



APPROVED 4-28-21

MINUTES

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING (Rescheduled due to conflicts/quorum)

VIA ZOOM (Contact mbradley@potb.org for meeting info)

WEDNESDAY, MARCH 31, 2021, 6:00 P.M.

1. Call to Order @ 6:02 p.m.
Recognition of Persons Present: Commissioners Jack Mulder; Sierra Lauder and Matt Mumford. Absent: Chris Sween and Jim Young
Port Staff: General Manager Michele Bradley; Rita Welch; Chance Steffey; Margaret Amick and Pami Boomer.
Candidates for POTB board of Commissioners: Bill Baertlein and James Potts Mark Knudson, SDAO; Lisa Finkle and Rosemary Hamilton, Rockaway Beach homeowners.
2. Citizen Comment for Items Not on the Agenda: Lisa Finkle told the board that in 1969 her family entered into an encroachment lease allowing them to use the railroad maintenance road, currently called Miller Street, to access their property in Rockaway Beach. Since then, additional property owners have also been using the right of way for access. A new owner of the corner lot wants to install two driveways off of the right of way to access a duplex he is constructing. Lisa is asking the board to deny the request so that he would have to access off of 22nd Avenue. She asserts that there is already excessive traffic on Miller St. due to the short term rentals located behind her house there and that the street is too narrow for vehicles to pass by each other. Michele said she has been communicating with Rockaway Beach officials regarding the issue and will keep the board informed of her progress.
3. Discussion and Consideration of Memorandum of Understanding between the Port of Tillamook Bay, Long Prairie Water District, Pleasant Valley Water Company, and South Prairie Water Association – Mark Knudson, SDAO summarized the progress on the water development study and reviewed the MOU for planning and designating Long Prairie Water District as the managing agency. **After discussion, Sierra moved to authorize the General Manager to sign the Memorandum of Understanding between the Port of Tillamook Bay,**

Long Prairie Water District, Pleasant Valley Water Company, and South Prairie Water Association upon approval of MOU by all parties. Matt seconded and the motion passed 3-0; Chris Sween and Jim Young absent.

4. Consent Agenda:

- a. Minutes from February 24, 2021 Regular Meeting
- b. Lease Order #20-30 - Tim Miller, FBO long term parking; vehicle parking; month to month
- c. Lease Order #20-31 – Connor Stava, FBO long term parking; vehicle parking; month to month
- d. Lease Order #20-32 – Tillamook BioGas, LLC, Bldg. 53B; Digester; 240 months (lease approved December 2020 by board)
- e. Lease Order #21-05 – Werner Gourmet Meat Snacks, Inc., Bldg 59, Warehouse A; warehousing; month to month (expansion in current area)

Sierra moved to approve the Consent Agenda as presented; Jack seconded, and the motion passed 3-0; Chris Sween and Jim Young absent.

5. Office Administrator Report: Pami Boomer, Office Administrator

- a. Pami reviewed the February financials and told the board that the remaining budget is above the expected amount. There are grant funds received that will be reflected in the financials next month. The funds received from the Covid-19 Relief programs have improved the Port's bottom line also.
- b. Pami reviewed the RR Lease revenues in more detail and explained the continuing responsibilities to the Federal Railroad Administration and the Oregon Department of Transportation – Rail Division. Michele added information about the revenue from the crossings, easements, and fiber optic cable along the railroad right of way. Matt asked if there was any progress in selling the Banks yard. She said she is still working on it and talks to Portland & Western Railroad periodically. They don't want to make an offer and Michele doesn't want to name a figure so there isn't an agreement yet. Jack told Pami that he really liked the written summary and that it was very helpful and nicely done.

Matt asked Pami about item 7e: Letter to IRS regarding the credit on the Port's account for Q4 2020/Q1 2021. Pami sent a letter to the IRS explaining that the credit for payroll taxes paid in during those quarters was incorrect. Pami told the board that a new hire misunderstood that the payroll taxes are assigned to the quarter in which the wages are paid and not the quarter in which they are earned. All the taxes were paid on time, just referenced to the wrong quarters. She told the board that she will be verifying that information going forward.

- c. A Supplemental Budget isn't needed because there are enough remaining funds budgeted under maintenance at this time to cover the carpet replacement project. The project will be to remove the carpet; moisture seal the concrete; and install new carpet at a cost of about \$200,000. The board

came to a consensus to direct the General Manager to sign the Purchase Order for the project. Chance will follow up with the contractor.

- d. Budget Committee meeting is scheduled for April 22 @ 6:00 p.m. on Zoom. Jerry Dove has agreed to serve on the committee and there are still two openings to fill - possibly from the candidates running for Port commissioner.

The meeting was paused for a break @ 7:18 p.m. and resumed @ 7:23 p.m.

