



**APPROVED 5/15/24**

## **MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

**PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM**

**WEDNESDAY, APRIL 17, 2024 AT 6:00 P.M.**

- 1) Call to Order@ 6:00 p.m.  
Recognition of Persons Present- Commissioners Sierra Lauder, Jack Mulder, Kevin Stoecker, Bill Baertlein (by Zoom), and Matt Mumford (@ 6:20 p.m.)  
Port Staff- General Manager Michele Bradley, Pami Boomer, Rita Welch and Margaret Amick  
Public – Gary Bond  
FOTAM- Dallas Adams  
Presenters – Representing Partners for Rural Food Systems (PFRFS): Nan Devlin – Tillamook Coast Visitors Association (TCVA), Ken Henson – Refettorio Consulting, and Jim Vanjoy – Viridian Architecture; Representing Stimson Lumber Company: Bernie McNamee  
  
Public Comment for Items Not on the Agenda - **None**
- 2) Second Reading by title only and Public Hearing: Ordinance #8, Amendment #1 regarding a Transportation Utility Maintenance Program and Fee. **Michele completed the second reading by title only, there were no comments by the public.**
- 3) Presentation from the Partners for Rural Food Systems, update on Food Hub Project – Nan Devlin told of how in 2017 she was attending a two day Culinary/Agritourism studio with about 70 other attendees and kept hearing about the lack of support facilities for small food businesses in Tillamook County. Small producers who wanted to add value to their product had to take it out of the county to be dried, packaged or otherwise processed. Over the next several months, TCVA worked toward addressing those needs and in 2018 started the North Coast Food Trail. It is in its 7<sup>th</sup> year, with 82 members from Clatskanie & Astoria to Neskowin collaboratively marketing their products. A mark of its success is that no members went out of business during Covid. They hold trainings and workshops for the small businesses, and host events to connect

producers with buyers. PFRFS is creating a 501(c)(3) and has received grants from Business Oregon and Columbia Pacific Economic Development District (Col-Pac) to plan and develop an agricultural hub. Nan then talked about the planned (new construction) facility at the Port next to the Officers Mess Hall. The building will be large enough to accommodate areas for processing product for added value: canning and packaging, baking, freezing, dehydrating, and both cold and dry storage. It will also have docks for incoming and outgoing shipments, and space for classes. Ken Henson talked about how food hubs can provide support for small, local suppliers for additional processing that will utilize more of their raw material and add value to the final product. Nan and Ken pointed out that a local food hub can fill in gaps in the supply chain and serve meals to the community during emergencies. Jim Vanjoy showed the board the designs of the proposed facility. The exterior is visually designed to complement the Officers Mess Hall, to hold up well, and structurally to make expansion easier. The interior layout helps the processing to flow easily from one step to the next, then into storage or shipping. When asked about the next steps, Nan said funding. They have an initial estimate of \$1.2 million for the building, which she believes is a little low now. They have contracted with the same grant writers who have secured over a million dollars in funding for the Central Coast Food Web located in Newport. Nan said she has forwarded information to their grant writers from Michele about a Brownfield grant through the EPA that focuses on older buildings that can serve as a food center. She said they are also following up on leads for grants from the USDA, ODA, and many foundations. Michele asked how the Food Hub would be structured, since the Port isn't interested in operating it. Nan said the 501(c)(3) would be managing the Food Hub. Nan said it will take over a year to complete the process for the 501(c)(3) but in the meantime, PFRFS will continue their work helping small businesses grow. There was a positive response from the board and they expressed their support for future progress.

- 4) Discussion with Stimson Lumber – Bernie McNamee, CFO of Stimson Lumber Co. spoke of his company's valuable relationship with the Port. However, they have concerns regarding the potential for pieces of Hangar B's roofing becoming dislodged in windy conditions and injuring employees or damaging equipment, and he stressed that netting the exterior is a priority for them. Sierra agreed that safety is a real concern and explained that the Port is limited in the actions it can take – financially, structurally, and aesthetically (SHPO). Bernie was asked about the possibility of Stimson chipping in some funds to help with the mitigation and he mentioned the help they have given with funds they have paid the Port over the years. Also, the price of lumber isn't keeping pace with inflation and the higher costs of production. Bill spoke about the increasing liability of the Port since it has been informed by a tenant of the building's hazardous condition. He urged action by the Port for exterior netting as a temporary measure as soon as possible. Finding an alternative storage facility for the lumber currently stored in the hangar was discussed as one way to reduce exposure to the hazardous conditions. Bernie asked for a commitment from the board to take safety measures. Sierra assured him that the board is committed.

