



**APPROVED 8/20/2020**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**THURSDAY, JULY 16, 2020, 6:30 P.M.**

**VIA ZOOM – email [mbradley@potb.org](mailto:mbradley@potb.org) for instructions - and  
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 6:30 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; Matt Mumford; Chris Sween and Sierra Lauder (at 8:10 p.m.)  
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch and Margaret Amick
2. Public Comment for Items Not on the Agenda - None
3. Discussion and Consideration of Annual Business Resolution #2020-2021 #1 –  
Jim stated that Jack should remain as President for time being and Matt suggested that the Vice President should be training to step up into the President position when needed. Jack said he is willing to continue if elected. Matt nominated Sierra for Vice President, and Jim nominated Chris for Treasurer. Michele suggested that the Treasurer meet with Pami periodically to discuss the financials to then be able to review them at the board meeting if Pami is unable to attend. The board office nominations line up is: Jack Mulder, President; Sierra Lauder, Vice President (Jack contacted her to approve); Matt Mumford, Secretary; and Chris Sween, Treasurer. **Matt Mumford moved to Approve the Annual Business Resolution #2020-2021 #1 as Presented. Jim Young seconded and the motion carried 4-0; Sierra absent.**
4. Discussion and Consideration of Board Liaison Positions – the liaison position to Oregon Solutions was dropped and Chris Sween was added as an alternate to STIA; no other changes. **Jim Young moved to Approve the 2020-2021 Port Board Liaison List as Amended; Chris Sween seconded. The motion carried 4-0; Sierra absent.**
5. Consent Agenda
  - a. Lease Order #20-15: CoastCom by WAVE, RR MP 839.02 & MP 839.43; UG and OH Utility Crossing, Annual

- b. Draft Financials – June 2020 – Jack congratulated and thanked Michele, Pami and Rita for adding to the operating revenue during the reduced operations due to COVID-19. Revenue is up, mainly because expenses are down. Pami said that Sierra and Chris need to come into the office to sign an authorization form for signing Port checks. Pami will be scheduling last fiscal year's audit and begin audit preparation next week with Milt, the CPA the Port works with, out of Lincoln County. She will begin her volleyball coaching schedule in August and won't be at the August thru October or November board meetings. She has been taking webinar courses on creating reports in Abila and is hoping to provide improved financial reports to the board. She said that overall everything looks much better than expected. Pami asked new Treasurer Chris to regularly meet with her to go over the financials and serve as backup for her at the board meetings. Chris said to contact him and they can set it up. **Jim moved to Approve the Consent Agenda as Presented; Chris seconded and the motion carried, 4-0; Sierra absent.**
- 6. Update on Tillamook Air Museum Operations, Phase II – Rita Welch, Director
  - a. Re-opening statistics – revenue is tracking down about \$10,000 from last year for the time period of June and July but can easily catch up. Jack asked how things are going with the masks and the staff feeling about being back dealing with the public. Rita said the staff is glad to be back to work and everyone has been good about keeping everything cleaned and sanitized. Most of the public are wearing masks when they come in and staff tells the few that push back that the museum isn't considered to be essential and could be shut down if someone complains that the directives aren't being followed. Rita said that there has only been three people who resisted to the point of being told that they couldn't enter if they choose not to wear a mask or a face shield. All three then decided to wear a mask.
  - b. Hours are 11:00 a.m. to 6:00 p.m. seven days a week. Jack thanked Rita for all her work keeping on top of things while the museum was closed and while preparing to open again. Michele pointed out that Rita was the person who kept track of all the RV storage and unloaded the trucks when there were deliveries of COVID-19 supplies during the shutdown.
- 7. Discussion of Current Strategic Business Plan Goals in relation to General Manager Annual Evaluation (Lauder/Mulder) - Tabled to 7/22/20 meeting.
- 8. Executive Session
  - a. ORS 192.660 (2) (e) for Real Property Transactions - Tabled to 7/22/20 meeting
- 9. Discussion and Consideration of Grant Agreement #2019-P-12 with Tillamook County - Transient Lodging Tax for Destination Management with Authority for General Manager to sign. Michele explained the \$75,000 grant will be applied to repairing the louvers on the roof of Hangar B to improve ventilation, but she

needs clarification from the County about the matching funds requirement and exactly how much the Port must have on hand. She has contacted the County but hasn't received an answer yet, so the board agreed to table the issue until the 7/22/20 meeting.

