



APPROVED 1-19-2022

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

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

WEDNESDAY, DECEMBER 15, 2021, 6:00 P.M.

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

1. Call to Order @ 6:00 p.m.

Recognition of Persons Present: Commissioners Jack Mulder; Kevin Stoecker; Bill Baertlein; and Sierra Lauder. Matt Mumford in @ 8:24 p.m.

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

Samantha Goodwin, Tillamook Lightwave

By Zoom - Jim Knight, SDAO

Public Comment for Items Not on the Agenda – Sierra presented a cake in honor of Michele’s birthday and convinced the group (for better or for worse) to sing to her.

2. Office Administrator Report – Pami said the financials for November 2021 are on track with the budget and that revenue at this point is more than expected. Bill has reviewed the bank statements and pronounced everything is in order. Pami will fine tune the project report and send it to the board. She is almost finished working on separating the museum revenue from the Hangar B rental income for tracking.
3. Tillamook Air Museum Director Report – Jack mentioned seeing a news article about the B-52 cockpit coming to TAM and asked Rita about it. She reported that there is a lot of interest in B-52s by the public, and museum curator Christian Gurling is active in researching and publicizing the museums exhibits. Members of the public have been bringing in articles detailing the history of the plane, also. Refurbishing of the B-52 is coming along well and the owner gave TAM permission to enlarge the access hatch in the bottom of the cockpit section to allow for better viewing of the interior.

- a. Michele provided the agenda from the FOTAM meeting on December 3. Rita reported FOTAM has applied for a \$10,000 TLT marketing grant to fund advertising on Channel 12 and will find out on December 20 if they are

successful. They have been working on the preparations for a dinner and silent auction fundraiser in March, 2022. They are making more progress toward their goals.

- b. Monument sign replacement update. The metal has been ordered and the rings have been created in Portland. Jack DeSwart will either find a trailer for the Port to use, or will pick up the material himself and take it to Ron Carlbon at the TBCC welding shop. Rita thinks the work will start in late December or early January. There was discussion of how to explain the changeover to the community in a way that would minimize the negative feedback about removing the jet from the pole. The main point would be that the Navy requires loaned aircraft to be displayed indoors, and the coastal weather is very hard on the jet. Sierra suggested that a fundraising event be planned for the swap out, with planes on sticks (pencils with little planes on them) and blimps on sticks (corn dogs).
- c. Community Service – Michele was approached by a party asking about opportunities to perform mandatory community service and passed it on to Rita since TAM would be a better fit. Rita compiled a list of tasks that could be performed at the museum and which would also be appropriate for High School Senior projects and Eagle Scout badge projects.
- d. Rita is the secretary for the Tillamook Coast Historical Alliance, and at the last meeting the guest was from the Tillamook County Library. The guest said that the main branch has a space available for a month at a time for groups to display items of interest to the public. TAM set up a display at the beginning of December and it will run through the end of January since no one else had applied for the month. Rita has publicized the exhibit on social media.
- e. Santa and Grinch event had a huge turnout for the whole four hours. Rita credited the advertising; and parents of the kids in Tilly Tots childcare located in the building were also aware of the event.
- f. Letters to Santa from Santa event – FYI
- g. Received letter from the National Park Service notifying that Hangar B is approved to proceed to the next steps for a National Landmark designation. It could take another two to three years to complete.

4. Consent Agenda

- a. Minutes for October 27, 2021, Special Meeting; November 17, 2021, Regular Meeting
- b. Lease Order #21-28 Ryan Smith; TMK Hangar #4; Airplane/Aviation Storage; month to month

A correction to the minutes for November 17 was made to reflect that Pam Boomer was in attendance. **Sierra moved to approve the Consent Agenda with the correction, Bill seconded and the motion passed 4-0; Matt Mumford absent.**

5. Manager's Written Report and Discussion - Michele Bradley reported on the building #19 landscaping; thank you from School District 9 for the Port's contribution toward the disc golf course; a news article regarding Near Space's

work with NASA; the depositions by Michele and James Peak regarding the lawsuit against Stimson Lumber for the trial set for December; her work with Tillamook County Community Development Department to update the Port's portion of the Tillamook County Multi-Jurisdictional Hazard Mitigation Plan with the first meeting to be in January; copy of the agreement with Tillamook School District 9 for the disc golf course and Michele solicited ideas for a name for the course. Sierra asked who would own it if the course is discontinued and Michele said the Port; the 2021 legislative update from SDAO is available to review if desired; pictures from the employee pizza and gnome making event; reported on possible public negative feedback from tenant currently locked out of space, Sierra wanted reassurance that the tenant would be responsible for mitigation of any biohazard issues upon vacating premises and Michele said that is written into the lease.

