



APPROVED 8/17/2022

MINUTES

POTB BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, JULY 20, 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 up to 3:00 pm on the afternoon of the meeting

1. Call to Order @ 6:03 p.m.

Recognition of Persons Present: Commissioners Jack Mulder, Sierra Lauder and Kevin Stoecker; Matt Mumford (in @ 7:54), Bill Baertlein absent.

Port Staff: General Manager Michele Bradley; Pami Boomer and Margaret Amick

Tillamook County Broadband Coordinator Samantha Goodwin

POTB Budget Committee member Gary Bond

By Zoom, Rockaway Beach homeowner Lisa Finkle

Public Comment for Items Not on the Agenda – Lisa Finkle spoke of the issues with illegal parking at the beginning of the railroad right of way by short term renters, which impedes access by the homeowners and for emergency vehicles. The board discussed the options available to the Port; from installing No Parking signs, to placing concrete barriers in the right of way to block the parking. The Port's position is that the City of Rockaway Beach is responsible for allowing development of the properties that can only be accessed from the railroad right of way, which for all practical purposes makes it a public road and the city should take care of it. The city is considering fining the owners of short term rentals \$500 per vehicle for parking outside of the allotted spaces. Michele said that at worst, the Port will have to create use easements with each of the homeowners on the right of way and then they will have to create a maintenance committee for the road upkeep. Michele and staff will be meeting with the owner of the referenced property on Friday to discuss options.

2. Discussion and Consideration of Resolution 2022-2023 #1 – Updates to the Business Matters for Fiscal Year 2022-2023: Financial – Item 1, new auditor Kern – Thompson; deleting Item 11F and reverting back to authorization under

Item 11B; Regular Monthly Board Meetings - Item 3 changed to 3rd Wednesday of each month, Item 5 deleted since it is mandated in HB 2560 (2021); Other Business – Item 4, Insurance Agent of Record changed to Brown and Brown for Worker’s Comp and Liability and continues with Hudson Insurance for SDAO Medical. **Jack nominated Sierra Lauder for President, Jack Mulder for Vice President, Kevin Stoecker for Secretary, Bill Baertlein for Treasurer and Matt Mumford for Commissioner at Large. Sierra moved to approve Resolution 2022-2023 #1 Business Matters Appointment Authorization, as modified. Kevin seconded and the motion passed 3-0; Matt and Bill absent.**

3. Discussion and Consideration of FY 2022-2023 Liaison Positions – Bill Baertlein has expressed interest in attending the TLW meetings so Sierra suggested appointing him as the alternate and removing Michele. **Kevin moved to approve the Liaison List with the substitution of Bill to replace Michele as the alternate to TLW. Jack seconded and the motion passed 3-0; Matt and Bill absent.**

- a. Discussion and Consideration of amending Resolution 2021-2022 #2, to clarify Commissioner Compensation Policy regarding liaison position meetings. Sierra explained that the budgeted expenses for the liaisons are based on one meeting per month per organization. Tillamook Lightwave has increased the number of meetings per month and requested that the liaisons and their alternates attend each meeting. FOTAM has been holding extra meetings that are not publicly noticed. It was suggested that publicly noticed meetings, and official business meetings lasting more than two hours, attended at the request of the general manager or the board, qualify for compensation for the liaison. Also, only the primary liaison will be paid if the alternate attends the same meeting. Michele will revise the compensation policy to review at the next meeting.

4. Office Administrator Report – Pami Boomer
 - a. Financials for June 2022 – ended the year with all departments within budget and she is currently writing up a report on the projects completed during the year with the budget and actual expenditures. She has been in contact with Eric Zehntbauer from new auditor Kern-Thompson and will begin the preliminary work within a couple of months with a goal of filing in November. She told the board to expect to hear from Eric during that time.
 - b. Road Maintenance Ordinance Update – Michele, Pami, and District Engineer Chance Steffey met in March of this year and discussed overdue maintenance on the roads. The Port hired Capital Asset and Pavement Services and in May they assessed the condition of the roads. The report was recently received and upon review, Chance determined that the Port is on track with the maintenance on the roads paved during the FEMA roads project. These don’t include the airport; the access roads; the pilots’ road; the road to the FBO; Near Space’s road; graveled

areas; parking lots; or sidewalks. The staff recommendation is to keep the status quo to the ordinance since the fund is on track, but they are working to figure out how to incorporate the other areas into the maintenance plan. The board agreed that no changes are currently needed to the Road Maintenance Ordinance.

