



**APPROVED 11/15/23**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, OCTOBER 25, 2023 AT 6:00 P.M.**

- 1) Call to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Kevin Stoecker, Bill Baertlein, Sierra Lauder, Jack Mulder, and by Zoom, Matt Mumford  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch, Chance Steffey and Margaret Amick  
Presenter: Richard Juszt, Director of Juszt Capital, LTD  
Oregon Coast Scenic Railroad: Rachael Aldridge, Sam Aldridge, and Scott Wickert  
Jetty Fishery: Damian Laviolette and Joshua Rebello  
Green Toaster, LLC: Janice Laviolette  
Public: Gus Meyer and Gary Bond

Public Comment for Items Not on the Agenda:

Janice Laviolette spoke of the confusion of the Tillamook County Planning Department and the landowners adjacent to the railroad right of way (RR ROW) regarding the way modifications to their encroachment areas would be reviewed by the Salmonberry Trail Intergovernmental Agency (STIA) per the POTB/STIA rail line leasing agreement. She referred to the March 20, 2018 board meeting minutes establishing the procedure for landowners to apply for new or amended lease agreements. Requests with the potential to have a bigger impact on the Trail would involve convening a workgroup consisting of representatives from POTB, STIA, and any affected parties. In light of the blanket opposition to new or amended leases from the Salmonberry Trail Foundation (STF) - the fundraising and administrative arm of STIA - Janice expressed her hope that the Port will convene a workgroup to make a disposition of the applications from her and the adjacent landowners.

Damian Laviolette was following up on his request to purchase a 20' strip of the RR ROW adjacent to his property. The board had previously decided to offer him a 45 year lease with 2 twenty year extensions to coincide with the POTB/STIA

Agreement. He reported that several members of STIA, including the chair, have come out and viewed the property and the area he has requested to purchase. He said they agreed that there would be no impact on the Salmonberry Trail and they didn't have any objections, but that they have no choice in the matter unless it comes before the STIA board. Damian is hoping that the Port commissioners will come out and walk the property and end up supporting his request.

- 2) Annual Update from the Oregon Coast Scenic Railroad (OCSR) – General Manager Rachael Aldridge spoke of the OCSR's mission as a 501(c)(3) to educate, preserve and restore the logging history of the Pacific Northwest through narrated train rides between Garibaldi and Rockaway Beach, up to Wheeler, sometimes further into the valley. Infrastructure growth is key to success in fulfilling their mission and will benefit both OCSR and the community. Expanding their passenger fleet, building the new depot complex, and expanding their railroad operations are all part of the plan. Ridership has grown every year, with 97% coming from further than 50 miles away. Total payroll for the past year was over \$500,000 and they will be adding positions next year for their shop and track crew. In 2022, POTB collected over \$200,000 from OCSR; between the railroad lease, equipment lease, shop lease, and RDC car fees. Sam Aldridge spoke of the economic impact on the county by OCSR, calculated with help from Nan Devlin of Tillamook Coast Visitors Association. Ridership had an annualized growth rate of 14.9% for the last five years, with a direct impact of \$7.5 million and an indirect impact of \$3.9 million. Currently, ridership is capped at 80,000 passengers so long term plans include adding seven more passenger cars, beginning in 2024. Work on the crossing for the Garibaldi Depot is progressing, with the asphalt work to be completed on Friday. OCSR has grant applications in to Travel Oregon and others for funds to get the first part of the construction started next season. City of Beaverton donated a small building to OCSR that will serve as an information booth at the planned run around in Rockaway Beach. The run around will allow two trains to cross paths so they can double their trips between Garibaldi and Wheeler during the summer. They have replaced or restored several trestles and bridges on the line and have many infrastructure projects in the works. Rachael spoke of approaching the board regarding the new track lease and the benefits of the relationship to OCSR, the Port and the community in general. Kevin asked if OCSR plans to run as far as Nehalem and Rachael said that the lease runs up to Enright so they turn inland at Mohler. They have no plans to go to Nehalem but want to go up the Nehalem valley and follow the river to Salmonberry, which would entail rebuilding a bridge that was destroyed by a log jam. They are currently pursuing funding for the project.
- 3) Potential Project at the Air Museum – Richard Juszt, Director of Juszt Capital LTD, is facilitating the search for a location to build a 50 meter (164.04 feet) tall tower from free standing Kapla wooden toy planks, using no adhesives or fixed aids. The current Guinness world record stands at 90.09 feet but that is the maximum height that location can accommodate. Richard searched possible locations throughout the world and narrowed in on the Blimp hangar as the best option; minimal vibration, high clearance, and room to accommodate the boom lifts required to raise the builders as the structure grows taller. The project is

