



APPROVED 10/15/2020

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

4000 BLIMP BLVD., TILLAMOOK

THURSDAY, SEPTEMBER 17, 2020, 6:00 P.M.

1. Call to Order @ 6:01 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; Sierra Lauder and Chris Sween. Matt Mumford joined the meeting @ 6:07 p.m.

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

Presenter: Colin Walker, East Elementary School

Oregon Coast Railriders: Kim Metlen; Anita Metlen

Tillamook Pilots Association: Pat Bening

- 2. Citizen Comment for Items Not on the Agenda –** Kim Metlen expressed his thanks to the board and to Michele for all their support and help throughout the years regarding their railriding business in Tillamook County. Anita spoke of how they appreciated their relationship with the board. Jack thanked them on behalf of the Port and said that the Port valued them and their business's contribution to the community.

Pat Bening, from the Tillamook Pilots Association, (TPA) spoke of the passing of Harold Schild who was a long time member and was currently serving as Treasurer. A new Treasure will be named soon. The group is becoming more active and cohesive. The private pilot ground school run by Mark Farrier currently has about eleven students enrolled and there are several flight instructors active at the airport. TPA wants to liaise more extensively with the Port and Pat will be attending more of the board meetings, serving as the new liaison. This will allow them to be better informed of actions affecting the airport. She spoke of the security cameras purchased with a grant from PUD to be installed to monitor one of the runways. She said the system still needs an IP address and Michele said she has been working with Eric Lessor to get a dedicated IP address for a camera. The Port has received a TLT grant to mount a second antenna on Hangar B for a camera for the Air Museum and the TPA

camera would also be able to use that signal. Michele wasn't sure of the timeline for the installation though. An alternative until the antenna is mounted would be for TPA to subscribe to a monthly internet service, and Pat was going to investigate Century Link or other options. Jack asked if TPA is a 501(c)(3) non-profit and she said yes, for the purpose of promoting aviation.

3. Community Opportunity: Presentation on a Disc Golf Course at the Port of Tillamook Bay - Colin Walker told the board that he would like a no-fee lease for space on the Port for an 18 hole course. He teaches Disc Golf for Tillamook School District #9 and said that participation in the sport is increasing greatly, with several new courses being built along the coast. He described the sport as low cost; family-friendly; and low maintenance. Wooded terrain is preferred and the activity fits in with the Future Land Use Plan approved by the board; also, the presence of the players would discourage undesirable activities in the area. Volunteers would maintain and run the course; and the competition events held will bring people into local restaurants and lodging. Colin asked the board for twenty or thirty acres of land for the course, plus some for a parking area; and about \$20,000 for the equipment for 18 holes. He suggested that parking fees and donations would provide funds to reimburse the Port for its investment and that another possible source of funds for the equipment could be to solicit \$1000 sponsorships of each hole from local businesses. Jack suggested that Michele and Rita follow up with Colin with input from Industrial Park staff and come back to the board with a proposal.

4. Consent Agenda

- a. Minutes from August 20, 2020 Regular Meeting
- b. Lease Order #20-16 City of Tillamook; Hoquarton Spur and a Landing Pad; Recreation; open ended term
- c. Lease Order #20-20 Petersen Construction; Bldg. 11, Unit A; Storage and Office Space; 2 years
- d. Lease Order #20-21 Storm Rock Creative; Bldg. 11, Unit O; Photography Studio; 2 years
- e. Lease Order #20-22 Brad Teed; Hangar #37; Airplane Storage; mo. to mo.
- f. Lease Order #20-23 Gabriel Dinu; Hangar #25; Airplane Storage; mo. to mo.

Jim Young moved to approve Consent Agenda as presented; Sierra Lauder seconded and the motion passed 5-0.

5. Office Administrator Report:

- a. Draft Financials – Pami had previously met with Chris Sween in his capacity as Treasurer to go over the financials and familiarize him with the process for a municipality. They will continue meeting to discuss the financials each month on the Tuesday before the board meeting and Chris will review the bank statements after Michele has seen them. August 2020 financials are on target with the budget. Museum revenues are higher than expected because they were budgeted low due to the uncertainty from the Covid-19 pandemic. Sierra asked about the costs associated with the upgrades to the

accounting system and where they are reflected in the financials. Pami reported that those were purchased in September, so will be on the September financials.

- b. Insurance Claim – wind damages to the awning and roof of Building 11 and the roof of Building 56 are covered by insurance with a \$2500 total deductible.
- c. Special Meeting – Financials 101 with Milt. Pami presented the board with the choice of October 29; November 5 or November 12 to meet with Milt. The board decided either November 5 or November 12 @ 6:00 p.m. would work for them so Pami will confer with Milt and contact them with the final date. Pami asked the board for suggestions of what they would like Milt to cover in the meeting.

