



**APPROVED 9/21/22**

**MINUTES  
POTB BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING  
PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM  
WEDNESDAY, AUGUST 17, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbn9ub2RFd25Rd3Y2UWpCWmpldz09>

*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*

Called to Order @ 6:05 p.m.

Persons Present: Commissioners Sierra Lauder; Kevin Stoecker; Matt Mumford; and by Zoom – Bill Baertlein and Jack Mulder

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

Public: Gary Bond; FOTAM member Dallas Adams

Public Comment for Items Not on the Agenda - None

Office Administrator Report, Financials from July 2022 - Pami Boomer reported that the budget is on track after the first month of the fiscal year, and that a big debt payment was made out of the pool fund on July 1. Kevin asked to get a copy of the capital account because he wanted to know what was carried over from last year in that account. He thought the Port has a rainy day fund kept in the capital account. Pami explained that funds are kept in the Local Government Investment Pool (LGIP) until they are needed for projects, debt payments or other expenses. She invited any of the board members with questions about the financials to individually set up a meeting to review them with her. Property insurance will be going up 10 - 17% at renewal in January 2023. Payment was received for the sale of assets and put into the LGIP account on August 15. Milt Johnson, CPA, has been helping Pami to prepare for the audit when it starts next month. Sierra suggested having another workshop with Milt to help the commissioners better understand the budget process for municipalities versus private businesses, and how to read the POTB financials. Pami said she will talk to Milt about it.

Air Museum Director Report – Rita Welch told the board the site visit in June by Civilian Museum Loan Program Manager Sarah Sessions to certify TAM for the Air Force aircraft loan program went well. Sarah was very encouraging to Rita and said it can take several months to receive an answer. The Port should know by the end of the year if TAM can receive aircraft and artifacts for display from the Air Force. The Air Force planes are more numerous and located a lot closer so shipping costs will be less.

Rita provided updated visitor numbers, and recent attendance is comparable to pre-covid figures. The retail sales have increased quite a bit. Michele predicts attendance will increase when the Disc Golf Course opens and when/if the electric vehicle charging stations are installed. She has been looking into having several stations put in around the Port.

101/Long Prairie project - the plane is scheduled to be taken down on August 31; Long Prairie Road will be closed for several hours. The blimp frame is scheduled to be mounted about a week later.

Rita has been in contact with Wood Research and Development, LLC. for a cost estimate of a preliminary condition assessment and inspection of Hangar B, and they responded with \$58,550 without the lift rental charges. Rita has checked around and estimates an additional cost of \$100,000 – \$200,000 for the lift(s) and Michele pointed out that the quote didn't include an engineer's estimates for repairs or permitting costs either. Jack provided information on the tear down of Hangar 3 at Moffett Field. It has partially collapsed and repair would cost 50 times that of tearing it down. Jack and Bill recommended that the Port put out an RFP for an evaluation to be completed by the end of the year. The board acknowledged that some previously planned capital projects will have to be postponed due to using the funds for the evaluation, but felt that there is a growing sense of urgency for getting up to date information. Port staff will confirm adhering to Public Procurement law as well. **Kevin moved to authorize the General Manager to sign a contract with Wood Research and Development up to \$100,000, Matt seconded. Bill asked if the left over funds from the TLT grant can be used for the evaluation. Rita will reach out and find out for sure, but she thinks that it will be okay. The motion passed unanimously.**

Consent Agenda -

Minutes for the 07/20/2022 Regular Meeting

**Kevin moved to approve the Consent Agenda as presented, Matt seconded and the motion carried unanimously.**

Pami provided a demonstration of the POTB security cameras; the areas covered and the quality of the images.

Projects:

Discussion and Consideration of Approving a Notice of Intent to Award a Contract to Kuehnert Electric, LLC for the Port's AWOS-III P/T Improvements Installation, an FAA-funded project, for \$364,335.00, and with conditions, and authorizing the

General Manager to sign all grant and contract documents. Precision Approach is managing the bid process and submitted a Recommendation to Award to Kuehnert Electric, LLC. The other bidder didn't include the signature page in their proposal, thereby failing to fulfill the bid requirements. **Matt moved to Approve a Notice of Intent to Award a Contract to Kuehnert Electric, LLC for the Port's AWOS-III P/T Improvements Installation, an FAA-funded project, for \$364,335.00, and with conditions, and authorizing the General Manager to sign all grant and contract documents. Kevin seconded and the motion passed unanimously.**

