



**MEETING MINUTES
MAY 21, 2024**

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

Call to Order:

Chairman Stevens called the Workshop 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; Executive Assistant Dianna Delgado.

Port Counsel: Eileen Eakins was not present.

Also Attending: Astoria City Councilor Tom Brownson, Business Oregon Regional Development Officer Melanie Olson, Boatyard Manager Brendon Stock, Garrett Augustyn and Seth Otto of Maul Foster Alongi, and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

Action item 6b. Update on Airport Advisory Committee - Discussion was added to the agenda.

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

Public Comment:

No public comment was received.

Advisory:

6a. Boatyard Master Plan – Presentation by MFA

Seth Otto from Maul Foster Alongi (MFA) presented the Pier 3 Boatyard Master Plan. Presentation highlights include the following:

- The Port of Astoria had five significant aspirations for the Boatyard Master Plan. Increase lift capacity, build boat storage and maintenance facilities, build a facility to host workspaces, storage, and offices, create a one-stop-shop for boatyard and client needs, and increase marketing for services and new investments.
- The Boatyard Master Plan project started in August 2023 and is now in the final stages before construction begins.
- The refined concept for the Boatyard project provides additional boat slips for small and large boats, a 150 metric ton (MT) lift, enclosed work and storage buildings, mixed commercial and administrative offices, and industrial and commercial buildings.

- The design assumes 76 80-foot-long stalls, 23 130-foot-long stalls, and two work and storage buildings, accommodating five covered boat stalls each.
- Long-term (five-plus years) development of two additional mixed-use buildings and a 400 MT lift for larger vessels.
- Commissioner Dirk Rhone asked stakeholders to comment on the final design of the Boatyard Master Plan. Please see the meeting audio for comments.
- The results of the feasibility marketing study show a growing preference for bigger recreational and commercial boats. These results were incorporated into the design of the Boatyard Master Plan to ensure the Boatyard is designed according to future needs and can attract more clientele.
- Commissioner Frank Spence commented on MFA's job well done in identifying other possible sources of funding for the Boatyard Master Plan and asked what the next steps are. Otto explained that the project can begin as soon as it is approved, and a consulting firm is set up to aid with the implementation.
- Executive Director Will Isom pointed out that extensive public outreach was conducted to ensure the Boatyard remains a consistent and profitable asset to the Port. The steps taken in developing the Boatyard project have been guided by the Port of Astoria Strategic Business Plan.
- Deputy Director Matt McGrath expressed that the Boatyard master plan has been considered since 2001. As the plan has come together, it has become apparent that the Boatyard is an underused asset, and a new design was needed for the development and improvement of the Port.
- Commissioner Frank Spence asked that the Boatyard Master Plan be an action item in the next workshop session. Isom explained that additional steps need to be taken before the design reaches its final stage and is presented to the Commission for approval.

6b. Update on Airport Advisory Committee – Discussion

Commissioner Spence requested an update on the Airport Advisory Committee (AAC). The AAC has not been active, and with the Airport being a multi-million dollar asset, it is important to have a full-time director assigned to oversee operations and improvements and represent the department. No update is available.

Action Items:

7a. Application – Byproduct Recovery Center Feasibility Study

Isom prefaced that the consideration for a Byproduct Recovery Center (BRC) goes back to an ongoing issue with the Port's seafood processors wastewater permits through the Department of Environmental Quality (DEQ). The BRC would allow all process wastewater to be directed to one facility and operate under one permit. This would allow for a much easier permitting process and more efficient operation.

- Melanie Olson from Business Oregon expressed her appreciation for the Port's leadership in resolving the wastewater problem.

Commissioner Rhone moved to approve the Application for the Byproduct Recovery Center Feasibility Study. Commissioner Campbell seconded. The motion carried 5-0 amongst the Commissioners present.

7b. Pier 2 West Engineering Services Contract Amendment

A contract amendment is needed as the Port of Astoria contracted with PND Engineering for the Pier 2 West Rehabilitation project before the receipt of federal funds totaling over \$25 million. Since the funding for the Pier 2 West rehabilitation project comes from federal grants, the Port has to maintain specific design guidelines to be eligible for reimbursement for PND Engineering's charges to the Port.

- One of the most significant changes to the contract is the breakdown of charges and expenses to comply with the granting agencies' guidelines.

Commissioner Stevens moved to approve the Pier 2 West Engineering Services Contract Amendment. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell commented on the following:

Will consider scheduling a time to visit the Airport facilities.

Commissioner Rohne commented on the following:

Attended the Clatsop Economic Development Resource Awards Event. It was an inspiring event, and it was great to see the recognition of many local businesses.

Commissioner Spence

Attended the City of Astoria council meeting and saw Cruise Hosts Board member Myrle Bruner appear before the councilors. Due to the cancellations of cruise ships at the Port of Astoria, Bruner asked for financial assistance as their operations and revenue have been affected. Cruise ship cancellations affect not only the Port but also local businesses.

Commissioner Hill did not have any comments.

Commissioner Stevens did not have any comments.

Executive Director Comments:

- The next Budget Committee will be held on Wednesday, May 22, 2024, at 1:00 PM. The meeting is open to the public.
- May 21, 2024, is voting day. Results should be available the same day at 8:30 PM.
- In observance of Memorial Day, the administrative offices of the Port of Astoria will be closed.

Upcoming Meeting Dates:

- Budget Committee – May 22, 2024 at 1:00 PM
- Regular Meeting – June 4, 2024 at 4:00 PM
- Workshop Session – June 18, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:16 PM.

APPROVED:

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

June 4, 2024

Date Approved by Commission