



APPROVED 2-15-23

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING AND JOINT MEETING WITH
THE FRIENDS OF TILLAMOOK AIR MUSEUM
PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, JANUARY 18, 2023 AT 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

Any comments or written testimony, if allowed, may be submitted to mbradley@potb.org up to 3:00 pm on the afternoon of the meeting

1. Called to Order @ 6:00 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder, Bill Baertlein and Kevin Stoecker. Absent: Jack Mulder and Matt Mumford
Port Staff: General Manager Michele Bradley, Rita Welch and Margaret Amick
Public: Gary Bond

Public Comment for Items Not on the Agenda - None

2. Air Museum Director Report – Rita Welch (verbal)
 - a. Summary findings from Wood Research and Development’s (WRD) work. She received the full report with a summary email from Dan Tingley at the end of December. He wrote that approximately 10% of the structural elements show signs of degradation requiring restoration. Given that the excess moisture in the highest part of the roof is fairly recent from when the monitor vents were sealed up, he found that the hangar is in better condition than he expected. WRD was unable to inspect the trusses directly under the monitor due to the height limits of the lift, so he recommended inspection of the area by rope access be performed soon to evaluate the condition of the wood immediately below as he suspects it may have more decay than the already inspected areas. The summary concluded with a prioritized list of recommended actions for the restoration of Hangar B. The top priority is repairing the leaking roof on the monitor and restoring the venting to stop the accumulation of moisture that is degrading the wood. Rita read the 400 page report (minus some data points) and made highlighted notes that are available for the board members to view if they want. There was discussion of first

finding funds to replace the roofing to stop the water leaks and then any remaining or further funds would be used to remove the tin covering from every other louver to increase the ventilation. Rita said that WRD's cost estimates are in line with quotes she received from roofing contractors in the past. Michele asked about scheduling a workshop with FOTAM to discuss the report and next steps. The board discussed holding a stakeholder meeting with leaders from government and organizations that potentially have funds to award for community projects. It was decided to hold the workshop at the board meeting in February right after the joint meeting if all five commissioners are in attendance. If any are late to the meeting, then the workshop will begin when they arrive. There will be discussion of the invitation list for the stakeholder meeting.

- b. New aircraft – the museum has acquired a PT-22 from Peterson in Vancouver; Christian is in talks with Doug Scoggins regarding acquiring for exhibition a UH-60A Blackhawk helicopter they are retiring. Staff are looking into the initial and annual costs for budgeting. Rita hasn't received official approval from the Air Force yet for the loan of aircraft.
- c. Note: Joint meeting with FOTAM rescheduled to February 15.

3. Office Administrator Report – Pami Boomer wasn't present but she provided the Financials from December and the Capital Outlay Details report through December 2022.

- a. Audit Update – The audit went smoothly, with the Port receiving a clean report.

4. Consent Agenda

- a. Minutes for 11/16/2022 - Regular Meeting (no meeting December 2022)
- b. Lease Order #23-01 DeLaval, Inc.; Bldg. #11, Unit G; Warehousing; 3 years w/three (3) additional 3 year extension options
- c. Lease Order #23-02 Josh Gingerich; Hangar #4 – Tillamook Airport; Aircraft Storage; mo. to mo.

Bill moved to approve the Consent Agenda, Kevin seconded and the motion passed 3-0; Jack and Matt absent.

5. Manager's Written Report and Discussion –

Michele Bradley reported that parts for the Automated Weather Observing System (AWOS) have been delayed and installation is expected by the end of January.

She has been working with Oregon Department of Human Services (ODHS) on locating Emergency Response containers on Port property. She also has been helping the Office of Resiliency and Emergency Management (OREM), within ODHS, coordinate a practice Cascadia military operation for dropping emergency supplies, tentatively scheduled for early February.

Oregon Occupational Safety and Health Division (OSHA) investigated a safety complaint regarding WRD and its tie-off procedures during the inspection of Hangar B and found the complaint to be without merit. OSHA conducted a routine inspection of the Port and issued two Other Than Serious citations; the first for overlooking the filing of the OSHA 300 Log for 2019 and 2020, and the other because the OSHA 300A Summaries for 2019 and 2020 weren't signed. The Port filed the required paperwork and performed staff training to prevent further occurrences. OSHA instituted no penalties for the citations.

Michele has been in talks with Brad York from the Tillamook Beekeepers about their request to construct an apiary and garden for raising queen honeybees and as a demonstration and education site for both the public and beekeepers. He also requested the Port to waive the rent. The requested location is on the northeast corner of the Officers Mess Hall where they already have office and honey processing space. The board was reluctant to commit to the requested location and free rent, and suggested the area closer to where Food Roots has their hoop houses. Michele will follow up with the Beekeepers.

Christian Gurling sent Michele a letter of appreciation for the support she and the board have given to the Museum. By allowing Rita and the staff the freedom and flexibility to follow through on many of their ideas, management have furthered the achieving of the Museum's potential. Christian also praised Rita and the rest of the staff for their skills in bringing about the improvements to the displays and to the Museum as a whole.

