



APPROVED 8/20/2020
MINUTES
BOARD OF COMMISSIONERS
SPECIAL MEETING
WEDNESDAY, JULY 22, 2020, 4:00 P.M.
VIA ZOOM – Contact mbradley@potb.org

NOTE TO PUBLIC: This Agenda was convened, with no changes, and recessed and resumed over 3 separate dates. Posting was not required for each date.

Call to Order @ 4:10 p.m.

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

Port Staff: General Manager Michele Bradley; and Margaret Amick

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. The Port applied for a \$75,000 brick and mortar grant for a multiyear project to repair/replace the vent louvres in the peak of the Hangar B roof. This would alleviate the accumulation of moisture on the wood trusses. The county wanted more information on how the money would be used if that project was determined to be unfeasible, so Rita and Michele developed a list of alternative projects for the funds. Options include: redoing the heating in the exhibit hall, conference room, and gift shop; replacing the awning over the museum entrance; replace the carpet in the gift shop, conference room and exhibit hall; purchase an aircraft tug and resurface the area under the tent; and move the plane on a stick into the exhibit area inside the Hangar. Jack was concerned that funds would be used for the smaller projects instead of on Hangar B but Michele clarified that all the costs for the Hangar B project have not been identified but it is the priority for the funds. **After further discussion, Matt moved to Approve the Grant Agreement #2019-P-12 with Tillamook County- Transient Lodging Tax for Destination Management with Authority for General Manager to sign. Sierra seconded and the motion carried 5-0.**

Executive Session per ORS 192.660 (2) (e) for Real Property Transactions –
Recessed Regular Meeting and entered Executive Session @ 4:22 p.m.

Resume Meeting - recessed Executive Session and resumed Regular Meeting @ 5:09 p.m.

Workshop: Current Strategic Plan Goals in Relation to General Manager

Evaluation. It was asked whether the time frame covered by the General Manager's evaluation will be fiscal year or calendar year. Using the calendar year allows the goal setting to take the financials into account when a project needs to be funded over two budget cycles. Also, a progress check at the time of the new fiscal year will help the G.M. to keep on top of the goals set for her.

The board worked to identify about five goals for the G.M. to achieve during the balance of 2020 for her next evaluation. Some of them will be directly from the Strategic Business Plan (SBP), and others will values based. Jack spoke of how to make them SMART Goals: Specific; Measurable; Actionable; Relevant; and Timebound. He talked about the need to resolve what to do about Hangar B; how to determine the position of most of the locals on preservation or demolition; and how to obtain the necessary funds for either solution. He also mentioned the need for marketing and suggested finding resources for educating the board on how to identify effective methods for reaching out. After much discussion, several goals were identified:

1. Complete the long term plan for the wastewater treatment system
2. Complete the feasibility study for the Airport Business Park and Near Space expansion
3. Marketing
 - a. Schedule a workshop for the Port board – Introduction to Marketing
 - b. Bring a plan to the board for having a marketing employee or consultant
4. Hangar B – begin process of resolving disposition of building
5. Raise the standards of the Port – Institute virtual or physical field trips to other facilities for major staff for the exchange of methods, tools and ideas

There was still a lot to resolve, so it was agreed to recess and continue in a week.

The next Regular Board meeting will be on August 20, 2020.

Recessed meeting @ 6:04 p.m. - to resume Wednesday, July 29, 2020 @ 4:00 p.m.

WEDNESDAY, JULY 29, 2020, 4:00 P.M. VIA ZOOM

Resumed meeting @ 4:09 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; Chris Sween; Sierra Lauder (@ 4:19) and Matt Mumford (@ 4:44)

Port Staff: Michele Bradley and Margaret Amick

Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2) (e) for Real Property Transactions @ 4:10 p.m.; recessed Executive Session and reentered Regular Meeting @ 4:40 p.m.

Workshop: Current Strategic Plan Goals in Relation to General Manager

Evaluation continued from 7/22/20 meeting:

4. Hangar B – Identify options: Sustain and repair @ approximately \$20 million; tear it down @ approximately \$2 million; or wait for it to fall down possibly incurring collateral liabilities and the same clean up costs. The board discussed the pros and cons of each option and what would be required to accomplish them. They talked about having conversations with local, state and federal government officials about the future of the hangar; assessing the willingness by them to support the different options; whether the Port currently has staff able to perform the work; whether to propose a bond request; or just sell the building cheap for its recycle value? What is the timeline for coming to a decision?

There was a suggestion to ask Visit Tillamook Coast if they could offer any help in conducting a survey to gauge community support for preserving Hangar B and having an open house/listening session (virtually?) for feedback from the public. Could VTC help with marketing to promote the 80th birthday in June 2022, possibly with the slant of “Rebirth or Funeral?”?

The board discussed the criteria for the General Manager’s annual performance review. It was suggested that 50% of the incentive be based on goals, 50% on the G.M.’s individual performance review. The board agreed to meet once more to validate the plan.

The meeting will be continued on Wednesday, August 5, 2020 @ 4:30 p.m.

Recessed @ 6:20 p.m.

WEDNESDAY, AUGUST 5, 2020, 4:30 P.M. VIA ZOOM

Resumed meeting @ 4:33 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Jim Young; Chris Sween; Sierra Lauder and Matt Mumford (@ 5:15)
Port Staff: Michele Bradley and Margaret Amick

Workshop: Current Strategic Plan Goals in Relation to General Manager

Evaluation continued from 7/29/20 meeting:

Jack said the incentive section for the G.M.'s review isn't complete yet so the vote will be delayed. He asked the board if the review should run on a calendar year or the fiscal year. The advantage to running it on the calendar year allows the goals to be set at the beginning of the year and when the budget is created any funding needed can be included. Also, Michele can give a progress report at the beginning of the fiscal year to see if any adjustments need to be made to the goals. Set goals in January – create budget in Feb/March – check up in July. It was decided that any COL wage increase in July will offset part of any wage increase awarded at the annual review.

Jim is concerned that the board is being too specific and are setting goals for the General Manager that are more like goals that would be set for a supervisor and that the board should be setting strategic goals that move the Port forward. This would give the board the flexibility to evaluate the performance of those goals without getting distracted by shifts in tactics over the course of the year. Sierra said she believes the goals provide structure to the process. Matt said that board members can contribute by supporting the G.M. in meeting with people or groups. Chris says he agrees with setting goals to keep the projects in view and not slip between the cracks. There was consensus to accept the list of goals. Jack will finish writing up the incentive portion to be voted on at the August 20 meeting.

The discussion regarding Hangar B will be continued. Jack provided links to information on the Tustin hangar that are being repurposed.

Jim commented that he thinks the board's efforts in marketing are a waste of time since people looking for the facilities will seek out the Port. Jack spoke of the difference between advertising; customer outreach; and marketing. Sierra spoke of her vision of how the public would view the Port and how it works. She thinks the Port's perfect marketing plan includes educating the public about the faces behind the Port and what the Port actually does. Jack spoke of the need for a common language in talking about marketing and advertising. There was more discussion of needing a marketing consultant or employee to perform those duties.

Adjournment @ 5:39 p.m.