

Board of Commissioners

Frank Spence – Chairman
Robert Stevens – Vice-Chair
Dirk Rohne – Secretary
James Campbell – Treasurer
Scott McClaine – Assistant Secretary/Treasurer

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Astoria, OR 97103
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www.portofastoria.com

Workshop Session

January 18, 2022 @ 4:00 PM

Via Videoconference*

*To maintain social distancing, this meeting will be held via Zoom. Please see page 2 for login instructions.
Public comment can be submitted via email to admin@portofastoria.com until 5 PM on Monday, January 17, 2022.
A link to the recording will be available on the Port website at www.portofastoria.com.

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COMMISSION REPORTS
5. CHANGES/ADDITIONS TO THE AGENDA
6. PUBLIC COMMENT – for items on the agenda, when not covered by a public hearing
This is an opportunity to speak to the Commission for 3 minutes regarding any item on the agenda.
Public comment received by the deadline will be read aloud at the meeting.
7. CONSENT CALENDAR:
 - a. Meeting Minutes – 11/16/2021 Workshop Session Minutes 3
 - b. Financials – November 2021 6
 - c. Event Calendar – January 2022 13
8. ACTION:
 - a. I&I Final Change Order 14
 - b. Resolution 2022-01 Resolution to Raise Rates at the Airport 19
9. ADVISORY:
 - a. Tide Gate Grant Discussion 20
10. PUBLIC COMMENT – for non-agenda items
This is an opportunity to speak to the Commission for 3 minutes regarding Port concerns not on the agenda.
Public comment received by the deadline will be read aloud during the meeting.
11. EXECUTIVE DIRECTOR COMMENTS
12. UPCOMING MEETING DATES:
 - a. Regular Session – February 1, 2022 at 4:00 PM
 - b. Workshop Session – February 15, 2022 at 4:00 PM
13. ADJOURN

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>
Please allow time for the normal posting procedure for agendas and meeting packets.

Board of Commissioners**HOW TO JOIN THE ZOOM MEETING:**

Online: Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTFPQTlzQT09>
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

Dial In: (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at admin@portofastoria.com.

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**MEETING MINUTES
NOVEMBER 16, 2021**

**PORT OF ASTORIA
WORKSHOP SESSION**

Meeting held via videoconference due to the COVID-19 pandemic

Call to Order:

Chairman Spence called the Workshop Session to order at 4:00 pm.

Roll Call:

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

Scott McClaine did not attend this meeting.

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

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

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment:

There were no requests for public comment.

Advisory/Discussion Items:

6a. BST Associates – Market and Financial Components

Executive Director Isom explains that the contract between Business Oregon and the Port for the Port Planning and Marketing Fund was recently approved. The BST Associates and PBS Engineering contracts are additional components of the Business Oregon contract.

Deputy Director McGrath explains that BST Associates will focus on the marketing portion of the feasibility study. McGrath refers to exhibit A on page seven of the packet, which explains the scope of work. BST will review the property's historical use and its likelihood of being sustainable in the future. BST will be providing financial and economic information, including forecasts for regional employment both short and long term.

Commissioner Rhone moved to approve the contract between the Port and BST Associates. Commissioner Campbell seconded. The motion carried unanimously 4-0 amongst the Commissioners present.

6b. PBS Engineering – Plans and Estimates

Deputy Director McGrath explains that PBS is an engineering firm that has experience with similar projects. They have worked with the Port of Toledo and Bud Shoemaker to expand the boatyard in Toledo. McGrath notes that part of the process with Business Oregon is to submit contracts for approval before moving forward. This process usually takes ten days, but Business Oregon

approved the contracts much faster due to their experience with BST Associates and PBS Engineering. McGrath asks the Commission for questions.

Commissioner Rohne comments that he has spoken with local fishermen, and there is substantial interest in the East Mooring Basin. Rohne would like to ensure that any potential boatyard user would have access to the survey. McGrath explains that the study will include fishermen and fisheries from this region and those interested from the Puget Sound area and Alaska.

Commissioner Campbell inquires who will be interviewed as stakeholders. McGrath explains that interviews will be conducted primarily with fishermen from this area. Vendors, citizens, adjacent property owners, Englund Marine, and Hyak Marine will be included. Campbell expresses concern that there is currently a lot of unused property on Pier 3 that could be utilized. Campbell would like Commissioners to be included in the stakeholder interviews. McGrath explains that PBS will study the best use of the space, including the park area nearby.

Commissioner Spence notes that this is the final component to a complete master plan for all Port properties. Spence acknowledges this step forward and thanks to Will Isom and Matt McGrath for their work.

Commissioner Stevens comments that Englund Marine has a list of key people and organizations in the fishing community.

McGrath notes how imperative the planning process is to ensure the Port has a guiding document to provide a path to success in the future. The Port is looking to finish the Central Waterfront Master Plan at the beginning of the year, the boatyard feasibility study will be wrapped up by March of next year, and the Airport Master Plan will start next year. The Port will have an infrastructure plan across all Port properties.

Commissioner Rhone moved to approve the contract between the Port of Astoria and PBS Engineering. Commissioner Stevens seconded. The motion carried unanimously 4-0 amongst the Commissioners present.