- 5) Consent Agenda
- a) Minutes for March 20, 2024 Regular Meeting
  - b) Lease Order #24-09 Historical Rockaway Snack Shack, LLC; MP 840.69; Encroachment; Annually
  - c) Lease Order #24-10 City of Wheeler; MP 833.11 – 832.84; Encroachments - Train Depot, Restrooms, and Parking; Annually
  - d) Lease Order #24-11 Rockaway Beach Chamber of Commerce; MP 840.67; Caboose, Visitor Depot Center; and Paver Walkway Encroachment; Annually

**Jack moved to approve the Consent Agenda as presented, Bill seconded and the motion passed 5-0.**

- 6) Air Museum Director Rita Welch reported on upcoming events and exhibits. The next VFW Veteran Spotlight on Sunday April 21 at 1:00 p.m. will feature US Army veteran Kevin Lindsey. He will be speaking of his experiences while serving in Iraq and Afghanistan. Local residents qualify for free admission with proof of residency. Then on April 28 at 1:00 p.m., there will be the Grand Opening and ribbon cutting for the “Spots of Light: To Be a Woman in the Holocaust” exhibit. Special Guests will be Holocaust survivor Eva Aigner, who will speak about her experiences under Nazi occupation; and her daughter, Sue Johnson, relating her father’s story of surviving several Nazi camps. They will be available to answer questions afterward.
- 7) Office Administrator Report – Pami Boomer reported she has been in talks with OCSR to set up a payment structure for the 2023 3rd and 4th quarter revenue share they owe and they should catch up pretty quickly.
- a) Monthly Financials – the budget is on track. She told the board that she expects to receive about half of the Tillamook Lightwave revenue budgeted for this fiscal year and there will not be any in future years. Matt asked if the Port had heard from TLW about the asset value assessment. Michele said she still hasn’t received the information and will follow up with them. Water revenue is higher than expected, sewer revenue is on track. She has been setting sewer revenue aside in anticipation of the lagoon upgrade costs. Pami reported that the Disc Golf course is planning a limited grand opening in July with completion in August or September.
  - b) Budget Committee meeting reminder: Wednesday, April 24, 2024 at noon with lunch served
- 8) Discussion and Consideration of Ordinance #8, Amendment #1 regarding a Transportation Utility Maintenance Program and Fee (formerly Road Maintenance Fee) **Matt moved to approve Ordinance #8, Amendment #1 regarding a Transportation Utility Maintenance Program and Fee (formerly Road Maintenance Fee), Kevin seconded and the motion passed 5-0.**
- 9) Discussion and Consideration of Resolution 2023-2024 #7, to set updated fees for the Transportation Utility Maintenance Program. **Tabled to May 15, 2024 meeting.**

- 10) Discussion of Draft Ordinance #9 – Regulating Stormwater Pollution; Prescribing Charges, Rates and Fees, and Establishing Penalties for Noncompliance. Ordinance to recoup expenses incurred by the Port related to enforcing the stormwater regulations. **The board reached a unanimous consensus to move forward with the process.**
- 11) Manager’s Written Report and Discussion - Michele Bradley met with the new owners of Near Space and has been discussing whether they want to proceed with the design process for the Airport Business Park addition. They want a firmer cost estimate before committing to the project. Michele said the Port has been approved for a loan of a maximum of \$540,000 for design and engineering and asked the board whether to use the money or not. We hope design is \$50,000 or less – we don’t know yet how much, and the board wants Near Space to agree to split the cost. Michele will go back to the new owners for clarification of their position.

Michele and Rita brought up the issue of publicity releases to the media by individual members of FOTAM that contain inaccurate and/or contradictory information and without review by Port staff. They asked the board for suggestions on how to control the narrative since it causes confusion to the public and reflects poorly on the Port. The main viewpoint of the board is that FOTAM needs to assess the information before it is released. Matt will bring up the issue at the next FOTAM meeting.

- a) Discussion and Consideration of Resolution 2023-2024 #8 regarding application for an Oregon Parks and Recreation Department Local Government Grant Opportunity for the Disc Golf Course and Authorization for the General Manager to sign application and subsequent documents **Jack moved to approve Resolution 2023-2024 #8 regarding application for an Oregon Parks and Recreation Department Local Government Grant Opportunity for the Disc Golf Course and Authorization for the General Manager to sign application and subsequent documents. Matt seconded and the motion passed 5-0.**

12) Board Updates and Written Reports – **None.**

13) Communications

- a) Wednesday, April 24, 2024 Budget Committee Meeting, Noon
- b) Wednesday, May 15, 2024 Board Meeting, 6:00 pm
- c) **June Board meeting moved from Wednesday, June 19 to Thursday, June 13, 2024, 6:00 pm**
- d) **Discuss July board meeting – GM Vacation dates.** To be discussed at May meeting.

14) Executive Session per ORS 192.660(2)(e) to conduct deliberations with person designated by the governing body to negotiate real property transactions and ORS 192.660 (2)(i) for the performance evaluation of a public employee. **Recessed**

**Regular Meeting @ 8:17 p.m. and entered Executive Session @ 8:23 p.m.  
Exited Executive Session @ 9:08 p.m.**

- 15) Reconvened Regular Meeting @ 9:09 p.m. Michele received positive feedback from her annual review for her work this past year. There has been clear progress on bringing in new tenants and development at the Port, with more coming up in the next year. **Bill moved to increase her salary to \$192,000 per year, and Kevin seconded. Jack asked about the upcoming COLA and Michele said that it was budgeted at 5% for FY 2024-2025 for all staff. The board discussed whether to give her just the 5% COLA that all staff are budgeted to receive, or to increase her salary to \$192,000 per year (which is above the range set in February 2022 by the board) with no COLA. Kevin asked if all staff would receive the 5% and if Michele's could be implemented now. Bill withdrew his motion and Jack moved to increase the General Manager's salary by 5% effective April 1 with no COLA increase in July. Kevin seconded, and the motion passed 5-0.**
- 16) Adjourned @ 9:15 p.m.