



**MEETING MINUTES
JULY 18, 2023**

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

Call to Order:

Chairman Rhone called the Regular Session to order at 4:00 pm.

Roll Call:

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance, HR & Business Services Manager Melanie Howard; Boatyard Manager Brendon Stock and Executive Assistant / Administrative Coordinator Stacy Bandy.

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

Special Guest: Clatsop County Sherriff Matt Phillips; Chelsey Williams with Rivian; and Rebecca Norden-Bright with *The Astorian*.

Pledge of Allegiance

Commission Items:

5a) Canvass Votes for May 18, 2023 Regular District Election

Commissioner Rohne explained that the election results from the County Elections Office have been received, which notes the election winners for the 2023 Port of Astoria Commissioner races are Commissioner Robert Stevens and Tim Hill.

The Commission was then asked for a motion to approve and certify the election results.

Commissioner Spence moved to approve and certify the May 18, 2023 Regular District Election results for Port of Astoria seat positions 3 and 4. Commissioner Stevens seconded.

The motion carried unanimously.

5b) Swear-in Commissioners-Elect by Special Guest Clatsop County Sherriff Matt Phillips

Commissioner Rhone introduced Clatsop County Sherriff Matt Phillips and asked Commissioner Robert Stevens and Commissioner Elect Tim Hill to step forward to take the Oath of Office. Commissioner Rohne thanked Phillips for volunteering to perform the ceremony and for his service to the community.

5c) Elect Officers for Fiscal Year 2023-2024

- Commissioner Spence nominated Commissioner Dirk Rohne for Chairman. Commissioner Campbell nominated Commissioner Robert Stevens for Chairman.

The Commissioners voted as follows:

- Commissioner Hill Stevens
- Commissioner Spence Rohne
- Commissioner Campbell Stevens
- Commissioner Stevens Stevens
- Commissioner Rohne Stevens

Commissioner Stevens was declared Commission Chairman.

Chairman Stevens thanked Sherriff Matt Phillips and the public for their support. Stevens acknowledges the success Commissioner Rohne had in guiding the Port and comments that he will try to follow in his footsteps.

- Commissioner Rohne nominated Commissioner Frank Spence as Vice-President. Commissioner Hill seconded the nomination.

Commissioner Spence was declared Commission Vice-President.

- Commissioner Spence nominated Commissioner Jim Campbell as Treasurer. Commissioner Hill seconded the nomination.

Commissioner Campbell was declared the Commission Treasurer.

- Commissioner Rohne nominated Commissioner Tim Hill as Secretary. Commissioner Campbell seconded the nomination.

Commissioner Hill was declared Commission Secretary.

- Commissioner Rohne nominated Commissioner Rohne as Commission Assistant Secretary/Treasurer. Commissioner Spence seconded the nomination.

Commissioner Rohne was declared the Commission Assistant Secretary/Treasurer.

Commission Comments:

Commissioner Hill commented on the following:

- Thanks for the warm reception from Port Commissioners and staff.

Commissioner Spence commented on the following:

- Thanks to Commissioner Rohne for the great job he's done the last few years.

Commissioner Rohne commented on the following:

- Thanks everyone for the opportunity to serve as Commission Chair. Rohne adds that it wasn't his job to run the Port, but to conduct efficient meetings and to support the work that is being done.

Commissioner Campbell commented on the following:

- Thanks to Commissioner Rohne for his time and the work he performed as Chairman.

Commissioner Stevens commented on the following:

- Visited the cruise ship Insignia for a plaque exchange with the captain. The exchange was not ordinary in that there was a mix-up, and the plaque was not onboard. Port attendees exchanged gifts in lieu of a plaque, and the plaque was brought to the ship's captain immediately after the ceremony.

Changes/Additions to the Agenda: There were no changes or additions to the agenda.

Public Comment: There were no requests for public comment.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 05/10/23 Budget Committee Meeting, 05/16/23 Workshop Meeting, and 05/24/23 Budget Committee Meeting
- Financials – May 2023
- Event Calendar – July 2023

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Campbell

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

Action Items:

9a. Boatyard Masterplan – Proposal Review

To provide background, Deputy Director McGrath explains that last year, the Boatyard Master Plan feasibility study was completed. The study revealed that there is a high demand for additional infrastructure at the boatyard; revenues are up 180% over the last five years. The success of the boatyard is due to the tremendous efforts of Boatyard Manager Brendon and Boatyard employee Joey. Now, the Port is looking to come up with a plan to guide the boatyard development for the next five to ten years. McGrath refers to the coversheet on page 22 of the packet; the Port sought Requests for Proposals in April and received proposals from Makers Architecture and Maul Foster & Alongi. The master plan cost from the Maul Foster & Alongi proposal is \$100,000 to be completed by the end of this year. McGrath comments that the completed plan will give the Port a multi-phased plan to allow for development at the boatyard in such a way to attract more business and stabilize the work at the boatyard; the demand for space to work outside of the weather is high. McGrath introduces the Principal Planner with Maul Foster & Alongi, Seth Otto. Otto joins the meeting via Zoom. Otto comments that Maul Foster & Alongi is a locally owned engineering, planning, and environmental science firm in Portland and Vancouver.