Jennifer Trost, a tenant in Hangar B, sent an email to Rita thanking her and the Museum staff for their help in setting up a place for her to display and sell her pottery during the Santa Claus and the Grinch event on December 10. She almost sold out her stock and was very grateful for the exposure.

Michele reported she signed Amendment #2 to the Memorandum of Understanding (MOU) for the Regional Water Supply Planning extending the date of completion to April 30, 2024. No other changes were made.

6. Discussion and Consideration of Oregon Department of Transportation (ODOT) Request for Land Use for the Highway 101 Improvements located in the POTB Right of Way on 3rd and 7th Streets in Garibaldi and Authorization for General Manager to sign. Michele told the board that ODOT would like the Port to donate a 46 sf section and approve temporary construction easements for the 3rd and 7th Street areas. The board discussed the benefits to the public of the proposed improvements by ODOT and the minimal impact to the Port. ODOT will be responsible for all costs from associated with the legal paperwork. **Bill moved to approve the ODOT Request for Temporary Land Use for the Highway 101 Improvements located in the POTB Right of Way on 3rd and 7th Streets and donate the 46 sf for the Garibaldi project and Authorize the General Manager to sign. Kevin seconded and the motion passed 3-0; Jack and Matt absent.**

Michele received a call from Washington County regarding the project at the Banks intersection. They would like a construction easement for a section of the right-of-way and a donation of a sloping easement along Hwy 47 and another section by NW Banks Rd. There was a question of how the agreement with STIA would affect the response to the request. The board suggested that it might help the approval process if the county could perform some work on the trail parking lot or help with funding for the trail. Michele will continue to follow up.

7. Discussion and Consideration of Resolution 2022-2023 #5 Authorizing a Loan from Oregon DEQ through the Clean Water State Revolving Fund (CWSRF) for \$1,410,500 for the Port's Wastewater Treatment Plant Improvement Project, Letter from POTB Attorney, and Authorization for General Manager to sign grant/loan documents. The board was reminded that the Port must make improvements in the Wastewater Treatment Plant in order to remain in compliance with the Oregon DEQ Wastewater discharge permit. Staff have been working with DEQ to obtain a loan through its Clean Water State Revolving Loan Fund to design and construct the needed improvements. A portion (\$500,000) of the loan will be forgiven if the Port meets the conditions in the agreement. **Bill moved to approve Resolution 2022-2023 #5 Authorizing a Loan from Oregon DEQ through the Clean Water State Revolving Fund (CWSRF) for \$1,410,500 for the Port's Wastewater Treatment Plant Improvement Project, Letter from POTB Attorney, and Authorization for General Manager to sign grant/loan documents. Kevin seconded and the motion passed 3-0; Jack and Matt absent.**

8. Discussion and Consideration of Memorandum of Agreement (MOA) between the Port of Tillamook Bay and the Oregon Department of Human Services to Provide Land for Siting Emergency Response Containers on Port land and authorization for General Manager to sign. Michele didn't receive the MOA prior to the board meeting but asked for approval so she can go forward when it is received. **Bill moved to approve the Memorandum of Agreement (MOA) between the Port of Tillamook Bay and the Oregon Department of Human Services to Provide Land for Siting Emergency Response Containers on Port land and authorization for General Manager to sign. Kevin seconded and the motion passed 3-0; Jack and Matt absent.**

9. Commissioner updates and written reports-
 - a. STIA – last meeting covered a possible partnership with Oregon Coast Scenic Railroad.
 - b. Tillamook Lightwave will meet on 1/24/23, Sierra won't be able to attend so Bill will be there and will report back on any discussion of potential restructuring. Michele included a copy of the letter from Doug Olsen with his suggestions on how to proceed if the decision is made to restructure TLW.
 - c. FOTAM will attend a joint meeting with the Port on February 15. Rita is optimistic that the board members are starting to get serious about training and responsibilities.

10. Executive Session per ORS 192.660 (2) (i) for performance evaluation of a Public Employee – tabled to February 2023 meeting.
11. Board Member Discussion: 2023-2024 Board Priorities – Michele reviewed her current work projects and their progress. The board liked the format of her report and she will continue to provide them quarterly.
12. Communications
 - a. January 16, 2023 – Office closed for MLK Holiday
 - b. SDAO Annual Meeting – Sunriver, February 9, 10-12
 - i. Lauder – pre-conference and conference w/hotel
 - ii. Baertlein – virtual; pre-conference and conference
 - iii. Stoecker, Mumford – virtual only
 - iv. Mulder – not attending
 - c. February 15, 2023 – Monthly board meeting, 6:00 pm
 - d. February 20, 2023 – Office closed for President’s Day
 - e. March 15, 2023 – Monthly board meeting, 6:00 pm
 - f. April 19, 2023 – Monthly board meeting, 6:00 pm
13. Adjournment @ 8:00 p.m.