



**DRAFT MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING  
VIA ZOOM (Contact [mbradley@potb.org](mailto:mbradley@potb.org) for meeting info)  
TUESDAY, JANUARY 19, 2021, 6:00 P.M.**

1. Call to Order @ 6:07 p.m.  
Recognition of Persons Present: Commissioners Jack Mulder; Chris Sween; and Sierra Lauder. Absent: Matt Mumford and Jim Young.  
Port Staff: General Manager Michele Bradley; Pami Boomer; Rita Welch and Margaret Amick  
Guest: Aryeann Colombo, Col-Pac
2. Citizen Comment for Items Not on the Agenda. Aryeann gave the board a brief rundown of her personal and professional background and how she came to her position at Col-Pac.
3. Tillamook Flooding – UAS videos from Near Space Corporation. Michele played short clips of the videos and offered to send them to anyone interested in viewing the total footage.
4. Consent Agenda
  - a. Minutes from December 17, 2020 Regular Meeting
  - b. Lease Order #20-28 – Cruiser Tunes, Building #91, Unit A-1 for recording studio; month to month
  - c. Lease Order #20-29 – Ken Zwald, truck parking on airport circle; month to month**Sierra moved to approve the Consent Agenda as presented; Chris seconded, and the motion passed 3-0; Matt Mumford and Jim Young absent.**
5. Office Administrator Report: Pami Boomer
  - a. Draft Financials for December 2020 – the budget is on track halfway through the fiscal year, and is doing well. Income was higher for the month due to the sale of assets from the digester. Jack commented that revenue is at 50% for the year and the expenses are at 30 – 40% of the budgeted amount. Pami said that there are several grant reimbursements for capital outlay that need to be processed which will even out the budget. Jack asked

about the impact of the shutdown on the Museum and Rita said income is low this time of year. Losses have been offset by furloughing the staff, with the temporary employees furloughed mid-December and regular staff the beginning of January. Since the staff can collect unemployment plus coronavirus relief funds, they are okay being off work until the restrictions are phased back. Rita stays in contact with her staff to keep them informed of events. Jack then asked if the reduction in expenses means that maintenance or planned projects are not being done. Pami explained that some of them are on hold or are being done jointly with a tenant; also, staff are being more cautious with spending. Michele told the board that the two bathroom projects were paid for with Coronavirus relief funds.

- b. Detailed Report for Salaries and Benefits – Tabled to February meeting.
- c. Governor's Coronavirus Mandates – Staff update. Michele and Pami are mostly working from home and other staff have adjusted shifts; everyone is following recommended guidelines.

6. Tillamook Air Museum Director and FOTAM Report: Rita Welch, Director

- a. Demo of new App – Rita emailed to the commissioners the QR code to access the test of the app for the virtual tour of the museum. She reviewed the features with them and asked for comments, suggestions, and questions. The board was impressed with the app and suggested adding video clips of interviews with military veterans. Rita said Christian Gurling will be adding them as time is available.
- b. FOTAM IRS reporting update. Rita received the remaining FOTAM financial documents from Carolyn Decker so she will be filing the DOJ report by the end of the week. Rita has been unsuccessful in scheduling a board meeting with the directors by Zoom and in person meetings have not been practical for several months. Sierra is concerned that meetings will be delayed for so long that another year will pass without progress. There was discussion of drafting a memo to the FOTAM board asking to meet to address some time sensitive issues. It was decided that Sierra would draft the memo and Jack would sign it.
- c. Update on Museum Covid-19 closures and furloughs. The museum closed the beginning of the year and Rita hopes to reopen by mid-February and especially for spring break. The risk designation for the county would have to go down to high or lower to reopen the museum.

7. Manager's Report and Discussion: Michele Bradley

- a. POTB Board Elections 2021 – County Clerk information. Chris and Sierra will need to file at the courthouse between February 6 and March 18 to run in the June election. Chris will be running for the two years (2021-2023) remaining on his term, and Sierra will be running for four years (2021 – 2025). Jim Young is declining to run for another term and, since he will continue to be unable to attend the board meetings for an indefinite period, the board discussed asking him if he is willing to resign so they can appoint someone to fill his position for the balance of his term. He had expected the board to have already done so but they need a formal resignation first.

