



APPROVED 1/16/20

**MINUTES JOINT POTB/FOTAM MEETING
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
THURSDAY, DECEMBER 19, 2019, 6:30 P.M.
POTB MAIN OFFICES – CONFERENCE ROOM
4000 Blimp Boulevard, Tillamook, Oregon 97141**

1. Call to Order @ 6:35 p.m. for discussion only – no quorum
Recognition of Persons Present: POTB Commissioners Jim Young and Jack Mulder
Port Staff: General Manager Michele Bradley; Pami Boomer; Aaron Palter; Rita Welch; and Margaret Amick
FOTAM: Director Jack De Swart; and Consultant Eric Brinkert – no quorum due to the absence of Bruce Lovelin, Alan Evans and Matt Mumford.
Applicant for POTB Board Vacancy: Sierra Lauder
2. Public Comment for Items Not on the Agenda – None
3. Joint Meeting with the Friends of Tillamook Air Museum (No FOTAM quorum) -
Eric Brinkert provided a handout and reviewed FOTAM's progress during 2019 with a focus on capacity building. Tasks accomplished included defining board job descriptions; developing messaging for presentations; creating marketing materials; holding presentations at "Friends Days" at the Museum; and creating a website with a digital fundraising capability. He then outlined the three areas of the strategy for 2020. Advocacy: newsletter; board training; media strategy; digital strategy; and fact finding and connecting with other organizations. Capacity building: board and volunteer recruitment; policies; financial systems; accounting systems and professional services. Fundraising: events booths; special events; crowd source fundraising; and an itemized donation sheet. He provided a calendar of proposed fundraising events for 2020. Jack Mulder asked if FOTAM has contacted other historic, aviation, and military/veteran organizations for advice and information sources. Eric said they will be pursuing those avenues after the holidays.

Matt Mumford arrived at 7:00 p.m. and completed the POTB quorum.

Jack Mulder listed the three options the Port has for the hangar. It can be repaired; not maintained and allowed to deteriorate; or dismantled. He spoke of how the Port and the FOTAM board will require a lot of help from volunteers and new board members to repair. Aaron Palter is looking into the cost for a review of the 2011 report that assessed the condition of Hangar B. He has consulted with County staff for their advice on the most needed repair that would yield the greatest benefit for the investment. The initial report noted that repairing the ventilation system on the

monitor is essential in preventing further damage by rot to the wood supports of the roof. Aaron will coordinate with Bruce Lovelin on applying for TLT Facilities Grants for both the Port and for FOTAM. POTB would need to sponsor FOTAM in their application for a TLT grant since they are a nonprofit. **Matt Mumford moved for the Port to sponsor FOTAM in their application for a TLT Facilities Grant. Jim Young seconded, and the motion carried 3-0, Cyrus Javadi absent.**

Jim Young commented that as one of the older commissioners he appreciates the history of the hangar but had kind of lost faith that it could be saved. After hearing the presentation though, he feels much better about its future.

The procedure for adding members to the FOTAM board was determined to be that the FOTAM board proposes a candidate and the POTB board appoints them. **Matt moved to appoint Carolyn Decker to the FOTAM board, Jim Young seconded, and the motion carried 3-0, Cyrus Javadi absent.**

4. Discussion and Consideration of Appointment to Commission Position 5 Vacancy – Jack Mulder and Jim Young interviewed two of the applicants and brought to the board a recommendation of appointing Sierra Lauder to serve the balance of Position 5 through June 30, 2021. They felt that Sierra had the best skill set to fill the needs of the board. **Jim Young moved to appoint Sierra Lauder to Position 5 on the POTB Board of Commissioners. Matt Mumford seconded, and the motion carried 3-0, Cyrus Javadi absent.**

- a. Sierra was sworn in as POTB Commissioner, Position 5.
- b. Discussion of Meeting Dates/Times for 2020 – It was agreed to meet on the third Thursday of each month at 6:30 p.m.
- c. Amend 1st Business Resolution to read that the regular monthly board meetings will be held on the third Thursday of every month at 6:30 p.m. and appointing Sierra Lauder as Treasurer. **Matt Mumford moved to approve Resolution 2019 – 2020 #1 – Amendment No. 1, Jim Young seconded, and the motion carried 4-0, Cyrus Javadi absent.**

Michele reminded the board that one of the two liaison positions to FOTAM still needs to be filled and that Matt is unable to attend the daytime meetings due to work conflicts.

5. Discussion and Consideration of Port of Tillamook Bay Harassment Policy. Michele provided the board with a copy of the SDAO's Workplace Harassment Policy template and recommended integrating the new Oregon laws effective January 1, 2020 into the Port's current policy. **Jim Young moved to approve Amending the POTB Harassment Policy to incorporate the Oregon laws effective January 1, 2020. Sierra Lauder seconded, and the motion carried 4-0, Cyrus Javadi absent.**

6. Discussion and Consideration of Consent Agenda **(Action)**
 - a. Lease Order #19-27 Menefee Welding Repair & Towing; Bldg. 11, Unit A and Gravel Area; Tow Truck & Vehicle Storage; mo. to mo.
 - b. Lease Order #19-28 Jace Goodwin; Airport Circle; Truck & Trailer Parking; mo. to mo.
 - c. Lease Order #19-29 Eric Lessor, Computer Support & Services, LLC (CS&S); Bldg 54; Utility Tower; 5 years w/option for two 5-year extensions
 - d. Financials – November 2019. Pami told the board that she is available for one on one meetings to answer any questions the commissioners may have. Michele reported that the wheeling charges to BPA will discontinue after December 2019

as a result of Aaron Palter working with BPA to transfer them to an interested party. The budget is on track at the half way point through the fiscal year.

