



**APPROVED 12/18/24**

**MINUTES**

**POTB BOARD OF COMMISSIONERS**

**REGULAR MONTHLY MEETING**

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

**MONDAY NOVEMBER 18, 2024 AT 12:30 P.M.**

- 1) Call to Order @ 12:30 p.m.  
Recognition of Persons Present: Commissioners Matt Mumford, Sierra Lauder, Kevin Stoecker, Jack Mulder (1:09 p.m.), and Bill Baertlein (1:40 p.m.)  
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch, Chance Steffey, and Margaret Amick  
FOTAM members: Jack DeSwart and Dallas Adams  
Headlight Herald: Will Chappell (on Zoom)  
Public: Gary Bond and Rich Bracke

Public Comment for Items Not on the Agenda: None

- 2) Friends of Tillamook Air Museum (FOTAM) Interim President Jack DeSwart reported that Gene Kyniston has withdrawn from FOTAM, and they are trying to reorganize. Jack and Dallas stressed the need for POTB, FOTAM and the Tillamook Air Museum (TAM) to be consistent in their communications with the public. FOTAM has been receiving more inquiries about joining the board.

Rich Bracke said he is putting together a package with a group of investors to save Hangar B. He would like to meet with representatives from the Port and FOTAM to pursue the project.

- 3) Office Administrator Report – Pami Boomer reported that some of the Port’s projects are on hold until the SMART grant award list is released by the end of the calendar year. The audit is in the final stages, they are completing the compliance check and everything has gone well. The RV Park is closed for the season. The Port is still receiving parking fees from the Disc Golf Course. She will be putting out a job notice this week for the Accounts Receivable position to replace Margaret who will be retiring at the end of the year. Otherwise, everything is going pretty smoothly. Michele wanted to publicly commend Pami for all the work she has done on the audits over the years. She has improved the process to the point

where the audit is completed by the end of the calendar year, whereas they formerly were up to a year and a half behind.

- 4) Air Museum Director Report – Rita Welch reported the Veterans Day event was a success, with Brittney Bakes catering the breakfast.
  - a) Discussion and Consideration on Consultant Selection for Project Estimating for Hangar Repair and Upgrade. CIDA Architects & Engineers presented a Scope of Work with an estimated cost of \$212,000 for the feasibility study. Wood Research and Restoration didn't provide an estimated cost.
  - b) Summary of Discussions with County Commissioners. The county commissioners showed reluctance to consider POTB's proposal to use TLT funds to repair Hangar B. They asked for a concise summary of the Port's plan, the history of the Hangar, pricing for the repairs, and what the Port is asking for. How will this increase revenue for the county; and how would the proposal get the support of the public? There have been requests from multiple agencies over the years for a share of TLT funds but Hangar B hasn't been one of them. The process for projects to be included in the bond description will begin in mid-January so the timeline is very tight. Matt

suggested hiring a consultant to put together a polished presentation for the county commissioners that will contain the requested summary. Jack agreed, but Sierra was concerned that the cost of staff time required to fill in the consultant with the necessary information would be more efficiently used to put the presentation together in house. She pointed out that if the Port is awarded the SMART grant, the Port's available resources will be needed to cover the expenses of the project, including hiring administrative staff to handle the workload associated with the grant. Sierra believes paying a consultant the approximately \$20,000 fee for the single project will be paying for the same work twice, since it is anticipated that the new staff member's duties would also include promoting Hangar B. Michele suggested that FOTAM pay for the consultant with part of the funds they have raised. Dallas Adams said FOTAM will commit \$15,000 to the cost of the consultant. Jack DeSwart will present the plan at the next FOTAM meeting on Friday. **Kevin moved to hire a consultant to write up a comprehensive plan at a cost of up to \$30,000, split between FOTAM and POTB. Sierra seconded. Then Jack amended the motion to state the purpose is to create marketing materials, and to turn over those materials and all backup documents to the Port; to split the cost with FOTAM paying \$15,000 and POTB paying the balance of not more than \$15,000; and to authorize the General Manager to enter into the contracts without further action by the Port board. Sierra seconded the amended motion and it passed 4-0, Bill Baertlein absent.** Michele asked Jack Mulder to schedule a meeting with the consultant to discuss creating the Scope of Work for the project.

Bill Baertlein arrives for the meeting.