Discussion highlights include:

- Maul Foster has partnered with KPFF Structural Engineers, who are familiar with the story of the waterfront and are a local landscape design firm that specializes in industrial and working waterfront design.
- McGrath notes that that \$85,000 of the project is grant funded; the Port received a \$25,000 grant from Northwest Oregon, and Business Oregon has agreed to fund \$60,000.
- Commissioner Campbell is concerned about how space will be used at the boatyard and inquires as to what the outreach will be for the plan. McGrath explains that one of the first tasks is to look into the background and existing conditions. Boatyard users will be included, as well as community engagement. Otto adds that the process will begin with gathering information and understanding the baseline conditions, and then developing concepts for options for site operations and programming. Otto refers to the task list on page 53 of the packet and notes that task five, the Vision Charrette process is a design workshop with Port staff and key stakeholders.
- Commissioner Spence inquires if the Work Plan Timeline on page 52 of the packet will be adjusted. McGrath answers that the project is expected to be complete at the end of the calendar year.
- Commissioner Stevens inquires if Commissioners are excluded from participating in discussions for this plan. Otto answers that no, Commissioners are not excluded; McGrath adds that Port staff, Port Commissioners, and boatyard users will be included.
- Executive Director Isom comments that at the end of this process, the finalized plan will be brought to the Commission for approval. It is ultimately up to each Commissioner how involved they'd like to be with the plan.
- Isom notes that Brendon has done a remarkable job during his time as Boatyard Manager; he excels in both customer service and the analytical side of the boatyard. The boatyard's success in recent years is a testament to Brendon's management.

Commissioner Rohne moved to approve the contract with Maul Foster & Alongi. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9b. Letter of Engagement for audit firm Talbot, Korvola, & Warwick, LLP

Director Isom refers to the letter of engagement on page 74 of the packet. The letter outlines the scope of work for the annual audit. Isom notes that the Port is unique in that financials are

completed in-house instead of outsourcing to a third party. TKW will verify the Port's financials and attest to their accuracy.

Commissioner Campbell moved to approve the Letter of Engagement with Talbot, Korvola, & Warwick, LLP. Commissioner Rohne seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9c. Commissioner Committee Assignments 2023-2024

Commissioner Stevens asks Commissioners to compile assignment requests and send them to Executive Assistant/Administrative Coordinator Stacy Bandy prior to the next meeting. Committee Assignments will be on the agenda at the next Commission meeting for approval.

9d. Resolution 2023-03 Making Business Appointments and Authorizations

Commissioner Stevens refers to Resolution 2023-03 Making Business Appointments and Authorizations on page 87 of the packet. This is an annual document stating the officers of the board, financial policies, legal notices, time and location of board meetings, policy for special and workshop meetings, and other business for the fiscal year July 1, 2023 to June 30, 2024.

Commissioner Spence moved to approve Resolution 2023-03: Making Business Appointments and Authorizations. Commissioner Rohne seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9e. RFE #0151 North Coast Civil & Design – Professional Services Contract

Deputy Director McGrath refers to the RFE on page 91 of the packet. The Port is requesting \$10,000 to complete a professional services agreement with North Coast Civil & Design. There is an existing tenant in Executive Hangar One who is interested in building a hangar between the Bar Pilot's hanger and the Lektro hanger in a location that has already been approved by the Federal Aviation Administration (FAA) for private hangar development. The intention is to locate exactly where the utilities are and what the cost will be to bring the utilities to that hanger and to provide a site plan for the development. The Port has had conversations with Business Oregon, and they intend to assist in funding to bring in the needed utilities.

- Commissioner Campbell comments that this may impede future planning at the airport. McGrath answers that master planners Mead & Hunt have identified and agreed that the location is best for a hangar that is 100ft by 80ft to 100ft by 110ft.

Commissioner Rhone moved to approve the Request for Expenditure #0151 North Coast Civil & Design Professional Services Agreement. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9f. RFE #0152 Precision/Overbay Grading

Deputy Director McGrath refers to the Request for Expenditure on page 98 of the packet. This has been an issue for quite some time; drainage work is required so that water from behind that building drains properly to preserve the life of the Overbay building. The grading improvements will give the Port an acre of usable land, which is needed by tenants.

- Commissioner Spence notes the disparity in the dollar amounts of the bids received. McGrath explains that the Earthworx Excavation bid is lower as their bid uses a different approach and uses less aggregate.
- Commissioner Campbell inquires as to the timeframe to recoup the costs for this project. McGrath answers that initially, Overbay is interested in leasing 5,000 square feet, but it will depend on how much space is rented out. McGrath estimates that the available lease space will be filled in the next two to three years, and the project will be paid for in four to five years.
- Commissioner Rohne comments that it is the Port's obligation to maintain the facility; we

are currently not in compliance.

