



**APPROVED 10/20/21**

**MINUTES**

**BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**VIA ZOOM (Contact [mbradley@potb.org](mailto:mbradley@potb.org) for meeting info)**

**WEDNESDAY, SEPTEMBER 15, 2021, 6:00 P.M.**

1. Call to Order @ 6:01 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Kevin Stoecker; Bill Baertlein; and Sierra Lauder. Absent: Matt Mumford  
Port Staff: General Manager Michele Bradley; Rita Welch; Chance Steffey; Mike Christie and Margaret Amick  
Oregon Representatives Suzanne Weber and David Gomberg  
Director of CARE Peter Starkey; Rockaway Beach Chamber of Commerce Board Member Kristine Hayes  
Public Comment for Items Not on the Agenda - None
2. Rockaway Beach Chamber of Commerce Lease request – Kristine Hayes reviewed the progress the Chamber has made in developing the Visitor's Center over the years and attracting visitors to the coast. She referred to her letter requesting a longer lease for the land currently being used for the caboose and play areas. A month to month lease doesn't allow for long term planning and fundraising for improvements so they are asking for a 50 year lease. Michele suggested a 25 year term with five options for 5 year extensions. The lease will be amended using the updated form and will grandfather in their rate. Then it will go to Jon Paul at STIA for review. Jack said he didn't have any objections to the longer lease but wanted to be sure it will state the need for cooperation with Salmonberry Trail regarding routing of the trail. Michele reassured him it is already in the newer lease template. There were no objections to amending the lease. The board will revisit the lease once the process is complete.
3. Discussion and Consideration of POTB input on Oregon's Legislative Redistricting
  - a. Representative Suzanne Weber and Representative David Gomberg compared the three options for redistricting Oregon for the next ten years. Each map divides Tillamook County differently, determining how many legislators will represent the county and in which areas. Two options

encompass both the coast and part of the valley. Both representatives feel all the options give one political party an advantage over the other. If the legislature can't pass a redistricting plan that meets all the requirements by Monday September 27, then the Secretary of State has until October 27 to get a plan passed. The board discussed the open letter that Tillamook County Commissioner Mary Faith Bell sent to the legislature condemning redistricting Senate Plan C as blatant gerrymandering, and House Plan C as misguided and flouting the redistricting guidelines. She expressed her support for Senate Plan A and House Plan B to maintain the integrity of the coastal representation. The board agreed with her and decided to draft a resolution supporting her position to send to Representative Weber to present to the legislature next week as public feedback. **Sierra Lauder moved to Adopt Resolution 2021-2022 #3 stating the Port of Tillamook Bay Board of Commissioners Agrees With and Supports the Attached Testimony Submitted by Mary Faith Bell, Tillamook County Commissioner. Bill Baertlein seconded and the motion passed 4-0; Matt Mumford absent.**

4. Office Administrator Report – Pami Boomer was unable to attend the meeting but provided the financial reports and an updated progress report on the 2021-2022 Port projects. Michele shared live footage from the security cameras installed in July.
  - a. Financials for July and August 2021 – Bill Baertlein met with Pami the week prior to the meeting to review the financials. He reported that the bank reconciliations are accurate and complete and that he found no inconsistencies during the review. Sierra asked when the Port gets invoiced by STIA for their contribution towards STIA's administrative costs. Jack said he wasn't sure Jon-Paul knew they needed to invoice the Port and Michele said she would reach out to him about it.
5. Tillamook Air Museum Director Report – Rita Welch
  - a. The B-52 fuselage arrived on Wednesday, September 8 and has been placed in its permanent position in the museum. It needs a lot of work and with so much interest in it donations are already coming into the donation box and on the website.
  - b. FOTAM September 3 meeting update. The meeting was productive. They learned a lot about what is involved in putting on an event by having the booth at the fair. It was good exposure even though they didn't raise a lot of money. Rita and Christian put in more staff time than she would have liked and made sure to document the time for reference. FOTAM is in the process of amending their Articles of Purpose since it isn't quite clear that FOTAM is meant to be a capital fundraising board for Hangar B for repairs and maintenance. The next meeting is on October 1 to review the changes. Then on October 15 Michele, Rita and the FOTAM board will meet to review their progress and see what needs more work for a POTB board update on October 20. Matt Mumford has been reaching out to Bruce Lovelin, former

president of FOTAM to try to facilitate the transfer of some functions that he still controls.

- c. Small Claims Court update – The Court ruled in POTB's favor and judgement was awarded to the Port for court costs and a Prevailing Party fee.

TAM will be participating in Museum Day on Saturday September 18. The public can obtain coupons for free admission to participating venues at the Smithsonian Museum's website.

## 6. Consent Agenda

- a. Minutes for August 18, 2021 Regular Meeting
- b. Lease Order #21-20 Black Cat Security Partners, LLC; Bldg. #19, Ste. 450; Office Space; month to month
- c. Lease Order #21-21 Silver Sands Motel; 354 square feet land; Sign Encroachment; annual
- d. Lease Order #21-22 GSSL, Inc. DBA Near Space Corp.; Bldg. #92, Unit A; Warehouse Storage and Light Manufacturing; month to month
- e. Lease Order #21-23 DVA Productions; Bldg. #19, Ste. 460; Video Production; month to month
- f. Lease Order #21-24 Jon and Deanna Friedemann; Land Parcel Lease; Personal Hangar Construction and Occupation; 30 years with 3 five-year extension options; land rent paid annually
- g. Lease Order #21-25 Nick Fulmor; Hangar #23; Airplane storage; month to month
- h. Grant Application Submission to OBDD for Municipal Water Rights Groundwater Study, a precursor to larger Regional Water Planning and approval for General Manager to submit and complete all subsequent documents as required. Michele explained that having the approval in the minutes sometimes makes the grant process go smoother.