- 6. Tillamook Air Museum Director and FOTAM Report: Rita Welch, Director
 - a. Federal Priorities for Tillamook County – Rita reported that Senator Jeff Merkley’s office is supporting the designation of Hangar B as a National Historic Landmark. She said she is still working on the TLT grant and two contractors have looked at the hangar and she hopes to receive their quotes within the next week or so. A third contractor is expected within a couple of weeks to provide a quote. Then Rita will be moving forward to prioritize the venting project or get a scope on the rolled roofing. She has been looking at breaking down the work into more smaller projects to qualify for available grants. Attendance at the museum this year has been in line with the last three years and the merchandise sales are up quite a bit.
 - b. Discussion and Consideration for Services Agreement between FOTAM and Port. Hours worked on FOTAM by Port staff will be tracked to determine the practicality of continuing the agreement. **Matt moved to Approve the Services Agreement between FOTAM and the Port and to authorize Michele to sign. Sierra seconded, and the motion passed 3-0; Chris Sween and Jim Young absent.**
 - c. FOTAM meeting scheduled for April 1, 2021 @ 5:00 p.m.
- 7. Manager’s Report and Discussion: Michele Bradley
 - a. Three-year Lease Order information – list of new leases for last three years
 - b. Tort Claim Notice Update – tenant involved has been informed and claim has been turned over to legal. Michele will keep board updated.
 - c. PNSN - Shake Alert – Proposed installation at Building 5/Mess Hall. Will be one of several in area for early warning of an earthquake.
 - d. 2022-2026 FAA CIP (Construction Improvement Plan) – identifies planned funding for projects over the next five years. POTB currently has two grants; the Main Apron Rehab which is out to bid and due on April 1, 2021; and the A2/A3 Supplemental grant to complete the paving on A2 and A3 which will put a 2 inch asphalt overlay on the Near Space circle.
 - e. IRS – credit for Q4 2020/Q1 2021 – Letter: See Item 5b
 - f. Applications to Business Oregon through Commercial Rent Relief Program – the Port will receive \$32,000 for landlord relief for unpaid rent from two of its tenants.
 - g. Discussion with City of Rockaway Beach
 - a. Public access roads – See Item #2

- b. Existing POTB-CORB agreements – Shad is working on consolidating the agreements for crossings and encroachments in the area per a request by the City of Rockaway Beach. This will help identify Port owned property versus city or county owned.
 - h. Discuss: meeting dates/time/in-person/Zoom. The board agreed to continue holding their meetings on the fourth Wednesday of each month. April will be on Zoom and May is to be determined.
 - i. Carpet Update for Building #19: See Item #5c
- 8. Discussion and Consideration of 2021 Manager Goals. The board wants Michele to prioritize water development; organizational development; developing large warehouse space; Hangar B; the Airport Business Park expansion; and marketing. Michele will revise her draft list of goals and present it at the April board meeting. Sierra expressed her desire for clarity among the board on the Port's values and priorities when communicating, both internally and externally, and in its directions to the general manager. It was suggested to have a workshop after the new board is seated in July to accomplish that goal.
- 9. Board Member Comments/Requests/Concerns/Reports
 - a. STIA funding – Jack Mulder presented a request from STIA for continued funding of \$3,000 per year as the Port's share of its administrative costs. These duties will be performed by the Salmonberry Trail Foundation. In addition, STIA is asking the five participating partners to contribute an additional \$9,500 to fund a half-time position for a project manager to continue working with communities along the trail to begin putting trail projects on the ground. The \$9,500 request will be repeated next year.
 - a. Letter of Request - **Matt moved to approve payment of \$12,500 in support of STIA and the Salmonberry Trail Foundation for administration and a project manager position. Sierra seconded and the motion passed 3-0; Chris Sween and Jim Young absent.**
 - b. TLW update – Sierra Lauder said H.R. Green reported to TLW that they had received 700 responses to the community survey as part of the feasibility study for providing broadband access to the general public and will have the results within a couple of months. The cable landing dual backup generators are 30 years old and the technology is obsolete. One of them needs a repair costing \$20,000 with no guarantee that it wouldn't need further work soon. The board concluded that it didn't make sense to try to keep the old generators running and decided to send out an RFP to pin down the actual cost of replacement, estimated at \$360,000. Since the mortgage on the property is almost paid off, lease revenue would be freed up to cover the expense. Pelican Brewing has been negotiating with TLW about leasing the unused area closer to the road for a parking lot for employees and details are being firmed up.

Michele gave an update regarding the insurance for the disc golf club. The school district will not provide insurance on land that the school district

doesn't own but Michele consulted Special Districts and was told that there will be no problem for the Port to provide it. An advantage will be that the Port will have the authority to shut down the activity at any time they want. The club will provide insurance for any tournaments they hold and will have coverage on their equipment. The board had no objections to providing the insurance.

10. Recessed Regular Meeting and entered Executive Session per ORS 192.660(2)(e) for Real Property Transactions @ 8:55 p.m., exited Executive Session and reconvened Regular Meeting @ 9:27 p.m.

11. Communications

- a. April 2021 Regular Board meeting: Wednesday, April 28, 2021 @ 6:00 p.m. on Zoom, subject to change closer to the date. Michele will check with Jim Young to see if he will want to attend.
- b. May 2021 Regular Meeting: Wednesday, May 26, 2021 @ 6:00 p.m. to be determined whether in person or on Zoom.

12. Adjournment @ 9:34 p.m.