



**APPROVED 5/26/2021**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING (Rescheduled due to conflicts/quorum)**

**VIA ZOOM (Contact [mbradley@potb.org](mailto:mbradley@potb.org) for meeting info)**

**WEDNESDAY, APRIL 28, 2021, 6:00 P.M.**

1. Call to Order @ 6:01 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Chris Sween and Matt Mumford (6:07 p.m). Absent: Jim Young  
Port Staff: General Manager Michele Bradley; Rita Welch; Chance Steffey and Margaret Amick  
Candidates for POTB Commissioners: Bill Baertlein and James Potts  
Oregon Coast Scenic Railroad (OCSR): Bruce Cardin; Carla Lyman; Paul Daniels; Tim Thomson; Scott Wickert; Rachael Aldridge and Sam Aldridge  
Jan Stewart - Tillamook City Planning Commission Chair  
Anita Metlin – Oregon Coast Railriders
2. Citizen Comment for Items Not on the Agenda: None
3. Oregon Coast Scenic Railroad – Goals and Planning Presentation: Executive Director Rachael Aldridge gave an update on the activities, projects completed, ridership figures and the estimated economic impact to Tillamook County during the previous eighteen months. Then Sam Aldridge reviewed the ongoing and planned projects in their ten year business plan; including acquiring and restoring additional cars, and replacing the Fall Creek Bridge. The replacement bridge design is complete and incorporates all of the fish passage requirements; sourcing of materials is ongoing. It will be made of steel girders in order to be 1.5 times the width of the channel. The project is being done in coordination with the Lower Nehalem Watershed Council projects that will facilitate lower water temperatures and improve fish passage. Two of OCSR's long term goals are for a museum to showcase the artifacts and equipment they have accumulated over the years, and a locomotive works for working on the rolling stock in a central location. Jack asked if a second bridge further north along the Nehalem Bay Estuary needs upgrading. Sam said that the Vosberg Creek Bridge needs the stringer deck replaced with three twenty foot spans. Ordering of the bridge timbers at a cost of \$50,000 was delayed last summer by the reduction in revenue due to the pandemic.

4. Consent Agenda

- a. Minutes from March 31, 2021 Regular Meeting and April 8, 2021 Special Meeting
- b. Lease Order #21-06 Ed Eaton, Hangar #22; Airplane Storage; month to month
- c. Lease Order #21-07 Melinda Christensen, Airport Circle; Parking; month to month
- d. Lease Order #21-08 Fat Head BBQ, LLC.; Bldg. #54 Café; Take Out Food Service/Catering/Storage

**Sierra moved to approve the Consent Agenda as presented; Matt seconded and the motion was approved 4-0; Jim Young absent.**

5. Tillamook Air Museum Director and FOTAM Report: Rita Welch, Director

- a. Update on Services Agreement between FOTAM and Port. Rita reported on the joint POTB/FOTAM meeting on April 1, 2021 which Sierra and Michele attended. The FOTAM members were favorable to signing the agreement and will bring it to the rest of the board at the next meeting on Friday, April 9. The attending FOTAM members seemed to find renewed enthusiasm and will be working to find new board members. The museum is open to a higher capacity and merchandise sales are booming. Fat Head BBQ will be open in the café, Wednesday – Sunday, 11 a.m. – 6 p.m. beginning May 5. Sierra commended Rita on the good job she did in managing the FOTAM meeting and with informing the members of the tasks they needed to take care of before the meeting and after. Michele said the FOTAM members were fully informed of the terms of the agreement and their roles and responsibilities under the agreement.