expected to take approximately 26 days in June – August 2024. He has been on site with Rita to gauge the feasibility of using the hangar and has done his due

diligence for safety and logistics. Rita pointed out that the project will provide a platform to publicize the Port's efforts to repair and maintain the hangar, possibly attracting sources of funding for the repairs. The board feels very positive about the project and suggested some contacts to help Richard in his efforts.

4) Consent Agenda

- a. Minutes for 9/20/2023 - Regular Meeting. **Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed unanimously.**

5) Air Museum Director Report – Rita Welch

- a. 10/8/23 “crime spree” at Port/Air Museum – Rita reported on the damage caused in the early morning by a car that was deliberately driven through the Air Museum glass doors and into the lobby. Museum crew were able to secure the damaged doorways and the museum only lost one day of operations since winter hours started on 10/1/23 and it was already scheduled to be closed on Monday. However, Hangar B doesn't have comprehensive insurance so the estimated \$50,000 cost of repair will come out of the Capital Improvements fund for the Air Museum. The Port will try to recover the costs from any auto insurance proceeds. Rita will have firmer repair figures at the next board meeting.
- b. Large donation to TAM – John Taber donated \$10,000 through the John F. Taber Foundation to the TAM general fund to be used for the museum proper, its exhibits and customer enhancements.
- c. Recent roofing options – Rita has been consulting with contractors for quotes on Hangar B's roof. The first quote for a neoprene coating on top of the existing roofing is \$10 million. Rita has reservations on the weight factor and how well the neoprene would stop further decay underneath. The second quote is for removing the existing roofing and laying down metal roofing for \$6 million. This contractor has done a similar job before. Rita will be looking for more quotes.
- d. Veteran's Day Celebration – TAM will be open for the annual Veteran's Day event.
- e. The A4 Skyhawk refurbishment is complete (before and after photos provided)

6) Office Administrator Report – Pami Boomer

- a. Monthly Financials and Capital Projects – Pami added color coding to the Capital Outlay Budget Backup report for clarity. Green figures are for completed projects, red figures are for incomplete, moved to next fiscal year or not to be completed projects. The Septage Receiving upgrade project is complete, Pami will forward pictures or include them in the next meeting. Staff will be meeting tomorrow with the contractor for the roofing and siding on Building #71, the project will start next Wednesday. The budget is on track and doing well. She works closely with the staff supervisors to keep costs within budget.

