



APPROVED 4/2/2020

MINUTES

BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
THURSDAY, FEBRUARY 20, 2020, 6:30 P.M.
POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order @ 6:37 p.m.
Recognition of Persons Present:
Commissioners Jack Mulder; Jim Young and Matt Mumford; Sierra Lauder absent
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
Guests: Bruce Lovelin, FOTAM and John Taber, proposed FOTAM board member
2. Public Comment for Items Not on the Agenda – None
3. Discussion and Consideration of Appointing John Taber to the Friends of Tillamook Air Museum Board - Bruce Lovelin, FOTAM, and John Taber
 - a. FOTAM Minutes from meeting on January 24, 2020 where Bruce introduced John Taber as a potential board member. The FOTAM board voted to nominate John as a candidate for approval by the POTB board. John spoke about his background and qualifications for becoming a board member and his deep interest in preserving and promoting Hangar B. **Jim Young moved to appoint John Taber to the FOTAM Board of Directors, Matt Mumford seconded, and the motion carried 3-0, Sierra Lauder absent.**
4. Board Declaration of Vacancy – Position #3 **Matt moved to open the Board Declaration of Vacancy for Position #3 to the public; Jim seconded and he motion passed 3-0; Sierra absent.**

5. Discussion and Consideration of Position #3 Appointment – opened for public applications instead of appointing someone directly tonight.
6. Consent Agenda
 - a. Prior Meeting Minutes – Regular Meeting January 16, 2020
 - b. Lease Order #20-02; Afloat Ministries; Bldg. #23; Warehouse & Tiny Home Construction; mo. to mo.
 - c. Lease Order #20-03; Michael Slay, dba Slay Industries; Bldg. #12; Artist Studio & Gallery; mo. to mo.
 - d. Lease Order #20-04; Ed Storo; Hangar #25; Storage; mo. to mo.
 - e. Lease Order #20-05; Greg Mayotte & Wade Conrad; Hangar #22; Storage; mo. to mo.
 - f. Financials January 2020 – Pami reported the budget is on track with 42% remaining overall. There was discussion of the amount of detail needed in the line items and it was decided that no changes are needed. Pami asked the commissioners to confirm that they will be available on April 23 for the budget meeting. **Matt moved to approve the Consent Agenda, Jim seconded and the motion passed 3-0; Sierra absent.**
7. Discussion of Port property development – Sarah Absher, Director, Tillamook County Community Development Department was not available, no discussion.
8. Discussion and Consideration of Federal Aviation AIP Grant 3-41-0060-018-2020 for Phase II of Main Apron Rehabilitation, and Authorization for General Manager to Sign Grant Documents (if received prior to next meeting). Michele reported that the timeline for applying for the grant has been moved up to April 1, 2020. She hasn't received the documents yet but wants to be able to submit them immediately, potentially before the next board meeting. The grant provides approximately \$200,000 for the construction phase of the project. **Matt moved to Approve Consideration of Federal Aviation AIP Grant 3-41-0060-018-2020 for Phase II of Main Apron Rehabilitation and Authorize the General Manager to Sign Grant Documents (if received prior to next meeting). Jim seconded and the motion passed 3-0; Sierra absent.**
9. Discussion and Consideration of By-Laws Change for new meeting time. The 30-day public notice for by-law changes has been completed. **Matt moved to approve the change in the POTB Regular Board meeting day and time to the third Thursday of each month at 6:30 p.m. Jim seconded and the motion passed 3-0, Sierra absent.**

10. Old Business

The board agreed that the water rate issue with the City of Tillamook has dragged out too long. The lack of progress from the City regarding a joint meeting to discuss that issue and others, prompted the board to direct Michele to send a letter to the City with an invoice at the current rate for the easement on the Hoquarton Trail section of the railroad right of way.

