

**MINUTES  
MAY 17, 2016**

**PORT OF ASTORIA  
QUARTERLY BUDGET REVIEW AND  
PROPOSED BUDGET PRESENTATION  
PORT COMMISSION CHAMBERS  
422 GATEWAY AVENUE, SUITE 100  
ASTORIA, OR 97103**

**Call to order**

Chair Lansing called the Budget Committee Meeting to order at 12:00 pm.

**Roll Call**

Committee Members present: John Lansing, Frank Spence, and Chris Connaway, Richard Lee, and Mary Iverson.

Commissioners present: Robert Mushen, Bill Hunsinger, Steve Fulton, Jim Campbell, and John Raichl.

Staff present: Executive Director/Budget Officer Jim Knight, Finance Manager Jim Grey, Accounting Manager Will Isom, Director of Operations Matt McGrath, Airport Manager Gary Kobes, and Executive Assistant Judy Dodge Fattori.

Also present: Todd Kimball of CFO Selections.

**Addition to Agenda**

Commissioner Hunsinger requested that Appointment of Budget Committee Alternate Member be added to the agenda.

During a brief discussion, it was noted that being a public meeting, the Commission had the option of appointing a member at that time rather than postpone until a special session.

Commissioner Hunsinger moved to appoint Cindy Daly as an alternate to the Port of Astoria Budget Committee. Commissioner Fulton seconded.

There being no objections, the motion passed.

**Approve Budget Committee Meeting Minutes**

Chair Lansing called for a motion to approve previous budget committee meeting minutes for November 17, 2015 and February 16, 2016.

Frank Spence moved to approve the budget committee meeting minutes as presented. Commissioner Mushen seconded.

There being no objections, the motion passed.

**Election of Chair/Officers**

Chair Lansing opened the floor to nominations for Chairperson of the Port of Astoria Budget Committee. Mary Iverson nominated current Chair, John Lansing. Richard Lee seconded the nomination.

There being no objections, Mr. Lansing continued as Chairperson for the Port of Astoria Budget Committee.

Commissioner Campbell moved to reappoint three budget committee members with terms expiring on June 30, 2016. Commissioner Mushen seconded.

There being no objections, the motion passed.

### **Election of Chair/Officers (Continued)**

Following are the reappointed members with new term expiration dates:

- Chris Connaway            June 30, 2019\*
- Frank Spence                June 30, 2019\*
- Mary Iverson                June 30, 2019\*

Appreciation was expressed to the committee members for their commitment of time to the Port.

### **Property Boulevard Update**

Accounting Manager Will Isom told the committee that the new accounting/property management software has been installed, and noted the challenge of uploading data into the system. He explained that the account classes needed to be restructured to allow for more detailed information. The newly created hierarchy for the classes, as well as the new chart of accounts, was included for committee review in the proposed budget manual. Mr. Isom went on to explain the breakdown of the class hierarchy. Discussion during the update included items such as: types of class breakdowns; report production; and approximate project cost for the software update.

### **Review of 3<sup>rd</sup> Quarter Results for Fiscal Year 2015/2016**

Mr. Todd Kimball of CFO Selections noted that the format for the review would be the same as previously presented, and would cover the time period of July 2015 through March 31, 2016. Beginning with the footnotes, Mr. Kimball led the committee through the summary and detail versions of the review. Mr. Kimball and Port staff answered questions and addressed concerns during the review.

An overview of the summaries follows:

Budget to Actual for July through March 2016 – all departments combined:

- Total income:                    \$7,504,442.00                    (81.31% of budget)
- Total expense:                    \$7,153,608.00                    (79.19% of budget)
- Net Income:                        \$ 350,834.00                    (180.05% of budget)

Budget to Actual for July through March 2016 – by department:

- Piers – Net Income:                \$1,000,933.49                    (196.73% of budget)
- Property – Net Income:             \$ 182,041.96                    (61.95% of budget)
- Marina – Net Income:                \$ -246,550.25                    (236.58% of budget)
- Airport – Net Income:                \$ -75,640.60                    (-1,712.10% of budget)
- Boatyard – Net Income:             \$ -59,278.42                    (89.41% of budget)
- Tongue Point – Net Income:        \$ -88,161.23                    (47.62% of budget)
- Security – Net Income:             \$ -222,399.72                    (176.37% of budget)
- Admin – Net Income:                \$ -336,027.98                    (93.55% of budget)
- SRF – Net Income:                  \$ 194,183.42                    (139.95% of budget)

Capital Projects July through March 2016 – all projects combined:

- Approved Capital Expenditures:    \$6,346,113.00
- Expenses:                         \$ 606,569.00
- Budget Remaining                    \$5,739,544.00

Various portions of the footnotes were discussed, including items such as: reasons for less log ship revenue; fuel sales for airport and marina; other income – why higher than expected; special environmental services – why higher than expected; and intercompany transactions for AOC4 and the 10% reserve for Pier 3.

### **Presentation of Proposed Budget for Fiscal Year 2016/2017**

Executive Director/Budget Officer Jim Knight read the budget message to those assembled. The budget message gave an overview of the Port's recent successes and the main areas of concentration for fiscal year 2016/2017.

Discussion followed in regard to Port property in Warrenton and the regularity of budget meetings.

**Review Proposed Budget for Fiscal Year 2016/2017**

Accounting Manager Will Isom began the review of the proposed budget with Capital Projects 2016/2017, sharing a master list compiled by Port staff with the committee.

Extensive discussion during the Capital Projects review included items such as: FEMA coverage for storm damage; Pier 2 repairs; and stormwater treatment facilities and assessment of associated maintenance fees.

Proposed changes included:

- Removal of estimated FEMA and Connect VI funds and replacing the amount with \$100,000.

Due to time constraints, the budget committee will continue with the review of the proposed budget on May 31, 2016.

**Next Meeting Dates**

Due to an expected lack of Commission/Budget Committee members in attendance for the May 24<sup>th</sup> meeting, it was decided to reschedule and hold the meeting on May 31, 2016, when more members would be present.

If needed, a third budget committee meeting will be held on June 7, 2016 at 12 pm.

**Adjourned**

Chairman Lansing adjourned the Budget Committee meeting at 2:50 pm.

*\*Correction made in term length of member service. The term expiration was shown as 2018; however the correct year is 2019. Updated as per the Budget Committees request.\**

**APPROVED:**

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John Lansing, Chairman  
Port of Astoria Budget Committee

Respectfully submitted by:  
Judy Dodge Fattori  
Executive Assistant  
& Board Secretary

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Date Approved