



APPROVED 8/18/2021

MINUTES

**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
MAIN OFFICE CONFERENCE ROOM
WEDNESDAY, JULY 21, 2021, 6:00 P.M.**

1. Call to Order @ 6:04 p.m.
Recognition of Persons Present: Commissioners Sierra Lauder and Matt Mumford. Absent: Jack Mulder
Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick
Commissioners elect: Bill Baertlein and Kevin Stoecker
2. Citizen Comment for Items Not on the Agenda – None
3. Michele administered the Oath of Office to Kevin Stoecker, Position #3; Bill Baertlein, Position #4; and Sierra Lauder, Position #5.
4. Discussion and Consideration of Resolution 2021-2022 #1, Business Matters.
Changes requested: Allows the General Manager to apply for grants not requiring matching funds; Adds the Air Museum Director to the list of authorized check signers; ORPIN changed to Oregon Buys; and Meeting minutes will be provided to the Board Secretary for review prior to the board meeting where they will be subject to approval by the Board in the consent agenda. There was discussion regarding converting to digital minutes but no decision was made at the time. After discussion, the slate of officers was filled. President, Jack Mulder; Vice President, Sierra Lauder; Secretary, Matt Mumford and Treasurer, Bill Baertlein.
Matt moved to Adopt Resolution 2021-2022 #1, Business Matters with requested changes; Bill seconded and the motion passed 4-0; Jack Mulder absent.
5. Discussion and Consideration of Commission Liaison Positions. **After discussion among the new board, a consensus was reached to appoint Sierra to Tillamook Lightwave (TLW) and Columbia Pacific Economic Development District (Col-Pac); Jack to NW Area Commission on Transportation (NWACTION) and as alternate to Salmonberry Trail**

Intergovernmental Agency (STIA); Bill to STIA; and Matt and Kevin to the Friends of the Tillamook Air Museum (FOTAM) board.

6. Discussion and Consideration of Updated Board Rules. **Bill moved to Approve the Updated Board Rules with the following amendments: Regular Board meetings will be held on the Third Wednesday of each month at 6:00 p.m.; FOTAM liaison is to be a paid position; and secret voting is eliminated. Matt seconded and the motion passed 4-0; Jack Mulder absent.**
7. Discussion and Consideration of Resolution 2021-2022 #2, Commissioner Compensation Policy (Updated from FY 1999 - 2000). **Matt moved to Approve Resolution 2021-2022 #2, Commissioner Compensation Policy (Updated from FY 1999 - 2000); Bill seconded and the motion passed 4-0; Jack Mulder absent.**
8. Office Administrator Report
 - a. Financials for June 2021- There was discussion of the funds budgeted to STIA for administrative costs but not paid in FY 2020-2021. STIA has always invoiced the Port in the past but Pami never received anything from them to back up the expense. Sierra asked about separating the Air Museum revenue from the tenant and the RV storage rent income. She feels that having that information will be helpful when making future decisions regarding Hangar B. Pami answered further questions to clarify some line items for the board.
 - b. Capital Planning and Cash Flow. Pami created a calendar of proposed projects by month and of ongoing or undated projects with their budgeted amounts. She will provide it monthly with updates to help the board keep track of their progress. Pami is assigning numbers to each project to simplify tracking the costs and progress of each one. All the commissioners responded positively to her ideas. Sierra asked if there was a cheat sheet for the buildings labeled with their numbers and locations. Michele will look for one.
9. Consent Agenda
 - a. Minutes – to be provided next month
 - b. Lease Order #21-15 Wild Works, LLC; Bldg. #11, Unit B; Carpentry/Woodworking, Storage; month to month
 - c. Lease Order #21-16 Colvin Oil I, LLC; Bldg. #21; Storage, repacking and shipping; 5 years/transition to month to month
 - d. Lease Order #21-17 Colvin Oil I, LLC; RR MP 845.39; Parking, ingress, and egress of business; annual
 - e. Lease Order #21-18 Jennifer Trost Pottery; Bldg. #54, Ste. #100, Rm. #4; Pottery Studio and classroom; month to month**Matt Mumford moved to Approve the Consent Agenda as Presented; Kevin seconded and the motion passed, 4-0; Jack Mulder absent.**
10. Manager's Written Report and Discussion: Michele Bradley provided an update since the last board meeting and answered questions. Oregon Coast Scenic

Railroad are exercising their last five-year extension beginning at the end of the current extension in January 2022. The revenue share percentage will increase from 8% to 12.5% at that time. The new railrider cycling business began operations last week, running from Third Street by Goodspeed Park in Tillamook and turning around in Bay City.

The City of Tillamook will be receiving \$12,000,000 from the state to re-route their waterline from under the airport and they have been in discussion with Business Oregon about Regional Planning efforts. In conversations with the state, for the regional water aspect, they will be prioritizing the best use for the community over economics to allow for an interconnect with smaller water districts when engineering the project. Matt asked if the new meter on the Stimson main line has been installed. Michele said not yet, but it will be when the parts come in.

Michele asked the board for their feedback regarding the projects at the Airport Business Park; build both at the same time or one at a time? The board's feelings were, with funding costs lower, right now is a good time to take on both projects.

The Apron A2 (Phase 2) and A3 Rehabilitation at the airport is scheduled to begin about August 2, 2021 to be completed within 80 days.

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

- a. SDAO Board Governance Training – still need to schedule date and time. Bill and Kevin are scheduled to attend the conference in Astoria. Need to schedule workshop on TLW.

Bill said he would like to restore one of the bunkers and clean up the outside and having the Tillamook Pioneer Museum give a historical tour of the Port next summer, with Pelican Pub offering beer and wine. Sierra suggested tours as a FOTAM fundraiser. Bill said he would also like there to be tours showcasing what the Port has to offer potential business tenants. Bill also has a vision of a sports complex on Port property with softball; soccer; handball courts; volleyball; etc., both indoor and outdoor facilities. He said it would need to be worked out who would put it together and run it but the community does need it. Pami invited him to come to the Mid-county Parks & Rec District meeting to share his ideas. There was further discussion and exchange of ideas regarding locations and recreational activities.

12. Communications

- a. August 2021 Regular meeting: Wednesday, August 18, 2021 @ 6:00 p.m. at Port office conference room.
- b. September 2021 Regular meeting: Wednesday, September 15 @ 6:00 p.m. at Port office conference room. Matt Mumford will be unable to attend.

13. Adjournment @ 8:35 p.m.