



APPROVED 6/15/22

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, MAY 18, 2022, 6:00 P.M.**

<https://us02web.zoom.us/j/86895410895?pwd=a2Ezbnk9ub2RFd25Rd3Y2UWpCWmpldz09>

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

1. Call to Order @ 6:01p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder; Bill Baertlein; Kevin Stoecker and (by Zoom) Matt Mumford
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch and Margaret Amick
Tillamook County Broadband Coordinator Samantha Goodwin
Public Gus Meyer
POTB Budget Committee member Gary Bond

Public Comment for Items Not on the Agenda - None

2. **OPEN BUDGET HEARING**

Public Comment on Budget - None

CLOSE BUDGET HEARING – CONTINUE REGULAR MEETING

Consideration of POTB Budget and Tax Rate for Fiscal Year 2022-2023 per POTB Resolution 2022-2023 #5. **Bill moved to Adopt the POTB Budget in the amount of \$22,357,484 for Fiscal Year 2022-2023 and to Approve the Tax Rate of \$0.0364 per \$1000 of assessed value for the tax year 2022-2023. Matt seconded and the motion passed unanimously.**

Pami will post the adopted budget on the POTB website and will provide a hard copy to the commissioners upon request.

Jack asked the board liaisons about the status of the white paper from the POTB board laying out their position that the Port wants to exit Tillamook

Lightwave. Sierra said that it has been presented to the TLW board twice. Bill said that at the last TLW board meeting he told them in no uncertain terms that the Port is at the point where they want out of the IGA and that TLW could use the steps outlined in the white paper or another way to do it. Bill said the other commissioners acted like it was a big surprise, but directed John Luquette to look into a method of determining the value of TLW's assets, and consult with their legal services regarding the process of separation. Bill reported that TLW will need to borrow just over \$500,000 for the new generators so the boards of each partner will have to approve the borrowing authority for the loan. The Port will still be responsible for 1/3 of the debt, even after leaving TLW; but that should be offset by its share in the TLW assets. Bill spoke about the presentation from NoaNet on its work with TLW determining the feasibility of bringing broadband to Tillamook residents. He expects they will have a recommendation as to whether to form an IGA or a special district. Samantha Goodwin told the board that she has mapped over 18,000 address points in Tillamook County and coded them as to whether or not there is a PUD pole that carries, or could carry, the Charter Cable lines for broad band. The map is useful in showing the areas where broadband isn't an option. Some of the areas TLW will be consulting on with NoaNet are providers and customer satisfaction; price; saturation of broadband; priority of areas of need; and grant eligibility data. It isn't clear at this point whether NoaNet will provide administrative support as part of their consulting services. Pole attachment fees will be the most expensive element in the process of hooking into the system. Samantha's internship ends in July of this year.

3. Office Administrator Report – Pami Boomer

- a. Financials for April 2022 – All departments are still on track with 17% left. Management team met a couple of weeks ago and went through the budget numbers for a handful of major projects coming up. Pami calculated the figures for them and found that the numbers are still on track. She asked if there were any questions on the April financials and Kevin asked about the remaining Capital Outlay funds in Museum Operations and asked what the plans are for the money. He said the Port should be doing more capital improvements at Hangar B. Pami explained that most of the funds are remaining TLT grant funds designated for roofing repairs on Hangar B and will be carried over to the next fiscal year since the Port doesn't have anywhere near the approximately \$500,000 needed to complete the project. Jack asked if the drop in overall expenses was due to not filling current job vacancies. Michele answered that it took four months to fill the utilities helper position and there is still an open industrial park position. Pami said that tomorrow morning she and Michele are going to a job fair at the high school to try to recruit some summer help.