10. Discussion and Consideration of Draft Continuity of Government (COG) Plan – tabled from May/June meeting. Michele explained that she had expected the plan to consist of about eight pages but it ended up being much longer. Matt suggested having a check-off list at the front of the plan for quick reference. Chris said the plans he has seen have been streamlined. Jack and Matt took copies and will try to pare it down to make it more user friendly. They suggested having a short plan as the base with appendices containing more detailed information that could easily be updated as needed. It has been tabled for review by Jack and Matt.
11. Discussion of Railroad Use of Property Fee Schedule. Michele asked the board to review the current fee schedule to see if there should be any changes. After discussion the board agreed to drop the words “single service” from the Utility Line Crossing; fix a couple of typographical issues; and to keep all the rates unchanged. Jim stated that it is important that the policy is enforced and things don't just slip by.
12. Old Business:
  - a. Update of DEQ Appeal and WOTUS update – DEQ reduced the fine from \$19,800 to \$17,000 after an informal appeal. Michele is checking with Tillamook Biogas to see if they want the Port to formally appeal (since they are responsible for the fines and the Port's legal costs) or to accept the offer to settle.
  - b. Grant Applications – Michele submitted the project intake form for a Business Oregon grant to fund planning the expansion of the Tillamook Airport Business Park for future flex space and to accommodate Near Space's need for more office space. The form has gone to peer review and Michele expects to hear back within a couple of weeks whether the Port will be invited to apply for the grant.
  - c. CARES Act Airport Funding Letter – The letter states that any 2019 FAA AIP grants that have been delayed and issued in 2020 will be funded at 100% through the CARES Act, so no match funds are needed. Any unused COAR grant funds from the 2019-2020 cycle will go back into the COAR program.
  - d. Building #19 – update. Michele is waiting to get a quote back from ServPro for managing the bidding process for fixing the issues with the building.
  - e. IRS issues – Michele talked to Gwen about the letter to the IRS she is supposed to complete requesting a refund of the overpayment. Michele estimated the amount to be about \$40,000 - \$60,000 but the draft letter

Gwen wrote only asked for \$13,000, and she has billed the Port more than that to date. Michele asked the board for guidance on how to proceed and they felt that she should discontinue with Gwen and that Pami and Michele should send a letter to the IRS themselves.

### 13. Manager's Report – Discussion

- a. ODA Pavement Management Program (PMP) Update. Each airport in Oregon gets \$20,000 of grant funded work every three years for pavement repairs. The Oregon Department of Aviation assesses the need and sends in the contractors to do the work. This year TMK had the cracks in the asphalt near the FBO and taxiways filled in.
- b. SDAO
  - i. Leadership changes – Michele moved up in position and is the new Board President
  - ii. Board Leadership Academy has classes available if any commissioners are interested.
- c. SD9 Properties within Industrial Park. Michele spoke with Superintendent Curt Shelley about improving the appearance of SD9 buildings but he doesn't want to invest the funds required. Jack suggested it might be a candidate for a senior project. The fact that it is lead paint could be a complication, though. Michele suggested mounting a "School District #9" sign to inform the public of the buildings' owner.
- d. Accounting Assistance – contract was not renewed with the CPA due to some reports not being filed and others filed unnecessarily for payroll.
- e. Update on Tillamook BioGas – work on tank one has been completed and manure from tank two is being transferred to tank one to aid in cleaning the solids out of tank two. Work is progressing on tank three.
- f. FAA AIP Grant Closeout – Apron A2 Rehab, Phase I was closed out on June 23, 2020. Phase I moved the fence, but did not complete the 2" asphalt overlay over the full area.
- g. Email from FBB regarding OPFA support (and letter) for Maritime Administration Emergency Relief Act to Representative DeFazio in support of making more funds available for small ports as part of the COVID-19 relief programs.

### 14. Board Member Comments/Requests/Reports

- a. Sierra Lauder – Board workshop ideas (financials) – Sierra asked if there is interest from the board for some training in reading financials and Special District budgets since they differ in important ways from for profit budgets. She wondered if there are other local agencies that might be interested in attending. Michele offered to schedule a tutorial with Milt, the CPA who helps Pami prepare for the audit each year. Pami said she would discuss it with him the next week.  
Only Sierra, Rita Welch and Carolyn Decker were at the last FOTAM meeting. Michele received an email from the legal counsel used to set up

the 501(c)(3) for FOTAM, that they had received notice from the IRS that filings had been missed for the last three years. Michele forwarded the email to Bruce Lovelin, as well as Matt and Sierra since they are the board liaisons to FOTAM. Sierra said that she feels that FOTAM doesn't have the organizational structure to handle the administrative duties required. There was discussion of whether it should continue as is, or should the Port have staff to provide the service. Michele will talk to legal regarding options for restructuring FOTAM.

- b. Jim Young – TLW is still researching the process of providing broadband to residences.
  - i. Col-Pac/NW Oregon Broadband Action Team – draft info on establishing a team to assist in identifying needs and then working on a local level to invest in areas for the most benefit.
- c. Jack Mulder – STIA has moved to quarterly meetings (next meeting August 7). A survey of the rails revealed that most of the tunnels are in good shape, except for one, which is collapsed. OCSR leases the rail up to Enright but the rail is impassible after Mohler due to slides. Since the lease requires maintenance of the line, this may be a source of conflict with STIA if it is decided to develop only trail in that area.

Recessed Regular Meeting and entered Executive Session @ 8:49 p.m. per ORS 192.660 (2) (i) for Performance Evaluation of Public Employee. Exited Executive Session and reconvened Regular Meeting @ 9:13 p.m. **Matt made a motion to adjust the General Manager's compensation for missed salary payment amounts not paid per her contract since 2008. Payment shall be made in two payments; \$13,782.01 in FY 2020-2021 and the second payment of \$13,782.00 in FY 2021-2022. Jim seconded and the motion carried 5-0.**

- 15. Communications – **info only/no discussion/no action**
  - a. Press Release on Commissioner Sween
  - b. Email on with current OBDD funding interest rate
  - c. Senator Merkley's Climate Smart Ports Act of 2020
  - d. August Regular Board Meeting – August 20, 2020 at 6:30 pm

A special meeting will be held on Wednesday, July 22 @ 4:00 p.m. regarding the TLT grant, the General Manager Review planning and process, and the property discussion.

- 16. Adjournment @ 9:22 p.m.