Jim Young moved to Approve the Consent Agenda as presented, Matt Mumford seconded, and the motion carried 4-0, Cyrus Javadi absent.

7. Manager's Report – Discussion

- a. TSR – Michele thanked Aaron for his work with BPA getting the wheeling charges transferred to another organization which saves the Port thousands of dollars over the rest of the contract period.
- b. Tillamook County Housing Commission – Tax Exemption Committee. Michele participates on the Committee exploring the idea of property tax exemptions to developers of multifamily housing. She said there would be almost no impact to the Port since the tax assessment for the Port is so low with one of the options presented at the committee.
- c. DEQ Stormwater Update. Michele reported that the Port is very close to completing the requirements but is still waiting for a couple of tenants to provide their spill plans. She submitted a request for a three-and-a-half-month extension through March 31, 2020 and it was approved. She was also informed that the monthly reports are also no longer needed since the Port's "progress to date is extensive and well documented". Michele said that the final step will be meeting with staff and then the tenant/users for training on prevention and mitigation of contamination in the stormwater.
- d. Manager/Operations Report Update – December 2019. Michele said that Wave Internet is building out to Surfside Resort and wants to know if the Port charges the annual overhead utility line fee and associated fees since the project is for Tillamook Lightwave. There was agreement to not waive the fees.
- e. Creekside Environmental Report, Phase II is complete, and Michele is expecting the final report soon. Aaron reported that \$32,000 has been spent on Phase I and Phase II so far and asked the board if they wanted to try to recover the costs from the tenant. It was decided that the Port would cover Phase I and approach the tenant regarding Phase II.
- f. GM Annual Review – Discuss Process for January 2020 Review. Michele asked the commissioners about the process for her annual review so she will know what information they may want from her. Jack said they will use the same process as last year along with a self-assessment.

8. Committee Reports

- a. Tillamook Lightwave – Jim Young – December meeting Canceled
- b. Salmonberry Trail – Jack reported that Salmonberry Trail Foundation (STF) has received its 501(c)(3) status and has developed a process for reimbursing \$170,000 to the Tillamook Forest Heritage Trust that they provided to STIA in its early days. Washington County Visitors Association committed \$175,000 toward the planning process for the canyon and river sections and Tillamook County matched the amount. Tillamook County also contributed \$60,000 for the Oregon Parks & Recreation District project managers. Metro intends to provide several million dollars toward the developing the east end of the trail from Manning to Buxton. Michele reported that several of the property owners along the railroad right of way claim they don't have to pay the encroachment fees because the federal government now owns the railroad. One of the owners referred the Port to a law firm specializing in rails to trails lawsuits; Stewart, Wald & McCulley. Michele spoke to Elizabeth McCulley but couldn't make any headway explaining the Port's ownership of the railroad. The ROW fees and late

charges will continue to accrue on the unpaid accounts and the board also entertained the option of closing the crossings at the disputed properties. Oregon Coast Scenic Railroad is the authority railroad and at this point their attorney is dealing with the disputes.

c. Friends of Tillamook Air Museum (FOTAM) – No report/see above

d. City Issues:

- i. Water – Michele said that Jim Young has been unsuccessful in setting up a meeting with Jorge Rios to discuss the water rates because Jorge says that the Port needs to resolve the trail issue with Mayor Weber first. Michele is working on a spreadsheet to chart the difference between the Port's actual expense since the rate increase and the savings to the Port if the rate had been reduced at the time of the initial request to the City in January 2019. She is also documenting how the additional expense will continue to rise with each scheduled increase.
- ii. Trail – Jack has a meeting scheduled to meet with Tillamook City Mayor Suzanne Weber to discuss the easement for the Hoquarton Trail. The Port's position is that the trail issue will not be tackled until after the water rate is negotiated.

Sierra said that in her experience with the City the elected personnel don't always seem to have all the information that has been provided to staff.

9. Communications

- a. Next Regular Meeting confirm: Thursday, January 16, 2020 at 6:30 pm
- b. Office Closed for Christmas Day and New Year's Day
- c. Thank you from Tillamook County Farm Bureau for providing a venue for their dinner.

10. Executive Session per ORS 192.660 Executive Session per ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection.

Jack gave Sierra some background information regarding the IRS demand letter for just over \$108,000 to resolve outstanding tax liabilities. The Port disagrees with the amount and believes some of that will be refunded, but if it wasn't paid by December 12, 2019 the IRS intended to file a tax lien against the Port and initiate an in-depth on-site investigation into the Port, the management of the Port, and the Port commissioners. Since the board understands the issues and have discussed them as a commission, Jack asked Michele to make the payment before the deadline. Matt asked why Jack didn't include all the commissioners in the decision to make the payment and if Jack was authorized to direct the payment on his own. Michele and Jack explained it was a payroll obligation that, through error, hadn't been paid and in order to protect the Port from further financial obligation it was decided to make the payment. Matt felt that an emergency meeting should have been called so the whole board could discuss the decision involving a significant amount of money. Jack said that an upside is the liability is now fixed, there is a maximum and won't get any bigger. There is a possibility of recovering some of the payment. Jack recessed the Regular Meeting and entered Executive Session at 8:54 p.m. Exited Executive Session and resumed Regular Meeting at 9:31 p.m.

11. Adjournment at 9:31p.m.