- b. Draft of Attendance Policy for Discussion – The purpose of the attendance policy is to clarify the expectations of management regarding unscheduled absences of employees. Pami asked the commissioners for feedback on the draft policy for the next meeting. Matt favors offering an attendance bonus as an incentive to show up for work.
  - c. Follow Up on Hunting Policy/Operations – Pami told the board that the Oregon Department of Fish and Wildlife has a website and program where they will assume the administration of the Port’s hunting permit program; handling the applications, verifying hunter information, issuing the permits to the hunters, and a link for the hunters to pay the fees. The goal is to have it set up for hunting season next year.
- 7) Discussion and Consideration of a Special Public Works Fund Loan for Airport Business Park Development Phase II, A24003 for \$540,000 for Design Only at 1.75% for 7 years. Net rent revenues from the new buildings will be applied to the annual loan payments. **Bill moved to approve accepting the Special Public Works Fund Loan for Airport Business Park Development Phase II, A24003 for \$540,000 for Design Only at 1.75% for 7 years. Jack seconded, and the motion passed 4-1; Kevin Stoecker opposed, saying the payments will be too much.**
- 8) Manager’s Written Report and Discussion - Michele Bradley provided an update on the Port.
- a. Is applying for a COAR Grant from the Oregon Department of Aviation for state match funding for a Master Plan Update required by the FAA.
  - b. Seasonal lay off of staff at the RV Park. Michele has had inquiries from the contractor for the South Jetty repair project regarding camp sites for the work crew over 2-3 years and possibly performing some upgrades to the RV Park. She will keep the board informed.
  - c. STIA is pulling up rail on the east side of the trail; the bridges were found to be in good shape.
  - d. Michele has been pushing back with STF regarding their opposition to easements on the railroad right of way and how that would impact the Port and the community. She pointed out to them that they don’t make those decisions, that STIA has the agreement with the Port and is the group that comes to the table when there is a disagreement to be worked out.
  - e. STF is planning to open part of the trail on the east side but will have signage and a barrier at the end of the open part for protection from liability.
  - f. Headlight Herald article on the Salmonberry Trail.
  - g. Received the project closeout for the Railroad Emergency Response to the 2007 storm, Project C2008004.
  - h. Request for annual Employee holiday gifts. **Bill moved to approve the 2023 employee holiday bonuses of \$125 for Thanksgiving, and \$300 for Christmas. Jack seconded, and the motion passed unanimously.**

- 9) Commissioner updates and written reports
- a. FOTAM - Kevin was elected FOTAM secretary unanimously at the last meeting. Jack suggested that an AI transcription app for his phone would be a big help and Kevin will follow up with Jack. The financials were prepared by Carolyn who has since withdrawn from the treasurer position. Carolyn and Dallas met with CPA Jeff Simpson and the finances have been turned over to him. The annual charities report Form CT-12 and Form 990 tax form for nonprofits will be reviewed with Jeff and completed. New member Rick Conti wrote the draft Vision Statement included in this packet. Dallas will be attending a presentation to try to find sources to fund a Strategic Plan. Gene is working on getting a new domain; “savehangarb”.
  - b. TLW – Sierra said TLW had their October meeting yesterday. At the previous meeting Doug Olson had asked the attorney to talk about potentially adding the hospital to the Intergovernmental Agreement (IGA). The attorney said, based on their review, it didn’t make sense since the hospital isn’t a government entity. Since that meeting, Doug has met with Ross Tomlin at Tillamook Bay Community College about adding TBCC to TLW and hopes to have him at the November meeting. Sierra asked if anyone had checked with the attorney and no one had. Sierra reminded them that if TLW brings in other partners to the IGA then that triggers the part of the Withdrawal Agreement that requires them to buy out the Port’s share of the assets. She told them it is possible that, if TLW is reconfigured into a nonprofit or a special district, the Port commissioners would be agreeable to letting the Port’s share of the assets to transfer to the new entity in perpetuity. Sierra will attend her last TLW meeting in November and see where things stand at that time. With the current timeline the last day of POTB’s contract with TLW is December 2, 2023.
  - c. STIA – See Item #8
  - d. SDAO Annual Conference – Seaside February 8-11, 2024
    - i. Any interest in attending? Matt will attend, rest of commissioners to be determined.

10) Communications

- a. Friday, November 10, 2023, Closed for Veteran’s Day
- b. Saturday, November 11, Veteran’s Day
- c. Wednesday, November 15, 2023, 6:00 pm Board Meeting
- d. Thursday and Friday, November 23 & 24, Closed for Thanksgiving
- e. Wednesday December 20, 2023, 6:00 pm Board Meeting
- f. Monday, December 25, 2023, Closed for Christmas Holiday

The commissioners agreed that Wednesday evening meetings still work best for the majority.

- 11) Adjourned @ 8:21 p.m.