



APPROVED 11-19-19
MINUTES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
THURSDAY, OCTOBER 10, 2019, 6:00 P.M.
POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141

1. Call to Order: Jack Mulder @ 6:11 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Matt Mumford; Jim Young and Cyrus Javadi (6:25 p.m.)
Port Staff: General Manager Michele Bradley; Air Museum Director Rita Welch and Margaret Amick
2. Public Comment for Items Not on the Agenda: None
3. Commissioner Requests for Agenda Changes (New Business) – Official confirmation of Gerry Opdahl's resignation was received, resulting in an open position on the board. Jack requested an addition to item 7.b. on the agenda regarding attendance of meetings.
4. Discussion and Consideration of Consent Agenda
 - a. Prior Meeting Minutes – September 3, 2019 Special Meeting; September 17, 2019 Regular Meeting; September 24, 2019 Board Training
 - b. Lease Order #19-22, Steve Dachsel; MP 840.31 Utility Encroachment; One-time fee; Not to exceed 50 years
 - c. Lease Order #19-24, Josh Coleman & Brian Himes; Bldg. 26; Mechanic Shop; mo. to mo.
 - d. No financials for September – they will be emailed when completed

There was discussion of a couple of items in the minutes from the September 17 meeting resulting in a minor revision in the FOTAM committee report. Matt Mumford moved to approve the Consent Agenda as amended; Jim Young seconded, and the motion carried (3-0); Cyrus Javadi absent.
Cyrus Javadi arrived at the meeting at 6:25 p.m.
5. Discussion and Consideration of Changing of Regular Board Meeting Date/Time to accommodate the work schedules of the newest commissioners. Matt and Cyrus said that having the meetings on Thursdays at 6:30 - 9:00 p.m. would fit in better with their work schedules. Jack said that starting the meetings at 6:30 p.m. would also work better for him. Michele said she can save time at the meetings by sending the board an email containing the items in her manager's report instead of reporting them

in person. It was agreed to reschedule the next meeting to Thursday, November 21 at 6:30 p.m. and the following meeting to December 19 from 6:30 p.m. If the trial period works out, then the vote to amend the by-laws will be held; and if approved, the meetings will be permanently scheduled for the third Thursday of each month from 6:30 p.m. to 9:00 p.m.

a. 30-Day notice of By-Law Change – tabled until after trial period.

6. Discussion and Consideration of 2019 Employee Holiday Bonus. Michele reviewed the bonuses from previous years and answered questions from the board. During discussion, Jack said that he felt the holiday bonus is a nice gesture and should be continued. Jim said that he also feels it is a great gesture but doesn't think the amount makes the same impression in subsequent years. **Jim Young moved to approve the 2019 Employee Holiday Bonuses in the same amounts as in 2018 - \$100.00 for Thanksgiving and \$250.00 for Christmas. Cyrus Javadi seconded, and the motion carried (4-0).**

7. Manager's Report

- a. Thank you from AAUW for providing space to store donations for their annual fundraiser and the conference room to organize the donations for the auction.
- b. Updated Commission Vacancy Application and Packet – thoughts? Michele put together a packet to go with the application, asked for feedback from the board regarding the packet and incorporated suggested changes into the packet. The final packet will contain the application; information on the Port; the responsibilities of the board, individually and as a group; an info sheet on port districts; and a copy of the press release soliciting candidates for the vacancy on the board. The board authorized Michele to send out the press release and make the application packet available. Jack asked her to email the packet to the commissioners to have on hand for interested parties.
 - i. Meeting attendance – not discussed.
- c. Staff Training – ICS 100 – In her role as General Manager, Michele has been involved in Resilience planning and the Tillamook County Citizens Corps Council (TC4). Several cities are represented in the TC4 and have prepared for emergencies to a varying extent, but the City of Tillamook wasn't represented. Representatives from several local agencies formed CTAB to fill that void. In September, Michele and Josh Balmer participated in Incident Command System (ICS) training to prepare to respond to emergencies ranging from small, local events all the way up to a major Cascadia disaster.
 - i. Local Emergency Table Top Exercise – on October 8, CTAB conducted an ICS training exercise described as an accident between a tanker truck carrying ammonia and a power pole. The team was tasked with identifying, assessing, and responding to the incident.
 - ii. POTB/TMK Emergency Operations Plan – is being developed
- d. Update on Woodmark Cedar Property – On October 15 Phase II testing will start and any follow up will be done on October 18. Michele didn't know how long it will take to get the test results.
- e. Update on BPA TSR for Digester – The \$1,700 per month wheeling charges to Bonneville Power have continued since the digester shut down, but Aaron Palter has possibly found a way for another organization to buy the wheeling and relieve the Port of the obligation.
- f. Update on City Water Issue – Michele and Jim Young attended the City of Tillamook Public Works committee meeting. City Manager Paul Wyntergreen

