



APPROVED 11/19/2020

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

VIA ZOOM (Contact mbradley@potb.org for meeting info)

THURSDAY, OCTOBER 15, 2020, 6:00 P.M.

1. Call to Order @ 6:03 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Chris Sween; and Matt Mumford @ 6:49 p.m.; Jim Young absent.
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch; Margaret Amick; and Shad Coulson
North Coast Regional Solutions Team: Jennifer Purcell; Melanie Olson; and Stephanie Prybyl
Pat Bening, Tillamook Pilots Association (TPA)
Scott Wickert, Oregon Coast Scenic Railroad (OCSR) @ 6:45 p.m.
2. Citizen Comments for Items Not on the Agenda: Pat Bening updated the board about the camera TPA bought with grant funds from Tillamook PUD. They would like to have the contractor relocate the camera to face the approach end of the instrument approach runway instead of the general aviation approach end. Pat then asked Michele to verify that the Port would be providing access to a static IP address to allow an internet connection to the camera. Michele confirmed that the Port will be providing the access as stated in its letter of support for TPA when they applied for the grant. She said the initial placement of the camera with a view of the windsock was determined through conversation with Near Space, the TPA President, the contractor, and Port staff; and that relocation of the camera isn't resolved. Jack asked what Near Space's concern is with the relocation of TPA's camera. Michele said they want to maintain the confidentiality of their clients' aircraft and don't want the camera observing operations. A camera acquired by TAM through a TLT grant will have a view of the entire runway, and an additional antenna on the end of Hangar B will give Life Flight and other emergency services internet access to that camera.
3. Discussion with North Coast Regional Solutions Teams: Marketing – Jennifer Purcell, RST Coordinator; Melanie Olson, OBDD Regional Business Development Officer; and Stephanie Prybyl, OBDD Ports Program Manager spoke of OBDD's origins and its purpose of helping to establish and grow businesses in the area.

Stephanie reviewed the POTB Strategic Business Plan as a tool for partnering with OBDD and attracting businesses to the Port. Michele praised Shad Coulson for his work listing Port properties on the Oregon Prospector, a website supported by Business Oregon that showcases properties available for development. Stephanie posed questions for the board to consider in identifying their marketing goals and Jennifer listed points to consider in developing a marketing strategy. Sierra spoke about wanting a way to be more interactive with the community in order to dispel some of the misunderstandings and false narratives being circulated regarding the Port. Jennifer, Melanie and Stephanie reviewed aspects of marketing and there was discussion of how to develop strategies for outreach and to identify actions that are already being taken. Jack asked Michele if it would be helpful to have a list of actions in progress for reference when a question comes up. Michele said that a couple of years ago, she and Rita met with Nan Devlin to review what former Museum Director Phyllis Rice had done in the past and Travel Oregon came up with a strategy for the Air Museum. Matt asked if he could see the plan and Rita said she would get it to him. Sierra asked how many of the ports have a communications role as a job position or a specific part of a job description. Stephanie said that the larger ports have a team with individual aspects handled by specific people. In smaller ports, a staff member will usually grow into the job or someone is hired temporarily to perform a specific large task. Jack thanked the Regional Solutions Team for the presentation; said it was very useful to him and told Michele she made a good choice in presenters. Pat Bening offered help from TPA for marketing the airport.

4. Consent Agenda

- a. Minutes from September 17, 2020 Regular Meeting
- b. Lease Order #20-24 City of Banks; POTB RR MP 775.01; Wayfinding Sign; 36 months

Chris moved to approve the Consent Agenda as presented; Matt seconded and the motion passed 4-0, Jim Young absent.

5. Office Administrator Report:

- a. Draft Financials – September 2020 financials are following the budget with 75% remaining in most departments. Chris met the day before the board meeting with Pami to review the financials and bank statements and will do so each month. Pami answered questions; made a minor correction; and reviewed the report on the pool fund. She is continuing to transfer funds into the pool to pay the debt service when it comes due, and into maintenance for the Strategic Business Plan expenditures coming up.
- b. Insurance Claims for the wind damage on Buildings 11 and 56 have been submitted and Michele is waiting to hear back.
- c. Special Meeting Reminder – Financials 101 with Milt November 5, 2020 at 6:00 p.m.
 - i. Focus outreach? Michele asked the board members to send their comments for Milt to her by October 23.