7c. Executive Director Update

- Isom and McGrath met with Betsy Emery from Senator Merkley's office. Melanie Olson from Business Oregon and Bruce Conner also attended the meeting.
- The Port has received an update from its federal relations representative, Roy Bucheger, indicating that federal funds for Port infrastructure may be forthcoming.
- The Port received a challenge to its public records request policy. Due to the nature of this request, the Port required attorney time to review the requested document. The individual filed a complaint with the district attorney's office. The district attorney, Ron Brown, ruled in the Port's favor. The citizen will now have the option to continue the request and pay the fee.
- The Port is looking to resolve an issue concerning non-payment of property taxes by Port tenants. If a tenant does not pay their tax bill, the path to collect the monies owed is not clear. The Port is not a tax collection agency. Isom has been working directly with the Clatsop County Assessor, Suzanne Johnson. This is a puzzle to figure out between the tenants, the Port, and the County.
- Deputy Director McGrath discusses the ongoing window restoration project at Overbay Houseworks. The Port has partnered with Ed Overbay from Overbay Houseworks and Lucien Swerdloff from Clatsop Community College's Historic Preservation program. The Port will be providing the materials to restore 48 windows and sashes at the Overbay Building. The CCC students along with Port staff will be restoring the windows under the guidance of Lucien Swerdloff. The project began last week with six windows and will be ongoing.

- All Commissioner surveys have been submitted to SDAO for the Executive Director's review. The results will be discussed in Executive Session on December 7th prior to the Regular Commission Meeting.
- There is a card at the Port office for Commissioners to sign to send to Representative Weber.
- Congratulations to Finance & Business Services Manager, Melanie Howard. The Howards welcomed baby William on November 11th.
- Commissioner Rhone comments that in regards to tax collection, the county has far more resources for collecting taxes.
- Commissioner Spence notes that personal records are private and though the Port is a public entity Port employees still have rights to privacy. Isom comments that he has been working with Port counsel to ensure that the Port is in compliance.

Commission Comments:

Commissioner Stevens commented on the following:
is working with Weber's staff to propose new dates for her visit.
Commissioner Campbell had no comments.

Commissioner Rohne had no comments.

Commissioner Spence commented on the following:

There will be an Executive Session before the Regular Session on December 7th. George Dunkel will be joining to discuss Director Isom's performance. Spence compliments Port staff, especially Isom and McGrath, for their work this year. The two remaining pieces of the Master Plan are coming together. Spence is pleased with the progress.

Upcoming Meeting Dates:

- Regular Session – December 7, 2021, at 4:00 PM
- Workshop Session – December 21, 2021, 2021 at 4:00 PM

Adjourned:

Chairman Spence adjourned the meeting at 4:35 PM.

APPROVED:

ATTEST:

Frank Spence, Board Chairman
Board of Commissioners

Dirk Rohne, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

January 18, 2021
Date Approved by Commission



NOVEMBER 2021 FINANCIALS NARRATIVE

For July through November 2021, the Port is showing a \$832,234 operating gain. This operating gain is ahead of prior-year profits by \$589,108 and is \$402,079 ahead of budget projections. Operating revenue YTD is at 114% and operating expense is at 102% of seasonally trended budget. Non-operating income is at 107% and non-operating expense is 100% of budget. Total net income YTD is \$963,907, which is \$576,410 ahead of budget expectations.

The budget surpluses for dockage and rebilled expenses are \$96,686 and \$(-7,560) respectively. Boatyard gross revenues are at roughly 160% of both prior-year and budget expectations. The marina had a slow month in November, but year-to-date revenues are still high at 107% of budget and 119% of the prior year.

Total gross fuel sales were ahead of both budget expectations and prior year. Fuel sales at the marina were 155% of budget, while fuel sales at the airport were 109% of budget.

Personnel services came in \$147,026 under budget while materials and services were \$217,422 over budget. Of the overage in materials and services, approximately \$138,000 can be attributed to fuel costs as a result of higher-than-expected fuel sales.

Looking at non-operating income, property tax revenues were \$174,203 over budget projections, but this was largely related to the timing of property taxes received. Capital spending in November was mainly for the fender pile replacement project on piers 1 and 2, at \$178,574 of the \$258,182 total spent. Capital spending through November, net of grant revenue, was \$711,025

Fuel Sales Summary:

Marina Fuel	Unleaded Sales \$	Unleaded Sales Gal	Unleaded COGS	Unleaded Profit	Diesel Sales \$	Diesel Sales Gal	Diesel COGS	Diesel Profit
Jul - Nov 2021	\$ 396,242	72,323	\$ 260,867	\$ 135,375	\$ 121,472	31,314	\$ 77,846	\$ 43,626
Jul - Nov 2020	\$ 222,393	57,159	\$ 141,295	\$ 81,098	\$ 62,315	25,454	\$ 36,004	\$ 26,311
Airport Fuel	Jet A Sales \$	Jet A Sales Gal	Jet A COGS	Jet A Profit	100LL Sales \$	100LL Sales Gal	100LL COGS	100LL Profit
Jul - Nov 2021	\$ 257,698	63,133	\$ 170,056	\$ 87,642	\$ 42,764	7,977	\$ 34,681	\$ 8,083
Jul - Nov 2020	\$ 232,443	65,204	\$ 109,341	\$ 123,102	\$ 46,219	11,645	\$ 36,562	\$ 9,657

