



**MEETING MINUTES
JANUARY 18, 2022**

PORT OF ASTORIA

REGULAR SESSION

Meeting held via videoconference due to the COVID-19 pandemic

Call to Order:

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

Roll Call:

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

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

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

Special Guest: Shane Jensen Grant Consultant; Adam Dailey Civil Engineer with A. M. Engineering; and Tony Ewing and Ryan Lampi with Big River Construction.

Also Attending: Ethan Myers of *The Astorian*.

Changes/Additions to the Agenda:

Commissioner Spence added Advisory item 9b. Astoria Waterfront Master Plan Update to the agenda.

Public Comment for items on the agenda:

There were no requests for public comment.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 11/16/2021 Workshop Session Minutes
- Financials – November 2021
- Event Calendar – January 2022

Commissioner McClaine requested to separate the meeting minutes from the consent calendar as he was not present for the November 16th meeting. Commissioner Spence compliments the Executive Director and staff for their preparation of the financials. Spence notes that revenues exceed projections and expenditures are below expectations.

Commissioner Campbell moved to approve the November 2021 financials and January 2022 event Calendar. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

Commissioner Rohne moved to approve the 11/16/2021 minutes as presented. Commissioner Stevens seconded. The motion carried unanimously 4-0 amongst the Commissioners. Commissioner McClaine

abstained from the vote as he was not present for the 11/16/2021 meeting.

Action Items:

8a. I&I Final Change Order

Deputy Director McGrath explains that this is the final change order for the I&I project at the airport. The project was completed several months ago, but there was discussion back and forth concerning the final invoice. Typically, the Port would come to the Commission prior to beginning work for a change order, but there was no option to stop the work due to the construction process. Per the contract, the contractors can perform additional work if deemed worthy by the civil engineer and owner. The additional work totals \$71,205.84, of which \$59,874.94 is approved by Adam Dailey. Dailey does not recommend the final four items totaling \$11,330.90 because they do not fall within the bounds of the contract. McGrath has had discussions with Big River and is satisfied with the work completed. McGrath refers to page 18 of the packet and notes that the total contract amount with approved changes for the project was \$549,545.79 though the total billed is roughly \$517,000, including the approved changes and final change order. McGrath asks the commission for questions.

- Commissioner Spence refers to the total contract amount with approved changes on page 18 of the packet and notes the original contract amount was \$331,342.21. Spence is concerned about how such increases occurred. Spence compliments Dailey's detailed notes for the change order. Spence also asks why there were delays with the change order. McGrath explains that the project was put on hold for several months due to supply chain issues. McGrath continues that the increase in project fees resulted from unknowns related to the nature of the project. Dailey confirms that the majority of the additional work was due to unknowns relating to the project's scope.
- Commissioner Campbell adds that there are 75 years of materials buried in the project area that are not documented. He recommends paying the complete final change order as recommended by McGrath. Commissioner Stevens agrees with Campbell and notes that the overage is reasonable given the type of work done.
- Commissioner Rohne notes that the Airport will be in a better position with the additional repairs done. In the long run, this is the rational choice. There is consensus among the Commission.

Commissioner Rohne moved to approve the final change order in the amount of \$71,205.84. Commissioner Stevens seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

8b. Resolution 2022-01 Resolution to Raise Rates at the Airport

McGrath explains that there has been discussion about raising the base rates at the airport. The airport landing fee and the callout fee are the fees that will be raised. The original fees were set in 1992 and have not been adjusted since. The Port is looking to increase the landing fee to \$2 for every 1,000 pounds over 10,000 pounds maximum takeoff weight. The call-out fee would remain at \$50 per hour, though a two-hour minimum would be required. McGrath notes that ramp fees and overnight fees would remain the same. These rate changes were brought to the Airport Advisory Committee at their last meeting and approved by the committee.

- Commissioner Rohne notes that the overnight parking fee is low. McGrath answers that the overnight parking fee is standard with general aviation airports, and the fee is tempered by fuel sales through the airport does not have requirements for fuel sales.

Commissioner Rohne moved to increase the overnight fee to \$10. Commissioner McClaine seconded. The roll call vote occurred as follows:

Commissioner McClaine: Yes.

Commissioner Rohne: Yes.

Commissioner Stevens: No.

Commissioner Campbell: Yes.

Commissioner Spence: Yes.

The motion carried 4-1 amongst the Commissioners present.

Commissioner Rohne moved to approve the Resolution 2022-01 as amended. Commissioner McClaine seconded. The roll call vote occurred as follows:

Commissioner McClaine: Yes.

Commissioner Rohne: Yes.

Commissioner Stevens: Yes.

Commissioner Campbell: Yes.

Commissioner Spence: Yes.

The motion carried unanimously 5-0 amongst the Commissioners present.

Advisory Items:

9a. Tide Gate Grant Discussion

McGrath explains that this project began last year. Since the Vera Slough tide gate was improved, the water table at the airport has been raised. This has caused significant issues. The Port is working with Warrenton and Clatsop County to address this issue. The Port is interested in ways to adjust or re-vamp the tide gate to lower the water tables at the airport. McGrath shares his screen to show a map of the area affected by the Vera Slough tide gate, including the Airport Industrial Park. The intention of the grant is to study the tide gate; the gate is not functioning as it was intended to, and the water tables are dangerously high.