11. Manager's Report –

- a. SDAO Conference – Matt and Sierra both attended the conference and the Urban Renewal class at the conference. Matt said the conference was a really good program.
 - i. A copy of the Tillamook Urban Renewal Agency Annual Report was enclosed at Commissioner Mumford's request.
- b. Airport UAS Opportunities –
 - i. Met with OBDD staff to discuss how the deficiencies for winning UAS business to the Port can be fixed; how Business Oregon can be more helpful in the future in pursuing UAS businesses; and how to develop the Airport Business Center on the Certified Site acreage. Michele said that Near Space is needing to expand their office space, possibly across the street. She talked of the need to build out for them with additional workspaces to accommodate future test site groups, adding more as the spaces are filled.
 - ii. TUTR update - The process for assisting potential customers was a good experience for future opportunities that may come along.
- c. Update – Airport Grants
 - i. COAR Applications – the Oregon Dept. of Aviation awarded the Port two grants to provide matching funds for FAA grants toward the Main Apron construction and to replace the AWOS.
 - ii. FAA Supplemental – Michele spoke to Ian at FAA and the Port will be receiving a supplemental grant of \$3,000,000 from FAA to finish the 2 inch overlay paving on the previous half circle and a 2 inch overlay on the Near Space circle. It could be up to 12 months before the Port receives the documentation and Michele wants to try to improve the access road to UPS with funds, also.
 - iii. FAA CIP
 - iv. HB 4036 – following the bill's progress in the Oregon legislature.
 - v. Michele has been asked to attend the Association for Unmanned Vehicle Systems International (AUVSI) conference in Boston, Massachusetts for a week in May. All the major parties involved in UAS development and testing will be there and it presents an opportunity for a group from Oregon to promote TMK. The board believes that in-person contact would be more effective than sending brochures to the conference so they reached a consensus for Michele to attend.

Matt asked Michele who would be able to step in to cover for her if she wasn't available for an extended period. Michele said Pami

Boomer knows the day to day operations and Josh Balmer knows the railroad and a lot of the history since he was with the Port before her. Jack said that needs to be a subject for the next couple of meetings.

- d. Landfill #1107 early closure update (verbal) – will probably be on March agenda with RFQ paperwork.
- e. Emergency Operations Plan Update – Aaron is working on it and process is moving along.

12. Committee Reports

- a. Salmonberry Trail – Jack Mulder reported the finalizing of the transition from the Forest Heritage Trust to the Salmonberry Trail Foundation (STF) for the administration of funds. The Foundation is selecting an interim executive director until they can find a permanent one.
 - i. Third Amendment – he provided a copy of the Third Amendment to the Salmonberry Trail IGA which adds Washington County as a Member Agency with representation by a Director on the Board. STF is applying for a TLT grant to fund a project manager position and Michele submitted a letter of support from the Port.
 - ii. Admin storage at POTB – STIA documents are now being stored at the POTB offices since Oregon Solutions isn't performing administrative duties for STIA anymore.
- b. Friends of Tillamook Air Museum (FOTAM) – Matt said that he and Sierra have discussed FOTAM and POTB having their meetings on the same day, with FOTAM first, dinner and then the POTB meeting afterward.
- c. Tillamook Lightwave – Jim Young reported that TLW is considering adding residential service of fiber optic since the other internet providers in Tillamook County are not offering it locally. Jim isn't in favor of it since there is a big difference in customer expectations and overhead expenses. Jack suggested putting the word out to see if the other local providers will step up to provide fiber optic service.
- d. NWACT – Jim reported that a committee has been set up to pursue solutions to the poor communications on Hwy 6 and to solicit help from the government to implement them.

13. Communications

- a. Draft 2020 Board meeting schedule
- b. Oregon SEI Electronic Filing – confirm email received?
- c. Next Regular Meeting: Thursday, March 19, 2020 at 6:30 pm
- d. April – board meeting moved
 - i. Budget Committee Meeting, Thursday 4/23/20 at 4:30
 - ii. Board dinner in between
 - iii. April Regular Board meeting, Thursday 4/23/20 at 6:30

14. Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2)(i) for performance evaluation of a public officer or employee @ 8:40 p.m. Exited Executive Session and resumed Regular Meeting @ 9:58 p.m. **Matt moved to increase Michele's salary to \$110,738.71. Since a raise was given, the 3% COLI will not be added in July 2020 with the other staff, per her contract. Jim seconded the motion which passed 3-0, Sierra absent.**
15. Adjournment @ 10:03 p.m.