



**APPROVED 1-19-2021**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**VIA ZOOM (Contact [mbradley@potb.org](mailto:mbradley@potb.org) for meeting info)**

**THURSDAY, DECEMBER 17, 2020, 6:00 P.M.**

**1. Call to Order @ 6:03 p.m.**

Recognition of Persons Present: Commissioners Sierra Lauder, Matt Mumford, and Chris Sween; Jack Mulder and Jim Young absent.

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

Pat Bening, Tillamook Pilots Association

**2. Citizen Comment for Items Not on the Agenda – Pat Bening said the camera project is moving along and thanked everyone for their help.**

**3. Consent Agenda**

a. Minutes from November 19, 2020 Regular Meeting

b. Lease Order #20-25 Phu Van Duong; POTB RR MP 839.22; Road Access; Annual

c. Lease Order #20-26 Lou DeMartino; POTB RR MP 342.39; Memorial Sign; Until terminated by either party, not to exceed Ninety-Nine (99) years

d. Lease Order #20-27 Bob Johnsen Flooring; Bldg. #11, Unit N; Storage and Office Space; mo. to mo.

**Matt Mumford moved to accept the consent agenda as presented; Chris Sween seconded and the motion passed 3-0; Jack Mulder and Jim Young absent.**

**4. Office Administrator Report: Pami Boomer**

a. Governor's Coronavirus Mandates – Staff update. Pami informed the board of modifications to staff work schedules at the Air Museum and the administration office to conform with the new mandates.

b. Draft Financials – November 2020; no questions on the full report.

c. Detailed review of Department 30 with breakdown of employee wages by percentage per department. Pami provided answers to questions regarding electricity charges; the Airport Business Park repayments to POTB; the

Miscellaneous Revenue and Reimbursement of Prior Expenses line items; and the Road Maintenance revenue and planned projects.

5. Tillamook Air Museum Director and FOTAM Report: Rita Welch reported that TAM closed to the public today due to the governor's covid restrictions. She has maintenance tasks needing to be done that will keep part time staff working for about a week. There are some larger projects that the full time staff can work on after they take a week off for the holidays. She will see how it goes before planning further out.
  - a. The Santa and the Grinch event wasn't as busy as in the past but that worked out well for following social distancing guidelines. Rita is reaching out to the local food banks for the procedure to pass on the donations from the event.
  - b. Grants – TAM didn't receive a TLT grant to replace the plane on a stick but Rita has received encouragement from several community members to not give up on the plan.

The virtual tour application is being developed but moving slowly. The app will allow people to view a plane or exhibit online and take a general history tour. The goal is to increase interest in seeing it in person when it is allowed. Rita has not received any contact from the FOTAM board members so there was discussion of how to proceed with issues that need attention.

6. Manager's Report and Discussion: Michele Bradley
  - a. Building #69 Asbestos Abatement Project – Photos of the building post-abatement. Discussion of contacting the Tillamook Fire Department regarding using the building for a training exercise.
  - b. Friedmann Hangar Development – Letter of intent to construct a private hangar with a request to develop a larger area for more hangars at his cost. He would be reimbursed for the development costs as each hangar is occupied. Michele will be meeting with him the next day and will keep the board informed.
  - c. West Fork Dairy Creek Bridge Replacement – ODOT will be realigning the road as part of the project and will need a section of the railroad right of way. This is at the east end of the railroad where the rails will be removed for to build Salmonberry Trail so the impact will be minimal. Day Appraisal has been retained by ODOT to appraise the property for purchase by the state.
  - d. SDAO Benefits Report –FYI; a multiple year rundown of services used by POTB through SDAO and the dollar value attached.
  - e. CRF Funding Update through December 11 for FYI – total value of Covid relief grants received by POTB.
    - i. Building #12 Exterior Restroom Update – in progress photo
    - ii. RV Park Restroom Update – completed photo
  - f. BPA/Digester/TPUD Update – the agreements tied to the digester have been or are in the process of being terminated.
  - g. Appreciation notes (Custom Excavation and Tillamook BioGas) – FYI

- h. SDAO Annual Conference – Information on agenda/Discussion to determine amount of interest to attend virtually by commissioners. Matt expressed interest.
  - i. Building #19 – carpet update and funding. The techs performed more moisture testing on Monday, December 14 and Michele will be talking to them tomorrow about the results and their recommendations.
  - j. Digester Ground Lease and Equipment Sale Update has been completed and the Port has received payment for the equipment and lease.
  - k. Utilities Update – discussions are ongoing among the parties.
7. Manager's Report – No Discussion/Information Only/Follow Up
- a. Oregon Association of Water Utilities – Recognition of 15 years membership
  - b. Governor's Appointment of M. Bradley to North Coast Regional Equity in Recovery Council
  - c. Photo of new signage – City of Banks near Banks-Vernonia Trailhead
  - d. TPA Meeting Minutes from November 2020
8. Executive Session per ORS 192.660 (2) (i) for performance evaluation of a public employee – tabled to January meeting.
9. Board Member Comments/Requests/Reports
- a. TLW Broadband Committee – Sierra Lauder attended the board meeting and reported they received a grant for a capacity strategic assessment to explore the feasibility of supplying broadband throughout the county.
- Chris Sween may have a conflict with attending meetings on Tuesday. It was decided to wait and see if it might resolve itself.
10. Communications – **info only/no discussion/no action**
- a. Closed for Christmas holiday – Friday, December 25, 2020
  - b. Closed for New Year's holiday – Friday, January 1, 2021
  - c. January Regular Board meeting: Tuesday, January 19, 2021
  - d. **Note: Starting in January: Regular Board meetings are returning to the 1<sup>st</sup> Tuesday after the 15<sup>th</sup> at 6:00 pm**
11. Adjournment @ 8:06 p.m.