



APPROVED 4/17/24

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM

WEDNESDAY, MARCH 20, 2024 AT 6:00 P.M.

- 1) Called to Order at 6:00 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Kevin Stoecker, Bill Baertlein, and Matt Mumford
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch, and Margaret Amick
City of Tillamook: City Manager Nathan George, Public Works Project Manager Madelyn Orten, Public Works Director Shawn Burgé, Assistant Public Works Director Kyle Fetzer, Water Distribution Supervisor AJ Harmon, Water Treatment Supervisor Levi Beachy, and Consor Engineer Brendan O’Sullivan
BiGR Idea: Rich Bracke
Public: Gary Bond

Public Comments- none

- 2) Consent Agenda
- a) Minutes for February 21, 2024 Regular Meeting
 - b) Lease Order #24-05 Heavy Fog and Sunshine, LLC.; Bldg #91, Unit A-1; Office Space; mo. to mo.
 - c) Lease Order #24-06 Blue Mountain Telecommunication Services, Inc.; Airport Circle Parking; Parking of Co. Vehicles & Equip.; mo. to mo.
 - d) Lease Order #24-07 Amy Braden; Bldg. #5, Ste. C, Office #2; Office Space; mo. to mo.
 - e) Lease Order #24-08 Astound Broadband; Airport Circle Parking; Parking of Co. Vehicles and Equipment; mo. to mo.

Bill moved to approve the Consent Agenda as presented, Jack seconded and the motion passed unanimously.

- 3) Presentation on Recreation and Hangar Opportunities – Rich Bracke of BiGR Idea told the board of some potential options for developing Hangar B and/or Port property. He has spoken to his contacts at financing groups about working on the

venting system, redoing the roof, replacing the tent with a convention hall, and adding a heating system. A big question is how to generate enough revenue to pay for the work. He knows it is a pretty big task but he has experience in dealing with products and people, businesses, marketing, and large events all across the world. He spoke of the potential of holding music festivals, and installing a 20 – 50 acre sports facility that could hold tournaments for teams from throughout the area. He acknowledged that the events would require additional lodging facilities in the county to accommodate the number of attendees they would generate and suggested developing hotels on the Port. Rich also develops workforce housing and is in the process of acquiring a land lease with the Port to put in an exposition site of housing models. He wants to create a program with the high schools and college to teach students the skills to perform more of the production here in the US. The commissioners made clear that the Port would not be managing any of the enterprises that may be developed. The board is open to further discussions, so Rich will continue his research and will meet with Michele next week with more information.

- 4) Discussion and Consideration of City of Tillamook and Port of Tillamook Bay Obligations for the City's Water Transmission Line Replacement. Nathan George introduced himself and his team and acknowledged having to work hard to improve the City's relationship with local organizations since he took over the position. He said it has been great working with Michele on issues with the City Water District and announced that effective this week, all the other water districts will also be charged at the industrial rate. Madelyn told the board that the water line replacement project is being funded by the state legislature from unused Covid funds to improve resiliency in the case of a major seismic event and to prevent the failure of the old pipes, some of which are 100 years old. Those funds are only available for two more years so the city has just two years to complete the project. The City provided a summary draft of the IGA outlining the obligations of each party to move forward with the project. The Port will provide a 60 feet wide temporary construction easement, and a permanent easement approximately 20 feet wide for the portion of the new line located on the Port property, both without cost. The City will install a new meter and backflow device and build a new vault off the transmission main line, replacing the 6 inch diameter line with a 12 inch diameter pipeline. They will also, at the Port's request, demolish the existing meter house which will become unnecessary once the project is finished. The old pipe that runs under the tarmac and for 300 feet on both ends will be filled with a material to prevent it's collapsing over time. They are also agreeable to partnering with the Port for installing additional T- connections while the trench is open. Upon completion of the new water line the City will vacate the current easement, freeing up the area for development. These actions by the City will cost approximately \$450,000 and will benefit the Port by preparing the Port's water distribution infrastructure for additional development. Members of the board are concerned that the city might change the Port to a higher water rate category at some point in the future, after the Port has granted the easement at no charge indefinitely. Madelyn said the city is having a water rate study performed to get the rates to a fair and sustainable level for everyone. The Industrial Water Rate for the small districts will be formalized in a City ordinance in April and go into effect

on May 1. Madelyn will develop a more formal draft of the IGA with the full easement agreement over the next few months, once the Port board has agreed to the core premises outlined in the draft. The project will be completed by October 31, 2026. **There was a unanimous consensus by the board approving the draft IGA.**

