funding through the Oregon Department of Aviation grant application number COAR-TMK-2026-00021 for FAA-funded Fuel System Upgrade Construction – **(Action)**
- Bill Baertlein moved to approve the application for match funding through the Oregon Department of Aviation grant application number COAR-TMK-2026-00021 for FAA-funded Fuel System Upgrade Construction. Matt Mumford seconded, and the motion passed 4-0. Kevin Stoecker is absent.**
- 7) Discussion and Consideration of approval of Resolution FY 2025-2026 #3 Declaring certain items as surplus and authorizing the general manager to dispose of in an appropriate way – **(Action)**
- Matt Mumford moved to approve Resolution FY 2025-2026 #3, declaring certain items as surplus and authorizing the general manager to dispose of in an appropriate way. Bill Baertlein seconded, and the motion passed 4-0. Kevin Stoecker is absent.**
- 8) Discussion and Consideration of approval of Helping Hands loan extension – **(Action)**
- Bill Baertlein moved to approve a 4-month loan extension to Helping Hands. Donnie Jenck seconded, and the motion passed 4-0. Kevin Stoecker is absent.**
- 9) Consent Agenda - **(Action)**
- Minutes for November 14, 2025, Regular Meeting.
 - Lease Order AP-25-18: Rick Rife, Hangar #1, mo./mo.
 - Lease Order AP-25-19: Airport A2 Circle Parking, one space, trailer parking, mo./mo.
 - Lease Order RR-25-20: Meadow Outdoor Advertising Sign Encroachment MP 840.76, annual.
- Bill Baertlein moved to approve the consent agenda. Matt Mumford seconded, and the motion passed 4-0. Kevin Stoecker is absent.**
- 10) Manager’s Written Report and Discussion – Michele Bradley
- a) GM Annual Evaluation Forms
 - Board members must submit evaluations by the end of December for review in January.
 - b) Annual Goal Setting
 - The board will review the draft list for discussion at the January 2026 meeting.

Railroad and Salmonberry Trail

- The Port received the first payment on the trail development for the Wheeler project.
- Salmonberry Trail Newsletter.
- The port's insurance will not cover the trestle fire, which has been classified as vandalism. The claim is under review by the railroad's insurer, with a \$25k port deductible. Law enforcement is currently investigating.

Industrial Park

- K-Site property sale to City Sanitary closed 10/30/2025.

Utilities

- WWTP Building (across street) has been completed.
- EV Charger log through 10/16/2025.

Airport

- Updated FAA CIP 2027-2031.
- OEM/OREM (Oregon Emergency Management and Oregon Office of Resilience and Emergency Management (lives in ODHS) completed their semi-annual review/repacking of the EAP (evacuation assembly point) on 10/29/2025 and will be bringing updated Conex boxes to the site shortly.

General

- Thank you from the YMCA.

11) Communication and Board Member Updates

- Closed Thanksgiving and day after
- December Board Meeting: 12/17/2025 at 3:00 pm
- Closed Christmas
- Closed New Year's Day
- January Board Meeting: 01/21/2026 at 3:00 pm
- SDAO Conference:
 - The port has two rooms reserved for the February conference. Board members attending will receive branded apparel.

12) Recessed Regular Meeting and entered Executive Session @ 12:39 pm

13) Exited Executive Session and resumed the Regular Meeting @ 2:05 pm

14) Adjourned @ 2:05 pm