



**MEETING MINUTES  
NOVEMBER 15, 2022**

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

**Call to Order:**

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

**Roll Call:**

**Commissioners Present:** Dirk Rohne; Robert Stevens; Frank Spence; Jim Campbell. Scott McClaine was absent.

**Staff Present:** Executive Director Will Isom; 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:** Ethan Myers of The Astorian.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

There were no changes or additions to the agenda.

**Public Comment:**

No public comment was received.

**Action Items**

**6a. Executive Director Evaluation Contract – Special Districts Association of Oregon**

Commissioner Rohne introduces George Dunkel of the Special Districts Association of Oregon (SDAO), who joins the meeting via Zoom. Rohne notes that it is important to maintain continuity and best practices for the Executive Director's contract. George Dunkel thanks the Commission for welcoming him back to assist with the evaluation process. This year SDAO proposes the same type of process that has been used in past years, though the Commission is welcome to modify the questions. In the past, SDAO has provided four to five questions to answer regarding the Executive Director's performance as well as a rating metric. SDAO composites all answers into one report and provides the report back to the Commission. After the reviews are compiled, the Commission will meet in Executive Session to discuss the director's performance. Dunkel inquires if the Commission has any questions.

- Commissioner Stevens inquires if SDAO is able to provide copies of what Commissioners have submitted in prior years. Dunkel answers that yes, SDAO can provide those materials.
- Commissioner Rohne notes that the contract with SDAO to facilitate the Executive

Director's evaluation is not to exceed \$1,000.

Commissioner Spence moved to approve the contract with the Special Districts Association of Oregon. Commissioner Stevens seconded. The motion carried unanimously 4-0 amongst the Commissioners present.

#### 6b. Aviation Fuel Supplier – Intent to Award

Executive Director Isom asks Finance, HR & Business Services Manager Melanie Howard to discuss the Aviation Fuel Supplier Request for Proposal (RFP) process. Howard explains that the RFP was issued on September 22<sup>nd</sup> for fuel supplier services at the airport. The Port received proposals from CityServiceValcon and EPIC Fuels. Howard, Deputy Director Matt McGrath, and airport consultant Gary Kobes formed the review committee. Howard reviews the proposal evaluation results from the committee members; the Port intends to award the contract to CityServiceValcon.

- Commissioner Rohne asks Howard to elaborate on this process. Howard explains that the impetus for the RFP was a lack of consistent fuel delivery. Port staff sought to explore options with an RFP. Howard notes that EPIC did offer a proposal with better options as far as pricing, but CityServiceValcon scored much higher for reputation. Other airports were surveyed as to their satisfaction with their current providers, and the results from airports with CityServiceValcon were overwhelmingly positive. Executive Director Isom adds that the Port has used EPIC as a fuel provider for a number of years, but recently EPIC was purchased by another company, and since the changeover, service has declined.
- Commissioner Campbell inquires how CityServiceValcon can compete with EPIC considering the EPIC proposal does not charge for the use of the fuel truck. Howard explains that staff has done an analysis of the total cost to lease the fuel truck from CityServiceValcon, and of the two options, the per gallon option is close but may be less.
- Isom adds that the reporting module that EPIC uses is not user-friendly. The reporting infrastructure that CityServiceValcon uses will be an added control for fuel reconciliations.
- Commissioner Campbell inquires when the contract will go into effect. Isom explains that the contract date will be agreed upon once the Commission approves the award.
- Commissioner Campbell inquires as to the costs associated with the transition. Howard explains that there are no additional costs and CityServiceValcon will have a staff member onsite for the transition.
- Commissioner Campbell notes that both contractors provide onsite training for staff. This is important for safety.

Commissioner Stevens moved to approve the award of the Aviation Fuel Supplier contract to CityServiceValcon LLC. Commissioner Spence seconded. The motion carried unanimously 4-0 amongst the Commissioners present.

#### 6c. Request for Expenditure #0131 – Lektro Building Roof Repairs

Executive Director Isom refers to the Request for Expenditure on page 41 of the packet. The existing building conditions and necessary repairs are outlined in the Dr. Roof proposal beginning on page 43 of the packet. Total costs for this project are not to exceed \$25,000.

- Commissioner Rohne appreciates that there is a buffer to allow for repairs to continue without delaying the project.
- Executive Director Isom notes that per the current lease, the Port is responsible for maintaining certain parts of the Lektro facility, including the roof. The current lease was renegotiated when JBT purchased Lektro, and the lease is structured in such a way that financially, a lot of the revenue that comes from the Lektro lease is passed to Business



Oregon to pay for the debt on the building, which does not leave funds for reinvestment into the building.

*Commissioner Spence moved to approve Request for Expenditure # 0131 Lektro Building Roof Repairs not to exceed \$25,000. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.*

#### **Executive Director Comments:**

- Met with Meghan Leatherman with the City of Astoria and Walker Macy consultants to go over the draft plan for the zoning code amendments recommended in the Astoria Waterfront Master Plan. The amendments will be on the agenda for the City's workshop session this Friday. The meeting is intended to be educational for both the community and new City Councilors. Isom and Deputy Director McGrath will be attending, and Port Commissioners are encouraged to attend. There are surface issues concerning view corridors in the draft plan, though, in today's meeting, the consultants and the City were open to flexibility.
- Commissioner Campbell notes that view corridors aren't profitable for the Port. Campbell would like to see attention given to restaurants, hotels, and businesses that would be profitable for the Port and the community. Commissioner Campbell adds that the Riverwalk Inn is a windbreak for the marina.
- Commissioner Spence comments that over the past few years, the view site lines, and elevation have not been taken into consideration in the planning process. There is a tremendous difference between the elevation of marine drive versus dockside.
- The Port holiday party is coming up on Saturday, December 10<sup>th</sup>.
- There will be an Executive Session before the next regular meeting on December 6<sup>th</sup>.
- Julie Fahey of audit firm Talbot, Korvola & Warwick will present their audit findings at the regular December meeting.
- Commissioner Stevens inquires if the zoning amendments will allow the Port to build a structure in place of the Seafare restaurant. Isom answers that yes, the zoning allows for several stand-alone developments.
- Commissioner Rohen comments that Walker Macy has provided a tremendous service and has brought the Port and the City together to move forward in a cohesive manner.

#### **Commission Comments:**

Commissioner Campbell did not have any comments.

Commissioner Stevens did not have any comments.

Commissioner Rohne commented on the following:

- Commissioner McClaine discussed the idea of leasing the East Mooring Basin parking lot for other uses outside of fishing season. Options include a petti cab service to bring people downtown.

Commissioner Spence commented on the following:

- Will be attending the end-of-season thank-you dinner for the Clatsop Cruise Hosts this evening. All cruise hosts are welcome to attend for their service throughout the 2022 cruise season.
- Compliments Commissioner McClaine for working with the Astoria Warrenton Chamber of Commerce to update the economic impact survey of cruise visitors.
- Next year is the 20<sup>th</sup> anniversary of the Clatsop Cruise Hosts. Thanks to Bruce Conner for his efforts over the years.

#### **Upcoming Meeting Dates:**



- Regular Session – December 6, 2022 at 4:00 PM
- Finance Committee Meeting – December 14, 2022 at 12:00 PM
- Workshop Session – December 20, 2022 at 4:00 PM

**Adjourned:**

Chairman Rohne adjourned the meeting at 4:50 PM.

**APPROVED:**

**ATTEST:**

  
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Dirk Rohne, Board Chairman  
Board of Commissioners

  
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Frank R. Spence, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

January 17, 2023  
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Date Approved by Commission