- 5) Air Museum Director Report – Rita informed the board of the upcoming movie screening of the “The War” series, covering Vietnam and later. There will be two showings, one on Saturday 3/23/24 and another on Sunday 3/24/24. The Easter Scavenger Hunt will be held on Saturday 3/30/24.
- 6) Office Administrator Report – Pami reported the financials are holding with the budget. Under Capital Outlay, the new sweeper for the airport that collects the debris as it sweeps is on order, and she has received the quotes for the pilots’ airport entry gate and the replacement entry unit will be installed soon. The plan is for a fob or programmable card system. Staff have been exploring options to incorporate the system throughout the Port to better control access to the buildings and increase security. Pami reminded the board that the Industrial Park projects are done for the year, with the remaining budgeted \$28,000 to be used toward the match for the grant received for a road on the Port at Long Prairie Road and Brickyard Road.
 - a) Discussion and Consideration of Resolution FY 23-06, Adopting a Supplemental Budget and Amending Appropriations. The supplemental budget is needed to increase expenses in the Industrial Park and increase the revenue in the Industrial Park because of the grant revenue and the match funds for the road at Long Prairie and Brickyard. **Matt moved to approve Resolution FY 23-06, Adopting a Supplemental Budget and Amending Appropriations, Bill seconded and the motion passed unanimously.**
- 7) First Reading (by title only) of Ordinance #8, Amendment #1 Creating the Port of Tillamook Bay Transportation Utility Maintenance Program; Establishing a Transportation Utility Maintenance Fee; and Providing For Penalties for Nonpayment. **Michele read the First Reading of Ordinance#8, Amendment #1 Creating the Port of Tillamook Bay Transportation Utility Maintenance Program; Establishing a Transportation Utility Maintenance Fee; and Providing For Penalties for Nonpayment by title, into the record.**
- 8) Discussion and Consideration of a Memo of Understanding for Regional Water Supply Planning, Phase 2 between POTB, Long Prairie Water District, Pleasant Valley Water Company, and South Prairie Water Association and authorization for General Manager to sign. **Bill moved to approve the Memo of Understanding for Regional Water Supply Planning, Phase 2 between POTB, Long Prairie Water District, Pleasant Valley Water Company, and South Prairie Water Association and authorization for the General Manager to sign. Matt seconded the motion and it passed unanimously.**

- 9) Manager's Written Report and Discussion - Michele updated the board on the follow up to David Ulbricht's suggestion to pursue OBDD Brownfield grants for Hangar B. Michele's Brownfield contact at Business Oregon retired and her replacement also left but Chance Steffey found out through the EPA about the Center for Creative Land Recycling (CCLR), which is a free program that offers technical assistance for Brownfields. Michele and Chance had a meeting with the intake person and have a follow up meeting with them next week to see what can be done regarding Hangar B, and also about the building on the Port property at Long Prairie and Brickyard. Easement and Crossing recording with the county has gone digital so the process is streamlined and easier to complete. Business Oregon sent the Port a letter notifying Michele and Pami that the balance on the Special Public Works Fund loan # L07004 has been converted from a loan to a grant and has no remaining balance owed. The Port is still waiting for the National Pollutant Discharge Elimination System (NPDES) permit to be approved by the National Oceanic and Atmospheric Administration (NOAA)/National Marine Fisheries Service (NMFS) for the upgrade to the sewer lagoons. The Port asked the EPA to check on the progress and NMFS said they will be addressing the issue shortly. Michele is hoping to get the permit within the next month so the Port can go out to RFP to have the lagoons dredged this summer. The Tillamook County Sheriff's Office wastewater connection has failed and is running on one pump. The connection will be upgraded with the lagoon project. Michele provided the Tillamook Softball Association with two alternative locations on the Port to consider, but they haven't shown interest in either one. Michele is expecting the Letter of Intent from the new developer of the site to be signed soon.
- a) 2024 Priorities – Sierra will meet with Michele to go over the items to prioritize and prepare a summary for the other commissioners to provide feedback before discussion at the April meeting. Sierra believes finding a solution for Hangar B should be a larger priority. The board discussed whether to task a staff member specifically to explore options for Hangar B, research how to implement them, find funding sources, and liaise with the entities involved. Michele asked what would the position look like; would they be a consultant; which viewpoint would they take – restore or demolish? There was more discussion of how realistic it is to expect revenue can be raised in large enough volume to cover debt service requirements for either tear down or restoration. Before the next meeting, Michele and Rita will meet with some consultants Rita found while researching the Moffett Field hangar. They also have a follow up meeting with Global Air next week regarding their proposal for leasing half of Hangar B. Michele will contact the county commissioners regarding a bond measure for Hangar B. A representative from Stimson Lumber will be presenting at the April board meeting.
 - b) Discussion and Consideration of Pre-Approval of Contract with Century West Engineering for Tillamook Municipal Airport 2024-2044 Airport Master Plan and AGIS, FAA AIP Grant Number 3-41-0060-027-2024, with approval for General Manager to sign contract when prepared.

Bill moved for Pre-Approval of Contract with Century West Engineering for Tillamook Municipal Airport 2024-2044 Airport Master Plan and AGIS, FAA

AIP Grant Number 3-41-0060-027-2024, with approval for General Manager to sign contract when prepared. Matt seconded, and the motion passed unanimously.

10) Board Updates

Matt reported that FOTAM is planning a community picnic event near Hangar B from 10:00 am to 2:00 pm on July 4, 2024. Members of the public will bring their own food and drink, and there will be family friendly activities. FOTAM's events committee is discussing having an 81st Anniversary event, possibly a band in the hangar, but the plans haven't been firmed up yet. FOTAM still wants to pursue a bond measure to repair Hangar B, so at their next meeting they are supposed to select a member to pair with a Port commissioner to meet with the county commissioners and ask for their support.

11) Communications

- a) Wednesday, April 17, 2024 Board Meeting, 6:00 pm
- b) Wednesday, April 24, 2024 Budget Committee Meeting, Noon
- c) Wednesday, May 15, 2024 Board Meeting, 6:00 pm. **Bill will attend by Zoom; Matt will be absent.**
- d) Wednesday, June 19, 2024 Board Meeting/Juneteenth – NEED TO **RESCHEDULE** for holiday
- e) Discuss July board meeting – MB Vacation dates

12) Adjourned at 8:47 p.m.