



APPROVED 9/23/24

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, AUGUST 21, 2024 AT 6:00 P.M.

- 1) Called to Order at 6:00 p.m.
Recognition of Persons Present: Commissioners Kevin Stoecker, Bill Baertlein, Sierra Lauder and Matt Mumford; Jack Mulder absent
Port Staff: General Manager Michele Bradley, Pami Boomer and Margaret Amick
Public – Gary Bond
Lt. Col. Deb Maynard and Captain Tim Maynard of the Tillamook County Composite Squadron 114 of the Civil Air Patrol (CAP)

Public Comment for Items Not on the Agenda – Deb Maynard presented a Certificate of Appreciation to the Port for its support of the CAP ground school and the Cadet program for the last two years. The ground school and flight program have produced five certified private pilots, and there are six additional students in the ground school. She updated the board on the CAP squadron’s activities and explained the cadets perform labor at events to raise funds for their activities.
- 2) Consent Agenda
 - a) Minutes for July 23, 2024 Regular Meeting
 - b) Lease Order #24-21 Dairy Specialists, LLC; Bldg. #11, Unit L; Warehousing and Distribution; mo. to mo.
 - c) Lease Order #24-22 Brittney Bakes; Bldg. #54, Hangar B Café; Food Service/ Catering; mo. to mo.

Bill moved to approve the Consent Agenda as presented, Kevin seconded and the motion passed 4-0, Jack absent.
- 3) Action Items:
 - a) Discussion and Consideration of Resolution 2024-2025 #2, considering certain property as surplus within the industrial park. **Bill moved to approve Resolution 2024-2025 #2, considering certain property as surplus within the industrial park, Kevin seconded and the motion passed 4-0, Jack absent.**

- b) Discussion and Consideration of Accepting Grant 2023-TMK-00034 from the Oregon Department of Aviation COAR Grant program as match funding for the FAA Fuel Systems Grant. **Matt moved to approve Accepting Grant 2023-TMK-00034 from the Oregon Department of Aviation COAR Grant program as match funding for the FAA Fuel Systems Grant and to authorize the General Manager to sign the necessary paperwork. Sierra seconded and the motion passed 4-0, Jack absent.**
- 4) Air Museum Report – Matt and Kevin reported that FOTAM members manned a booth at the Tillamook County Fair. They exhibited artifacts from the Air Museum and sold merchandise. Planning has begun for another picnic on July 4, 2025.

There was discussion of the netting project on the south end outside of Hangar B; the State Historic Preservation Office (SHPO) wants more information on the possible effects on the structure before they allow it. The estimated cost for an engineering study is \$200,000, and an additional \$200,000 to install the netting. Stimson claims there is a safety hazard for their employees, but doesn't want to contribute funds for the fix. They are threatening to vacate and the board discussed letting them. Sierra pointed out that whether Hangar B is repaired, or leased to an entity who repairs it, or it comes down (planned or unplanned), Stimson would have to vacate the hangar for at least the duration of the repairs. Michele will talk to the Port's legal counsel regarding notifying Stimson of the potential hazards and that to continue to occupy the area would be at their own risk. She will add an update to the September agenda.

- 5) Office Administrator Report – Pami reported that the budget is on task since it is the first month of the fiscal year. The proceeds from the most recent land sale at Long Prairie and Brickyard were transferred into the pool fund for capital projects and will be used for the road construction. The payment for the replacement front public doors at the Air Museum will also be coming out of the pool. Oregon Coast Scenic Railroad is up to date with the quarterly payments. Michele said the lease negotiations with OCSR have been rescheduled. She said that Doug Olson sent the asset valuation from Tillamook Lightwave but she hasn't had a chance to read it. The August financials will report the airport paving expenses. The payment system for parking at the disc golf course is operational and will be tracked as a line item.
- 6) Manager's Written Report and Discussion - Michele reported an issue with the AWOS at the airport, parts were ordered and have been installed. She said she has spoken to Deb Maynard about being on the Airport Master Plan public advisory committee. The kick-off meeting has been held and she asked if any commissioner would like to represent the board on the committee. It would involve about seven meetings over an 18 – 24 month span of time. The Port has been recommended to receive a grant from the Oregon Parks and Recreation Department (OPRD) for the Disc Golf Course. Final approval is scheduled for the OPRD Commission meeting on September 18. Michele received word from Senator Jeff Merkley's office that the Port will not receive FY25 Community Initiated Projects funds for the Wastewater Treatment Plant Outfall replacement project. She was urged to try again next year. Oregon DEQ sent a letter to the Port approving its Biosolids Management Plan. Michele provided information from FEMA regarding the process for preparing for the implementation of the Oregon National Flood Insurance Program Endangered Species Act (NFIP-ESA) integration.

Michele spoke of the local efforts in opposition to the plan because of its far reaching effects and said she will keep the board informed.

- 7) Board Updates – none.
- 8) Communications
 - a) Port Offices closed Monday September 2 for Labor Day.
 - b) Board meeting: Wednesday, September 18, 2024, 6:00 pm
 - c) Board meeting: Wednesday, October 16, 2024, 6:00 pm
- 9) Recessed Regular Meeting and entered into Executive Session at 7:19 p.m. Exited Executive Session and resumed Regular Meeting at 8:43 p.m.
- 10) Adjourned at 8:44 p.m.