- 5) Consent Agenda
- a) Minutes for October 16, 2024 Regular Meeting and October 23, 2024 Board Workshop
  - b) Lease Order #24-26 City of Wheeler; RR MP 833.3 – 833.05 Stormwater discharge and drainage; Annually
  - c) Lease Order #24-27 Oregon Wing Civil Air Patrol; TMK Hangar #21; Aircraft storage; mo. to mo.
  - d) Lease Order #24-28 David Conway; TMK Hangar #20; Aircraft Storage; mo. to mo.
  - e) Lease Order #24-29 Stephen's Express, Inc; Airport Circle Parking Area – TMK; Trailer(s) / Company Vehicle Parking; mo. to mo.
  - f) Lease Order #24-30 Amazon.com Services, LLC; Approx. 10.57 acres Land @ 6105 Sorensen St.; Warehouse/Distribution; 180 months w/options up to ten (10) additional 5-year extension terms

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

- 6) Discussion and Consideration of Contract with Fire Mountain Farms, Inc. for \$292,282.00 for the Biosolids removal associated with the Wastewater Treatment Plant upgrades and Authorization for General Manager to sign contract documents. **Matt moved to approve the Contract with Fire Mountain Farms, Inc. for \$292,282.00 for the Biosolids removal associated with the Wastewater Treatment Plant upgrades and Authorization for General Manager to sign contract documents, Sierra seconded, and the motion passed 5-0.**
- 7) Discussion and Consideration of Contract 2KG Contractors, Inc. for \$1,249,245.00 for the Wastewater Treatment Plant upgrades and Authorization for General Manager to sign contract documents. **Matt moved to approve the Contract with 2KG Contractors, Inc. for \$1,249,245.00 for the Wastewater Treatment Plant upgrades and Authorization for General Manager to sign contract documents, Kevin seconded, and the motion passed 5-0.**
- 8) Discussion and Consideration of issuing a Notice of Intent to Award to Precision Approach Engineering as Engineer of Record for Tillamook Airport. **Sierra moved to Award Precision Approach Engineering as Engineer of Record for Tillamook Airport, Bill seconded, and the motion passed 5-0.**
- 9) Discussion and Consideration of Resolution No. 2024-2025 #4 Surplus Property Declaration for Museum Equipment, consisting of tugs, tow tractors and a forklift. **Matt moved to approve Resolution No. 2024-2025 #4 Surplus Property Declaration for Museum Equipment; Bill seconded, and the motion passed 5-0.**
- 10) Review, Discussion, and Consideration of Management Succession Policy
- a) Per required three year process
- Sierra moved to approve the updated Management Succession Policy, Bill seconded, and the motion passed 5-0.**

11) Manager's Written Report and Discussion

Revenue from the Port EV chargers totaled \$30.00 the first month, still to be processed for payment. The Airport RV Park is closed for the season. The board received thank you notes regarding the employee holiday bonuses.

Michele provided the Annual Manager Performance Evaluation forms to the commissioners to allow ample time to fill out and return.

12) Board Updates and Discussion

- a) Lease Process Discussion – Commissioner Mulder spoke of his discomfort with the lack of transparency in the lease process with Amazon and its Nondisclosure Agreement (NDA) requirement for the duration of the transaction. He feels that the community should be informed about potential tenants of the Port earlier in the process to allow for the airing of any concerns. There was discussion of transparency versus discrimination against a venture, and where would the line be drawn. Bill pointed out that NDAs are a regular business practice now, and the Port would have difficulty avoiding them while conducting business. He suggested checking with the Secretary of State's office for input regarding the handling of NDAs by Special Districts. The question was raised of just how much influence on Port business decisions should community opinion have, as long the zoning and Strategic Plan criteria are met? The board discussed the option of, in cases where an NDA is required by a potential tenant, then the signing of the lease will be delayed until after the Lease Order is presented to the board for approval in a publicly noticed board meeting; thereby giving the community an opportunity to provide comment. The board asked Michele to draft an amendment to the Delegation of Authority section of the Business Resolution regarding NDAs for a decision at the next board meeting.
- b) STIA Update – Commissioner Baertlein reported that STIA is undergoing an organizational change. Oregon Parks and Recreation District (OPRD) has taken the lead on developing the trail, with the STIA board as an advisory committee. A new lease will need to be drawn up with OPRD and will contain some changes to simplify the process for approving leases with a duration of a year or less. All partners will continue their annual payments toward funding the administrative expenses.

13) Communications

- a) Closed Thanksgiving Holiday: November 28 and 29
- b) Board meeting: Wednesday, December 18, 2024, 6:00 pm
- c) Closed Christmas Holiday: December 25 and New Years Day
- d) Board Meeting: Wednesday, January 15, 2024 at 6:00 pm

Michele reported that a delegation from Taiwan will be stopping by Tillamook this week while on a visit to the Oregon Coast to learn about how Oregon Emergency Management is preparing the response to a Cascadia event.

- 14) Executive Session per ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and ORS 192.660 (2) (e) to discuss Real Property Transactions. Recessed Regular Meeting and entered Executive Session @ 2:55 p.m., exited Executive Session @ 3:32 p.m.
- 15) Adjourned @ 3:32 p.m.