Port of Astoria
Profit & Loss Actual vs. Budget
November 2021

	Actuals Jul 2021 - Nov 2021	Actuals Jul 2020 - Nov 2020	Budget Jul 2021 - Nov 2021	Budget Variance Through Nov	% of Budget Through Nov	Full '21-'22 Budget
<u>Operating Revenues</u>						
Dockage & Vessel Service	644,988	385,975	551,302	93,686	117%	1,180,000
Lease & Rental Income	925,488	814,726	933,048	-7,560	99%	2,163,925
Rebilled Expenses	751,125	609,786	728,548	22,577	103%	1,499,380
Boat Haulout	257,399	160,295	162,888	94,511	158%	390,000
Marina Revenues	346,991	290,685	324,572	22,419	107%	626,480
Fuel Sales	818,177	563,370	593,036	225,141	138%	890,000
Ticket Revenues	4,535	4,915	5,340	-805	85%	8,500
Other Income	64,499	78,205	41,993	22,506	154%	100,800
Total Operating Revenues	3,813,202	2,907,956	3,340,727	472,475	114%	6,859,085
<u>Operating Expenses</u>						
Personnel Services	1,033,946	1,015,660	1,180,972	-147,026	88%	2,879,677
Materials and Services	1,947,022	1,649,170	1,729,600	217,422	113%	3,444,948
Total Operating Expenses	2,980,967	2,664,829	2,910,572	70,395	102%	6,324,625
Income from Operations	832,234	243,126	430,155	402,079	193%	534,460
<u>Non-Operating Revenues</u>						
Property Tax Revenues-Genl Fund	787,566	441,193	613,363	174,203	128%	841,048
Timber Tax Revenues	41,827	59,915	41,827	0	100%	139,458
Other County Revenues	36,045	37,314	34,332	1,713	105%	39,500
Grants*	1,940,564	693,125	1,940,564	0	100%	4,678,334
Interest Income	868	790	3,895	-3,027	22%	8,250
Total Non-Operating Revenues	2,808,083	1,232,337	2,633,981	174,101	107%	5,706,590
<u>Total Non-Operating Expenses</u>						
Capital Outlay*	2,608,126	1,095,937	2,608,126	0	100%	6,881,192
Interest Expense	25,137	67,802	24,959	178	101%	95,000
Principal Expense	43,146	62,128	43,554	-408	99%	220,000
Total Non-Operating Expenses	2,676,410	1,225,867	2,676,639	-229	100%	7,196,192
Net Income (Loss)	963,907	249,596	387,497	576,410	249%	-955,142

*Capital Outlay/Grants year-to-date budget set to match Revenue/Expense, not seasonally adjusted.

Port of Astoria

Balance Sheet

As of November 2021

	<u>November 30, 2021</u>
ASSETS	
Current Assets	
Cash & Cash Equivalents	
Cash Funds	749
Operating Account #1442	1,763,258
Payroll Account #5344	87,133
Bornstein MMA #0004	63,290
Money Market #1259	262,258
Total Lewis & Clark Bank	<u>2,175,939</u>
Total Cash & Cash Equivalents	2,176,688
Accounts Receivable	909,702
Other Current Assets	1,440,616
Total Current Assets	<u>4,527,006</u>
Fixed Assets	34,408,861
Other Assets	
Long-term Receivables	<u>6,273,996</u>
TOTAL ASSETS	<u><u>45,209,864</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	468,046
Other Current Liabilities	1,219,461
Total Current Liabilities	<u>1,687,507</u>
Long Term Liabilities	
Accrued Vacation Payable	137,170
Accrued Sick Leave	150,986
Notes Payable	13,991,007
Net Pension Liability	2,050,327
OPEB Liability	1,069,338
Pollution Remediation AOC 4 Liability	1,456,000
Less Current Portion LT Debt	<u>-361,076</u>
Total Long Term Liabilities	<u>18,493,752</u>
Total Liabilities	20,181,258
Equity	
Retained Earnings	24,064,698
Net Income	963,907
Total Equity	<u>25,028,605</u>
TOTAL LIABILITIES & EQUITY	<u><u>45,209,864</u></u>