Sierra asked if it would be possible to expand the RV Park. Michele said part of the area is wetland and the park gets really muddy, so it closes about mid-September when the rain starts and doesn't reopen until it dries out around the end of May. In looking ahead, it has been discussed that if the airport expands then hangars would encroach into that area. If the Salmonberry Trail extends down to the Port it might be feasible to put in a campground with full hookup sites and other amenities on 40 acres down by South Prairie. Sierra asked whether there are funds available to explore that option and Michele said possibly a TLT grant for the planning portion or maybe a planning and marketing grant. The Port hired a consultant several years ago when they were considering the golf course and was told that an RV Park wouldn't be worth developing unless it included an arcade, laundromat, snack bar, rest rooms and a dump site. Alternatively, the Port could solicit a private investor to develop and operate it.

Jack asked about allocating the museum revenue to Hangar B improvements. Pami said that currently TAM revenue goes into the pool and hangar improvements are paid with funds from the pool. She is working on tracking museum funds as they go in the pool.

5. Air Museum Director Report – Rita Welch is on vacation this week.
 - a. She supplied a written update regarding the restoration progress on the B-52 cockpit; projected a timeline of late August – early September for replacing the A-4 Skyhawk on the pole at Hwy 101 and Long Prairie Rd. with the welded blimp frame; possible donation of a Stearman PT-17 1941 Military Trainer in great condition; meeting with the USAF Civilian Collection Manager for walk thru as part of the process for approval as a Certified USAF loanee of aircraft, will be notified of approval or denial in 3-6 months; FOTAM will have a booth at the Tillamook County fair; FOTAM is available for a joint meeting with the POTB board on August 16, 2022 at 6:00 p.m.; TAM will again participate in the annual Smithsonian Museum Day on September 17 with free admission to several area venues.
 - b. Mark Donofrio from the University of Oregon has a side business called Building Ecology Lab where he estimates the rate of aging of structures. The estimate for evaluating the separate sections of Hangar B is \$20,000 - \$30,000. This information would be helpful in prioritizing the repair projects and in preparing grant applications for funding. Rita will present the information to FOTAM.
 - c. PT-17 Stearman donation – Historic background and photos

6. Consent Agenda
 - a. Minutes for 06/15/2022 - Regular Meeting
 - b. Lease Order #22-14 Jodi King, Realtor; Bldg. #5, Ste. C, Office #2; Office and Supplies; mo. to mo.
 - c. Lease Order #22-15 Pacific Coast Canteen; Bldg. #19, Ste. 450; Office; mo. to mo.
 - d. Lease Order #22-16 Tillamook PUD; MP 836.1 – 836.76; Utility Crossing Encroachment; Continuous, not to exceed 99 years

The board changed the term in Item 6d to 25 years, then annually until renegotiated at the then current rate. Sierra is concerned about what changes might happen in utilities over the 99 years and Jack is concerned about the amount of revenue the Port will miss out on over that time period. **Jack moved to approve the Consent Agenda with the changes to Item d, Kevin seconded, and the motion passed 3-0. Matt and Bill absent.**