- d. Discussion and Consideration of Oregon Department of State Lands Unclaimed Property Section Delegating Authority for General Manager to Act on Behalf of the Port of Tillamook Bay to Reclaim Unclaimed funds for Claim #500098772. Michele discovered four separate amounts listed in the database and needs a letter signed by the board President giving her the authority to submit the claim. The total amount available to claim is unknown but is a minimum of \$200. **Sierra moved to have Jack sign the letter to the Oregon Department of State Lands Unclaimed Property Section Delegating Authority for General Manager to Act on Behalf of the Port of Tillamook Bay to Reclaim Unclaimed funds for Claim #500098772; Matt seconded, and the motion passed 4-0; Jim Young absent.**

Pami reported that OCSR is paid in full and that tomorrow, she and Michele will discuss one last remaining item with OCSR.

In response to a question from Matt, Scott Wickert said that OCSR is considering requests from a couple of other railriding businesses to operate on the rail leased by them.

6. Tillamook Air Museum Director Report – Rita Welch said that the museum began its winter schedule on October 1 and is now open Wednesday through Sunday, 10 a.m. until 4 p.m. They just received the forward fuselage of an F-4 Phantom fighter jet for display.
 - a. Discussion and Consideration of Cultural Trust CRF Grant for \$23,711 and Authorization for Rita Welch to sign all grant documents. Rita said that TAM qualified for reimbursement of expenses incurred from furloughing full time employees beginning March 1 through the end of 2020, if those expenses have not been reimbursed by prior coronavirus relief funding. **Matt moved to Accept the Cultural Trust CRF Grant for \$23,711 and Authorize Rita Welch to sign all grant documents. Sierra seconded, and the motion passed 4-0; Jim Young absent.**
 - b. FOTAM/POTB – Discussion prior to joint meeting. The joint meeting is postponed until an in-person meeting is possible. The Port board will hold a Special Meeting to strategize on presenting the options for going forward with FOTAM and Hangar B; date to be determined. She and Sierra believe that the FOTAM board will not meet again until after the joint meeting with the Port. Rita said that she has been told by one FOTAM board member that they will not attend Zoom meetings and heard the same thing about another member. She is sure that there would not be a quorum for any FOTAM meetings held over Zoom. Sierra asked what would be required for the board members to feel safe meeting in person and how to resolve issues that can't be postponed indefinitely. Jack said that the strategizing meeting should be held soon by Zoom and then work out how to meet with FOTAM in person. Michele will send the board a Doodle poll for dates and Rita will email the agenda she wrote up for the joint meeting for them to review.

Matt asked about how the removal of the plane on a stick at the intersection of Hwy. 101 and Long Prairie Rd. is progressing. Due to COVID-19, Rita's plans to replace it with a metal sculpture fabricated by the welding class at TBCC have been postponed, and it won't be until springtime or later that the plane will be taken down, painted and put on display in TAM.

7. Strategic Business Plan – Third Quarter update: Michele and Pami reported on the Capital Improvement projects for FY 2020-21. They reviewed the remodeling and painting of building #7 and the painting of building #26. Building #5 had flooring work done in Suite B by the tenant. Pami said she is still fine tuning the tracking of projects in Abila. She created a new template for projects not tied to the Strategic Business Plan where they decided to improve an asset because opportunities came up. Jack asked if they are using dollars to track completion or does she track completion separately. Pami said she is trying to track separately since some projects are waiting for quotes and others are scheduled for inside work during the winter weather. Pami said that building #70 was on the SBP for improvement but the tenant will probably be relocating on the Port and the building isn't not worth it, so that work will probably not happen. Also, after discussion with staff, the \$70,000 paving project by the animal shelter would not provide adequate return on investment so those funds will be moved into improving parking or the roadway to the area around building #5.
8. Discussion and Consideration of Staff Holiday Bonus: **Sierra moved to provide bonuses of \$100 for Thanksgiving and \$250 for Christmas to each employee; Chris seconded and the motion passed 4-0; Jim Young absent.**

The board came to a consensus to retroactively pay the 3% COL increase earned in July to employees furloughed at that time.

9. Old Business:
 - a. Building #19 – Michele reported that instead of issuing an RFP, they looked at piggybacking with the state's contract for carpeting and save some money that way.
 - b. Digester Ground Lease and Equipment Sale Update: Biogas has the revised lease and Michele is waiting for a response.
 - c. Map of Port (on screen). Michele projected a Google Map that identified most of the Port's tenants and other features. It was helpful for understanding the layout of the Port. Michele, with Chris's help, will work on making it available for public viewing.
10. Manager's Report – Discussion
 - a. Disc Golf Update – Colin Walker returned with his course architect and walked the area. Michele pointed out on the map the propose layout and spoke about the work that will need to be done. She talked to Nan Devlin with Tillamook Coast and said there is the possibility of them funding the project.