Capital Projects
November 2021
Budget to Actual

DEPARTMENT AND PROJECT			CAPITAL SPENDING & GRANTS - AS BUDGETED			ACTUAL CAPITAL SPENDING & GRANTS			REMAINDER & PRIORITY	
Department	Accounting Reference #	Description	Adopted Capital Expenditure	Adopted Grant Funding	Adopted POA Expense	Expenses through 11/30/2021	Grants Received through 11/30/2021	Expenses through 11/30/2021 NET OF GRANTS	Budgetary Estimate of Remaining POA Expense	Priority Level (1-10) 9=Completed 10=Removed
WFW	32	P2 West 30% Design	40,000		40,000	72,162	-	72,162	(32,162)	1
WFW	33	P2 West Final PS&E Documents; Permitting & Mitigation	250,000		250,000	-	-	-	250,000	1
Airport	02	AIP 26 Apron Ph. 2	2,388,852	2,381,352	7,500	1,586,112	1,524,175	61,937	-	2
Airport	04	Backfill and Site Prep Behind Overbay	30,000		30,000	2,573	-	2,573	27,427	2
Airport	05	Backfill and Site Prep Behind Recology	25,000		25,000	5,623	-	5,623	19,378	2
Airport	06	FBO Upgrades	15,000		15,000	904	-	904	14,096	2
WFE - Marinas	26	West Marina Dredging	482,500		482,500	-	-	-	482,500	2
WFW	28	AOC4	300,000	300,000	-	-	-	-	-	2
WFW	31	Fire suppression/system upgrades - Pier 2	20,000		20,000	-	-	-	20,000	2
WFW	35	Pier 2 East - Repairs based on ODOT reports	50,000		50,000	-	-	-	50,000	2
Airport	07	Hangar Maintenance	50,000		50,000	-	-	-	50,000	3
WFE	18	Central Waterfront Master Plan - Permitting and Design	12,500		12,500	-	-	-	12,500	3
WFE - Marinas	22	EMB Dredging - Sampling & Analysis	29,650		29,650	27,557	-	27,557	2,094	3
WFE - Marinas	23	Marina Piling Replacement (25)	95,000		95,000	132,262	-	132,262	(37,262)	3
WFW	29	Central Waterfront Master Plan - Permitting and Design	12,500		12,500	-	-	-	12,500	3
WFW	30	Fender Pile Replacement (40) Pier 1 West, Pier 2 East, Pier 2 West Security Upgrades: Trident equipment; Pier 1 Generator; Pier 1 Booth	125,000		125,000	186,781	-	186,781	(61,781)	3
WFW	38	Waterfront Bathymetry	22,000		22,000	-	-	-	22,000	3
WFW	41	Industrial Park	250,000	225,000	25,000	630	-	630	24,370	4
Boatyard	14	Boatyard Feasibility Study	66,666	50,000	16,666	8,320	-	8,320	8,346	4
Boatyard	15	Heat Pump for new shop	5,500		5,500	1,906	-	1,906	3,594	4
WFW	36	Replace 200' storm water pipe	12,000		12,000	-	-	-	12,000	4
WFW	40	Stormwater Upgrades / Maintenance	20,000		20,000	-	-	-	20,000	4
Administration	01	2021-22 IT Upgrades	10,000		10,000	-	-	-	10,000	5
Airport	03	Airport Master Plan	107,500	90,000	17,500	-	-	-	17,500	5
Airport	09	Overbay Building - windows, siding, exterior upgrades	20,000		20,000	8,049	-	8,049	11,951	5
Airport	11	Repair Fencing	7,500		7,500	-	-	-	7,500	5
Airport	12	Taxiway/Ramp Striping; Closed Runway Marking; 12,000 LF	10,000		10,000	-	-	-	10,000	5
Airport	13	Vegetation Management	42,500		42,500	30,600	-	30,600	11,900	5
WFW	39	Slip 1 Debris Removal	25,000		25,000	-	-	-	25,000	5
WFE	20	Seal Coat and Stripe Chinook Lot	12,500		12,500	-	-	-	12,500	6
WFE - Marinas	21	Causeway Repairs	1,809,980	1,491,810	318,170	175,248	-	175,248	142,922	6
WFE - Marinas	25	T-Dock Power	150,000		150,000	-	-	-	150,000	6
WFW	27	422 Gateway - siding, windows, interior upgrades	75,000		75,000	-	-	-	75,000	6
Airport	10	Rehab Tetrahedron	15,000		15,000	-	-	-	15,000	7
WFE	19	Chinook Building Repairs (roof and interior)	5,000		5,000	-	-	-	5,000	7
Boatyard	17	Sandblasting Building	10,000		10,000	-	-	-	10,000	8
WFW	34	Pier 1 Building - paint	25,000		25,000	36,589	-	36,589	-	9
WFW	37	Seal Coat and Stripe Pier 1 Lot	12,500		12,500	26,834	-	26,834	-	9
WFE - Marinas	24	Marina Truck	20,000		20,000	-	-	-	20,000	10
Boatyard	16	Refurbish Boatyard dually Forklift (new tower and hydraulic components)	20,000		20,000	-	-	-	20,000	10
		Misc				305,977	372,926	(66,949)	-	
TOTALS			6,881,192	4,678,334	2,202,858	2,608,126	1,897,101	711,025	1,505,244	



ESTIMATED FINANCIAL EFFECTS OF COVID-19 AS OF NOVEMBER 2021

Cruise Ships and Riverboats



Estimated number of cruise ships and riverboats diverted: 97

Estimated lost revenue: **\$1,505,861**

Hospitality (May through July 2020)



2019 Income from Percentage of Revenues: \$77,451

2020 Income from Percentage of Revenues: \$31,796

Estimated lost revenue: **\$45,656**

Airport Fuel (May through July 2020)



2019 Fuel sales: \$242,334

2020 Fuel sales: \$160,950

Estimated lost revenue: **\$81,382**

Marina Fuel (May through October 2020)



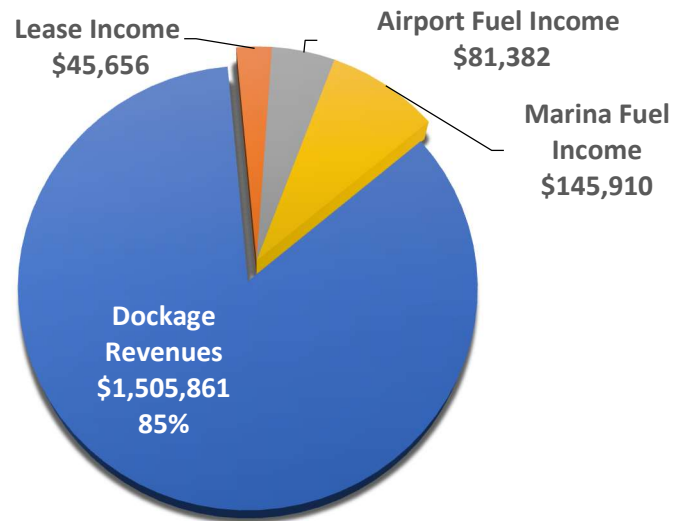
2019 Fuel sales: \$450,151

2020 Fuel sales: \$304,241

Estimated lost revenue: **\$145,910**

March 2020 thru November 2021 COVID-Related Losses (Estimate)

