



**MEETING MINUTES
SEPTEMBER 5, 2023**

**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: Dirk Rohne; Robert Stevens; Frank Spence; Jim Campbell; and Tim Hill.

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

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

Also Attending: Boatyard customer Bob Browning and Rebecca Norden-Bright with *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Campbell had nothing to report.

Commissioner Rohne reported on the following:

- Attended the airport Fly-In and Open House. The event was impressive, and the kids enjoyed it.

Commissioner Spence reported on the following:

- Fall cruise ships will begin arriving this month.
- Sundial Travel now has two double-decker buses to transport cruise passengers downtown.
- The Boatyard Master Plan is on the agenda for approval. It's an appropriate time to purchase the vacant lot adjacent to the boatyard. The property could be acquired to expand the boatyard; the area is currently owned by the Department of State Lands (DSL). This item can be added to the agenda for further discussion. Isom comments that most of the referenced land is currently Port property. There is consensus among the Commission to discuss this topic further with the Boatyard Master Plan agenda item.

Commissioner Hill had nothing to report.

Commissioner Stevens reported on the following:

- Met with Astoria City Councilor Tom Hilton. Hilton was favorable to the Astoria Waterfront Master Plan (AWMP).
- Joined Executive Director Isom in meeting with the Astoria City Manager and Mayor. Hopefully, there will be progress at tonight's meeting.
- The next Port Commission meeting, scheduled for September 19th, will include a training session by Port Counsel, Eileen Eakins. The meeting is tentatively scheduled to start at

12 pm.

Changes/Additions to the Agenda: There were no changes or additions to the agenda.

Public Comment for items on the agenda:

Boatyard customer and Port of Garibaldi Commissioner Bob Browning speaks to the Commission regarding the Port's boatyard. Browning expresses how important the boatyard is to the community and comments that boatyard staff are doing a great job. The boatyard is important to many boat owners in the Garibaldi area. Browning highlights the importance of the DIY nature of the boatyard and having local mechanics and welders available. For the complete comment, please see meeting audio.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 07/18/2023 Regular Session and 08/01/2023 Regular Session
- Financials – June 2023 and July 2023
- Event Calendar – September 2023

Commissioner Spence requested to separate the Financials from the consent calendar.

Commissioner Spence inquires what the \$187,000 and 189,000 payments to Business Oregon are for. Isom explains that these are debt payments for loans to the Port. The Commission did not see these payments to Business Oregon for the last two years, as the payments were deferred throughout the pandemic.

Commissioner Campbell moved to approve the meeting minutes as presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Commissioner Spence moved to approve the Financials as presented. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

There was consensus among the Commission to approve the Event Calendar as presented.

Action Items:

8a. FY 2023-24 Pile Replacement Award

Deputy Director McGrath refers to page 26 of the packet. The Port is looking to replace 20 piling along Pier 1 West. The Port issued an Invitation to Bid based on the schedule on page 31 of the packet. Bids were received from HME Construction, Bergerson Construction, and Legacy Contracting. McGrath notes that the Port originally budgeted \$195,049 based on prior project budgets. Staff would like to award the pile replacement contract with the caveat to leave negotiations open to allow the Port to replace as many pilings as budget allows and not to exceed \$286,000.

Discussion highlights include:

- Spence inquires if the Port is only replacing a portion of piling on Pier 1 West due to budget constraints. McGrath answers that the Port has already replaced piling in previous years. The location for this year's project is to help reinforce the remainder of Pier 1 West for potential cargo operations.
- Spence refers to the Bergerson Construction bid; the bid details that piles will be placed by vibratory installation. Spence inquires if the low bidder will also use the same method of pile installation. McGrath answers that yes, vibratory installation will be the primary method unless there is refusal.
- Isom comments that in evaluating larger-scale projects, timing, and cashflows can become very important. Port revenues are cyclical, and it's unfortunate that the in-water work permit is during the Port's slowest time of revenue. With dredging complete, it allows for the opportunity, in terms of the piling replacement program, to address some of the more expensive replacements.

Commissioner Rohne moved to approve staff to negotiate the final contract with HME Construction

not to exceed \$286,000. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8b. Boatyard Master Plan – Grant Agreement

Deputy Director McGrath explains that the Boatyard Master Plan is essential to developing the entirety of Pier 3 for boatyard development. In addition to the Business Oregon grant, the Port also received a grant from Northwest Oregon Works for \$25,000. The total cost is estimated to be roughly \$100,000 with the Port contributing \$15,000. The grant agreement is a standard agreement from Business Oregon that allows the Port to receive reimbursements for the work with consultants Maul Foster & Alongi. The plan will evaluate the expansion of the boatyard.

Commissioner Rohne moved to approve the Business Oregon grant agreement for the Boatyard Master Plan in the amount of \$60,000. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8c. Port Security Grant – Cybersecurity Award

Executive Director Isom explains that this item is part of the Port Security Grant. One key area of interest for granting agencies is cyber security; the Port may not be a high-risk entity, but cyber security is important. The Port reached out to several entities for bids, and the lowest bid received was from current IT consultants, iFocus Consulting.

