



**APPROVED 5/17/23**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, APRIL 19, 2023 AT 6:00 P.M.**

1. Called to Order @ 6:00 p.m.  
Recognition of Persons Present: Commissioners Sierra Lauder, Jack Mulder, Bill Baertlein, and Kevin Stoecker. Matt Mumford in at 7:37 p.m.  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch, and Margaret Amick  
Public: Gary Bond  
Public Comment for Items Not on the Agenda - None
2. Tillamook Air Museum (TAM) Report – Rita Welch reported more than 100 people attended the B-52 Grand Opening and over 600 were at the Easter egg hunt. She said the staff are discussing ways to make the hunt fairer so that the prizes don't just go to the more aggressive hunters. Admission prices were raised; they are expecting tour groups from 10 cruise ships this season; the 727 cockpit exhibit grand opening will be in May; and staff are working to have the A-4 Skyhawk (formerly displayed on the corner of Hwy 101 and Long Prairie Road) ready to display in the June Dairy parade. Matt Mumford contacted Michele with suggestions for the blimp on a stick at Hwy 101 and Long Prairie Road; put more lights on the tail or put a skin on it. Representatives from FOTAM were at the B-52 Grand Opening and the Easter egg hunt. Planning is ongoing for Hangar B's 80<sup>th</sup> Anniversary fundraiser, they are currently looking at bands.
3. Consent Agenda
  - a. Minutes for 03/14/2023 - Regular Meeting
  - b. Lease Order #23-06 Astound Broadband, LLC dba Wave by Coastcom; POTB Railroad MP 855.73; Underground Fiber Optic Utility Line Crossing; Annual Lease Order #23-07 Astound Broadband, LLC dba Wave by Coastcom; POTB Railroad MP 855.71 – 855.73; Underground Fiber Optic Utility Line Encroachment; Annual

- c. Lease Order #23-08 Scott Fraser; Hangar #3 Tillamook Municipal Airport; Aircraft Storage; mo. to mo.
- d. Lease Order #23-09 Fiber Com; Airport Circle Parking; Parking of Equipment; mo. to mo.
- e. Lease Order #23-10 Pacific Northwest Cabinets; Bldg. #11, Unit B; Warehousing and Distribution; mo. to mo.
- f. Lease Order #23-11 Near Space Corporation; Hangar #8 Tillamook Municipal Airport; Aircraft/Equipment Storage; mo. to mo.
- g. Lease Order #23-12 Tillamook Beekeepers Association; .52 acres of Land; Apiary and Garden Learning Center; mo. to mo.
- h. Lease Order #23-13 Blue Mountain Telecommunication Services, Inc.; Airport Circle Parking; mo. to mo.

**Bill moved to approve the Consent Agenda as presented, Jack seconded and the motion was approved 4-0, Matt absent.**

4. Office Administrator Report: Pami said the financials are looking good except for the railroad. She reported that 2 weeks prior to the board meeting she received a notification from BNSF Railway regarding outstanding invoices from 2018 for \$85,000. She has been in discussions with them and was told it has to do with the RCH cars on the east end of the rail line for switching and the length of time they sat on the line. Pami found that the Port had previously paid about \$4,000 and had never received any invoices for the new charges. BNSF thinks the charges may not be owed and may be tied to their car storage on the POTB railroad at that time. They are looking into it on their end. She told the board that to prepare for the possibility of payment she is proposing Resolution FY 22-23 #6 for approval to transfer some appropriations from the Airport to the Railroad.
  - a. Discussion and Consideration of Resolution FY 22-23 #6, Adopting a Supplemental Budget and Amending Appropriations. **After some discussion Bill moved to approve Resolution FY 22-23 #6, Adopting a Supplemental Budget and Amending Appropriations, Jack seconded. Pami will investigate the claim further before paying. During further discussion, Jack moved to table the motion until the claim is verified, Kevin seconded and the motion passed 4-0, Matt absent.**
  
5. Manager's Written Report and Discussion - Michele reported that two of the Compost Inc. loans are paid off. The RV Park passed its six month Health Department inspection earlier this month with no violations observed. Michele met with the Tillamook Pilot's Association liaison and will continue to meet monthly. Michele had a discussion with Oregon Representative Javadi at the B-52 Grand Opening and followed up with an email requesting his support for funding to repair Hangar B. Michele testified in support of SB 5524, funding the Oregon Business Development Department. She will be attending the 2023 SelectUSA Investment Summit in Maryland the first week in May. She will focus on promoting the Airport/Unmanned Aircraft System and industrial development opportunities at the Port. Michele has been asked to replace Andrea from the Port of the Dalles on the Infrastructure Finance Authority if tapped by the governor.

6. Discussion and Consideration of Water and Wastewater Rates. Last year the water rates were increased for one year, Port still gets Industrial rates with the City. Staff recommend no increase to the meter fee or usage rate for water and to review the rate for 2024. The projects to upgrade the wastewater system will require additional revenue to cover the repayment of the loan and the increased treatment costs. Staff recommend \$10/month increase in base sewer rate, an increase of \$1.60/1,000 gallons in sewer rates for 2023-24, and an additional increase of \$1.20/1,000 gallons in sewer rates for 2024-25 (will adjust if necessary). **Bill moved to approve the staff recommended water and sewer rates, Jack seconded and the motion passed 4-0, Matt absent.**
7. Discussion of FEMA's National Flood Insurance Program (NFIP) and impact to POTB, Tillamook County, and Coastal Communities. Michele provided a copy of an email from Port of Garibaldi general manager Mike Saindon bringing attention to the drastic impacts of the proposed changes. The board discussed working with other ports to effect changes to the plan.
8. Discussion and Consideration of Agreement with ODOT and OCSR for work along the Railroad Right of Way in Garibaldi as part of ODOT's sidewalk improvement project. **Bill moved to direct the General Manager to sign the Agreement with ODOT and OCSR for work along the Railroad Right of Way in Garibaldi when the documents become available. Jack seconded, and the motion passed 4-0, Matt absent.**
9. Commissioner updates and written reports:  
Tillamook Lightwave (TLW) - Sierra provided a written report on their last meeting. Michele said she hasn't heard back from their legal representatives regarding the Port's draft contract for POTB's departure from TLW.  
STIA – no meeting; ColPac - no meeting; NWACT - no meeting; FOTAM – See Item #2 above  
The commander of the Oregon Wing Civil Air Patrol extended an invitation to the board to a ceremony for the awarding of a Flight Training Scholarship to a local CAP cadet on April 20, 2023.
10. Communications
  - a. Monday, April 24, 2023 – **Budget Committee Meeting, 12:00 noon**
  - b. Wednesday, May 17, 2023 – Budget Hearing and Monthly board meeting, 6:00 pm. Bill Baertlein plans to attend by Zoom.
  - c. **Thursday, June 15, 2023** - Monthly board meeting, 6:00 pm
11. Recessed Regular Meeting and entered Executive Session per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions @ 6:52 p.m.; exited Executive Session and resumed Regular Meeting @ 7:55 p.m.
12. Adjourned @ 7:56 p.m.