

**MEETING MINUTES
MAY 16, 2023**

**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; Finance, HR, and Business Services Manager Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

Port Counsel: Eileen Eakins was not present at 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. Update on Public Outreach

Finance, HR, & Business Services Manager Melanie Howard gives a presentation regarding Port public outreach efforts. Highlights include:

- Over the past couple of years, Howard has developed a plan for more public engagement where the Port would be sharing our own story instead of being talked about. We are now engaging ourselves with the public.
- The Port's Facebook account has reached over 100,000 individuals. Howard explains that this means 100,000 unique accounts have looked at content posted by the Port of Astoria in the past 30 days. The recent Facebook post for the CL Lindy was exceptionally popular.
- Howard has engaged with professional design services to re-design the Port newsletter. The updated newsletter will be rolling out with the fall edition coming this September.
- The website is also undergoing a re-design to modernize the page and allow for optimal viewing on mobile devices. This update will be coming in the next three to four months.

- There is a lot of different marketing in progress for the Airport Fly-In event scheduled for this August. The event will be advertised on Facebook as well as other marketing channels and banners have been ordered.
- The Boatyard will be hosting a BBQ this summer that will be open to the public. The Boatyard hosted this event last year, and it was well attended.

Action Items:

7a. Business Oregon Contract Approval – AOC4 and Piers 2 & 3 Integrated Planning Project

Deputy Director Matt McGrath refers to the Business Oregon grant contract included on page three of the packet. The contract is for an integrated planning grant for the Pier 2 West and AOC4 projects. Last year conversations began to see if these projects could be tied together. It makes more sense to extend the sea wall down towards the slip and then over to the Boatyard. Maul Foster is going to be looking at combining those projects so that we can do the permitting, design, and preconstruction under one project. This solution provides for a more environmentally robust solution; rather than monitoring in-water over the next 30 years, this would completely encapsulate the project on the AOC 4 side. There have been a number of meetings between the Port and DEQ to discuss this solution. Karen Homolac with Business Oregon initially contacted the Port to combine these projects and has been assisting with the process. Isom adds that integrating projects increases grant prospects.

McGrath inquires if the Commissioners has any questions.

- Commissioner McClaine notes that the document states that the project needs to be fully funded prior to receiving the grant dollars. McGrath clarifies that the planning project needs to be fully funded, not the remediation solution. The total cost for the planning project is \$65,000; \$40,000 are funds the Port is already spending with Maul Foster for the AOC 4 project, along with the \$25,000 grant agreement from Business Oregon.
- Isom adds that with the AOC 4 contamination, there is an obligation as a public agency to get something done and come up with the best deal that we could and move forward to figure out the best solution. Integrating these projects is the best path forward and the best way to leverage the funds from the partially responsible parties.

Commissioner Spence moved to approve the Business Oregon grant agreement in the amount of \$25,000. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell did not have any comments.

Commissioner Stevens commented on the following:

- Inquired how the Business Oregon grant agreement is endorsed. The Business Oregon grant agreement has a signature line for the Commission President but not for staff. Isom explains that if the Port has an internal document, staff ask for a motion from the Commission for the Executive Director to sign. For documents that come from external agencies, there may be a different process. The Port's bylaws do not specify as to who should sign a document.

Commissioner Spence commented on the following:

- Reminds everyone that it is election day. Election results will be posted beginning at 8:00 pm this evening.

Commissioner McClaine commented on the following:

- Commissioner McClaine comments that his experience on the Port Commission has been educational and interesting. Recommends for members of the public to get involved

in your local community. Would like to congratulate Port staff for their unity and fellow Commissioners for their leadership.

Commissioner Rohne did not have any comments.

Executive Director Comments:

- Paving is complete for the lot near the Cannery Pier Hotel and the Red Building. Striping will be complete tonight.
- The Port is participating in the Clatsop Works summer internship program. Through Melanie's work, we've hired an intern for the summer. The intern is a student at Seaside High School and will be working in the Administrative Office over the summer. It's exciting to support the program; Keven Leahy has done a lot of work to expand the program. It's a great opportunity for local high school and college students to get work experience and introduce them to local employers.
- The Boatyard BBQ is planned for this July.
- The Rose Festival will be starting in a couple of weeks. Naval ships will be stopping by the Port tentatively from June fourth through the sixth.
- The Port Budget Committee met last week and will be meeting again next week to, hopefully, approve the budget for the next fiscal year.
- Best of luck to those on the ballot for tonight's election.

Upcoming Meeting Dates:

- Budget Committee – May 24, 2023 at 1:00 PM
- Regular Session – June 6, 2023 at 4:00 PM

Adjourned:

Chairman Rohne adjourned the meeting at 4:26 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

July 18, 2023
Date Approved by Commission