TOTAL: \$1,778,809



Port of Astoria
Vouchers Paid -- Operating Acct

SB

Type	Date	Num	Name	Memo	Credit
102-00 - Cash					
102-02 - CCB Operating #1442					
Bill Pmt -Check	11/08/2021	80416	Advanced Remediation Technologies, Inc.		5,350.50 -OK
Bill Pmt -Check	11/08/2021	80417	Airside Solutions, Inc.		1,710.17 -OK
Bill Pmt -Check	11/08/2021	80418	Anchor Graphics		62.00
Bill Pmt -Check	11/08/2021	80419	Bergerson Construction, Inc		288,525.40 -OK
Bill Pmt -Check	11/08/2021	80420	Burl (Bud) Shoemaker II		1,832.03 -OK
Bill Pmt -Check	11/08/2021	80421	Campbell Environmental		2,380.00 -OK
Bill Pmt -Check	11/08/2021	80422	Cartomation, Inc.	Invoice #45	1,704.00
Bill Pmt -Check	11/08/2021	80423	Charter Business - 0590	8787 14 001 0420590	39.99 -OK
Bill Pmt -Check	11/08/2021	80424	Cintas Corporation	10829	330.96 -OK
Bill Pmt -Check	11/08/2021	80425	City Lumber	Cust # 7259	462.04 -OK
Bill Pmt -Check	11/08/2021	80426	City of Astoria - utilities		282,049.13 -OK
Bill Pmt -Check	11/08/2021	80427	Clean Water Technologies, LLC	October Support	1,013.75 -OK
Bill Pmt -Check	11/08/2021	80428	Cowlitz Clean Sweep		4,841.38 -OK
Bill Pmt -Check	11/08/2021	80429	Drug Screens, Inc.		35.00 -OK
Bill Pmt -Check	11/08/2021	80430	EPIC Aviation, LLC - fuel	AST0770GP	1,000.00 -OK
Bill Pmt -Check	11/08/2021	80431	Equipment Rental Services	Cust # 205559	1,350.90
Bill Pmt -Check	11/08/2021	80432	Erin Hawkinson	Reimb for mileage driven - Sept - Oct 2021	64.51 -OK
Bill Pmt -Check	11/08/2021	80433	Jackson and Son Oil		13,240.27 -OK
Bill Pmt -Check	11/08/2021	80434	Johnson Economics	EB Causeway Grant	2,460.00 -OK
Bill Pmt -Check	11/08/2021	80435	Lawson Products	Cust # 10075026	179.52 -OK
Bill Pmt -Check	11/08/2021	80436	Marc Nelson Oil Products	01-0004280	713.14 -OK
Bill Pmt -Check	11/08/2021	80437	Marine Surveyors & Consultants		870.60 -OK
Bill Pmt -Check	11/08/2021	80438	Maritime Fire & Safety Assoc.	Cust ID: PORAST02	540.00 -OK
Bill Pmt -Check	11/08/2021	80439	North Coast Truck Parts	Acct # 358	131.20 -OK
Bill Pmt -Check	11/08/2021	80440	Northwest Insurance Group	Airport Policy	5,500.00 -OK
Bill Pmt -Check	11/08/2021	80441	Northwest Local Government Legal Advisors	October 2021	650.00 -OK
Bill Pmt -Check	11/08/2021	80442	Pacific Power		2,752.88 -OK
Bill Pmt -Check	11/08/2021	80443	Platt Electric Supply (Rexel)	Acct #135946	13.32 -OK
Bill Pmt -Check	11/08/2021	80444	Recology Western Oregon		3,076.99 -OK
Bill Pmt -Check	11/08/2021	80445	Recology Western Oregon (LA)	A1080000232	1,421.89 -OK
Bill Pmt -Check	11/08/2021	80446	Recology Western Oregon (LA)	A1080000232	139.02 -OK
Bill Pmt -Check	11/08/2021	80447	Shane Jensen - Grant Writer	Grant Writing - October 2021	8,947.50 -OK
Bill Pmt -Check	11/08/2021	80448	Shred-It	Cust # 16971101	120.00 -OK
Bill Pmt -Check	11/08/2021	80449	Sierra Springs	928320221793628	86.58 -OK
Bill Pmt -Check	11/08/2021	80450	Special Touch Janitorial, Inc.	October 2021	4,065.00 -OK
Bill Pmt -Check	11/08/2021	80451	Staples Advantage	Cust # LA 1833939	55.08 -OK
Bill Pmt -Check	11/08/2021	80452	State of Oregon - Employment Tax	BUS ID#: 0504015-4	2,738.43 -OK
Bill Pmt -Check	11/08/2021	80453	Sunset Auto Parts	6004	234.76 -OK
Bill Pmt -Check	11/08/2021	80454	Sweet Septic and Portable Service	October 2021	256.00 -OK
Bill Pmt -Check	11/08/2021	80455	The North Coast Oregonian		80.00 -OK
Bill Pmt -Check	11/08/2021	80456	Thyssenkrupp Elevator Corporation	Cust # 71259	645.66 -OK
Bill Pmt -Check	11/08/2021	80457	VenTek International	Cust # PORTASTORIA	380.00 -OK
Bill Pmt -Check	11/08/2021	80458	Verizon Wireless #7705-1	270297705-00001	563.27 -OK
Bill Pmt -Check	11/08/2021	80459	Walter E. Nelson Co.	1629	132.98 -OK
Bill Pmt -Check	11/08/2021	80460	Warren L. Junes LTD		33.44 -OK
Total 102-02 - CCB Operating #1442					642,779.29
Total 102-00 - Cash					642,779.29
TOTAL					642,779.29