gave the committee a copy of the letter he had sent to the Port listing the concessions he had asked for in exchange for a reduction of the City's water rate charged the Port. Jack has drafted a reply to the City, using part of a letter written by Aaron, and asked for any suggested revisions from the board. He will make the recommended changes and send the letter to the City. There was discussion of what water rate to request and it was decided on \$2.50 per thousand gallons (approximately ten times the cost to generate the water). Jim spoke of the board's appreciation for Aaron's contribution to the process. He asked who the letter will be sent to and it was decided that the City's mayor, manager and council members would all receive a copy.

8. Discussion and Consideration of Applications for Grants for matching funds -
 - a. Discussion and Consideration of Application for Oregon Department of Aviation COAR Grant for matching funds to FAA Project for the Main Apron Expansion – The Port has a grant for \$294,000 for the Phase I - Environmental and Pre-design work for the Main Apron Expansion at the FBO. The Port's match amount is \$29,400 but can apply for a COAR grant for 90% of the match funds, leaving only \$2,900 left for the Port to pay. **After discussion, Matt Mumford moved to Approve Application for Oregon Department of Aviation COAR Grant for matching funds to FAA Project for the Main Apron Expansion. Cyrus Javadi seconded, and the motion carried (4-0).**
 - b. Discussion and Consideration to Approve Application for Visit Tillamook Coast Marketing Grant – Rita needs authorization to apply for a marketing grant to print and distribute brochures for the air museum. The current brochure design is basically 5 years old and she would like to update the information with a fresher look. Rita passed around a draft design for a trifold brochure that she had put together. The brochures get placed in racks all over the state; in airports, motels, restaurants, and in other museums and attractions so they garner a lot of attention. The grant is for \$5,000 and, if it is awarded, would require a \$1,200 match from the Port. Michele said that the match has been budgeted in this fiscal year. **Jim Young moved to Approve the Application to the Visit Tillamook Coast Marketing Grant for the Air Museum. Matt Mumford seconded, and the motion carried (4-0).**
9. Executive Session per ORS 192.660 (2) (e) for Real Property Transactions. The Regular Meeting was recessed, and Executive Session entered at 7:48 p.m. and Executive Session was exited, and the Regular Meeting reentered at 8:10 p.m.
10. Committee Reports
 - a. Tillamook Lightwave – Jim Young – Nothing to report, no meeting since last POTB meeting
 - b. Salmonberry Trail – Jack Mulder reported that the Salmonberry Trust has received the approval of its 501(c)(3) status. The next STIA meeting will be at the Officers' Mess Hall on October 11.
 - i. Tolling Agreement between EPA and OCSR extending the time frame for OCSR to resolve the violations from 2014 has been signed but doesn't change the agreement between POTB and OCSR. The agreement between POTB and STIA gives STIA a say in any leases on the railroad entered into by POTB, except for the lease with OCSR, which was grandfathered in. The current agreement with POTB requires OCSR to be in compliance

with all federal, state and local laws. OCSR requested to have until the end of 2018 to clear things up with the EPA and Army Corp of Engineers so they can extend their lease for another five years without STIA being involved. The Port had extended the time limit to the end of 2019 and the commissioners agreed that the Port will send an admin letter to OCSR extending the Port's deadline to match the timeline of the Tolling Agreement.

- c. Friends of Tillamook Air Museum (FOTAM) – Matt Mumford reported that the FOTAM board voted to increase its number to 13 members with a focus on fundraising. Matt reported that Jack De Swart spoke of wanting to contract for another engineering report, concentrating on the monitor and box beams. There was some discussion by the Port board of the the cost of repairing the Hangar versus the potential cost of collapse or deconstruction. The board came to a consensus to instruct Michele to obtain a new engineering study on Hangar B's condition.

11. Communications

- a. Next Regular Meeting – **Thursday, November 21, 2019 @ 6:30 p.m.**
- b. Office Closed for Thanksgiving, Thursday and Friday, November 28 & 29, 2019
- c. August and September DEQ Monthly Reports - FYI

12. Adjournment @ 8:58 p.m.