



**MEETING MINUTES  
MARCH 19, 2024**

**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; Tim Hill; and Dirk Rohne. Jim Campbell was absent.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Terminal and Customer Support Manager Susan Transue; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was absent at this session.

Also Attending: Kelley Brouwer of Precision Approach Engineering; Rebecca Norden-Bright of *The Astorian*.

**Pledge of Allegiance**

**Commission Reports:**

Commissioner Hill did not have anything to report.

Commissioner Spence did not have anything to report.

Commissioner Rohne reported on the following:

Represented the Port of Astoria on March 13, 2024, to receive a check for \$1 million in Federal Funding from Representative Suzanne Bonamici for the Pier 2 rehabilitation project.

Commissioner Stevens reported the following:

- The Clatsop Community College Foundation dinner and auction date is set for Saturday, April 13, 2024. Commissioners are invited to attend.
- Has contacted Senator Weber and Representative Javidi to arrange a visit to the Port.
- Finance & HR Director Melanie Howard has released the dates for the upcoming budget meetings.

**Changes/Additions to the Agenda:**

There were no changes to the agenda.

**Public Comment for items on the agenda:**

No public comment was received.

**Consent Calendar:**

The Consent Calendar consisted of the following:

- Minutes – Regular Session 1/09/2024; Workshop Session 1/23/2024; and Regular Session 2/6/2024
- Financials – January 2024
- Event Calendar – March 2024

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

**Action Items:****8a. UCP Agreement**

Deputy Director Matt McGrath shared the nature of the United Certification Program (UCP) agreement. This is an updated tripartite agreement between the State of Oregon, the Oregon Department of Transportation (ODOT), the Oregon Business Development Department, and any agency that will receive federal funding from the ODOT. Approval from the Commission to certify that the Port is a part of the Disadvantaged Business Enterprise (DBE) is requested to continue to receive federal funding. Kelly Brewer from Precision Approach Engineering added that the Port of Astoria is a party to this agreement and is responsible for verifying its position in the DBE.

Commissioner Rohne moved to approve the request to authorize Executive Director Will Isom to sign the UCP agreement. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

**8b. MSRC Terminal Leases**

Terminal and Customer Support Manager Susan Transue presented two lease agreements for the Marine Spill Response Corporation (MSRC). The first is a moorage agreement for the MSRC barge. Per the Port's tariff, the monthly charge is \$8,109.72. The lease is effective April 1st, 2024, through March 31, 2029. The second agreement is a Commercial Lease Agreement for 4,250 square feet of tarmac space. The lease is effective April 1, 2024.

Commissioner Rohne moved to approve the MSRC Barge Moorage Agreement. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present. Commissioner Hill moved to approve the MSRC Commercial Lease Agreement for tarmac space. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

**8c. East Mooring Basin Moorage Rates**

Executive Director Will Isom presented the staff recommendation of a retroactive 10% rate reduction and rate freeze for tenants in the East Mooring Basin due to the hardship produced by the recent East Basin collapse in 2023. This change will remain until the Causeway is repaired, access is restored, and utilities are functional again.

Isom notes that the commissioners will soon receive a new resolution outlining the future moorage rates for the West Basin.

Commissioner Rohne moved to approve the temporary change to East Mooring Basin moorage rates. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

8d. RFE# 0182 Anchor Recovery

On March 7, 2024, HME Construction was requested to provide emergency services for recovering the discharge anchor. Port Maintenance Director Joe Tadei contacted two additional contractors: Bergerson Construction, which had a two-week wait, and WCT Marine & Construction, which did not have an estimate on the response time frame.

McGrath requested an emergency retroactive expenditure of \$12,895.59 for HME Construction for diving and anchor retrieving services.

*Commissioner Spence moved to approve the request for expenditure RFE#0182 Anchor Recovery.*

*Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.*

**Public Comment for items not on the agenda:**

There were no public comments.

**Executive Director Comments:**

- Isom and McGrath attended the annual Pacific Northwest Waterways Association (PNWA) Mission to D.C. for the second time. This year was the 90th anniversary of the delegatory. The PNWA has a diverse group of members, including ports, public water transport, private industry companies, and labor representatives. The conference format consisted of various meetings with pre-planned talking key points, selecting a Representative or Senator to engage with, and a moderated discussion with one person to represent each group.
- Monday and Tuesday were spent in presentations by speakers focused on river issues, cargo movement, and dams. Speakers included NOAA fisheries, The Army Corps of Engineers, the Department of Transportation, and federal grant panels.
- Wednesday and Thursday were spent at Capitol Hill with the northwest delegation for the House of Representatives with Representative Suzanne Bonamici. Led the group discussions and had the opportunity to thank Representative Bonamici for her advocacy for the Port, which has brought great support and significant awards for the Pier 2 project.
- On April 14, Representative Bonamici will visit the Port for discussions and a photo op for the ceremonial check exchange for the \$1,000,000 Commission Funding Request awarded for the Pier 2 Rehabilitation Project.
- Calendar items
  - First cruise ship of the spring season: Ruby Princess on Friday, April 12, 2024
  - 2024 Airport Fly-In: Saturday, August 24, 2024 – more information to come.
- Isom recognized and thanked Executive Assistant/Administrative Coordinator Stacy Bandy for her efforts and ability to fulfill two roles until a replacement is found. Also thanked the Commission for allowing him the opportunity to attend the mission to D.C., as it has proved to have been of great value.

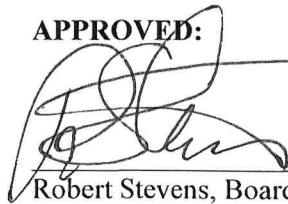
- McGrath met with the Maritime Administration (MARAD) members who will administer the Port Infrastructure Development Project grant and scheduled a visit for March 18. The visit focused on the project dynamics, contracting, and pier infrastructure.
- Timeframe for Pier 2 rebuild:
  - Joint permit application submission – April-May
  - Approval expected summer 2025
  - Begin construction phase one out of three – November 2025
- Commissioner Stevens pointed out Port Grant Writer Shane Jensen's influence and efforts in obtaining recent grants.

**Upcoming Meeting Dates:**

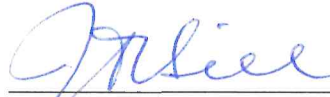
- Regular Session – April 2, 2024 at 4:00 PM
- Workshop Session – April 16, 2024 at 4:00 PM

**Adjourned:**

Chairman Stevens adjourned the meeting at 4:43 PM.

**APPROVED:**  
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Robert Stevens, Board Chairman  
Board of Commissioners

**ATTEST:**  
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Tim Hill, Secretary  
Board of Commissioners

Respectfully submitted by:  
Dianna Delgado  
Executive Assistant

May 7, 2024

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Date Approved by Commission