In past board meetings there were questions regarding the interfund transfer of funds between the Industrial Park and the Airport as repayment for the \$6.5 million cost of the construction of the Airport Business Park with FEMA funds. In 2014 the POTB board decided when

adopting the 2014-2015 fiscal year budget that a repayment plan would be set up for \$7,000 per month, based on the rent structure for Near Space Corporation. This was due to the F.A.A. restrictions on using airport revenue for nonairport purposes. Pami created a basic Excel amortization schedule for any future reevaluations and Michele will add the F.A.A. overlay information to the onboarding packet for new commissioners. Sierra asked if there are any staff costs associated with tracking the information and Pami said no, since it is a recurring entry each month.

- b. Update on Insurance Coverage/Employee Benefits. Currently the Port pays 100% of the medical insurance premiums for a plan with a high deductible for the employees and their dependents. Earlier this year, Pami surveyed the employees to gauge their satisfaction with the current insurance. Since then, Pami has been working with Corey from Hudson Insurance to review various plans based on their feedback. Michele and Pami will narrow them down to offer three plans for employees to choose from, which may or may not have a cost share by the employee, depending on which plan they choose. A couple of options being considered are a Health Savings Plan; and covering the Medicare premiums for eligible employees, which has a side benefit of improving the Port's rating by lowering the average age of the pool of employees.

4. Air Museum Director Report – Rita Welch

- a. Date options for joint meeting with Friends of Tillamook Air Museum (FOTAM). The FOTAM board is only considering 10:00 a.m. on Fridays and suggested July 22 or 29 but are open to additional Fridays in August. The Port commissioners are unable to accommodate that time frame due to work schedule conflicts. There was discussion of how FOTAM is out of compliance with its By-laws and Rules and that most of the people attending the meetings are not officially board members because they were never appointed by the POTB board or reappointed when their terms expired as set out in the By-laws. There is frustration with the Port on the part of FOTAM because they think the Port is changing the rules as they go along. The Port board is frustrated because the long term gap in FOTAM meetings during the Covid restrictions resulted in a loss of knowledge of the basic structure of the organization and FOTAM isn't performing the duties and responsibilities it was charged with when it was established. Kevin said that FOTAM wants to separate from the Port and Michele said they can do it but they still won't have complete freedom for their projects affecting Hangar B or its exhibits. At the last FOTAM meeting, Rita told them again that they need to get a strategic plan together; develop the roles and responsibilities of each member; to be tracking their hours; keeping tabs on the financials; and keeping minutes of their meetings. Kevin reviewed the items discussed at the last meeting - booth at county fair; strategic plan; June Dairy Parade; social media guidelines; and future events. Once the reinstatement of their 501(c)(3) status with the IRS is complete, the FOTAM board intends to revise their by-laws and submit them to the Port board for approval.

Sierra is concerned about unappointed people having access to the FOTAM funds. Rita will review the Port meeting minutes to try to identify the formally appointed FOTAM directors. Bill was tasked with drafting a letter to FOTAM with a draft agenda for the joint meeting. He will also inform them that Friday mornings are not workable for the Port commissioners; that setting a date and time for the joint workshop in the evening will allow Port commissioners to attend, FOTAM directors to be appointed and the directors with expired terms to be reappointed. The Port board prefers an evening in July or August. Michele will review for format, Matt and Kevin will review for suggestions before sending.

5. Consent Agenda

- a. Minutes for 04/20/2022 - Regular Meeting; 04/27/2022 Budget Committee Meeting; and 05/02/2022 Hangar B Workshop
- b. Lease Order #22-10 Pelican Brewing Company; Bldg. #54, Ste. #500; Offices and Warehousing; One year w/4 one year extension options
- c. Lease Order #22-11 Loo Properties, LLC; RR MP 840.71; Parking Encroachment; Annual
- d. Authorization for General Manager to sign Subrecipient Agreement with Tillamook County for Hybrid Meeting Technology Equipment, a grant from Tillamook County's ARPA/SLFRF with the Port as Community Partner. Not to exceed \$20,000; is on reimbursement basis. Funds must be requested no later than December 31, 2024

