



**MEETING MINUTES
OCTOBER 3, 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: Robert Stevens; Frank Spence; Jim Campbell; Tim Hill; and Dirk Rohne.

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

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

Also Attending: Lori Beth Culp of Lor's Tours and Rebecca Norden-Bright with *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Hill reported on the following:

- Impressed with the letter the Executive Director drafted to the City of Astoria in regard to the Astoria Waterfront Master Plan (AWMP).

Commissioner Spence reported on the following:

- Attended the Oregon Public Ports Association (OPPA) annual conference held in Astoria at the Cannery Pier Hotel.
- Sundial Travel has purchased two double-decker buses to shuttle cruise passengers around town; this will alleviate the need for the Clatsop Cruise Hosts to charter buses.
- Inquires if the Vector Solutions agreement is operational at the airport. Deputy Director McGrath answers that yes, Vector Solutions is in use at the airport.

Commissioner Rohne reported on the following:

- Thanks to the City of Astoria for their support of the AWMP.

Commissioner Campbell had nothing to report.

Commissioner Stevens reported on the following:

- Attended the Astoria City Council Meeting last night. The zoning amendments were approved four to one in favor of supporting the master plan without encumbrances from controlled use.
- Attended the State of Oregon Public Works conference along with Executive Director Isom. There will be new regulations from the Department of Environmental Quality (DEQ) and the Department of Energy for ports.

Changes/Additions to the Agenda:

The Executive Director of the West Coast Seafood Processors Association, Lori Steel, had an

emergency and will not be presenting today. Item 8b, Bureau of Ocean Energy Management Offshore Wind Energy Discussion, will be removed from the agenda.

Commissioner Rohne moved to approve the agenda as amended. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

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

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

Advisory Items:

8a. Airport Master Plan – Mead & Hunt

Angela Archibeque and Marieke Armstrong with planning firm Mead & Hunt share progress with the Airport Master Plan update. The presentation focuses on alternative development, land use, financial feasibility, and next steps for the airport. Presentation highlights include:

- Mead & Hunt has taken an inventory of environmental factors surrounding and including the airport property.
- The demand forecast has been submitted to the Federal Aviation Administration (FAA) and was approved in September.
- The facility requirement assessment is complete. This is based on the forecast and will determine what facilities will be needed for the next 20 years.
- There is a future demand for increased based aircraft. Future hangar development locations are included to increase the capacity at the airport to meet the needs of future demand.
- Alternative development options begin on page 17 of the packet. Airfield alternatives will resolve runway crossings to comply with FAA guidance. Demand will dictate which alternative will be the best path forward.
- The Coast Guard may expand operations, including an additional helipad.
- Currently, the Capital Improvement Plan is in progress. When it is complete, the Airport Layout Plan (ALP) will be submitted to the FAA. Once the FAA approves the ALP, the master plan will be finalized.

The Commission thanks Archibeque and Armstrong for their informative and thorough presentation.

8b. Executive Director Annual Review Discussion

Commissioner Stevens explains that the Executive Director's review is coming up. Stevens inquires how the Commission would like to proceed this year. If the Port would like to seek outside assistance, such as the Special Districts Association of Oregon (SDAO), the decision needs to be made in the next couple of weeks. George Dunkel is open to a modified process. Discussion includes:

- Rohne comments that he has worked to achieve a standardized professional process for the Executive Director's review. Last year, the Commission worked on creating a shared evaluation template. The final evaluation document was fruitful, and the cost with SDAO is reasonable. The document has already been developed, and the most professional way to conduct the review is with a third party, such as SDAO.

- Campbell disagrees with the SDAO process and did not find the evaluation document relevant.
- Spence supports the process with SDAO; it has been successful in the past. Each Commissioner's thoughts and opinions are collated into a final review.
- Hill will defer to the majority decision.
- Isom comments that however the review is conducted, there does need to be a collated single review from the Commission and that the evaluation metrics are shared with him prior to the review.

Action Items:**8a. Request for Expenditure #0164 Travelift Wheel Replacement**

Executive Director Isom refers to Request for Expenditure #0164 on page 66 of the packet. There was an internal discussion about whether this item should be brought to the Commission as there is a budgeted line item for boatyard improvements. Since this expenditure is for a specific piece of equipment, there could be an argument that it's not part of the general infrastructure upgrades at the boatyard. The Travelift is currently operational, but the tire assembly is in need of replacement. *Commissioner Rohne moved to approve the Request for Expenditure #0164 Travelift Wheel Replacement in the amount of \$9,140.95 plus shipping. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.*

Public Comment for items not on the agenda:

Lori Culp of Lor's Tours speaks to the Commission regarding the Port's Facility Use agreement for tour operators. Lori comments that cruise passengers do not have enough options for tours in Astoria. Lori notes that the Port's insurance requirements and \$100 daily fee are too much for small tour operators. Lori reads a letter to the Commission. For the complete letter, please see meeting audio.

Executive Director Comments:

- At last night's Astoria City Council meeting, the AWMP was approved, as well as the new zoning ordinance as originally proposed by the Port and City with the help of outside consultant Walker Macy. This was a culmination of efforts by many. Special thanks to Executive Director of the Astoria-Warrenton Chamber of Commerce David Reid, Executive Director of Clatsop Economic Development Resources (CEDR) Kevin Leahy, and Regional Representative with Business Oregon Melanie Olson. When the Port and City first embarked on this process, it was a landmark event. Previous City Manager Brett Estes, Community Development Director Meg Leatherman, and Public Works Director Jeff Harrington were a big part of getting this plan moving and were also all part of the 11-member advisory committee. Thanks to City Manager Scott Spence and City Planner Tiffany Taylor, who stepped in and did quite a bit of work to bring the project together. Thanks to the Astoria City Councilors for their support. Thanks to Councilor Brownson for

his support throughout the process. Now the work begins to bring the plan from the planning phase to fruition.

- The Oregon Public Ports (OPPA) conference was held last week. There were 11 of the 23 Oregon public ports represented at the event. It was informative to hear news from the state and federal levels.
- Participated in the interview panel for the Sunset Empire Transportation District's new Executive Director. George Dunkel of SDAO assisted the transit district in the process.
- Clatsop Community College is hosting an open house from 1-4 pm on October 14th and the Clatsop Community College Foundation is hosting an event directly after.
- The Oregon State University extension office is offering a forestry tour on October 13th in Knappa.
- The annual Columbia Crossing is coming up this Sunday. The race is sold out and hosts 3,500 runners. The Astoria-Meglar Bridge will be shut down in the morning to midafternoon.

Upcoming Meeting Dates:

- Workshop Session – October 17, 2023 at 4:00 PM
- Regular Session – November 7, 2023 at 4:00 PM

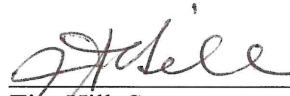
Adjourned:

Chairman Stevens adjourned the meeting at 5:24 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

November 07, 2023
Date Approved by Commission