



APPROVED 11/16/22

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, OCTOBER 19 2022, 6:00 P.M.

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

Any comments or written testimony, if allowed, may be submitted to mbradley@potb.org up to 3:00 pm on the afternoon of the meeting

1. Call to Order @ 6:01 p.m.

Recognition of Persons Present: Commissioners Sierra Lauder; Bill Baertlein and Kevin Stoecker. Absent: Jack Mulder and Matt Mumford.

Port Staff: General Manager Michele Bradley; Rita Welch; Margaret Amick and Pami Boomer (@ 7:08 p.m.)

Public: Gus Meyer and, (by Zoom) Gary Bond

Presenter Ken Henson, Partners for Rural Food Systems

Public Comment for Items Not on the Agenda – Gus Meyer said he has been observing the Port for many years and is pleased with its growth, especially with the additional displays at the Tillamook Air Museum (TAM). He has also noticed the increase in air traffic at the airport and encouraged the Port to work to develop more business.

2. Ken Henson reviewed the Food Innovation Center Project which is focused on identifying and developing local infrastructure that can be used to process and package locally sourced products, both agricultural and ocean harvested. He is assisting the Port of Garibaldi in researching options for cold storage facilities to be located there for seafood brought in by the fishing boats, which would expand the market for the catch beyond the immediate area. Ken envisions a commercial kitchen with dehydrating and freeze drying capability at the Port; where local small businesses can access a facility that meets health regulations to process small batches of value added products to sell; and where classes can be held in meat processing, and in preserving and packaging food for retail. A priority need is for cold storage to extend the shelf life of harvests before processing; it would also be available for storing supplies during emergencies. Ken said that everything could be done incrementally and would like to work

with Michele to identify possible locations for the first stage. The board was agreeable.

3. Air Museum Director Report – Rita Welch
 - a. Update on Wood Research and Development (WRD) discussion on safety and condition assessment. Rita reported that the contract is signed and the lift is on the way. WRD will begin work Monday, 10/17/22 and the structural analysis will take about 2 weeks. The museum will close for a week during that time. The assessment report is to be completed by the end of the year. Before returning the lift, Port staff plan to use it to access the holes in the big hangar doors to make repairs.
 - b. On 11/21/22 TAM staff and volunteers will be decorating a rail car at Garibaldi for OCSR's Candy Cane Express. Additional volunteers are welcome to help.
 - c. For Veterans Day on 11/11/22, TAM will have free admission from 10 a.m. through 4 p.m., and the local Veterans of Foreign Wars (VFW) will have breakfast available.

4. Consent Agenda
 - a. Minutes for 09/21/2022 - Regular Meeting
 - b. Lease Order #22-16 Tillamook People's Utility District; MP 836.61-836.76; Utility Crossing Encroachment; 25 years, Expiring July 31, 2047
 - c. Lease Order #22-20 Meadow Outdoor Advertising; MP 832.81; Billboard Sign Encroachment; Annual
 - d. Lease Order #22-21 Classic Preservation, LLC; Bldg #92, Unit B; Vintage Car Shop & Storage; mo. to mo.

Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 3-0, Matt Mumford and Jack Mulder absent.

5. Manager's Written Report and Discussion - Michele Bradley provided a written update on projects on the Port.

There is serious interest in the purchase of the Banks railyard and she will hire a consultant for an evaluation for a purchase price.

The State Historic Preservation Office (SHPO) met with museum staff on August 23, 2022 to conduct a site inspection and discuss planned improvements to Hangar B. In their follow-up letter to the Port, they described the building to be in good condition overall.

The request of funding for the Airport Business Park from the Infrastructure Finance Authority (IFA) through Business Oregon is progressing slowly. Michele is tentatively scheduled to plead the Port's case at the IFA board meeting on December 2 for \$10,000,000 in a combination of funds from the Special Public Works Fund (SPWF), the Port Revolving Loan Fund (PRLF), and a new grant opportunity called the Emerging Opportunity Funds (EOF). The EOF will provide match funds to local funding.

Tillamook County is contemplating an ordinance requiring a Tillamook County business license beginning January 2023. The rates will be the same as in Tillamook city with no duplication of fees in towns already requiring a business license. Public meetings on the draft ordinance will be in November and December.

The DEQ reviewed the annual air quality permit for the Port wood waste Landfill #1132 and found that the landfill doesn't require one. Michele expects a refund of the fees already paid.