Discussion and Consideration of Grant Application to FAA for AWOS Replacement Project 3-41-0060-024-2022, funded through Congressionally Directed Spending (CDS/formerly earmark) through the FAA, for \$500,000, Authorization for the General Manager to sign the application, and upon receiving the subsequent FAA Grant Offer, Authorization for Port legal counsel to review and General Manager to sign all grant documents. Per FAA rules, the board has to authorize applying for the grant before Michele can submit the paperwork. The Port received a grant from the Oregon Dept. of Aviation for the match funds of \$150,000 so there will be no out of pocket cost to the Port for the new AWOS. **Matt moved to Approve the Grant Application to FAA for AWOS Replacement Project 3-41-0060-024-2022, funded through Congressionally Directed Spending (CDS/formerly earmark) through the FAA, for \$500,000 (90% of \$555,556.00), Authorization for the General Manager to sign the application, and upon receiving the subsequent FAA Grant Offer, Authorization for Port legal counsel to review, and General Manager to sign all grant documents. Kevin seconded and the motion passed unanimously.**

Discussion and Consideration of Application to DEQ CWSRF for Biosolids Improvement Planning Project Loan/partial forgivable grant/loan for \$12,000 to improve biosolids handling and safety at the POTB Septage Receiving Facility and for the General Manager to sign grant/loan documents as needed/required. **Jack moved to approve the Application to DEQ CWSRF for Biosolids Improvement Planning Project Loan/partial forgivable grant/loan for \$12,000 to improve biosolids handling and safety at the POTB Septage Receiving Facility and for the General Manager to sign grant/loan documents as needed/required. Matt seconded and the motion passed unanimously.**

Manager's Written Report and Discussion – Michele reported that on August 8, Eric Lessor installed the static IP address for the Tillamook Pilots Association's security camera and they have access to it. She has been in communication with two potential purchasers of the Banks yard. The property sale to Werner has closed and the funds deposited in the LGIP.

2022 August Update: Michele provided a written report of the Areas of Emphasis and the progress made to date.

Commissioner updates/comments/concerns

Commissioner Training Scheduled:

SDAO Board Member Training: Newport 8/30/22 – Kevin Stoecker

Outstanding board training needed for insurance credit – Matt will do an online training session.

Tillamook Lightwave (TLW) – Sierra provided a written report on the TLW activities. TLW voted on the Nestucca Valley Community Alliance (NVCA) park expansion design on the cable landing property, with Tillamook County Commissioner Yamamoto and PUD representative Doug Olson for, and POTB representative Sierra Lauder against approving it. Sierra expressed the Port’s view that TLW shouldn’t expect the partners to take on debt for maintenance issues while at the same time signing away a source of revenue virtually for free. TLW is entering into a contract with NoaNet to provide consulting services to TLW and Sierra is hoping NoaNet will be able to convince TLW to rethink the lease. Jack and Bill feel that the Port should call for an evaluation of the cable landing property before a new lease is completed and the potential long term revenue is lost. Sierra suggested that a memo be sent to the boards of PUD and Tillamook County to set up a meeting to discuss the lease issue. Bill will draft a letter, Sierra and Michele will edit it and forward it to the rest of the Port board for comment before sending it to PUD and Tillamook County.

Friends of Tillamook Air Museum (FOTAM) – Their next meeting is September 2. There will be another joint meeting once they have their financials in order, preferably by November.

Salmonberry Trail Intergovernmental Agency (STIA) – The job listing for a full time Executive Director of the Salmonberry Trail Foundation went out on August 2, 2022. Matt asked why they don’t try harder to retain the current Executive Director. Jack said that his skill set doesn’t really match the requirements of the position.

NW Area Commission on Transportation (NWACT) - No report.

Columbia Pacific Economic Development District (Col-Pac) - No report.

Communications -

Next Board Meetings:

September 21, 2022 @ 6:00 p.m.; Sierra is unable to attend.

October 19, 2022 @ 6:00 p.m.

November 16, 2022 @ 6:00 p.m.

Newsletter from Oregon Government Ethics Commission

Executive Session per ORS 192.660 for Real Property Transactions – Recessed Regular Meeting and entered Executive Session @ 7:44 p.m. and Exited Executive Session and Reconvened Regular Meeting @ 8:20 p.m.

Adjournment @ 8:21 p.m.