

**MEETING MINUTES
DECEMBER 6, 2022**

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

Call to Order:

Chairman Rohne called the Regular Session to order at 4:05 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.

Special Guest: Angela Archibeque and Gemma Gibbons of Mead & Hunt; and Julie Fahey of Talbot, Korvola, & Warwick.

Also Attending: Ethan Myers of *The Astorian*; Finance Committee member David Oser; Finance Committee Chair John Lansing; and Budget Committee member Steve Kraske.

Pledge of Allegiance

Commission Reports:

Commissioner McClaine reported on the following:

- A company in Northwest Washington has secured the salvage rights for a sunken ship, the Steamship Pacific. It may be an opportunity for moorage or haul-out revenue.
- Recently went to Catalina Island and picked up a copy of their fishing brochure. Placing an ad may be a good opportunity for Port marketing.

Commissioner Spence had nothing to report.

Commissioner Rohne had nothing to report.

Commissioner Stevens reported on the following:

- Attended the City of Astoria City Council meeting. Comments were positive regarding the Port and code updates.
- Would like to set up a meeting to discuss cargo opportunities with the Executive Director.

Commissioner Campbell had nothing to report.

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

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 – 10/18/2022 Workshop Session; 11/01/2022 Regular Session
- Financials – June Final 2022 and October 2022
- Event Calendar – December 2022

Commissioner Rohne notes amendments from Port Counsel Eileen Eakins for the October 18th and November 1st minutes. On the top of page two of the October 18th minutes, “personnel services contract” should read “professional services contract.” On page 4 of the November 1 minutes, “City Counsel” should read “City Council”.

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

Advisory Items:**8a. Airport Master Plan Update– Mead & Hunt**

Deputy Director McGrath introduces Angela Archibeque and Gemma Gibbons with airport planning firm Mead & Hunt. The process began earlier this year when the Port entered an agreement with Mead & Hunt for an Airport Master Plan Update. Archibeque shared the PowerPoint included in the packet and presented an overview of the master plan. McGrath notes that the first public advisory meeting will be tomorrow. Presentation highlights include:

- The purpose of the master plan is to evaluate the needs of the airport for the 20-year planning period and create a roadmap to follow. The plan update will look at the next 20 years of aviation, including existing facilities, future trends, access roads, non-aeronautical property opportunities, and terminal expansion.
- The master plan update will allow the airport to continue to receive FAA funding once the Airport Layout Plan is approved by the FAA.
- Revenue generation goals include user fees, fuel sales, and the development of the Airport Industrial Park to bring the airport closer to being financially self-sustainable.
- There are two components of the master plan update that require FAA approval: the Airport Layout Plan and the Aviation Forecast.
- The kickoff meeting with stakeholder advisory groups was held in August, and the first planning advisory meeting will be held tomorrow. There will be a total of three planning advisory meetings and two public meetings.
- The airport is categorized as a General Aviation airport in the National Plan of Integrated Airport Systems (NPIAS) and is eligible to receive Airport Improvement Plan (AIP) funding.
- The plan includes evaluating property surrounding the airport for non-aeronautical use.
- The FAA has designated the critical aircraft to be B-II, and it is not predicted to change in the next 20 years. Gibbons refers to the Aviation Forecast Summary on page 35 of the packet, and notes that for 2031 the Coast Guard will more than likely have three additional based helicopters.
- Next steps include finalizing the Aviation Forecast and submitting the forecast to the FAA for review approval. The second advisory committee meeting will be held in the summer to present findings for land use planning, facility requirements, and alternative development. Findings will also be presented to the Port Commission as well as an open house public meeting to allow the public to give input.
- Commissioner Stevens inquires if the previous airport manager, Gary Kobes, is a part of the planning process. Angelique answers that yes, Gary has been interviewed and is included in the stakeholder advisory group.

- Commissioner Stevens refers to a letter Gary Kobes drafted to submit to the FAA regarding airport classification and inquires if based aircraft have changed, allowing for an upgrade to the airport's status. Gibbons explains that the Port does not have enough jet aircraft operations to change the airport's classification. McGrath explains that Gary's letter was based on the assumption that having a jet domiciled would upgrade the airport's status.
- Commissioner Stevens inquires if the master plan update will address staffing at the airport, per the Finance Committee's recommendation. Archibeque answers that, typically, staffing is only addressed at commercial airports, but they can look into staffing for the plan update.
- Commissioner Stevens inquires if the plan update includes evaluating who the airport customers are. Gibbons explains that yes, Gibbons conducted a small air service analysis to study airport users, including economic and socioeconomic data. Archibeque adds that there is detailed information included in the Aviation Forecast.

Commissioner Rohne thanks Archibeque and Gibbons for their presentation.

