



APPROVED 8/18/2021
MINUTES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
MAIN OFFICE CONFERENCE ROOM
WEDNESDAY, JUNE 30, 2021, 6:00 P.M.

1. Call to Order @ 6:00 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Matt Mumford; Sierra Lauder; and Chris Sween. Jim Young absent.
Port Staff: General Manager Michele Bradley; Pami Boomer; Chance Steffey and Margaret Amick.
Commissioners elect: Kevin Stoecker and Bill Baertlein
Jon-Paul Bowles – Salmonberry Trail Foundation
Carolyn Decker - Public
2. Citizen Comment for Items Not on the Agenda – None
3. Recognition and Thank You to departing board member Christian Sween.
Recessed meeting @ 6:45 p.m. and resumed @ 6:53 p.m.
4. Salmonberry Trail Presentation – Jon-Paul Bowles, Director, Salmonberry Trail Foundation (STF), gave a summary of their strategy to gain support from government and agency partners in developing the trail. He spoke of their objectives and lined out the proposed steps to reach them. By using community outreach to demonstrate the benefits of the trail, they hope to access a larger share of public and private funding. The STF has received several grants and awards totaling \$2,338,500 already. He concluded by outlining STF's course for the next 12 – 18 months.
5. Discussion and Consideration of Resolution 2020-2021 #4 Accepting a Grant from USDOT FAA through the Airport Infrastructure Program for Apron A2/A3 Rehabilitation **Sierra Lauder moved to Approve Resolutions 2020-2021 #4, #5 & #6 as Described on the Agenda. Chris Sween seconded and the motion passed 4-0, Jim Young absent.**

6. Discussion and Consideration of Resolution 2020-2021 #5 Accepting a Grant from USDOT FAA through the Airport Infrastructure Program for the Main Apron Rehabilitation Project (Construction). **See item 5.**
 - a. Discussion and Consideration of Resolution 2020-2021 #6 Accepting a Grant from USDOT FAA through the American Rescue Plan Act (ARPA) distributed by the new Airport Rescue Grant Program (ARGP). **See item 5.**
7. Discussion and Consideration of Accepting funding from Business Oregon Brownfield Redevelopment Fund Grant Program to assist with UST (Underground Storage Tank) Phase II, and directing General Manager to sign grant and follow up administrative paperwork. **Sierra moved to Accept funding from Business Oregon Brownfield Redevelopment Fund Grant Program to assist with UST (Underground Storage Tank) Phase II, and to direct the General Manager to sign grant and follow up administrative paperwork. Chris seconded and the motion passed 4-0, Jim Young absent.**
8. Tillamook Air Museum Director and FOTAM Report: Rita Welch said that the Museum entered a float in the June Dairy Parade. Carolyn Decker and another FOTAM member set up a display and passed out flyers and provided information in front of her office during the parade. She writes a monthly column on Hangar B for the Headlight Herald newspaper that has brought in some donations. FOTAM will have a booth at the Tillamook County Fair. Rita suggested they create a schedule for members to keep it manned since she can't provide staff outside of work hours or spare them during their shifts for that purpose. The Fair board requires booths to be manned at all times.
 - a. Admissions fee change – Rita reported that an increase in the admission fees will offset the annual cost of the app for the self-guided tour used by visitors, both on site and online. The initial costs of the app were paid from Covid relief funds.
 - b. Visit Tillamook Coast funding – TAM received a \$4,000 grant to replace the jet on the pole at Long Prairie/Hwy 101 with a metal openwork shell of a blimp fabricated by the Tillamook Bay Community College welding class. The plane will be rehabilitated and displayed inside the museum. The project is to be completed by July 2022.

Rita proposed an upgrade to the point of sale system to one that can integrate with the online sales and to simplify tracking donations made by credit card. It has been budgeted and will cost about \$2,500 - \$5,000 which includes a couple of new terminals and the software and would have an annual support fee.
9. Manager's Written Report and Discussion: Michele Bradley provided a summary of items of interest to keep the board updated.

The Oregon Legislature has added a \$12 million line item to the budget for the City of Tillamook to reroute their water line from under the Tillamook Airport runway. The City is aware that the Port is looking into establishing a regional water system and doesn't seem to have a problem with it so far.

The Regional Water/POTB Groundwater Grant has been in peer review at OBDD since April. The invitation to apply should be received by July 2.

