



**MEETING MINUTES
JULY 5, 2022**

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

Call to Order:

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

Roll Call:

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

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

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

Also Attending: David Oser of the Port of Astoria Finance Committee, Gary Lewin, and Cindy Yingst of the *Columbia Press*.

Pledge of Allegiance

Commission Items:

3a) Elect Officers for Fiscal Year 2022-2023

Commissioner Spence recommended that the Commissioners retain their 2021-22 positions for the forthcoming year. Commissioner Campbell commented that it has been an unwritten policy of the Port Commissioners to rotate positions. Commissioner Campbell nominated Commissioner Robert Stevens for President. Commissioner McClaine nominated Commissioner Dirk Rohne for President.

The Commissioners voted as follows:

- Commissioner Campbell Stevens
- Commissioner Stevens Stevens
- Commissioner Rohne Rohne
- Commissioner Spence Rohne
- Commissioner McClaine Rohne

Commissioner Stevens noted that though he has not actively campaigned for Commission President, he feels compelled to make a statement that he agrees with Commissioner Campbell that there has been a tradition to rotate the position among the Commissioners. Stevens sees wisdom in the fact that there is a wealth of experience on the board to tap from. In the six years that Stevens has served on the Commission, there have been two Chairmen.

Commissioner Rohne was declared Commission Chairman.

Chairman Rohne thanked Commissioner Spence for this leadership this past year. There have been unprecedented challenges.

- Commissioner Campbell nominated Commissioner Scott McClaine as Vice-President. Commissioner McClaine declined the nomination. Commissioner McClaine nominated

Commissioner Robert Stevens as Vice-President. There being no other nominations nor objections, Commissioner Stevens was declared Commission Vice-President.

- Commissioner Campbell nominated Commissioner Frank Spence as Secretary. There being no other nominations nor objections, Commissioner Spence was declared Commission Secretary.
- Commissioner Rohne nominated Commissioner Jim Campbell as Treasurer. Commissioner McClaine seconded the nomination. There being no other nominations nor objections, Commissioner Campbell was declared the Commission Treasurer.
- Commissioner Rohne nominated Commissioner McClaine as Commission Assistant Secretary/Treasurer. There being no other nominations nor objections, Commissioner McClaine was therefore named the Commission Assistant Secretary/Treasurer.

Commission Reports:

Commissioner Campbell reported on the following:

- Would like to postpone naming of the committee assignments until the workshop session to assess and reconsider which committees should be added and removed. The Commissions agree to further discuss and deliberate this topic at the next Commission meeting.

Commissioner Stevens had nothing to report.

Commissioner Spence had nothing to report.

Commissioner Spence had nothing to report.

Commissioner Rohne reported on the following:

- Suggests creating a committee to look at the development of the East Mooring Basin; members would include Port staff and stakeholders.

Changes/Additions to the Agenda:

Action item 9a has been removed and will be further deliberated at the next workshop Commission meeting. Commissioner Campbell agrees to make proposals and discuss with the Executive Director prior to the workshop session.

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 – 05/03/2022 Regular Session, 05/04/2022 Budget Committee, and 05/17/2022 Workshop Session
- Financials – May
- Event Calendar – July

Commissioner McClaine refers to page 10 of the packet and requests that the 05/17/2022 minutes reflect that the meeting was held in person at 10 Pier 1, Suite 209, and not virtually.

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

Action Items:

9b. Resolution 2022-08 Making Business Appointments and Authorizations

Executive Director Isom explains that this is an annual document that gives staff authorization to move forward with various parts of normal business activities.

Commissioner Stevens moved to approve Resolution 2022-08: Making Business Appointments and Authorizations. Commissioner Campbell seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9c. RFE #0122 Pier 2 Asphalt Rehabilitation

Deputy Director McGrath explains that the entrance to Pier 2 near Bornstein is degraded and is in need of repair. The cost estimate is \$41,500 from Bayview Asphalt. Isom adds that this item is included in the 2022-23 fiscal year budget, but requires Commission approval since the amount exceeds \$25,000.

Commissioner Campbell moved to approve RFE #0122 Pier 2 Asphalt Rehabilitation in the amount of \$41,500. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9d. Letter of Engagement for audit firm Talbot, Korvola, & Warwick, LLP

Director Isom refers to the letter of engagement on page 28 of the packet. Finance, HR & Business Services Manager Melanie Howard explains that this year's letter of engagement is similar to past years. Notable changes include an additional section on page 32 in relation to impacts of COVID-19, though Howard notes there have not been significant material impacts for the Port and a standard three percent price increase for TKW's services. Isom notes that this is the second three-year term with TKW's services. They have been exceptional to work with, especially the partner assigned to the Port, Julie Fahey. Isom adds that there is a provision in the engagement letter for an additional \$6,000 in fees should the Port require a single audit. A single audit is required if the Port is a recipient of more than \$750,000 of federal grant dollars.

Commissioner Campbell moved to authorize the Executive Director to provide a signature on behalf of the Port for the Letter of Engagement. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

Public Comment:

- Gary Lewin introduces himself to the Commission. He is a former bar pilot and has worked with the Port over the last 20 years. Lewin emphasizes face-to-face talks and negotiations between Brim and the Port to work through the fueling issue. Lewin adds that there are nuances that each party may not be aware of.

Executive Director Comments:

- Will be meeting on July 11th with federal lobbyist representing ports, Ray Bucheger. Isom and McGrath will take Bucheger on a tour of Port facilities.
- Will be meeting with a team from Business Oregon, including Melanie Olson and new Port representative Courtney Flathers. The meeting will include discussing the Business Oregon debt deferments and restarting the payments.
- The Port will be hosting the North West Marine Terminals Association on July 14th. Isom will make a welcome speech and opening statements.
- Commissioner Spence inquires as to the status of the Astoria Crab & Seafood Memorandum of Understanding (MOU). McGrath answers that due to supply chain issues, the crane procurements will take longer than expected. McGrath adds that lease terms and scope of operations will come before the Commission before an agreement is finalized. Isom includes that he has spoken with Andrew Bornstein and other tenants about the MOU.
- Commissioner Campbell is concerned that Pier 1 is the only deep water terminal south of Longview. If there is a natural disaster, that area will be needed for lay berth.
- Commissioner Stevens inquires if the Airport Advisory Meeting has been confirmed with the board chairman. Isom answers that staff will verify the meeting date.

Upcoming Meeting Dates



- Workshop Session – July 19, 2022 at 4:00 PM
- Regular Session – August 2, 2022 at 4:00 PM

Adjourned

Chairman Rohne thanks Commissioner Spence for his leadership this past year. The meeting was adjourned at 4:36 PM.

APPROVED:



Dirk Rohne, Chairman
Board of Commissioners

ATTEST:



Frank R. Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

September 6, 2022

Date Approved by Commission