6. Manager's Written Report and Discussion: Michele Bradley asked if the board had any questions from her written report and skimmed over the highlights. The FAA Grants for both the Main Apron Expansion and the A2/A3 Rehab projects are going forward and the bids have been received. She hopes to have the grant documents for the May board meeting. The FAA grant for the Main Apron Expansion was confirmed with a 100% federal share so the COAR Grant funds for the partial match were returned to the Oregon Department of Aviation. Construction for the Rehab is estimated to start the summer of 2021; the Apron expansion is estimated to start in the fall of 2021. Matt asked about the progress on the Hangar B venting project, and whether it had gone out to bid. Rita explained that two companies rejected the project and she is expecting bids from three companies within a couple of weeks. She has been following up with them but it is a busy time of year and calculating the added costs of accessing the repair site and removing the old material makes the process more complicated.

Jack asked about the security cameras and Michele told the board that she met with a vendor to request a quote for a sturdy, high definition security camera system for the industrial park and airport. The system can integrate with the current camera systems and with tenants' systems if they opt to link into the

Port's set up. The cameras will be mounted on poles throughout the Port and will be able to capture details like license plate numbers even at night.

Sierra asked how the construction projects at the airport will impact the RV Park. The park is very bare bones with no utility hookups at the spaces, so most business is overflow from state and county parks or people just passing by. Michele said that when the actual construction begins, the park will lose about half of its thirty five spaces for a staging area for the project and Sierra asked if there is a way to change the layout of the park to preserve the spaces. Michele said that it could eventually be possible to convert the field across Matlock Way into spaces.

Michele reported that the OBDD Commercial Rent Relief awarded grants to two qualifying Port tenants for a total of \$31,000. The Port has received a check for one of the grants and the second check is expected at any time. A third tenant didn't qualify because he is not current on his county taxes.

7. Discussion and Consideration of 2021 Manager Goals. Michele said that she revamped the draft of goals from the last board meeting. She added notes to ask for additional input regarding the goals for Hangar B and for external public engagement. She said that she didn't include the follow up sheet with Jack's wizard math and how the goals are related to any bonus, and Jack said he gives up on wizard math. She is pursuing funding with Senator Merkly's office for the AWOS at the airport and repairs to Hangar B. The first project planned is repairing the venting with funds from the TLT grant. There was discussion of the need to plan for removal of tenants and the museum during repairs of the box beams, if needed, or if the hangar becomes unstable. Chance Steffey said he is currently working on laying the groundwork for developing a plan. Another goal discussed was developing a succession plan and Matt reminded Michele that he owed her an example. The board recognized the need for the board to assist Michele in showcasing the Port and discussed the usefulness of hiring a media specialist. They also want to make progress on the Strategic Business Plan projects, specifically, additional warehousing and the regional water system planning.

The goals were summarized as: The UAS: feasibility and site development study; Hangar B: work plan for options, vent repair; Organizational Development: Succession plan and develop a plan for external communication; STB: additional warehousing and continue with regional water system planning and groundwater development project. **Sierra moved to adopt General Manager performance goals for calendar year 2022 as discussed and amended. Matt seconded, and the motion passed 4-0; Jim Young absent.**

8. Discussion and Consideration of Water Rate Increase options. Jack prefers locating and eliminating the water losses before raising rates more than what is needed to maintain a net equal to the current net. Michele said that installing a meter on the main line serving Stimson Lumber should recover most of the loss of revenue. **Matt moved to select Option #2, increase the water rate to**

**\$12.87 per 1,000 gallons while keeping the sewer rates and base rates the same. Sierra seconded and the motion passed 4-0; Jim Young absent.**

9. Board Member Comments/Requests/Concerns/Reports: None
10. Office Administrator Report
  - a. Draft Financials – for review/email questions: Pami will present March and April at the May board meeting.
11. Executive Session per ORS 192.660(2) (e) for Real Property Transactions:  
Recessed Regular Meeting and entered Executive Session @ 8:03 p.m.; exited Executive Session and reconvened Regular Meeting @ 8:24 p.m.
12. Communications
  - a. May 2021 Regular Meeting and Budget Hearing, quorum confirmed:  
Wednesday, May 26, 2021 @ 6:00 p.m.
  - b. June 2021 Regular Board meeting: Wednesday, June 30, 2021 @ 6:00 p.m.
13. Adjournment @ 8:28 p.m.