The Airport Business Park Planning and Marketing project has started with the contract awarded to Livermore Architecture and Engineering. The OBDD Port Planning and Marketing grant will cover the cost of developing a site plan to determine the layout and location of the buildings to utilize the infrastructure already on site.

The Association for Unmanned Vehicle Systems International (AUVSI) has rescheduled the 2021 XPO to August 16-19 in Atlanta, GA. Near Space wants Michele to attend with them but with the time crunch she would rather wait until next May. Sierra wondered if the Port would have time to prepare a quality presentation by then. Jack was in favor of Michelle attending, Matt said it was okay with him to wait until 2022. Michele said she would plan to attend.

Michele will be on vacation the week of August 2 – 6.

The Port will be participating in the County's contract with Marion County for road striping and will add fog lines to the Port roads that have yellow center striping.

Michele will start attending meetings outside of the office again so will not be as accessible to the extent that she has been during the Covid restrictions.

The Port has a job posting out right now which is working with the state for on the job training. They will fund half the position for a utilities worker to train under Chance Steffey and Mike Christie to learn the stormwater and other utilities. The listing has been out for a week and a half but there haven't been any inquiries yet.

10. Discussion and Consideration of Annual Review of POTB By-Laws and potential changes. **Sierra moved to Accept the By-laws as Amended; Chris seconded and the motion passed 4-0; Jim Young absent.**

11. Office Administrator Report

- a. Financials for May 2021 – Pami reported that 9% of the budget should be remaining and all departments are ahead of budget. The TLW revenue share to the Port was more than expected and the carpet replacement project came in \$40,000 less than quoted. Pami said that she will be assigning project numbers to capital outlay projects to make tracking expenses more detailed.
- b. Discussion and Consideration of Amending Personnel Manual to add Juneteenth as an employee holiday; retroactive for 2021 as floating holiday to be used by end of September 2021. **Sierra moved to recognize Juneteenth as an employee holiday retroactive to June 18, 2021 and have staff determine the method. Chris Sween seconded and the motion passed 3-1; Matt voted "No", Jim Young absent.**

12. Consent Agenda

- a. Minutes from May 26, 2021, Regular Meeting
- b. Lease Order #21-13 Oregon Dept. of Transportation, POTB RR MP 775.4; Permanent and Temporary Work Area Easement to maintain highway; Board approved Agreement in May 2021
- c. Lease Order #21-14 Banks Construction, Bldg. 71 Storage Room; Office and Storage; month to month.

Sierra moved to accept the Consent Agenda as presented; Jack seconded and the motion passed 4-0, Jim Young absent.

13. Discussion and Consideration of Amendment to POTB Hunting Policy. A word was corrected from plural to singular. **Sierra moved to Adopt the Updated Hunting Policy with the Correction; Chris seconded and the motion passed 4-0, Jim Young absent.** Sierra asked Michele if the Port could issue a press release regarding the changes and Michele said that will be done.

14. Board Member Comments/Requests/Concerns/Reports/Scheduling

- a. Tillamook Lightwave - Written Report
- b. No Meetings – NWACT, STIA
- c. Check calendars to schedule:
 1. July Board meeting will be on July 21 and future board meetings will be scheduled for the 3rd Wednesday of each month.
 2. TLW – Next meeting 7/27 at noon with a presentation from the consultant regarding the feasibility study results. Sierra suggested the meeting be recorded on Zoom for any individual member boards unable to attend to review. That would allow them to form an opinion on the best strategy for bringing the internet to residential customers in the county. Sierra reported that TCCA has funded a fellowship position similar to Americorp to operate out of the county courthouse. This person would be tasked to find options and resources and alternatives to fiber to bring the internet to all parts of the county. Sierra feels that the boards of the member organizations need to be more aware of some of the proposals and decisions being made at the TLW meetings.
 3. SDAO Board Governance Training
 4. SDAO Board Training (mandatory for new commissioners)

15. Executive Session per ORS 192.660(2) (e) for Real Property Transactions; and ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation. **Recessed Regular Meeting and entered Executive Session @ 8:45 p.m., exited Executive Session and reconvened Regular Meeting @ 8:59 p.m.**

16. Communications

- a. July 2021 Regular Board meeting: Wednesday, July 21, 2021 @ 6:00 p.m. at Port office conference room.
- b. August meeting date/time to be determined at July Meeting

Sierra suggested that the board meetings be available on Zoom to encourage increased public engagement. Michele said she would consult with Joanna Stelzig at Tillamook PUD about the audio/video set up for their meetings.

17. Adjournment @ 9:04 p.m.