



**MEETING MINUTES
JUNE 2, 2021**

PORT OF ASTORIA

BUDGET COMMITTEE MEETING

Meeting held via videoconference due to social distancing measures

Call to Order:

The meeting was called to order at 1:00 PM by Walt Postlewait, Budget Committee Chairman.

Roll Call:

Commissioners Present: Dirk Rohne; Robert Stevens; Frank Spence; Jim Campbell; and Scott McClaine.

Citizen Committee Members Present: Walt Postlewait; John Lansing; Bill Young; and Tad Pedersen.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Accounting & Business Services Manager Melanie Howard; Finance & HR Manager Jim Grey; and Executive Assistant / Administrative Coordinator Stacy Bandy.

Also Attending: John Raichl, Airport Advisory Committee Member

Continue Review of Proposed Budget for Fiscal Year 2021-2022:

John Lansing begins the discussion by referencing the Ad Hoc Finance Committee that was created two years ago with the intention to change the perception of the Port. Recommendations from the Finance Committee were included in both the Strategic Plan and also the Capital Facilities Plan. Lansing thanks the Port of Astoria staff for their work and attention to detail. Postlewait acknowledges that the Port has made strides forward during the most unusual and challenging times.

Budget Committee Chairman Postlewait referred to the most recent budget packet that was distributed. He comments that the information presented helps to put the proposed budget into perspective. He asks if any committee members have any questions or comments, or if there were requested edits that were not caught in this version. Postlewait noted his concern in regard to the number of expected cruise ships this fall. Postlewait asks, what is the plan in regard to the budget, if the Port sees less than expected cruise ship numbers. Director Isom explains that the budget is meant to be realistic, but to also account for enough revenue so that the corresponding expenses associated with such revenue are appropriated. Chairman Rohne advises, a cautiously optimistic budget prevents a need for supplemental budget in the future. Commissioners discussed fee structures and re-opening schedules of other Ports. Postlewait asks if there are concerns and tangible issues in regard to the topic of an airport manager. Lansing suggested further discussion at the next Finance Committee meeting. Airport Advisory Committee member, John Raichl, discusses his concerns with the committee concerning an airport manager. Raichl sees an immediate need to have a Port of Astoria manager at the airport to provide day to day direction to the staff and customer service to high end jet traffic as well as the local aviation community. Raichl is concerned that without a designated Airport manager in place prior to the completion to the Master Plan, the final result may not align with the Port's vision.

Public Comment:



John Raichl' s comments were taken during the review of the proposed budget. There were no other public comment requests.

Approval of Proposed Budget for Fiscal Year 2021-2022:

Bill Young moved to approve the proposed budget for fiscal year 2021-2022. Tad Pedersen seconded.

The roll call vote occurred as follows:

Commissioner McClaine: Yes.

John Lansing: Yes.

Commissioner Spence: Yes.

Bill Young: Yes.

Commissioner Campbell: Yes.

Tad Pedersen: Yes.

Commissioner Stevens: Yes.

Walt Postlewait: Yes.

Commissioner Rohne: Yes.

The motion passed unanimously.

Approval of Tax Rate for Fiscal Year 2021-2022:

Accounting & Business Services Manager Melanie Howard advised that the Port is seeking the maximum allowable tax rate of \$.1256 per \$1,000 of assessed value for the upcoming fiscal year 2021-2022. This is the permanent rate that was included in the budget, and is the same tax rate that was approved for this current fiscal year 2020-2021.

John Lansing moved to approve the tax rate of \$0.1256 per \$1,000 of assessed value within the taxing district for fiscal year 2021-2022. Bill Young seconded. The motion passed unanimously.

Adjourned

Commissioner Campbell moved to adjourn the budget meeting. Commissioner Spence seconded.

The motion was approved unanimously.

Budget Committee Chairman Postlewait thanked everyone involved in the budget process and noted the budget documentation is superior to prior years. Postlewait adjourned the meeting at 2:16 PM.

APPROVED:

ATTEST:

Handwritten signature of Frank Spence in black ink.

Frank Spence, Board Chairman
Board of Commissioners

Handwritten signature of Dirke Rohne in blue ink.

Dirke Rohne, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

July 13, 2021
Date Approved by Commission