990
OK
11-8-21

ok
Wm

9:25 AM

11/23/21

Accrual Basis

Port of Astoria
Vouchers Paid -- Operating Acct

Type	Date	Num	Name	Memo	Credit
102-00 · Cash					
102-02 · CCB Operating #1442					
Bill Pmt -Check	11/23/2021	80462	✓ A Coastal Lock & Key, LLC		100.40-OK
Bill Pmt -Check	11/23/2021	80463	✓ America's Phone Guys		580.60-OK
Bill Pmt -Check	11/23/2021	80464	✓ AT&T	Acct # 019 295 1870 001	23.42-OK
Bill Pmt -Check	11/23/2021	80465	✓ Blue Line Courier, LLC		150.00-OK
Bill Pmt -Check	11/23/2021	80466	✓ Charter Business - 0229	8787 14 680 0000229	2,116.63
Bill Pmt -Check	11/23/2021	80467	✓ Charter Business - 5587	Acct # 8787 14 002 0105587	39.99
Bill Pmt -Check	11/23/2021	80468	✓ Charter Business - 8391	Acct # 8787 14 001 0388391	177.96
Bill Pmt -Check	11/23/2021	80469	✓ CHS Inc/Cenex	Cust # 195072	406.35-OK
Bill Pmt -Check	11/23/2021	80470	✓ City of Warrenton		969.05-OK
Bill Pmt -Check	11/23/2021	80471	✓ Cowlitz Clean Sweep		3,087.00-OK
Bill Pmt -Check	11/23/2021	80472	✓ Del's OK Point S Tire	POR101	447.00-OK
Bill Pmt -Check	11/23/2021	80473	✓ Englund Marine (Boatyard)		281.95-OK
Bill Pmt -Check	11/23/2021	80474	✓ Englund Marine (Marina)		677.23-OK
Bill Pmt -Check	11/23/2021	80475	✓ Englund Marine (MX)		1,851.06-OK
Bill Pmt -Check	11/23/2021	80476	✓ Environmental Science Associates		9,562.50
Bill Pmt -Check	11/23/2021	80477	✓ EPIC Aviation, LLC - fuel	AST0770GP	60,485.27-OK
Bill Pmt -Check	11/23/2021	80478	✓ Haglund Kelley LLP		3,125.00-OK
Bill Pmt -Check	11/23/2021	80479	✓ Home Depot	6035 3225 3191 4798	2,889.00
Bill Pmt -Check	11/23/2021	80480	✓ iFocus Consulting, Inc.		4,775.00
Bill Pmt -Check	11/23/2021	80481	✓ KPFF, Inc.	Project # 10182100009	42,718.30-OK
Bill Pmt -Check	11/23/2021	80482	✓ Lawson Products	Cust # 10075026	172.24-OK
Bill Pmt -Check	11/23/2021	80483	✓ Marc Nelson Oil Products	01-0004280	752.35-OK
Bill Pmt -Check	11/23/2021	80484	✓ Mascott Equipment Co, Inc		796.32-OK
Bill Pmt -Check	11/23/2021	80485	✓ Northwest Roofing & Construction LLC		2,687.00-OK
Bill Pmt -Check	11/23/2021	80486	✓ NW Natural		1,040.33-OK
Bill Pmt -Check	11/23/2021	80487	✓ Pacific Power		10,695.71-OK
Bill Pmt -Check	11/23/2021	80488	✓ PERS Health		1,519.02
Bill Pmt -Check	11/23/2021	80489	✓ Peterson / CAT	Cust # 7302050	20.28-OK
Bill Pmt -Check	11/23/2021	80490	✓ Platt Electric Supply (Rexel)	Acct #135946	12.84-OK
Bill Pmt -Check	11/23/2021	80491	✓ Quadiant (postage)	X3391	164.00-OK
Bill Pmt -Check	11/23/2021	80492	✓ S. Bruce Conner	November 2021	2,100.00
Bill Pmt -Check	11/23/2021	80493	✓ Sierra Springs	928320221793628	71.98
Bill Pmt -Check	11/23/2021	80494	✓ Special Districts Health Premiums	Cust # 03-0016324	43,103.40-OK
Bill Pmt -Check	11/23/2021	80495	✓ Stacy Bandy (A/P)	Reimb for purchases & mileage driven	221.02-OK
Bill Pmt -Check	11/23/2021	80496	✓ Wells Electrical Contracting, Inc.		2,545.30-OK
Total 102-02 · CCB Operating #1442					200,365.50
Total 102-00 · Cash					200,365.50
TOTAL					200,365.50

January 2022

January 2022							February 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22 New Years Day
2	3 7PM Astoria City Council Mtg	4 6PM CB City Council Mtg	5 7PM Gearhart City Council Mtg	6	7	8
9	10 4PM Airport Advisory Committee 7PM Seaside City Council Mtg	11 6PM CB City Council Work Mtg 6PM Warrenton City Council Mtg	12 1PM Finance Committee Mtg 6PM Clatsop Cnty Commission	13 10AM Col-Pac EDD Mtg 10AM NWOEA Mtg 1PM NW ACT Clatsop Comm College	14	15
16	17 7PM Astoria City Council Mtg MLK Jr. Day - Office Closed	18 4PM Regular Workshop Session	19	20	21	22
23	24 7PM Seaside City Council Mtg	25 330PM CEDR Board Mtg 530PM Astoria Planning 6PM Warrenton City 7:30AM AWACC	26 6PM Clatsop Cnty Commission	27 12PM CREST Council Mtg	28	29
30	31	Feb 1	2	3	4	5



Change Order 3

Astoria Airport Sewer Reconstruction

1/12/2022

Owner:	Port of Astoria	Engineer:	Adam Dailey, A.M. Engineering
Project Name:	Astoria Airport Sewer Reconstruction	Contractor:	Big River
Contract Number:	n/a		
Location of Work:	Astoria Airport		
Requesting Party:	Both		

The Contract Documents are modified as follows upon execution of this Change Order:

Overview

Change Description and Justification:

CO3-1 Additional Item 15 Quantity for Trench Resurfacing, 4 Inch HMAc Asphalt, Level 3.

During construction the contractor proposed additional area of asphalt patching located adjacent to the project in the area of the Port Terminal. The additional material replaced a section of existing asphalt which was badly damaged as an existing condition before the project began. The request was strictly for the purposes of cosmetic repair adjacent to project repair. Matt McGrath, Deputy Director of the Port gave verbal approval of the additional material with a cost not to exceed \$7,500.00. A.M. Engineering recommends the approval of this item.

CO3-2 Additional Item 14 Quantity for Trench Resurfacing, 4 Inch Concrete, 4000 PSI.

