



**APPROVED 7/20/22**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**WEDNESDAY, JUNE 15, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbk9ub2RFd25Rd3Y2UWpCWmpldz09>

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

1. Call to Order @ 6:02 p.m.

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

Port Staff – General Manager Michele Bradley; Pami Boomer; Chance Steffey; Margaret Amick; on Zoom – Rita Welch

Budget committee member Gary Bond; FOTAM President Gene Kyniston

Public Comment for Items Not on the Agenda - None

2. Office Administrator Report – Pami Boomer

a. Financials for May 2022 – All departments are on track with the budget, with a few large invoices for the airport to be paid in June.

b. Update on Insurance Coverage/Employee Benefits

i. Pami has been working on updating the Personnel Manual using a template supplied by SDAO which will make updating it easier in the future. She would like to add a Medicare option to the Port's employee insurance coverage and include it in the Personnel Manual. She explained that picking up the premiums for Parts A & B for eligible employees would benefit both the employees and the Port. **The board came to a consensus to approve the change.**

ii. Discussion and Consideration of Auditing RFP results and scoring, and authorizing General Manager to sign contract documents. Pami and Michele received responses from two of the five firms approached and recommended Kern & Thompson as overwhelmingly the better of the two. **Bill moved to approve selecting Kern & Thompson and authorizing the General**

**Manager to sign contract documents. Kevin seconded and the motion passed 3-0; Jack and Matt absent.**

3. Air Museum Director Report – Rita Welch
  - a. FOTAM/TAM Staff update – On 6/9/22 FOTAM held a workshop to discuss recommended changes to the By-laws. Two of the suggestions were to remove language granting oversight of FOTAM and voting privileges by the POTB board of directors; and a possible change of name to “Friends of Hangar B”. Once a draft is worked up, Gene Kyniston will have it reviewed by legal counsel before presenting it at the joint POTB/FOTAM workshop, tentatively scheduled for August 16, 2022 at 6:00 p.m. Rita advised FOTAM that they need to create a strategic plan to help guide them going forward in their mission. There was discussion of the need to have a clear, factual message when communicating with the various types of media. Larry Stephens has been in contact with Lars Larson to promote Hangar B on his radio show and is in the process of setting up an interview. Kevin Stoecker reported that FOTAM has received an application for appointment to the board from Sayde Walker and after discussion, **Bill moved to approve the appointment of Sayde Walker to the FOTAM board of directors. Kevin seconded and the motion passed 3-0; Jack and Matt absent.**
    - i. The POTB letter to FOTAM containing a proposed agenda and requesting a joint POTB/FOTAM workshop was reviewed and revised. **The board reached a consensus to send the final draft to FOTAM.**
    - ii. Staff assistance to FOTAM was discussed in light of their desire to become independent of POTB. The Port board wanted to be sure the FOTAM board understood that they would be responsible for all the administrative, financial, and legal requirements of a 501(c)(3) organization.
    - iii. Fundraising – Portland Fashion Week has been promoting events on social media without consulting or coordinating with the Port or Tillamook Air Museum. The Port board is united in responding that they must stop advertising events without completing the approval process first.
4. Consent Agenda
  - a. Minutes for 05/18/2022 - Regular Meeting
  - b. Lease Order #22-12 Twins Ranch, LLC; MP 849.9 Bay City; Encroachment, 720 sq. ft.; Storage Container for Rail Rider Equipment; 1 year
  - c. Lease Order #22-13 Twins Ranch, LLC; MP 833.01 Wheeler; Encroachment, 720 sq. ft.; Storage Container for Rail Rider Equipment; 1 year

Michele shared an email from Anita Metlen of Oregon Coast Railriders (OCRR) asking the board not to approve the Twins Ranch encroachment leases for storage of their railriding equipment. Anita feels that the Port shouldn't help Twins Ranch establish their rail riding business while OCRR is still in litigation

with Oregon Coast Scenic Railroad (OCSR) over the termination of OCRR's operations on the railroad. Under the OCSR-POTB Operations and Rail Line Use Agreement, OCSR has the right to allow other rail operations on their

section of the railroad without interference from the Port. The Port board felt it would be discriminatory to deny the encroachments to Twins Ranch without cause after granting the same to OCRR.