6. Office Administrator Report – Pami Boomer
 - a. Financials from September 2022 – should have 75% of budget remaining; overall each department is on track. A couple of line items have overspent and she is keeping track of them; legal services are above expected due to tenant and railroad issues. Fuel expenses are up but being offset with sales.

She provided a report on projects in progress or completed in the current FY, and is hoping to tie them directly into the financials so the board can see what each project cost and to where it is tied. She also included projects that are upcoming; such as the Hangar B assessment, and the TLW generator replacement. She also wants to put in a piece that tracks the pool as projects are funded. Her goal is to create a comprehensive report that will track projects and their costs from planning to completion.

7. Discussion and Consideration of Annual Updated Facility Use Agreement with Tillamook School District 9 for Disc Golf Course Development and Maintenance. Updates are to clarify and correct portions of the agreement. **Bill moved to Approve the Updated Facility Use Agreement with Tillamook School District 9 for Disc Golf Course Development and Maintenance, Kevin seconded and the motion passed 3-0; Jack Mulder and Matt Mumford absent.**
8. Discussion and Consideration of Resolution 2022-2023 #4 – Commissioner Compensation Policy to address conflicting policies. Changes were made to clarify the language regarding meeting attendance and compensation. **Kevin moved to approve the changes to Resolution 2022-2023 #4 Commissioner Compensation Policy, Bill seconded and the motion passed 3-0, Matt and Jack absent.**
9. Discussion and Consideration of Tillamook County Commission request to oppose the Oregon Department of Forestry's Habitat Conservation Plan. Bill is in favor of sending a letter of opposition; Sierra and Kevin don't think the Plan affects the Port. Gus Meyer suggested the Port consult with tenant Stimson

Lumber Company. Michele will contact Stimson and Hampton Lumber for their perspectives. The item was tabled to the next meeting.

10. Commissioner updates and written reports

- a. Tillamook Lightwave (TLW) – Bill said TLW wants to rewrite the Inter-Governmental Agreement (IGA) and it needs to be done, but for POTB to get out of it will take money. Sierra suggested that the board may want to think about it and budget for it next year. Bill about the Port's appetite, or lack of, for expanding its debt with TLW and how it would affect TLW's chances of qualifying for grants and loans. He asked about the quality of the Port's fiber optic infrastructure and suggested going to TLW about paying to upgrade it. Michele said when she talked to Matt Updenkelder, as a partner in the IGA, about extending the cable to the warehouse buildings he said the Port would still have to pay for the material and be responsible for the maintenance. Michele said she would like to extend the fiber from Near Space to the airport but that would cost about \$35,000. Bill suggested doing an assessment of the Port's needs and then asking Lightwave to do it. Sierra and Bill agreed that the partners have different visions for the future of TLW.
- b. Friends of Tillamook Air Museum (FOTAM) – Rita said the 10/07/22 meeting wasn't very successful since the Gene and Carolyn were absent and no agenda or minutes were sent out prior to the meeting. Sayde prepared draft minutes and draft agenda for the rescheduled meeting on October 28 and sent it to Gene to send out to the FOTAM board. Sierra spoke of the scheduled update by FOTAM of their financials and their progress at the November POTB board meeting. Rita said that she hasn't seen any of the bank statements since someone changed the mailing address so she hasn't been able to make copies to keep on file. Financial documents are not being presented at the meetings so she can't tell if things are being taken care of. It was discussed that the president needs to get a firmer grip on the finances. Michele will add the FOTAM/POTB joint meeting to the agenda for November 16 and it was agreed to start the meeting at 5:30 p.m.

11. Communications

a. Next Board Meetings:

- i. October 23-25, 2022 GM at OBDD Infrastructure Conference
- ii. Closed for Veteran's Day – Friday 11/11/22
- iii. Next Meeting – 11/16/22 @ 6:00 p.m.
- iii. Closed for Thanksgiving – Thursday and Friday 11/24 & 25/22
- iv. **December meeting canceled – if needed, 12/21/22 by Zoom**
- v. Closed for Christmas Holiday – Monday, 12/26/22
- vi. Closed for New Year's Day Holiday – Monday 01/02/23
- vii. **SDAO Annual Meeting – Sunriver, February 9, 10-12 – who will attend?** Bill virtual, or no room needed; Sierra will attend full conference; Kevin will let Michele know.

12. Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2) (e) for Real Property Transactions, and ORS 192.660 (2) (f) Regarding Exempt Public Records at 8:07 p.m., exited Executive Session and reconvened Regular Meeting at 8:36 p.m.
13. Adjournment @ 8:37 p.m.