The condition of the existing concrete in many areas adjacent to the project work has been very poor. During construction several of these areas failed at no fault of the contractor during the preparation of the trenches for trench repair. Due to the scheduling of the concrete and contract time constraints A.M. Engineering made the decision and gave direction in the field for these areas to be repaired. Not repairing these areas at that time would have resulted in additional cost to the Port to have the prime and sub-contractors return for preparation and placement at a later date. This option would also have put the current work at risk of failure or severe damage.

Additional areas were also required due to the work authorized under change order 2 but were not captured in the time and materials estimate because they were base items payable at an established contract unit price. These additional areas included the Lektro waterline replacement, Lektro electrical conduit trench, Lektro Pump Station Riser addition, and the additional Lektro Pump Station. A.M. Engineering recommends the approval of this item.

CO3-3 Additional Item 1 Cost, Mobilization

Additional cost incurred by the contractor, associated with mobilization costs, for the additional work authorized by change order 2 and 3. The contractor provided cost sheets CM: 17 and 57 to support the request. A.M. Engineering recommends the approval of this item.

CO3-4 Additional Item CO1-30 Cost, SSPS-B1 Riser

The original change order item for additional riser materials for Pump Station SSPS-B1 was estimated and approved as time and materials. The actual cost of the time and materials is reflected by the additional payment requested by this



change order. The contractor provided cost sheets CM: 19, 21, 25, 58, and 29 to support the request. A.M. Engineering recommends the approval of this item.

CO3-5 Additional Item CO2-32 Cost, SSPS-B2

The original change order item for the addition of Pump Station SSPS-B2 was estimated and approved as time and materials. The actual cost of the time and materials is reflected by the additional payment requested by this change order. The contractor provided cost sheets CM: 22, 24, 27, 28, 32, 33, 34, 35, 43, 49, 51, 53, 54, 55, and 56 to support the request. A.M. Engineering recommends the approval of this item.

CO3-6 Additional Item CO2-35 Cost, Waterline Additional for Complete Replacement

The original change order item for the addition of the waterline replacement was estimated and approved as time and materials. The actual cost of the time and materials is reflected by the additional payment requested by this change order. The contractor provided cost sheets CM: 23, 31, 37, 40, 48, 50, 57, and 52 to support the request. A.M. Engineering recommends the approval of this item.

CO3-7 Additional Item CO2-36 Cost, UPS Additional Locate Effort

The original change order item for the additional locate effort was estimated and approved as time and materials. The actual cost of the time and materials is reflected by the additional payment requested by this change order. The contractor provided cost sheets CM: 8, 20, and 26 to support the request. A.M. Engineering recommends the approval of this item.

CO3-8 Additional Item CO2-38 Cost, Differing Site Conditions, Excavation

The original change order item for the additional effort to manage differing site conditions was estimated and approved as time and materials. The actual cost of the time and materials is reflected by the additional payment requested by this change order. The contractor provided cost sheets CM: 19, 21, 25, and 29 to support the request. A.M. Engineering recommends the approval of this item.

CO3-9 Additional Item 14 Quantity for Trench Resurfacing, 4 Inch Concrete, 4000 PSI.

CO3-10 Additional Item 15 Quantity for Trench Resurfacing, 4 Inch HMA Asphalt, Level 3.

During the course of construction, the trench resurfacing width was widened by the contractor beyond what is shown in the plans as the minimum. The plans specified a minimum trench resurfacing width of 36" for perspective bidders to have a consistent width on which to base their bids. The bid quantity, as awarded, was based on this width.

- Per General Condition 120, Bidding Requirements and Procedures:

"Before submitting a Bid, Bidders shall make a careful visual examination of the site of the proposed Work, the Bid Booklet, Plans, and Specifications."

"The Bidder is responsible for loss or unanticipated costs suffered by the Bidder because of the Bidder's failure to fully examine the site and become fully informed about all conditions of the Work, or failure to request clarification of Plans and Specifications Bidder believes to be erroneous or incomplete."

No requests for clarification were made during the bidding process or during construction concerning the minimum width shown in the bid set.

- The additional quantity does not qualify as "Differing Site Conditions" under General Condition 140.40 and therefore is not payable under section 195.



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- The additional quantity also does not qualify as "Extra Work" under General Condition 140.60 and therefore is not payable under section 196.

The additional trench width was not brought up as a concern during the bid process, does not qualify as extra work, does not qualify as differing site conditions, and appears to have been widened for the contractor's convenience after reviewing and accepting the bid plans and award. Adherence to the contract terms does not permit A.M. Engineering to recommend payment for **CO3-9 and CO3-10** additional quantities.

CO3-11 Additional Item 22 Quantity

CO3-12 Additional Item 23 Quantity

These bid items were included in the bid list for the unlikely instance that the item would be needed. As an "As Directed" bid item the contractor is not to utilize this item without the direction of the engineer or as a requirement of the plans.

- Section 140.40 Differing Site Conditions, requires the party discovering the condition to notify the other party in writing and the contractor shall not continue work in the area until the Engineer has inspected the condition per 195.30.
- Section 195.30 Differing Site Conditions, requires written notice, investigation by the Engineer, and the contract modified in writing (change order). The section also specifies that *"No Contract adjustment which benefits the Contractor will be allowed unless the Contractor has provided the required written notice."*

No written notice was given to the Engineer that there were differing site conditions were present that required the use of these items. The contractor's representative on site verbally notified the Engineer that "drain rock" was being placed beneath the pipe bedding material. The contractor was told that the use of the "drain rock" material was not authorized and was not an approved material for use on this project. There was no further discussion on the matter and therefore no written notice was given. Adherence to the contract terms does not permit A.M. Engineering to recommend payment for **CO3-11 and CO3-12** additional quantities.