Commissioner Hill moved to approve the cyber security enhancement expenditure with iFocus Consulting. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

8d. Wetlands Mitigation Bank Study – Grant Agreement

Deputy Director McGrath explains that the primary focus of this study is to find mitigation, either wetlands or estuary mitigation, for the Pier 2 West Rehabilitation project. The Pier 2 West Rehabilitation project will require building on the west side of Pier 2, which will take away estuary lands. The Port will need to have land to give back to the Department of State Lands (DSL) to mitigate for the land filled. The second focus of the study is for the Airport Industrial Park (AIP). There are significant wetlands within the AIP; roughly 50% of the 26 acres will require wetlands mitigation. This study will identify which properties can be used for wetlands mitigation.

- Commissioner Campbell inquires if the Pier line will be changed. McGrath answers that the sheet pile wall will need to be moved out.

Commissioner Rohne moved to approve the Business Oregon grant agreement for the Wetlands Mitigation Feasibility Study in the amount of \$90,000. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8e. Request for Expenditure #0153 T-Dock Power

Deputy Director McGrath explains that T-dock power has been included in the Port's budget for a number of years. The project will require a transformer to run power to the existing pedestals on T-dock. Port tenant, Marine Spill Response Corporation (MSRC), requires power for their vessel on T-dock. MSRC has agreed to cover the costs of infrastructure from the pedestals, already in place, to their location. MSRC will pay \$90,000 to bring 3-phase power to their location. This expenditure will bring power from the poles to the transformer. McGrath refers to the Wells Electrical Contracting (WEC) bid on page 175 of the packet, the most complete bid received was from WEC. McGrath notes that Inland Electric provided a lower bid, but permit fees, overtime, and a project timeline weren't included.

Discussion highlights include:

- Isom adds that T-dock power is noted as an early win for the Plan AWMP. The payback

period is less than two years, and MSRC is paying a substantial amount of the bill.

- Rohne inquires if the additional infrastructure will bring power to all of T-dock. McGrath answers that this will only power MSRC but will allow for the future development of T-dock.
- Stevens refers to page 172 of the packet, and comments that there is additional information on why Wells Electrical was selected. Stevens notes that staff comments are sufficient.

Commissioner Rohne moved to approve the Wells Electrical Contracting bid in the amount of \$32,150.00. Commissioner Spence seconded. The motion carried 4-1 amongst the Commissioners present. The vote occurred as follows:

Commissioner Hill: Yes.

Commissioner Spence: Yes.

Commissioner Rohne: Yes.

Commissioner Campbell: No.

Commissioner Stevens: Yes.

The motion carried 4-1 amongst the Commissioners present.

8f. Request for Expenditure #0153 T-Dock Power Transformer

Deputy Director McGrath explains that Pacific Power is the utility company that will be furnishing and installing the transformer for T-dock.

- Commissioner Spence thanks Pacific Power for their \$7,314 investment to fund a portion of the improvements.

Commissioner Rohne moved to approve the contract with Pacific Power and the expenditure in the amount of \$29,898.00. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8g. Vector Airport Systems - Contract

Commissioner Stevens comments that this item was discussed at the last Commission meeting and brought to the Airport Advisory Committee (AAC) for review. The company has a track record and is knowledgeable. Stevens notes that there are no additional fees for the public.

- Commissioner Campbell comments that he rejected the agreement originally because he did not have time to review the agreement.
- Rohne notes that the presentation at the last Commission meeting was thorough and adequate.

Commissioner Rohne moved to approve the agreement for professional services with Vector Airport Systems. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8h. Finance Committee

Executive Director Isom refers to Finance Committee members listed on page 202 of the packet. There are three citizen members of the Committee whose terms have expired. Committee members David Oser and Walt Postelwait would like to extend their terms and Mindy Landwehr declined to re-new her term.

Commissioner Spence moved to extend the terms of David Oser and Walt Postlewait on the Finance Committee to June 30, 2025 and to direct staff to advertise for the open citizen member position. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda: No comment was received.

Executive Director Comments:

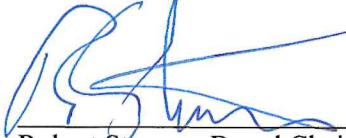
- Thanks to staff and volunteers for their efforts in making the airport Fly-In and Open House event a success. Attendance was much higher than anticipated, with roughly 3,000 attendees. Isom thanks former Port Commissioner and County Sherriff, John Raichl, for his leadership role in planning the event.
- The Port has posted for a temporary maintenance position specifically to help with dredging. The stated term is October 1st through February 29th, coinciding with dredge season.
- The Astoria City Council will be meeting tonight to discuss the AWMP zoning amendments. Met with Mayor Fitzpatrick last week, and the meeting was encouraging; he seemed supportive of the development and the direction the Port is heading. The planning commission has inserted hotels as a conditional use on the east side for the AWMP footprint. The goal is not to increase the current limitations and restrictions but to undo the various sections of code and overlays. City and Port consultant, Walker Macy described the Port's central waterfront as the most convoluted overlay they've seen on a waterfront. Stevens notes that it does not make sense for an outside body to regulate Port operations.
- Regional Business Oregon Project Manager Ted Werth has passed away. Werth assisted the Port in a number of projects over the years.
- The Port's holiday party will be held on Saturday, December 9th, in the McTavish room inside the Liberty Theatre.

Upcoming Meeting Dates:

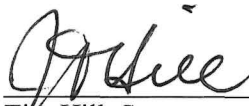
- Workshop Session – September 19, 2023 at 12:00 PM
- Regular Session – October 3, 2023 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:02 PM.

APPROVED:

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant – Administrative Coordinator

October 03, 2023

Date Approved by Commission