7. Discussion and Consideration of Policy for Security Cameras. Under “Notification Requirements” deleted line: “All such signs shall contain a notification that the cameras may or may not be monitored.” Jack asked about control and security of access and usage. Wording was added and revised to increase privacy and to prohibit unauthorized surveillance, with disciplinary consequences for violators. Michele designated Office Administrator Pami Boomer for the protection and retention of the cameras and recordings. The Sheriff’s Department is aware of the presence of the security cameras. **Kevin moved to Approve the Policy for Security Cameras as Amended, Jack seconded, and the motion passed 3-0; Matt and Bill absent.**
8. Manager’s Written Report and Discussion - Michele gave the board highlights from her written report: a letter has been sent to the hangar tenants notifying them of annual inspections of the Port assets, including the hangars, and that tenants are bound by the FAA’s Rules and Regulations on Aeronautical Use of Airport Hangars; the Airport RV Park passed its semi-annual inspection by the Health Department with no observed violations; the OCSR proposal for the Rockaway Beach Runaround; ODOT Regional Manager Bill Jablonski called Michele to say that ODOT Rail wants to fund two crossings in Garibaldi and also six in Rockaway Beach, OCSR has presented them with a priority list; Warning letter from Tillamook County Public Works Department regarding an unauthorized burning on Port property. Michele was contacted at the time and since she had the problem rectified immediately, the Port only received the warning; Regional Innovation Hub Planning Grants have been awarded to Col-Pac and to Tillamook County Visitors Association for planning a Food Hub which could potentially utilize POTB facilities for food service training, local meat processing, a commercial kitchen, warehousing, and cold storage for locally grown food.
9. Executive Session (per ORS 192.660 to discuss Real Property Transactions). Recessed Regular Meeting and entered Executive Session @ 8:34 p.m., exited Executive Session and reconvened Regular Meeting @ 9:32 p.m.

10. Commissioner updates/comments/concerns
 - a. Commissioner Training Scheduled:
 - i. SDAO Board Member Training: Newport 8/30/22 – Kevin Stoecker
 - ii. Outstanding board training needed for insurance credit - Matt Mumford still needs to attend a training session.
 - iii. March 16, 2023 is the filing deadline for Commissioners up for reelection in May 2023 – Mulder, Mumford & Stoecker
 - b. Tillamook Lightwave (TLW) – Samantha Goodwin has reached the end of her contract as the Tillamook County Broadband Coordinator and she provided a written summary of her work over the last year. Sierra told of how NoaNet was created by Washington State PUDs to develop broadband internet in their regions. TLW has been meeting with them with the intent of contracting for consulting services, and maybe staff support, to establish broadband services in Tillamook County. She expects TLW to move forward with the contract at their next meeting. TLW met with David Albrecht from SDAO about a loan to purchase the replacement generators. It was suggested that the board of each TLW partner adopt a resolution approving the loan prior to the rate lock expiration on August 1. The resolutions aren't done, so David will ask for an extension of the rate lock, but Sierra doesn't know if it will be extended. After that loan was set up, the HVAC went out and TLW will need another loan for \$30,000. Another issue she spoke about is that Tillamook County is expecting to double the area they lease from TLW to the Nestucca Valley Community Association for a park for \$1/year for 40 years. Sierra said she asked at the TLW meeting, speaking as a representative of the Port, whether TLW shouldn't receive a greater return on this high value commercially zoned property. Samantha agreed that TLW has a history of undervaluing its assets and that in order to accomplish their goals, they need to generate revenue where they can. Sierra asked the board if they want her to keep pushing against approving the expanded lease. The board agreed with her.
 - c. Friends of Tillamook Air Museum (FOTAM) - Will meet on Friday July 22 to discuss the booth at the Tillamook County Fair.
 - i. See Agenda/Minutes
 - d. Salmonberry Trail Intergovernmental Agency (STIA) – No Meeting
 - e. NW Area Commission on Transportation (NWACT)
 - i. See Agenda
 - f. Columbia Pacific Economic Development District (Col-Pac)
 - i. See Agenda
11. Communications
 - a. Next Board Meetings:
 - i. August 17, 2022
 - ii. September 21, 2022
 - iii. October 19, 2022
 - b. GM scheduled vacation – July 29 – August 11 (board packet will be 8/15)
 - c. Joint meeting with FOTAM – August 16, 2022 @ 6:00 p.m.
12. Adjournment @ 9:34 p.m.