



**MEETING MINUTES
FEBRUARY 6, 2024**

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

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

Also Attending: Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Hill reported on the following:

- Apologies to the other Commissioners and staff; he has not submitted his annual Executive Director goals. Commissioner Stevens comments that Hill may still submit his list to the Executive Director.

Commissioner Spence did not have anything to report.

Commissioner Rohne did not have anything to report.

Commissioner Campbell reported on the following:

- Inquires if the Port is planning on hosting an airport Air-Fair event again this year and comments that the Port will need to secure a date for the event as soon as possible. Deputy Director McGrath replies that he is working on event details with John Raichl, and they will be meeting this week.

Commissioner Stevens reported on the following:

- The SDAO annual conference is coming up later this week. Asks for each Commissioner to look through the conference agenda and attend the sessions that will be the most pertinent to each person.

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Financials – December 2023
- Event Calendar – February 2024

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

Action Items:**8a. Request for Emergency #0173 Emergency Pole Light Repairs P1**

Commissioner Stevens introduces the Request for Expenditure and notes that in January, the Commission discussed the pole light failure at Pier 1. Deputy Director Matt McGrath explains that much of the expense for this expenditure was to understand what was causing the lights to fail. It was discovered that the cause of the failure was that electrical wire was laid directly into metal conduit. Executive Director Isom comments that the contractor, Wells Electrical Contracting, has done a significant amount of work for the Port. The Port does not have an electrician on staff, and having a knowledgeable and responsive contractor to work with is valuable. Thanks to Ryan Wells. The Port Commission previously approved an expenditure in January in the amount of \$8,200 to replace the fixtures for the pole lights; this expenditure includes new conduit to each pole, a new lighting control box, and a new disconnect feed.

Commissioner Rohne moved to approve Request for Expenditure #0173 Emergency Pole Light Repairs P1 for \$23,133.62. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

8b. Request for Expenditure #0174 NEPA Review Consultation

Deputy Director Matt McGrath refers to the Request for Expenditure on page 13 of the packet. The United States Department of Transportation, Maritime Administration (MARAD) requires a National Environmental Policy Act (NEPA) review under the Port Infrastructure Development Program (PIDP) grant for the Pier 2 West rehabilitation project. The Port solicited informal bids for the work, and despite several attempts, Campbell Environmental was the only responsive consultant. The Port has a good relationship with Campbell Environmental, and they have the knowledge and the capacity to take on the NEPA review. They will look at the proposal for the project and then determine if it falls in line with all the federal environmental and other laws that are going to be applicable, such as the Marine Mammal Protection Act (MMPA).

Commissioner Campbell moved to approve the agreement with the NEPA consultant and authorize the Executive Director to execute the contract once 1) MARAD has approved this expense under the PIDP award and 2) the federal supplement has been incorporated into the contract. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

8c. Donation for Crab Facility Fire Relief Fund

Commissioner Stevens comments that the Commission would like to make a donation to the fishermen who lost crab pots in the Ilwaco fire. Commissioner Spence notes that over 4,000 crab pots were lost in the fire. There was a consensus that the Ilwaco Tuna Fund would be the best organization to contribute to as it is the largest and most publicized fund for relief.

Commissioner Rohne moved to approve a donation of \$5,000 for the Ilwaco Tuna Fund. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

8d. Budget Committee

Executive Director Isom refers to the 2023 Budget Committee Member terms included on page 25 of the packet. Members John Lansing and William Young's terms have expired. Finance and HR

Director Melanie Howard has been in contact with Lansing and Young, and they have expressed interest in serving for an additional term.

Commissioner Rohne moved to renew John Lansing and William Young to a new term ending date of June 30, 2026. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- The M/V Manila Trader is currently berthed at the Pier 1 face. They are working on engine repairs and are expected to remain for several weeks.
- Will be meeting with the Department of Environmental Quality (DEQ) on Thursday.
- The annual Pacific Northwest Waterways Association's (PNWA) Mission to D.C. trip is coming up in March.
- The March 5th Regular Commission meeting may need to be rescheduled as Isom and McGrath will be in Washington, D.C.
- Senator Wyden is hosting a town hall this Sunday at 12 pm.
- The Finance Committee will be meeting on February 14th.
- Welcome to new staff member Accounts Payable Specialist Susan Broom.
- The Special Districts Association of Oregon (SDAO) conference will be held later this week in Seaside. Isom and Howard will be attending the conference.
- Commissioner Stevens introduces Thaddeus Fickle of Astoria Aviation and inquires if he has any updates for the Commission. Fickle comments that there has been a lot of support for the flight school. There is a ground school training session tonight and there are already ten people signed up for the second round of ground school scheduled to begin in April. Fickle adds that he and his partners are thankful for the Port's support. Stevens thanks Fickle for his efforts at the airport in bringing fresh pilots to the area and for attending tonight's meeting.

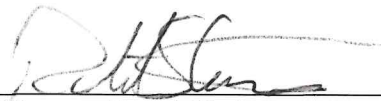
Upcoming Meeting Dates:

- Workshop Session – February 20, 2024 at 4:00 PM
- Regular Session – March 5, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:32 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant

March 19, 2024

Date Approved by Commission