



**APPROVED 11-18-24**

**MINUTES**

**POTB BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM  
WEDNESDAY OCTOBER 16, 2024 AT 6:00 P.M.**

- 1) Called to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder, Matt Mumford, Bill Baertlein, Sierra Lauder and Kevin Stoecker  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch and Margaret Amick  
Dallas Adams – FOTAM  
Gary Bond – Public  
  
Public Comment for Items Not on the Agenda - None
- 2) Friends of Tillamook Air Museum (FOTAM) – Gene Kyniston – rescheduled to the November meeting.
- 3) Office Administrator Report – Pami reported that money is still being set aside for future projects. On the Capital Outlay budget projects, the road maintenance was completed earlier this year. Energy Grant payments for the pickup and 2 utility vehicles for the maintenance department have come out of the project pool and will be reimbursed. The budget figures are going well and she reported that the audit will begin the end of October. The RV Park will be closing soon for the season as the weather gets wetter.
- 4) Consent Agenda
  - a) Minutes for September 23, 2024 Regular Meeting – **Bill moved to approve the Consent Agenda as presented, Sierra seconded, and the motion passed unanimously.**
- 5) Air Museum Director Report – Rita reported attendance is slowing down and the museum moved into winter hours on October 1, open 10 a.m. – 4 p.m., Tuesday – Sunday. They are working on the virtual reality exhibit with the goal of holding the grand opening in the spring. The next event will be the Veterans Day event in November, followed by the Santa and the Grinch event in December. Brittney Bakes now occupies the Café and has sweet and savory items on her menu. She has a rotating menu of hot breakfast tacos and sandwiches, scones, rolls, muffins and cookies; and she has plans to expand the menu

depending on the demand. She is currently open Tuesday – Saturday, 8 a.m. – 2 p.m. and is doing well.

- 6) Discussion and Consideration of Annual Employee Holiday Bonuses – **Bill moved to approve the Holiday bonuses in the same amounts as in 2023, Matt seconded, and the motion passed unanimously.**
  
- 7) Manager’s Written Report and Discussion - Michele reported that the FAA Bipartisan Infrastructure Law (BIL) funding to the Port has been increased to 95% from 90%. The signs for the Disc Golf Course have been installed, and the first nine holes are open for play. The Port still hasn’t received the grant documents for the grant awarded by the Oregon Parks and Recreation last month and they estimate it will be the end of November before they are received. Michele said she expects the board will see it in December. Michele has been working with the City of Wheeler and Nehalem Bay Health District contractors regarding the stormwater outfall for the new facility. Salmonberry Trail Foundation (STF) has expressed some objections to the route and Michele will be attending a meeting on Thursday, October 17 to address those objections. She also met with STF, OCSR and Ken Ulbricht who is trying to build housing in Wheeler adjacent to the railroad right of way and has requested a five foot encroachment for open parking. STF is trying to require additional expensive improvements before they will approve the encroachment. Sierra suggested having Ken cover the Trail Development Fee on the length of his encroachment. STIA is required to pay the fee to the Port within 15 days of turning shovel. The other commissioners think it is a reasonable alternative and less likely to kill the project. Michele told the board about the multiple conferences and meetings she attended in the previous 2 weeks.

Rita and Michele have been in contact with the consultants from WRD and CIDA to find out how much it will cost for an evaluation of the hangar to get a quote on the cost of repairs. They both said +/- 50% of the repair cost but could be \$250,000 to \$400,000 for engineering. Michele said they couldn’t pin down the amount of time involved so the numbers varied a lot. She said she and Rita will keep trying to get a consultant who can come up with firmer prices. Rita said SHPO is scheduled to come out the end of October or early November to walk the property in consideration of the netting proposal. Michele met with Bernie from Stimson Lumber regarding his concerns about the timeframe of instituting the safety measures for their area of the building. She told him that the process can take months for the repairs to begin. Michele discussed closing access to the entrance on the south end of the hangar and routing his employees to the side entrance of their storage area, but he wasn’t very happy with the plan. The board said the Port needs to take action to prevent possible injuries. Michele said the Port will try to find a third consultant to put out an RFP for engineering.

- 8) Board Updates
  - a) Bill Baertlein submitted for discussion a proposal for a hangar funding option. The County has plans to submit a 5% increase in the Transient Lodging Tax to the voters in May 2025. 70% of the tax is required to be used to advertise and promote tourism, or for tourist related facilities. Using the 2022-23 audit report, Bill estimated the revenue from 70% of the 5% increase to be \$2,590,000.00 per year. He suggested approaching the county about dedicating the tourism portion of the 5% increase over the next 15 years to funding the repairs to the hangar, a tourist related facility, in phases. As enough funds accumulate to complete a phase, the Port would work with the County to complete that phase. The process would repeat over the 15 years, with the anticipated result being a structurally sound, repaired Hangar B. Bill believes the proposal would be a win for the County because there is a popular viewpoint in the community that promotion of additional tourism in

Tillamook County isn't necessary, so why increase the TLT? Repairing Hangar B is supported by the community and using TLT funds would be a popular way to do it. FOTAM and the Port Board getting out the word that this may be the last chance to save Hangar B should greatly increase the odds of the proposal passing. Sierra suggested inviting the County Commissioners, either individually or in a workshop, to view the condition of Hangar B for themselves to get their support for the proposal. Jack suggested that Michele and a couple of the Port commissioners meet with individual County Commissioners to discuss the proposal. Michele will contact the County Commissioners and set up some meetings.

9) Communications

- a) Board workshop: Tuesday, October 22, 2024, 2:00 – 3:30 pm
- b) Board meeting: Wednesday, November 20, 2024, 6:00 pm – rescheduled to Monday, November 18 at 12:30 p.m. with lunch provided.
- c) Closed Thanksgiving Holiday: November 28 and 29
- d) Board meeting: Wednesday, December 18, 2024, 6:00 pm
- e) Closed Christmas Holiday: December 25, 2024
- f) Closed New Years Day, January 1, 2025

10. Adjourned @ 6:51 p.m.