



**MEETING MINUTES  
SEPTEMBER 20, 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, and Scott McClaine.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Executive Assistant /  
Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins participated remotely via Zoom.

Also Attending: Ethan Myers of *The Astorian* and Cindy Yingst of the *Columbia Press*.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

There were no changes or additions to the agenda.

**Public Comment:**

There were no requests for public comment.

**Advisory Items**

**6a. CMGC Contract and Request for Proposal**

Deputy Director McGrath explains that Pier 2 has been dilapidated for some time, and its reconstruction is the Port's highest priority. The Port has made temporary repairs, but further damage is ongoing. A subject matter expert is required for a project of this scope; a qualified marine operator will ensure that we choose the best long-term solution to keep costs manageable. This will also help to receive grant dollars. In the spring, the Commission held a public hearing to approve the CMGC method of proposal. Port counsel Eileen Eakins has guided the Port through the process of drafting the proposal documents. Included in the packet today are the Construction Manager/General Contractor Services Agreement and the Request for Proposal for Pier 2 West Rehabilitation. At this point, the Port does not have a defined timeline, as there are several potential alternatives. Having a marine contractor on board will allow for flexibility with the project. The RFP is expected to be posted within the next 30 days to allow proposers two months to prepare proposals. The project is expected to be awarded by the end of the year. Port counsel, Eileen Eakins, explains the process of the CMGC method of contracting. Conceptually it is a public service contract, but it is not traditional. Since the project is so large and complicated, it would be helpful to have an expert on board early on to guide the process. The CMGC concept is to hire an individual

to perform two functions. Initially, the contractor would help to develop criteria such as contracting specifications. Then, once the design process is complete, the contractor would shift focus to the project's construction phase. The contract negotiation phase will define the Guaranteed Maximum Price, and if the project costs exceed the GMP, the contractor will absorb those costs; this approach will limit the financial risk for the Port. Eakins worked with staff to draft the RFP, which is now complete. The RFP will go out, and a contract will be awarded by the end of the year. Eileen inquires if the Commissioners have any questions.

- Commissioners inquire when the construction phase will begin. McGrath answers that if the required permits are ready by the end of the next fiscal year, that would be an accomplishment.
- Commissioner Stevens inquires as to where the RFP will be published. McGrath answers that the RFP will be the Daily Journal of Commerce.
- Commissioner Spence inquires if there are funds budgeted for the project. McGrath answers that this is the highest-priority project in the region for Business Oregon.
- The commissioner thanks Eileen Eakins, Shane Jensen, and Port staff for their efforts.
- Executive Director Isom adds that he has spoken with Arian Columbo with ColPac this afternoon. ColPac recently hired a grant writer who can share resources with Port grant writer Shane Jensen.

#### **Action Items:**

##### 7a. Request for Expenditure #0130 – HVAC Unit(s) for 422 Gateway Building

McGrath refers to the Request for Expenditure on page 80 of the packet. The current HVAC units at the 422 Gateway Building are failing and are in need of replacement. The total for each unit is \$14,212.67; the total cost is \$29,171.24.

*Commissioner Spence moved to approve Request for Expenditure #0130 HVAC Unit(s) in the amount of \$29,171.24 for P & L Johnson. Commissioner Campbell seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

#### **Commission Comments:**

Commissioner Campbell commented on the following:

- Inquires as to the situation at the airport regarding the roads. Isom met with the County Manager, Don Boone, and Assistant County Manager, Monica Steel, to put something together for the county commission to address. Initially, the port requested \$800k for specific improvements; what will be funded and at what level is under discussion.

Commissioner Stevens commented on the following:

- Attended Finance Advisory Meeting. The Finance Committee reflected on the committee's purpose. The Commission should consider the committee members' expertise and think of issues the committee can discuss.

Commissioner Rohne commented on the following:

- He appreciates the issues the Finance Committee dealt with in the past and the work they've done. Rohne adds that the recent recommendation identifying property to be sold is a perfect function of the committee.

Commissioner Spence did not have anything to report.

Commissioner McClaine did not have anything to report.

**Executive Director Comments:**

- The Port has been awarded a security grant. The Port has received this grant in the past but has not in several years. The grant funds will be used for security cameras, a Pier 1 guard shack, and a backup generator for Pier 1.
- The Port held an all-staff meeting last week for the first time since the pandemic.
- The Celebrity Solstice and Ruby Princess Cruise ships berthed at the Port this week.
- Met with Stacey Stahl, the president of the Uppertown Business Association, to discuss the Port and give her a high-level overview of Port operations. Stahl owns and operates several businesses at Pier 39.
- Met with City Councilor Tom Brownson to discuss City and Port news. There will be a new mayor, Sean Fitzpatrick, and a changeover for several city council seats. The discussion focused on a path forward between the City and the Port.
- Received an email from city attorney Blair Henningsgard regarding the timber revenue lawsuit; the Oregon Supreme court has opted not to review the appeal. The appeal stands in favor of the State of Oregon.
- Final audit fieldwork will be complete next week. The goal is to have the audit report by the end of October. There have been changes to the accounting standards regarding leases that have been causing Melanie great pain.
- The Scouler ribbon cutting is scheduled for Tuesday, October 18<sup>th</sup>.

**Upcoming Meeting Dates:**

- Regular Session – October 4, 2022 at 4:00 PM
- Workshop Session – October 18, 2022 at 4:00 PM

**Adjourned:**

Chairman Rohne adjourned the meeting at 4:36 PM.

**APPROVED:**

Dirk Rohne, Board Chairman  
Board of Commissioners

**ATTEST:**

Frank R. Spence, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

November 1, 2022  
Date Approved by Commission