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

5. Manager's Written Report and Discussion – Supplementing her report, Michele said she received a determination from Oregon DEQ that an Air Contaminant Discharge Permit isn't required for the Port landfill; she received the executed ARPA grant documents for the equipment upgrades for hybrid meetings and will be meeting with Logitech later this month. Michele had lunch with former board commissioner Jim Young and was finally able to present him with a Certificate of Appreciation and an award for his twelve years of service on the board.
6. Discussion and Consideration of Order 2021/22-6 Notice of Intent to Award Contract to Livermore Architect & Engineering, Inc. for Airport Business Park Project, and Authorization for General Manager to sign documents. The Port put out an RFQ for the design and construction services for the Airport Business Park Project and out of the nineteen initial inquiries, only one company submitted a quote. The Port has worked with Livermore Architect & Engineering, Inc. before with good results. The contract is contingent on obtaining the funding, possibly wrapping into the Airport Business Park Project financing through Business Oregon. **Kevin moved to approve the Notice of Intent to Award the Contract Amount of \$538,250.00 to Livermore Architect & Engineering, Inc. for Airport Business Park Project, and Authorization for General Manager to sign the documents. Bill seconded and the motion passed 3-0; Matt and Jack absent.**
7. Discussion and Consideration of an Asset Management Software Program and authorization for General Manager to sign contract above \$25,000 – Chance Steffey researched several software programs that would help staff with scheduling and tracking maintenance on buildings and equipment. He presented a spreadsheet detailing the features of each one and narrowed it down to one with input from the maintenance staff. They recommended Brightly software because of the training included in the package for a comparable price. **Bill moved to authorize the General Manager to sign a contract above \$25,000 for an Asset Management Software Program. Kevin seconded and the motion passed 3-0; Matt and Jack absent.**
  - a. Staffing update – Michele Bradley reported that Chance will be increasing his work schedule to keep up with the additional workload.
8. Discussion and Consideration to move forward with DEQ Funding for the Port's NPDES (lagoon) upgrade, as required by Permit. District Engineer Chance Steffey has been exploring financing options for the upgrade and provided

spreadsheets comparing loan programs from Business Oregon and DEQ. He recommended pursuing the DEQ loan because the Port would receive \$500,000

in loan forgiveness and also a much better interest rate. **Bill moved to move forward with applying for the DEQ Funding for the Port's NPDES (lagoon) upgrade, as required by Permit. Kevin seconded, and the motion passed 3-0; Matt and Jack absent.**

9. Recessed Regular Meeting and entered into Executive Session per ORS 192.660 to discuss Real Property Transactions @ 7:50 p.m.; exited Executive Session and reconvened Regular Meeting @ 8:30 p.m.
10. Commissioner updates/comments/concerns
  - a. Tillamook Lightwave (TLW) – Sierra provided a written summary of the TLW meeting on May 31, 2022. Michele said that the legal counsels for both the Port and TLW were of the opinion that if the Port leaves the IGA, it won't have a claim against the assets held by TLW. Further discussion was tabled until July in the hope that all of the commissioners will be present.
  - b. Friends of Tillamook Air Museum (FOTAM) – See Item #3
  - c. Salmonberry Trail Intergovernmental Agency (STIA) – no report
  - d. NW Area Commission on Transportation (NWACT) - No meeting
  - e. Columbia Pacific Economic Development District (Col-Pac) - No meeting
11. Communications
  - a. Next Board Meetings:
    - i. July 20, 2022
    - ii. August 17, 2022
    - iii. September 21, 2022
  - b. Closed for Juneteenth Holiday, Monday, June 20, 2022
  - c. GM scheduled vacation – August
  - d. Joint meeting with FOTAM – August 16, 2022 @ 6 p.m., subject to agreement by FOTAM.
12. Adjournment @ 8:30 p.m.