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Additional Items

Bid Item #	Added Item Description	Added Item Unit	Quantity Change this Order:	Item Price Adjustment this order:
CO3-1	Additional Item 15 Quantity	SY	107.14	\$7,500.00
CO3-2	Additional Item 14 Quantity	SF	1564	\$15,640.00
CO3-3	Additional Item 1 Cost	LS	1	\$3,280.60
CO3-4	Additional Item CO1-30 Cost	T&M	1	\$5,834.28
CO3-5	Additional Item CO2-32 Cost	T&M	1	\$13,324.32
CO3-6	Additional Item CO2-35 Cost	T&M	1	\$3,770.42
CO3-7	Additional Item CO2-36 Cost	T&M	1	\$3,809.14
CO3-8	Additional Item CO2-38 Cost	T&M	1	\$6,716.18
Subtotal =				\$59,874.94
CO3-9	Additional Item 14 Quantity	SF	518	\$5,180.00
CO3-10	Additional Item 15 Quantity	SY	48	\$3,360.00
CO3-11	Additional Item 22 Quantity	SY	37.23	\$30.90
CO3-12	Additional Item 23 Quantity	SY	92	\$2,760.00
Subtotal =				\$11,330.90
Total =				\$71,205.84



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Contract Price Adjustment

Original Contract Amount	Contract Amount from Previous Change Orders:	Amount Change this Order:	Total Contract Amount with Approved Changes:
\$331,342.21	\$478,339.95	\$71,205.84	\$549,545.79

Substantial Completion Adjustment

Original Substantial Completion Date:	Substantial Completion Date Adjustment from Previous Change Orders:	Substantial Completion Date Adjustment This Change Orders:	Substantial Completion Date with Approved Changes:
4/14/2021	9/20/21	0	9/20/21

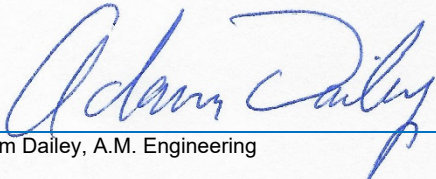
Final Acceptance Adjustment

Original Final Acceptance Date:	Final Acceptance Date Adjustment from Previous Change Orders:	Final Acceptance Date Adjustment This Change Orders:	Final Acceptance Date with Approved Changes:
4/21/2021	9/27/21	0	9/27/21

The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

You are hereby directed to make the herein described changes from the plans and/or specifications or perform the above-described work not included in the plans and/or specifications of this contract.

Recommended by (Engineer):


 Adam Dailey, A.M. Engineering

1/12/22

Date:

Accepted by (Contractor):

Date:

Approved by (Owner):

Date:



RESOLUTION
NO. 2022-01

RESOLUTION TO RAISE RATES AT THE AIRPORT

WHEREAS the Port of Astoria Commission had established airport rates under Resolution 92-07, and

WHEREAS the Port of Astoria Commission finds it necessary to amend the fee schedule,

NOW THEREFORE, be it resolved that the Port of Astoria Commission hereby approves the updated Airport rates as set forth below:

Landing Fee: \$2 for each 1,000 pounds over 10,000 pounds Maximum Takeoff Weight (MTOW)

Callout Fee: \$50 Per hour with 2-hour minimum

Ramp Fee: \$5

Overnight Fee: \$5 (to include ramp and tie-down fee)

ADOPTED BY THE BOARD OF COMMISSIONERS this 18th day of January 2022.

Yes _____ No _____ Absent _____

ATTEST:

Frank Spence, Chairman
Board of Commissioners

Dirk Rohne, Secretary
Board of Commissioners



December 28, 2021

Will Isom, Executive Director
Port of Astoria
422 Gateway Ave, Suite 100
Astoria, OR 97103

RE: Award for Tide Gates Grant and Loan Program, Astoria Airport Tide Gate Study, Project Number TG2204, 12/20/2021

Dear Mr. Isom:

Congratulations on your successful application for the above-referenced project. Enclosed please find a summary showing the funding amount and special terms and conditions of the award. The financing contract will contain the full terms and conditions of your award and will be sent to you for proper signatures. Please note that the legal obligations for funding and for reimbursement of project expenses are subject to execution of the contract.

The project must comply with all applicable state laws, regulations and procurement requirements. As a reminder, you must provide copies of all solicitations at least 10 days before advertising, and all draft contracts at least 10 days before signing.

We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify us of any event celebrating your project. As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at 503-480-6172, or via email to alina.d.putintsev@biz.oregon.gov.

Sincerely,

Alina Putintsev

Alina Putintsev, Tide Gate Specialist
Business Oregon

c: Shane Jensen, Grant Consultant
Matt McGrath, Deputy Director
Melanie Olson, Regional Development Officer
Representative Suzanne Weber

SUMMARY OF AWARD

Project Number: TG2204 **Date of Award:** 12/20/2021

Recipient: Port of Astoria

Project Name: Astoria Airport Tide Gate Study

Source of Funding (Grant/Loan/Forgivable Loan)	Award Amount
OBDD – Tide Gate Fund – Grant	\$99,600
Total	\$99,600

General Description of Loan	
Interest Rate	
Maximum Term	

Approved Project Description
<p>The Recipient will study the Vera Slough tide gate. The project will include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Review existing documents for obligations related to management, operation, or maintenance of the tide gate, and any other information that may assist the Port in securing the necessary permits or otherwise facilitate the permit application process. • Review potentially affected property title documents for deed restrictions that may hinder or otherwise affect the project's purpose. • Identify landowners who would be impacted by future tide gate modification (tide gate modification is outside the scope of this project and reserved for a future phase of the overarching goal to reduce water levels at the airport). • Perform site assessment. • Conduct a wetlands delineation as a pre-requisite to the future permitting process. • Perform tide gate feasibility analysis and develop 30% design documents.

Note: The full terms and conditions will be contained in the contract.