- b. Trail discussion with City of Banks – Michele asked the board for permission to continue discussions with the City of Banks for the Port to grant an easement along part of the railroad right of way that would connect with other trails in the area. The board was agreeable but Jack stressed that he wanted to make sure that the easement fees would be identified in the contract before being offset by vegetation control performed by the trail management. Michele mentioned that by not being responsible for the maintenance will save the Port about \$8,000 – \$9,000 per year.
- c. Draft SWPCP - DEQ required a Storm Water Plan and it is completed and submitted for approval.
- d. Airport trees in aviation easement update – Northwest Tree Service was the lowest quote at approximately \$12,000, but since they are booked out, the work can't be done until January 2021.
- e. TPA Meeting summary - FYI
- f. Summer Industrial Park Project Photos (completed) - FYI
 - i. Building #7 upgrade – interior and exterior painting and remodeling; replacement of bathroom fixtures and floor in office area.
 - ii. Building #26 painting of exterior
 - iii. Also: Digester update photos
- g. Grant Updates – Michele reported that staff is actively managing over \$4,000,000 in grants at this time. Last year the Port applied to the Department of Aviation for a COAR grant to replace the AWOS and received \$150,000 toward the \$400,000 cost. The hope was to get a match from the FAA but when it didn't happen Michele tried to put it into the Supplemental Grant for the Apron Expansion project and was denied by FAA. She will try again since there has been a change in staff there. The Port has to use the money within a specified time period or return the funds. Jack suggested that the TPA could start a letter writing campaign to encourage approval of the funds emphasizing the safety issues involved since the Port's AWOS is not functioning properly.
 - i. Main Apron Expansion Rendering – The Port is wrapping up the environmental portion. The surveyor defined 0.1 acre of the property as wetlands so the Port will pay a wetlands mitigation bank instead of having to engineer something at Mill Creek.
- h. Governor Appointment: The Regional Economic Revitalization Team has ended and the Regional Equity in Recovery Council has been established. Michele told the board that she has been appointed as a council member of the North Coast Regional Equity in Recovery Council. She isn't sure exactly what that will entail but she will keep them updated.
- i. Legislative Concept for next session – SDAO solicits ideas yearly for legislative concepts to take to the Oregon legislature. Michele said that Port staff spends time in discussions with the county appraiser every year reviewing uncollectable property taxes. She submitted the suggestion of allowing taxes on real property of public entities that are deemed uncollectable to be canceled. SDAO selected her submission to pursue.

- j. Digester Update/PPA Discussion/PUD – Michele asked the board if they wanted to pursue recovering funds paid to PUD as settlement of disputed fees from the digester operations. The settlement was a requirement prior to completing the Power Purchase Agreement. The Port no longer has a PPA with PUD, and since the costs could outweigh the gain, the board agreed not to pursue recouping the funds. At the time of the PPA, the Port signed up for Green Power Program on all the meters and Michele asked the board if they wanted to continue participating in the program. Jack and Sierra think it is a good program and that it is in line with the Port's values as an environmental benefit to the community. Matt wanted to know how much more the Port pays for the green power. Jack asked if the extra cost was budgeted for this fiscal year and Michele said yes, so Jack suggested that the Port continue participating and revisit it at the FY 2021-2022 budget discussion.
- k. Thank you – Senior SAFE parents
- l. Railroad Accounts – OCSR account paid. (See item 5d)
- m. Utility Department – Regional water discussions are ongoing involving Special Districts and Long Prairie Water District. Will keep board updated.

11. Board Member Comments/Requests/Reports - None

12. Communications – **info only/no discussion/no action**

- a. Special Meeting in November 5, 2020, 6:00 – 7:30 – Financials 101 with Milt
- b. November Regular Board Meeting – November 19, 2020 at 6:00 pm
- c. Closed for Thanksgiving holiday – Thursday 11/26 and Friday 11/27, 2020
- d. December Regular Board Meeting – December 17, 2020 at 6:00 pm
- e. Closed for Christmas holiday – Friday, December 25, 2020
- f. Closed for New Year's holiday – Friday, January 1, 2021
- g. **Starting in January: Regular Board meetings are returning to the 1st Tuesday after the 15th at 6:00 pm**

13. Adjournment @ 9:17 p.m.