Two revisions to minutes from 4/20/22 meeting. **Bill moved to approve the Consent Agenda as amended; Kevin seconded and the motion passed unanimously.**

6. Discussion and Consideration of Railroad Fee Schedule (last updated November 2020) It was proposed to add a one-time \$2500.00 new permit fee for a Utility and increase the new permit fees for Cell Phone Towers and Fiber Optic to \$2500.00, with a note that applicant may be required to cover the Port's legal fees incurred by the new permit; reduce the Property Use Fees for Residential/Farm and Commercial/Industrial/Utility from \$1.00/sq. ft. to \$.50/sq. ft.; strike out the listing for Memorial Signs; and clarify that the \$600.00 Annual Fee for Electrical is for single service lines. **Sierra moved to adopt the changes as proposed; Matt seconded and the motion passed unanimously.**

7. Manager's Written Report and Discussion - Michele Bradley

- a. Summary of written report – RFP for the Airport Business Park Engineering Services came out May 2, due May 24 & will be presented to board in June for contracting; the Banks Rd. rail removal project has been moved to 2023; the N Fork Dairy Creek bridge will be closed during the ODOT work on Hwy 47; Phase II completed for the security cameras; the water line to the private hangars is completed, inspected by the county, approved by OHA and the final costs attached; Regional Water - Tillamook City delayed its annual water rate increase for all districts until a water rate study has been completed.

- b. Update on Areas of Emphasis – report on progress since April
- c. Annual Review of By-Laws – no changes recommended at this time
 - i. Board Rules – Discussion and Consideration of updating Board Rules, including Attachment A. Proposed changes - #10 add *Abstentions are neither a yay or nay vote, essentially counting as a non-affirmative vote. Abstentions must be explained*; #15 change *online to virtually*; remove *Expenses for this purpose shall be considered on a case-by-case basis.*; in Attachment A Motions, change 1. *Call to Order to 1. Call to motion*; delete “s” in motions in 2, 3 & 4; and under 6.b. change [See Below.] to [See Below]).

Kevin moved to adopt changes; Bill seconded and the motion passed unanimously.

- d. Interest in reviewing the RFP responses for Engineering and Architectural Services for the Airport Business Park? RFP due 5/24/22; reviews, committee discussion and interviews (if applicable) by 6/9/22. Board to issue Notice of Intent to Award (NOIA) at June meeting (6/15/22). The board agreed that there is no need to review the RFP responses.
- e. Matt will contact Pat Patterson regarding fundraising for Hangar B.

Sierra asked about the issue of airport box hangar tenants living in the hangars or using them for purposes other than airplane storage. Michele and Shad are working on a letter to the tenants.

- 8. Commissioner updates/comments/concerns
 - a. Tillamook Lightwave (TLW) See Item #2
 - b. Friends of Tillamook Air Museum (FOTAM) See Item #4; Port received an NDA from a group wanting to take over Hangar B. Michele told them they would need to provide more information.
 - c. Salmonberry Trail Intergovernmental Agency (STIA) Next meeting 5/20/22; Jack is no longer on the Salmonberry Trail Foundation (STF) board; Salmonberry Trail Foundation is taking the point on building the trail. There was discussion of the lack of administrative support for the executive director.
 - d. NW Area Commission on Transportation (NWACT) – Working on Hwy 6 improvements
 - e. Columbia Pacific Economic Development District (Col-Pac) – Agenda for meeting on 5/12/22 attached.
- 9. Communications
 - a. Next Board Meetings:
 - i. June 15, 2022 – Matt gone; Bill may be traveling – will Zoom
 - ii. July 20, 2022
 - iii. August 17, 2022
 - b. Closed for Memorial Day, Monday, May 30, 2022
 - c. Closed for Juneteenth Holiday, Monday, June 20, 2022
 - d. GM scheduled vacation – early August
- 10. Adjournment @ 8:56 p.m.