



APPROVED 04/22/2026

MINUTES

**POTB BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
WEDNESDAY, MARCH 18, 2026, AT 3:00 PM**

1) Call to Order @ 3:00 p.m.

Recognition of Persons Present: Commissioners Jack Mulder, Kevin Stoecker, Bill Baertlein, Matt Mumford (Zoom), and Donnie Jenck (Zoom @ 3:29 pm).

Port Staff: General Manager Michele Bradley, Pami Boomer (Zoom), Laura Ramirez, and Rita Welch (arrived @ 3:05).

Port Staff: Shad Coulson (Zoom)

FOTAM: Dallas Adams, Carolyn Decker, Mark Peaslee

Public: Gary Bond (Public), Marc H Lautheri (Public), Jessica Horning (OPRD), Roy Fox (STF), Jo Read (STF), Caroline Fitchett (STF), Skye Cutler (STF), and Tim Schallich (STF)

Public via Zoom: Will Chappell (Headlight Herald), Eric Zehntbauer, CPA (Kern & Thompson), Lloyd Stoller (Turner & Townsend), Joy Sears (Oregon Heritage SHIPO), Gavin Mahaley (STF), Damon Roche (Turner & Townsend), Damien (Public), and Carson (Public).

2) Update from FOTAM

- FOTAM plans to pivot their focus in May with a new website.
- LiDAR drone scan of Hangar B has been completed.
- FOTAM plans on touring Moffet Field, to assess safety, maintenance, and repair costs.
- Dallas Adams informs board of intent to invite Rich Bracke to join the FOTAM Board.

3) Public Comment for Items Not on the Agenda:

- No Public Comment

4) Presentation of Port of Tillamook Bay Audit for FY 24-25 – Eric Zehntbauer, CPA, Kern & Thompson:

- No material misstatements were detected.
- The financial statements presented fairly in accordance with generally accepted accounting principles.
- Current assets are consistent with the prior year.
- Capital assets are down \$3.8M due to disposals and depreciation.

- Revenues are up ~7% from price increases and activity.
- Personal expenses are up due to actuarial changes in the pension plan.
- Commissioner Jenck inquired about the protocol governing severance liability for the General Manager.
 - Severance pay is to be designated in a separate account upon execution of an approved contract.
 - Current contracted severance has been set aside and will be reflected following the April 2026 budget meeting.

5) Office Administrator Report – Pami Boomer

- February financials are on track.
- Building 72 needs roof repair; bids will be solicited, and the work is planned for completion this fiscal year. Funding for the project is included in the current budget.
- Commissioner Mumford inquired about the \$20,000 disc golf expense.
 - POTB portion of the OPRD grant towards the final holes of the course.
 - Quarterly parking revenue owed back to the disc golf course.
- Commissioner Jenck inquired about the status of the account holders with payment plans.
 - All payment plans are current and on track.
- Budget meeting scheduled for April 29, 2026, at 12:00 pm.

6) Air Museum Director Report – Rita Welch

- Review of relevant articles.
- Review of public comments received.
- Wood Research and Development reported a quote of \$75,000 to isolate the damaged area, establishing an approximately 15-foot radius for further examination.
 - The scope includes testing within the isolating area and conducting a comparison of the results to their 2022 test results.
 - It was noted that an added expense for two boom lifts would be required; a recommended budget of \$25,000-\$30,000 was suggested.
- All RV storage tenants are out of Hangar B.
- All tenants, except Stimson, have received notice to vacate Hangar B by March 31, 2026.
- LiDAR drone scan of Hangar B completed.
- Awaiting asbestos abatement quotes.
 - Commissioner Jenck inquired about the Navy being responsible for the asbestos abatement.
 - Per Michele Bradley, a strategic implementation plan must be developed prior to contacting the Navy.
- Museum gift shop items are currently packed, entered for online sales, and awaiting to be relocated.
- Museum artifacts are packed and being moved to Building 5.
- Michele Bradley added that ‘Frequently asked questions’ regarding Hangar B damage have been addressed and are available on the Port of Tillamook Bay website.