6. Tillamook Air Museum Director Report – Rita Welch

- a. Wind damage update: Air Museum staff are completing repairs on the hole in the northeastern side of Hangar B. The damage isn't covered by insurance but Rita is tracking the costs of materials and staff time for the repairs.
- b. Meeting with FOTAM – Rita offered the dates of October 9, 16 or 21 for the joint meeting. The board decided on October 16 @ 10:00 a.m. and Rita will report back to the FOTAM board with that. Sierra suggested that the Port board be prepared with their discussion points to facilitate the meeting.

7. Discussion and Consideration to Amend Resolution 2020-2021 #1, Business Resolution – The board meetings will be held on the first Tuesday after the 15th of the month beginning January 19, 2021. **Sierra moved to Approve Amending Business Resolution 2020-2021 #1, Business Matters, Appointment Authorization with the changes presented with the small correction of changing the meeting times to the first Tuesday after the 15th, beginning calendar year 2021. Chris seconded, motion passed 4-1, Matt opposed.**

8. Old Business:

- a. Discussion and Consideration of Promissory Note and Amendment to Deed of Trust with Helping Hands, and Authority for Board President to sign documents – Michele is working with attorneys to verify that POTB is the first on the loan, but since the refinance company is also represented by Jordan Ramis, she is waiting to see if they can continue without a conflict of interest.
- b. Discussion of Current Strategic Business Plan Goals in relation to General Manager Annual Evaluation. Jack Mulder is still working on this.
- c. Discussion and Consideration of Draft Continuity of Government (COG) Plan – tabled from May meeting; pending Mulder/Mumford review and recommendations. Jack suggested condensing the document but to pass it and review it in three years. **There was consensus to accept the plan.**
- d. Grant Applications – update
 - i. OBDD Brownfield Grant Award - Building #69 Demo and Cleanup was approved and will be put out to bid soon.

- ii. OBDD PPM Grant for Airport Business Park Expansion – still waiting for documents.
- iii. NPDES Application – Approved, awaiting OBDD contract.
- iv. Coronavirus Relief Funding (CRF) – Received the requested funds from the first round.
- v. TLT – Hangar Venting. The County Commissioners will be signing the grant next week and then it will go out to bid.
- e. Building #19 – update: HVAC is going out to bid.
- f. IRS Update – Still waiting for a reply to letter to IRS.

9. Manager's Report – Discussion

- a. Map of Port (on screen)
- b. Fire on the Port – September 7 – 9, 2020: The fire started at the septage receiving area due to a PUD transformer arcing and moved from there. Septage receiving was without power for four days. Tenants were instrumental in containing the spread. PUD might be liable for losses.
- c. Trail discussion with City of Banks- contracted out for vegetation control of area and they cleared the trees and brush. Michele contacted the City regarding their interest in taking over the 60' right of way to use for a trail and which they will maintain.
- d. Airport trees in avigation easement – maintenance update: The Port notified the two homeowners that the trees will either be cut shorter or taken all the way down, depending on the response from them.
- e. AquaPrawnics is a potential tenant for the site of Building 69 in the future, nothing is decided yet. They would like the off-heat from the digester to warm the water in tanks used to raise shrimp and the offal from the process may go in with the fiber created by the digester process. Michele connected them with Regional Solutions for help navigating the various government entities involved. She will provide updates as they come in.
- f. Towers for SD9/County with CS&S. Eric Lessor will be installing the tower on top of Hangar B for the Air Museum funded with the TLT grant and will also install some cameras around the Port. He is asking to use Port property to install a 150' tower on the south side of the Port to boost internet access in the area. The board needs more details for the contract but are open to having the tower on the Port. Michele will follow up as needed.
- g. TPA Camera Install – Eric will install the security camera on the airport, with the understanding that Near Space activities will not be in its view.
- h. Tillamook PUD Letter Re: PPA – PUD letter notified the Port of the termination of the Power Purchase Agreement since the digester has not restarted.
- i. Inquiry from TerraPact – The board decided to take no action.

10. Executive Session per ORS 192.660 (2) (e) for Real Property – recessed Regular Meeting and entered Executive Session @ 8:54 p.m. Exited Executive Session and reconvened Regular Meeting @ 8:59 p.m.

11. Board Member Comments/Requests/Reports – Jack thanked Michele for coordinating with OCSR during the Pike Fire for clearing trees and brush from the railroad right of way behind the Creamery.
12. Communications – **info only/no discussion/no action**
 - a. October Regular Board Meeting – October 15, 2020 at 6:00 pm
 - b. **Special Meeting in November, TBD – Financials 101 with Milt**
 - c. November Regular Board Meeting – November 19, 2020 at 6:00 pm
 - d. Closed for Thanksgiving holiday – Thursday 11/26 and Friday 11/27, 2020
 - e. December Regular Board Meeting – December 17, 2020 at 6:00 pm
 - f. Closed for Christmas holiday – Friday, December 25, 2020
 - g. Closed for New Year’s holiday – Friday, January 1, 2021
13. Adjournment @ 9:18 p.m.