**Bill moved to approve the Consent Agenda as presented, Sierra seconded and the motion passed 4-0. Absent: Matt Mumford**

7. Board Discussion follow up: Michele asked the board to defer discussion on mandatory unvaccinated staff testing for Covid-19 due to the limited availability of tests and evolving government mandates. The board agreed to table discussion until the October board meeting.
8. Manager's Written Report and Discussion: Michele Bradley provided written and verbal updates to the board regarding FAA grants received; completion of the Stormwater Mapping and Planning project; the employee Covid vaccination incentive program; the Ports Precision report from OBDD regarding issues affecting Oregon's public ports; Thank you letters received; reminder about the Board Assessment meeting with SDAO consultant Jim Knight on September 22; progress report on the projects at the airport; the FY 2021-2022 Col-Pac Work Plan; local public transportation expanding its service to the Port; sale of four acres of land to Oregon Coast Wasabi finalized; the failure to stop the train at the end of the rail line at the Banks location of Hampton Lumber resulting in a derailment with no injuries and minimal damage; the ongoing contract

negotiations for electric vehicle charging stations planned to be installed on the Port (Jack is concerned about who will pay for the electric power consumed); Michele will be on the panel interviewing applicants for the ODOT Region 2 Area 1 Manager position. She has also requested to be on the committee to interview candidates to replace the retiring Tillamook County Emergency Manager.

9. Discussion and Consideration of Facility Use Agreement for the Disc Golf Course. Michele has been in contact with Tillamook School District (TSD) Superintendent Curt Shelley regarding their cooperation with the Disc Golf Club in establishing and maintaining the course. The Club will be responsible for all costs for the course except the signage at the intersection of Hwy 101 and Long Prairie Rd and clearing the parking area. The rock for the lot will be paid with a grant with help from the Club. Michele will forward the second draft of the Facility Use Agreement to the Port's legal counsel for a second review. She asked the board for authorization to sign the agreement once they approve it and to make minor changes, if needed. **Sierra moved to authorize Michele to sign the agreement after approval by legal counsel and to make minor changes if needed. Kevin seconded and the motion passed 4-0; Matt Mumford absent.**
10. Discussion and Consideration of annual staff holiday bonuses. During discussion Jack recommended paying the same amount as last year. **Kevin moved to pay staff the same amount as in 2020, Sierra seconded. The motion passed 4-0; Matt Mumford absent.**
11. Discussion and Update on Airport Business Park Expansion. Chance reviewed the report lining out the costs of the projects. The discussion focused on whether to divide the work into three projects: expansion, utilities, and hangars; or to do the work all at once. Sierra suggested that doing them all at once is more efficient, especially with the current low cost of borrowing funds; and Kevin stressed that the engineering is needed. It was proposed that Near Space could finance their expansion to assume some of the costs. The consensus is to keep moving forward on permitting, using the \$20,000 remaining from the planning grant along with the proceeds from the sale of property to Oregon Coast Wasabi, and restore those funds with the future rents.
12. Discussion: Stormwater Ordinance – Michele Bradley and Chance Steffey, District Engineer. The board discussed whether the Port should have a Stormwater Ordinance for all the occupants of the Port. The big question is how to enforce the training and inspections required by DEQ when it is the Port who is held responsible for any violations. Chance will work with legal counsel to research options.
13. Board Member Comments/Requests/Concerns/Reports/Scheduling
  - a. FOTAM – see Item #5
  - b. Col-Pac - Sierra said it was an interesting learning about who was on Col-Pac and to learn some information about OCSR of which the Port was unaware. Michele said Col-Pac is working on a regional broadband

approach and Sierra will be able to track progress with both TLW and Col-Pac.

- c. NWACT – Michele said that ways to improve safety along Hwy 6 was the main topic of discussion.
- d. TLW - Michele met with representatives from PUD staff and Tillamook County staff to discuss to what extent they want to be involved in providing residential broadband countywide. Rachel Hagerty was tasked with developing a list of questions for each member organization's board to determine their goals and priorities for TLW. She will give it to Michele and Todd Simmons to review and summarize it before sending it to the TLW board to review/revise at their meeting the fourth week of September. Then it will go to the individual boards for review. Michele expects to have it for the October board meeting. Sierra reported that TLW received the final information from HR Green regarding the replacing the generators. A point brought up is the lack of staff having the time required to attend the meetings and take care of the paperwork involved in the bidding process.
- e. Jack Mulder reported that the Salmonberry Trail Foundation is working with TCCA on a funding request to build a walking trail along the tracks from the north end of their complex and along Latimer Road. When the Salmonberry Trail is constructed in the area, a section of the walking trail will be incorporated into it.

#### 14. Communications

- a. September Board Training: Board assessment/SDAO, September 22, 2021, at 6:00 p.m. at the Officers' Mess Hall; meal provided at 5:30 p.m.
- b. October Regular Meeting: October 20, 2021, at 6:00 p.m.
- c. November Regular Meeting: November 17, 2021, at 6:00 p.m.

#### 15. Adjournment @ 8:53 p.m.