7) Consent Agenda - **(Action)**

- a) Minutes for February 18, 2026, Regular Meeting
- b) Lease Order IP-26-04 – Community Action Team, Inc. Building #5, Suite B for Office Space, month to month
- c) Lease Order RR-26-05 – Green Toaster, LLC., Railroad Crossing MP 837.43, per settlement, 45-year with one extension option
- d) Lease Order RR-26-06 – Green Toaster, LLC., Railroad Encroachment MP 837.43, per settlement, 45-year with one extension option
- e) Lease Order RR-26-07 – Camp Double J (Joslin), Railroad Crossing MP 837.32, per settlement, 45-year with one extension option
- f) Lease Order RR-26-08 – Camp Double J (Joslin), Railroad Encroachment MP 837.32, per settlement, 45-year with extension option
- g) Lease Order IP-26-09 – Aerostar, Building #27, private hangar, one year with one-year extension options
- h) Add: Lease Order AP-26-10 – Lab67 Co., Hangar #20, month to month, aircraft storage

Bill Baertlein moved to approve the consent agenda. Kevin Stoecker seconded, and the motion passed 5-0.

8) Discussion and consideration of two airport grant documents:

- a) FAA-AIP Grant No. TMK-0060-028-2026 for Phase 3/Construction for Fuel System for \$150,000
- b) FAA-IIJA-AIG No. TMK-0060-029-2026 for Phase 4/Construction for Fuel System for \$137,000 (Note: former BIL funding is now being referred to as IIJA-AIG funding)
- c) With authorization for General Manager to sign grant documents as needed

(Action)

Bill Baertlein moved to accept the grants and to authorize the General Manager to sign grant documents as necessary. Kevin Stoecker seconded, and the motion passed 5-0.

9) Manager's Written Report and Discussion – Michele Bradley

Airport

- The city has a water leak under the main runway that was discovered on March 2nd.
- The city responded after airport staff reported the leak. City has requested repairs be postponed for a couple of months.
 - Commissioner Mulder inquired about 'Sleeving' the pipe.
 - Commissioner Jenck verified that the city would be responsible for any further damage caused by delayed repairs.

Salmonberry Trail

- Wheeler update.
- Bonamici funding for Williams Creek Trestle (east side on Catalyst Loop).

General

- Funding Requests:
 - Wyden/Merkley FY 2026 CIP (Community Initiated Projects): \$4,00,000 from the Department of Interior+ Committee, sub-committee National Park Service Funding.

- Bonamici FY 2027 CPF (Community Funded Projects application): \$3,200,000 for industrial warehouse flex space. The funding would come from USDOT for PIDP (Port Infrastructure Development Projects).
- HB 4161 Update – Food, beverage, and merchandise for board members.
- Opportunity: SDAO Regional Trainings
 - Day one: Board Governance
 - Day two: Human Resources, legal, risk management
- Gold Star from PERS.

Utilities

- Letter from DEQ acknowledging combining permits from Septage Receiving into the NPDES permit for the WWTP.

10) Communications

- April Board Meeting: Rescheduled from Wednesday, April 15, 2026, at 3:00 pm to Wednesday, April 22, 2026, at 3:00 pm.
- May Board Meeting: Wednesday, May 20, 2026, at 3:30, preceded by SDAO Board Training at 2:00 (~1½ hours)
- Monday, May 25, 2026: Closed Monday to observe Memorial Day
- June Board Meeting: Wednesday, June 17, 2026, at 3:00 pm (possible date change, Commissioners to verify calendars).

11) Recessed Regular Meeting @ 4:29 pm

12) Executive Session per ORS 192.660(2)(i) for General Manager Annual evaluation; and ORS 192.660(2)e regarding Real Property

13) Exited Executive Session and resumed the Regular Meeting @ 5:45 pm

- The Board of Commissioners completed the General Manager's evaluation and expressed agreement that performance is strong and satisfactory.

14) Adjourned @ 5:49pm