- Commissioner Campbell notes that he thinks the Vera Slough tide gate should be removed. The water tables at the airport are high enough that it is causing damage to the runways.
- Commissioner Rohne comments that he has spoken with Nehalem Marine, and it should be noted that the Vera Slough tide gate was one of the first installs of that type of tide gate, and the concept has since been refined.

Grant Consultant Shane Jensen refers to the summary of award on page 21 of the packet and explains that the grant has been awarded to the Port, and the Port will now contract work authorized in the award. There are several components to this project. The significant difficulty with this project was because this site was previously a mitigation site from Bornstein in 2003-2005. During that time, the goal was to raise the water tables at the airport as mitigation for the Bornstein project. This introduced complications, though Business Oregon is aware of the inherent difficulties with the project. Commissioner Rohne congratulates Shane for his work on the grant.

Public Comment for items not on the agenda:

There were no requests for public comment.

Commission Reports:

Commissioner Campbell reported that his comments have already been stated concerning the tide gate.

Commissioner Stevens reported on the following:

- Attended the Airport Advisory Committee meeting, where the delineation study was discussed. The AAC unanimously voted in support and referred back to the Port Commission with support.
- With regard to airport fees, it should be noted that there is a cross-over point; if landing fees are too high, the airport may lose traffic.
- Met with BST Associates and found their work on the boatyard study to be comprehensive. Met with Brendon and Joey, toured the boatyard operations, and was impressed with their work. Would like to

commend Brendon and Joey for their work at the boatyard. They have a vision and are hardworking. There is a lot of room for expansion. The boatyard could fill a niche and be an additional source of revenue.

Commissioner McClaine reported on the following:

- Attended a meeting with the Lower Columbia Study Group. Found the meeting to be very interesting. NOAA is monitoring sand drifts and placing trackers on crabs.

Commissioner Rohne reported on the following:

- Received a questionnaire from the biodigester feasibility study and referred it to a farm in the Lewis & Clark area. The questionnaire asks how much material would be potentially contributed to the biodigester and how much material would the farm like to receive from the biodigester. The county is looking to get a general sense of users' needs.
- Enjoyed meeting with BST Associates.
- Talked with Leo Kunz at Nehalem Marine. The conversation was quite informative. It is good to see progress on the Tide Gate project in cooperation with the City of Warrenton and Clatsop County.

Commissioner Spence reported on the following:

- Attended a North West Area Commission on Transportation meeting. The group asked for projects to recommend for the Connect Oregon program. Bob Dorn presented for Hyak Maritime; their grant request was selected first to endorse for funding. Shane Jensen made an excellent presentation for the East Mooring Basin Causeway on behalf of the Port.

Executive Director Comments:

- Isom begins with advisory item 9b. Astoria Waterfront Master Plan update. Two public forums have been held, with over 150 attendees in total. The response from the community has been overwhelmingly positive. The majority of concerns haven't been with the plan itself but to move the process forward and to not veer away from the plan. Multiple meetings have also been held with the project advisory team. The plan is now in the final stages and will soon be sent to the City of Astoria and the Port for final adoption. Plan highlights include redeveloping the Riverwalk Hotel to a hotel with a smaller footprint, a mixed-use building to the east of the Red Building, and the addition of a Fishing Village. There will be a final presentation to the commission in March.
- Thanks to the Commissioners for meeting with BST Associates last week. Interviews were well received by the consultants.
- Thanks to Facilities Security Officer Rick Yelton and Accounting and Business Service Manager Melanie Howard for their quick responses to the Tsunami advisory.
- Confirms that the \$1,000 contribution to the county-wide feasibility study has been issued.
- Has been in correspondence with the ILWU to negotiate a new collective bargaining agreement. The current CBA expires this June.
- This Thursday, Representative Weber is scheduled to visit the Port. Isom met with Spence and Stevens last week to finalize the agenda. Commissioners will be able to meet with Representative Weber two at a time in the morning.
- Met with Senator Merkley's office last week along with Business Oregon and lobbyist for Business Oregon, Ray Bucheger. Merkley's office is interested in the Port's priorities for funding.
- Met with the Oregon Coast Visitor's Association, Business Oregon, the Port of Garibaldi, and the Port of Tillamook. OCVA is looking at how they can use funds to benefit north coast ports.
- Met with Finance and Budget committee members John Lansing and Walt Postlewait to discuss future items for the finance committee.
- Will hold an executive session soon to discuss details of the harbor fee. This will be on the agenda for the first meeting in February.
- Thanks to Matt McGrath for his work. It has been an extremely busy time at the Port offices.



Upcoming Meeting Dates:

- Regular Session – February 1, 2022, at 4:00 PM
- Workshop Session – February 15, 2022 at 4:00 PM

Adjourned:

Chairman Spence adjourned the meeting at 5:06 PM.

APPROVED:



Frank Spence, Board Chairman
Board of Commissioners

ATTEST:



Dirk Rohne, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant – Administrative Coordinator

March 15, 2022

Date Approved by Commission