



APPROVED 9/15/21

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

OFFICERS MESS HALL, 6825 OFFICERS ROW

WEDNESDAY, AUGUST 18, 2021, 6:00 P.M.

1. Call to Order @ 6:04 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Matt Mumford; Kevin Stoecker; Bill Baertlein and Sierra Lauder
Port Staff: General Manager Michele Bradley and Margaret Amick
2. Office Administrator Report – Michele reported that the auditors will be here the week of August 30 to start the first part of the field audit.
3. Tillamook Air Museum Director Report –
 - a. FOTAM Outreach: The Tillamook County Fair Booth was manned during the day mostly by staff from TAM and one volunteer, and took in about \$500 total in donations.
 - b. Update: The T-39 is on the trailer and waiting on permits to bring it here. FOTAM meeting will be the first Friday of September with the time to be determined.
TLT Ventilation Grant – The contractors will be going on top of Hangar B this week. They will use the stair and ladder system inside the concrete tower on the end of the hangar to access the roof.
4. Consent Agenda
 - a. Minutes for June 30, 2021, and July 21, 2021, Regular Meetings
 - b. Lease Order #21-16 Mindful Mosaic Art Studio; Bldg. #5, Suite C, Office #1; Art Studio; month to month

Sierra moved to approve the Consent Agenda as presented, Bill seconded. The motion passed 4-0-1; Matt abstaining.
5. Manager's Written Report and Discussion: Michele updated the board on various items associated with the Port. Hoquarton Trail landscaping; staff training in heat illness prevention; progress with construction projects; interactions with

the community; funding source updates; regional water planning update; update on sale of property to Oregon Coast Wasabi; completion of Phase I of installation of the security cameras; and the acquisition of airport fuel during the Cedar Butte fire.

6. The Airport Business Park Development Feasibility Study was supplied to the board so they could provide direction to the General Manager on the scope and funding of the development. Do they want to prioritize construction to fill the current and new needs of Near Space; build box hangars and aviation related warehouse/manufacturing space; or do both? Should the Port fund the entire expansion and recoup the cost from the rent income; have Near Space fund their part of the construction; or construct incrementally as spaces are rented. Sierra observed that the Unmanned Aerial Systems industry is growing and that the cost of borrowing the funds is cheap right now. The board directed Michele to keep pursuing potential funding and try to get a lease commitment from current tenants and businesses expressing interest in becoming tenants in the new facilities.
7. AquaPrawnics provided a nonbinding Letter of Intent to lease six acres of property to construct and install a warm water shrimp raising and processing facility. They intend to start a phase of explorations and contractual negotiations in 2022. Michele wants to add a time limit on the LOI to prevent tying up the property indefinitely. The board reached a consensus for Michele to move forward with them.
8. Amending of Resolutions: 2020-2021 #4 and #5, correcting dates and grant award amounts. **Sierra moved to approve the amendments to Resolution 2020-2021 #4 and Resolution 2020-2021 #5, correcting dates and grant award amounts. Bill seconded, and the motion passed unanimously.**
9. Board Member Comments/Requests/Concerns/Reports/Scheduling
 - a. SDAO Board Governance Training (2-3 hours) – Scheduled in person for September 22, 2021 @ 6:00 p.m.

The board agreed that a quarantine requirement due to Covid exposure will be considered an excused absence and staff will be able to apply their sick time or vacation time to compensate for the loss of pay. The board suggested offering an incentive of \$1000 to staff who are fully vaccinated against Covid-19 by October 15, 2021. There was discussion of lowering the incentive to \$500 for employees fully vaccinated after October 15. There was also discussion of requiring weekly testing for unvaccinated employees but it was decided to have staff look into the logistics of the availability of the tests, who would be responsible for paying for the testing and whether the employees would be getting the tests during their work hours and to revisit the subject at the September 15 meeting. **Kevin moved to incentivize with \$1000 each employee fully vaccinated by October 15, 2021. Bill seconded and the motion passed unanimously.** Michele and Sierra will draft a memo to inform the employees of the incentive.

10. Executive Session per ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body regarding current litigation, and ORS 192.660 (2) (i) for performance evaluation of a Public Employee.
Recessed Regular Meeting and entered Executive Session at 7:58 p.m. and adjourned Executive Session and resumed Regular Meeting at 8:59 p.m.
11. Communications
 - a. August 25 at TBCC: Coastal Caucus/Tillamook County Town Hall - Canceled
 - b. Col-Pac and NWACT – September 9, 2021, at Mess Hall
 - c. September Regular Meeting: September 15, 2021, at 6:00 pm
 - d. October Regular Meeting: October 20, 2021, at 6:00 pmSierra asked the commissioners if they had viewed the recording of the TLW meeting where the consultant reviewed the feasibility study. She asked the board for direction on to what extent the Port should involve itself in the operations of TLW and whether the Port needs to be involved at all anymore. She said she is willing to continue as liaison if the board wants. The board would like Sierra to learn what involvement TLW expects from the Port at the next TLW meeting.
12. Adjournment @ 9:17 p.m.