Advisory Items:

9a. Audit Results Presentation by Talbot, Korvola, & Warwick, LLP

Julie Fahey, a partner with Talbot, Korvola, & Warwick, presents the audit results for the fiscal year ending June 30th, 2022. Fahey joins the meeting in person for the first time since the pandemic began. The auditors began onsite interim fieldwork in July, and final fieldwork was completed in September. For the complete presentation, please see meeting audio. Audit presentation highlights include:

- The Independent Auditor Report on page one of the Financial Statements shows an unmodified clean opinion.
- The Emphasis of Matter section of the Independent Auditor's Report explains that, because of the Governmental Accounting Standards Board (GASB) 87 implementation regarding leases, the financial statements have been retroactively restated. This was a tremendous amount of work for the Port's accounting department, especially since the Port's financials include a comparative year. Fahey notes that very few governmental agencies do a comparative year. Fahey emphasizes the effect of the restatements, as leases are a large source of revenue for the Port.
- The Statement of Net Position on page eight of the Financial Statements looks similar to the presentation in prior years, other than the implementation of GASB 87.
- The Port does not have control over PERS net pension liability. Based on investment performance, the Port can expect higher net pension liability next fiscal year.
- On the Notes to Financial Statements on page 40 of the report in the last paragraph of Contingencies, the note explains that due to the Harbor Fee loss, the receivables that were recorded will not be collected and were appropriately written off.
- The Port has one significant deficiency and no notes of noncompliance.
- Commissioner Rohne thanked Fahey for her presentation.
- Executive Director Isom comments that he has worked any many audit firms over the years, and TKW has been excellent to work with.

Action Items:

10a. Executive Director Evaluation/Contract

Commissioner Rohne explains that the Port Commissioners have completed their annual review of the Executive Director with the assistance of the Special Districts Association of Oregon. The process went well, and the Commissioners have identified processes to enhance for the next evaluation. Port Commissioners are unanimously pleased with the Executive Director's performance. Isom's tenure began with emergency management with the onset of the COVID

pandemic and transitioned to extensive planning and now to aggressively pursuing funding. Rohne asks for a motion to extend the Executive Director's contract for another three years.

- Commissioner Campbell comments that it has been a very trying time and, despite the challenges of the pandemic, Isom has done a good job.
- Commissioner Rohne comments that though we can always do better, the Port Commissioners work well together, and in our Executive Director, we have someone to work with to move the Port forward. Rohne thanks the Executive Director and staff for their hard work.

Commissioner Spence moved to extend the Executive Director's contract for another year.

Commissioner Stevens seconded. The roll call vote occurred as follows:

Commissioner McClaine: Yes.

Commissioner Spence: Yes.

Commissioner Stevens: Yes.

Commissioner Campbell: Yes.

Commissioner Rohne: Yes.

The motion carried unanimously 5-0 amongst the Commissioners present.

10b. Request for Expenditure #0134 Airport T Hangar Fencing

Deputy Director McGrath refers to the Request for Expenditure #0134 Airport T Hangar fencing on page 45 of the packet. The airport received a Critical Oregon Airport Relief (COAR) grant from the Oregon Department of Aviation to install 600 ft of fencing from the UPS facility along the west side of the hangars up to the county road. The fencing will close off public pedestrian access to the runways. The Port initially estimated the project cost to be \$50,000, with a 25% matching funds requirement per the COAR grant. The Port received several bids and would like to move forward with Olson Asphalt.

- Commissioner Campbell inquires if the area behind UPS will be cleared. McGrath explains that for UPS to expand in its current area, there would be a need for wetlands delineation. In the future, UPS may be interested in relocating to the Airport Industrial Park. Cambell would like to see the willows pulled out of the ditch in that area.
- Commissioner McClaine inquires why the fence posts are to be set into the ground and not into concrete. McGrath explains that the project would have to go through a permitting process if the Port were to use concrete.

Commissioner Spence moved to approve the contract with Olson Asphalt in the amount of \$26,400.

Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the

Commissioners present.

Public Comment for items not on the agenda:

There were no requests for public comment.

Executive Director Comments:

- Would like to thank Commissioners Stevens and Spence, along with Finance Committee member John Lansing for their attendance at the City's workshop session when the Astoria Waterfront Master Plan code amendments were on the agenda. The code amendments were well received, and it was good for the Port to have a strong presence at that meeting.
- The Port has been working with Clatsop County to resolve ongoing property tax issues. The Port is a non-taxed local governmental entity, but under certain circumstances, when the Port leases property, those properties are added to the tax roll. There have been problems over the years with how taxes have been administered and where responsibility lies. Isom met with county staff to resolve tax burdens and set a procedure going forward.

- The Port holiday party is this Saturday at the Red Building.
- Would like to cancel or reschedule the January 3rd regular Commission meeting as the office will be short-staffed due to the Christmas and New Years holidays. Commissioner Rohne comments that the January 3rd meeting will be cancelled and can be rescheduled if necessary.

Upcoming Meeting Dates:

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

Adjourned:

Chairman Rohne adjourned the meeting at 5:15 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

January 17, 2023

Date Approved by Commission