



**MEETING MINUTES
DECEMBER 5, 2023**

PORT OF ASTORIA
REGULAR SESSION
PIER ONE BUILDING
#10 PIER 1, SUITE 209
ASTORIA, OR 97103

Call to Order:

Chairman Stevens called the Regular Session to order at 4:00 PM.

Roll Call:

Commissioners Present: Robert Stevens; Frank Spence; Jim Campbell; Tim Hill; and Dirk Rohne.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was not present at this session.

Also Attending: David Oser of the Finance Committee and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Hill reported on the following:

- Attended Jim Campbell's birthday party last week. Congratulations to the Commissioner for the milestone birthday and many ahead.

Commissioner Spence had nothing to report.

Commissioner Campbell had nothing to report.

Commissioner Rohne reported on the following:

- Happy birthday to Commissioner Campbell.

Commissioner Stevens had nothing to report.

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment for items on the agenda:

Commissioner Stevens welcomes Port Finance Committee member David Oser to the podium to speak to the Commission for up to three minutes. Oser explains that he has been a part of the Port's Finance Committee since its inception in 2019. When Oser first joined the committee, there were a lot of challenges, and now those challenges are resolved; Oser and the other Finance Committee members are impressed by the progress and improvements in financial management, financial reporting, and overall managerial competence of Port staff. Oser recently spoke with committee members John Lansing and Walt Postlewait about the opportunities the Port is facing and how the Finance Committee might offer its skills, expertise and services, both individually and collectively to the Port. The Finance Committee and its members would like to offer financial services in any way that management and the board wish. On behalf of the Finance

Committee, Oser suggests adding this topic to a workshop Commission meeting or to the Finance Committee's next agenda.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 10/17/2023 Workshop Session
- Event Calendar – December 2023

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

Action Items:

8a. Northwest Forest Link Lease – Revised Commencement Date

Executive Director Isom refers to the first page of the Northwest Forest Link (NFL) Commercial Lease Agreement on page eight of the packet. There has been a small change to the original agreement; the commencement date has been updated to January 1st, 2024, from December 1st, 2023, and the term will end on December 30th, 2025 instead of November 30th, 2025. Isom explains that the approval of the lease was contingent on Best Management Practices (BMPs) for the facility. It has taken NFL more time than expected to have an operator agreement in place, which delayed the BMPs. Isom has been in communication with Ray Liebe from the NFL, and their request was to move the commencement forward by one month. NFL will have draft BMPs ready by the end of the week. There are no other changes to the agreement.

Commissioner Rohne moved to approve the commercial lease agreement with Northwest Forest Link, changing the start date of the agreement to January 1st, 2024, and the ending date to December 30th, 2025 Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8b. RFE# 0170 Second Tire Assembly for Travelift

Commissioner Stevens comments that the Commission previously approved an expenditure for a wheel assembly for the Travelift. Shortly after the expenditure was approved, one of the current wheels became inoperable, and a second assembly is now needed to have on hand. Deputy Director McGrath explains that the wheel snapped before the original was shipped, so the vendor was contacted to provide an additional wheel. Retroactive approval is needed for the purchase of two wheel assemblies instead of the initial single request.

Commissioner Rohne moved to approve Request for Expenditure #0170 Second Tire Assembly for Travelift in the amount of \$10,151.58. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Advisory Items:

9a. Oregon Department of Human Services Lease

Executive Director Isom refers to the Oregon Department of Human Services (DHS) Lease on page 12 of the packet. The initial term of the lease is ten months. Isom notes that the lease is listed as an advisory item since it does not require Commission approval; it has been brought to the Commission because of its significance. DHS is leasing a number of suites in the 422 Gateway Building as well as space in the 10 Pier 1 Building. In total, DHS is leasing roughly 5,000 sq ft of Port office space.

To provide background, DHS was displaced from their office building on Marine Drive due to air quality issues. Business Oregon was aware that the Port had office space available and helped connect DHS with the Port. Isom thanks Melanie Olson for coordinating the agreement. Port Terminal and Customer Support Manager, Susan Transue, and Deputy Director McGrath, will have a final meeting with DHS this week to finalize lease details. The expected commencement date is

December 15th, 2023.

9b. Executive Director Contract Discussion

Commissioner Stevens reports that he, along with Port Counsel Eileen Eakins and Executive Director Isom, have been working on the Executive Director's contract. There is no vote needed as the contract was initially approved for a five-year term, and it will remain in effect.

Public Comment for items not on the agenda:

There was no public comment.

Executive Director Comments:

- Isom asks Deputy Director McGrath to give an update regarding the new flight school at the airport. McGrath comments that it has been over a decade since there has been a flight school at the airport. Astoria Aviation has started a flight school, and ground school begins this evening at six pm. There has been a tremendous amount of interest in the flight school. Astoria Aviation can be found online at flyastoria.com. McGrath thanks Dave West, Thaddeus Fickle, and Phil Moore for their efforts to open the school.
- Met with the Business Oregon Port Policy Coordinator, Margaret Barber. Barber was accompanied by Regional Business Oregon Representative, Melanie Olson.
- Hosted Astoria High School students for a field trip on the central waterfront. Students started at the marina before touring Da Yang Seafoods and the boatyard. Thanks to Chang Li and Da Yang Seafoods for giving the students a tour of operations.
- Reminder that the Port holiday party is coming up this weekend.
- The next scheduled Commission meeting is on December 19th. Isom will not be able to attend the meeting and inquires if the Commission would like to reschedule the meeting. There is consensus from the board to postpone the next meeting until January.

Upcoming Meeting Dates:

- Regular Session – January 2, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:08 PM.

APPROVED:


Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:


Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant – Administrative Coordinator

January 09, 2024
Date Approved by Commission