- b. Grant Spreadsheet – updated. In 2020 the Port received an Oregon Dept. of Aviation COAR grant of up to \$150,000 for part of the AWOS replacement at a cost of \$400,000. The Port may have to return the grant if it can't find the balance of the funds before the time frame runs out.
  - c. Board meeting dates/times – discuss change? Chris has a conflict on Tuesdays; Sierra has a conflict on Mondays and Tuesdays; Jack has a conflict on Mondays and Tuesdays. The board decided on the 4<sup>th</sup> Wednesday of the month at 6:00 p.m. **Chris moved to accept the proposed amendments to the By-Laws, Sierra seconded and the motion passed 3-0; Jim Young and Matt Mumford absent.**
  - d. Friedmann Hangar Development – He has engaged an aviation architect firm to perform due diligence in moving forward to map the utilities.
  - e. SDAO Insurance – Best Practices – 10% Discount – Staff trainings fulfilled the requirements so the Port received the 10% discount on its insurance premiums.
8. Discussion and Consideration of POTB By-Laws Amendment. Amendments are: adding the date amended of “January 19, 2021”; meetings shall be held on the “fourth Wednesday of each month”; and adding that meetings will be held “virtually” or at such other place designated by the President. Discussed and approved in Item# 7c.
9. Discussion on Broadband Efforts, Last Mile Service for Tillamook Lightwave – Board Position – President Mulder thinks that for practical purposes TLW should be encouraged to pursue providing residential broadband service since there are areas of the county lacking service by private enterprise. In those areas, businesses, employees working from home and students trying to learn remotely are having difficulty obtaining adequate bandwidth or even any internet service at all. Sierra said that the consulting firm hired by TLW to study the feasibility of providing residential service has not yet determined if it would be cost prohibitive to hook up to everyone in the county, as one of the County Commissioners is proposing. They also stated that the terms of the contract between TLW and Wave are much more beneficial to Wave. Jack and Sierra feel that collaboration between public and private entities is the best way to provide broadband service to the most people possible. Michele asked Aryeann about her experiences through Col-Pac regarding promotion of broadband access in the area. Aryeann said Col-Pac has started an action team to work on the issues associated with providing internet. They are working with federal and state agencies to facilitate adequate service to the region, with a goal of minimum download speeds of 100 mps, compared to the FCC and other federal agencies whose minimum standards for communities are 10 mps or 25 mps. There is growing support to consider broadband as infrastructure and a necessity.

10. Manager's Report –Information Only/No Discussion
  - a. TPA Meeting Minutes from December 2020 – the antenna was installed on Hangar B and the camera is installed but still waiting for the static IP address for the internet connections
  - b. EPA – M. Bradley Certificate for Hazard Mitigation/Funding Webinar
  - c. Building #69 Demo photo
  - d. Building #12 Exterior restroom upgrade photos
  - e. TLW Press Release on Broadband Survey – out until 2/15/21
  - f. Southern Flow Corridor Inspection – Two inspections performed by the county since the last meeting due to two flooding incidences.
11. Recessed Regular Meeting and entered Executive Session per ORS 192.660 (2) (e) for Real Property Transactions; and (2) (i) for performance evaluation of a Public Employee at 7:57 p.m. Exited Executive Session and reconvened Regular Meeting at 9:20 p.m. **Sierra moved to increase the General Manager's salary the contracted 3% in July 2021 for FY 2021-22 and add a 10% bonus for FY 2020-21. Chris Sween seconded, and the motion passed 3-0; Matt Mumford and Jim Young absent.**
12. Board Member Comments/Requests/Reports - None
  - a. No board attended meetings for TLW, FOTAM, NWACT, or STIA held since last meeting.
13. Communications – **info only/no discussion/no action**
  - a. Board meetings are rescheduled to the fourth Wednesday of each month so the February Regular Board meeting is by Zoom on Wednesday, February 24, 2021 @ 6:00 p.m. and the following meeting is on March 24, 2021 @ 6:00 p.m.
  - b. SDAO Conference – online registration – notice to Michele for tracking. Participants will be able to access the individual seminars for three months after the conference if there is a scheduling conflict.
14. Adjournment @ 9:24 p.m.