6. Discussion and Consideration of Memo to Board – Evaluation Process, Approval of General Manager Job Description, and 2021 Performance Evaluation Form. Michele said she is late with her self-evaluation but will get it to the commissioners by the end of the week. The board made just a couple of changes in grammar and punctuation. **Sierra moved to approve the Evaluation Process, the General Manager Job Description, and 2021 Performance Evaluation Form with the changes. Bill seconded and the motion passed 4-0; Matt Mumford absent.**

Michele will provide to the commissioners an electronically fillable evaluation form she receives from Jim Knight. Her evaluation will be performed at the January 19, 2022 meeting but compensation will not be determined at that time.

Jim complimented the board and staff on their willingness to have discussions containing varying viewpoints and still come to amicable decisions. He said it is a pleasure to work with the Port.

7. Discussion and Consideration of Succession Policy – The policy was modified to include Port of Tillamook Bay in the title. **Bill moved to Approve the Succession Policy with the Modification; Sierra seconded and the motion passed 4-0; Matt Mumford absent.**
8. Discussion and Consideration of Board Member requests (if any) to attend Annual SDAO Conference in Eugene, February 9-12 or virtual. Jack is interested in attending online; Bill and Sierra will attend in person; Kevin will let Michele know soon.
9. Discussion of 2021 Manager Goals - 3rd Quarter check in, changes. Covered in Executive Session below.

10. Strategic Business Plan Annual Update – Michele Bradley reviewed the revisions to the SBP. Jack asked if the Port wants to rebrand itself; after discussion, the

board didn't think it was necessary. Rita will rework the POTB logo to make it symmetrical. Michele said that she has been working with the SBDC program which has applied for a grant to make the Port into an electrical charging hub for large vehicles and tractor-trailers.

11. Board Member Comments/Requests/Concerns/Reports/Scheduling

- a. FOTAM – See Item #3 above.
- b. TLW – Jack said Doug Olsen has requested time at the January meeting for a presentation; Michele will put him on the agenda. Doug plans to hold a joint meeting of the boards of PUD, POTB, and Tillamook County in February to make known the extent of each partner's interest in broadband expansion into residential service. Michele stressed the importance of each board posting a public notice of the meeting since they will be coming to a decision. Jack summarized his view of the board's position on TLW and broadband expansion and has shared it with Doug. POTB fully supports the concept of extending highspeed internet to all of the businesses and residences in Tillamook County; the POTB industrial park and railroad properties are available to support that effort; the board is concerned that we don't have the bandwidth here, or board management to be active in Lightwave governance; that the Port isn't positioned to contribute the kinds of personnel to expansion of the Lightwave organization unless Lightwave returns more dollars to POTB. He said maybe the Port can be active, but somehow we need to get more money to fund someone on staff who can be an expert on this and really engage in it, and not put it all on Sierra. Jack feels that the monetary value of the data passing through the cable landing stations should be extracted to benefit the citizens of Tillamook County, TLW and POTB. Sierra said that TLW will be meeting at least twice per month beginning in January. She feels that the lack of personnel knowledgeable of the broadband industry has caused TLW to undervalue the cable landing stations when negotiating contracts. Bill thinks that TLW needs to revamp into an entity that can act on its own without having to get approval from three different boards. There was discussion of the failure by the corporate broadband providers of not fulfilling their obligation to expand into rural areas even though being subsidized by the government.
- c. No other liaison committee met since last regular meeting.

Michele reported applying for four grants through ARPA to fund: equipment to conduct hybrid In Person/Zoom meetings on site; broadband for the airport to replace the current line of sight system; to perform the stormwater assessment; and for replacement of water meters.

Discussion of 2021 Manager Goals - 3rd Quarter check in, changes. Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2) (i) for

performance evaluation of a Public Employee @ 8:00 p.m. Exited Executive Session and reconvened Regular Meeting @ 8:21 p.m.

12. Communications

- a. Christmas Holiday, office closed December 24th
- b. New Year Holiday, office closed December 31st
- c. January Regular Meeting: Wednesday, January 19, 2022, 6:00 pm
- d. SDAO Conference in Eugene: February 9 – 12, 2022
- e. February Regular Meeting: Wednesday, February 16, 2022, 6:00 pm
- f. March Regular Meeting: Wednesday, March 16, 2022, 6:00 pm

13. Adjournment @ 8:25 p.m.