Commissioner Rhone moved to approve the Request for Expenditure #0152 Precision/Overbay Grading with Earthworx Excavation in the amount of \$49,172.50. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9g. Quadiant Agreement

Director Isom refers to the Quadiant renewal agreement on page 106 of the packet. The contract includes replacement equipment and has a monthly service fee of \$70.99. Isom explains that an oddity in the Port's bylaws and financial policies is that there is a set dollar threshold on how much the director can authorize, but also a time frame on any agreement. Part of this renewal is to sign a 39-month contract, and because that goes beyond the twelve-month term that Isom can authorize, this contract must be brought to the commission for approval.

Commissioner Rhone moved to approve the product lease agreement with Quadiant. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9h. Rivian Lease Agreement

Deputy Director Matt McGrath explains that this is a follow-up from the presentation by Cameron Hunt with Rivian from last year. Port staff identified that the best location for Rivian chargers is the south end of the Journey's End parking lot. The contract will allow Rivian to install charging spots beginning between January of next year and March of next year. The initial agreement is for ten years with a Consumer Price Index (CPI) increase of ten percent at year five. The agreement includes a potential five-year renewal after year ten. Port Counsel Eileen Eakins has reviewed the contract.

Chelsey Williams with Rivian joins the meeting via Zoom. Williams thanks the Commission and states that Rivian is excited to partner with the Port.

Discussion highlights include:

- Rivian will install six direct current fast charging stations. It will take Rivian users 20 to 40 minutes for a full charge.
- The chargers will be open network to all electric vehicles (EVs) in the future. There will be a short overlap of Rivian-only vehicles before welcoming all EVs to the Port to charge on-site.
- Currently, Rivian does not have card readers on the chargers because when you plug in a Rivian, the Rivian connects directly to the charger. There are no fees at Rivian Adventure Networks currently. Charging fees will be rolling out in the coming months, at which point payment will be facilitated through the Rivian application. Rivian will be charging a standard market rate per kilowatt hour.
- Charging stations will be separately metered.
- There are three different types of EV charging connections. In the future, adapters can be used for other EVs, such as Tesla.
- Commissioner Spence read a portion of a Rivian press release from June 20th, 2023, stating that in 2024 Rivian users will have access to a network of more than 12,000 Tesla Superchargers. Part of the agreement is that Tesla is adopting the North American Charging Standard (NACS). Williams confirms that in the future if an EV user has a Combined Charging System (CCS) port, they can use an adapter to use a Rivian NACS plug.
- Commissioner Spence requests that the Port update the Basin St. Port entrance sign. Isom agrees that wayfinding is a low-hanging fruit to tackle.

Commissioner Rohne moved to approve the lease agreement with Rivian. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

Public Comment: There were no requests for public comment.

Executive Director Comments:

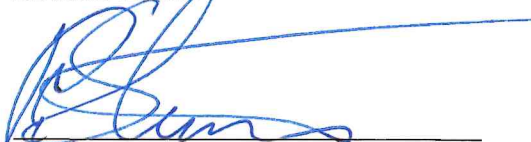
- Isom has spent considerable time with Astoria City Manager Scott Spence to discuss the revisions to the zoning codes for the Astoria Waterfront Master Plan (AWMP). Seven months ago, the Port and City had a plan in place to move forward with the Astoria Planning Commission on the zoning amendments recommended by planning consultants Walker Macy. At that time, approval was scheduled for April of 2023. Isom was surprised to learn that since that time, the City had hired a second contractor to do a revision of the plan that consultants Walker Macy had provided. Port staff and City staff have had a series of meetings to discuss these changes; there have also been two workshop sessions with the Astoria Planning Commission. There has been a re-education effort as new City staff may not have been aware of the significant public outreach completed with the plan. Isom would like to invite Commissioners to attend the Planning Commission meeting next Tuesday. Public testimony will be taken; Isom has invited two members of the initial AWMP advisory committee, Business Oregon Regional Representative Melanie Olson and Chamber of Commerce Executive Director David Reid, to give testimony. Isom will also be giving testimony on behalf of Port staff.
- The Boatyard BBQ is coming up on Friday, July 28th. The event is open to the public.
- Commissioner Campbell adds that Finance, HR & Business Services Manager Melanie has been working hard organizing the Airport Open House Fly-In event. The event will be held on August 19th. The Coast Guard will be participating, flyovers are being organized, and there is a lot of interest in a car show. There are four food vendors lined up and additional vendors in the works. Banners have gone up to advertise for the event. Former Port Commissioner and County Sherriff, John Raichl, has also been very active in organizing the event.

Upcoming Meeting Dates

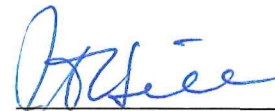
- Workshop Session – August 1, 2023 at 4:00 PM
- Workshop Session – August 15, 2023 at 4:00 PM

Adjourned

Chairman Stevens adjourned the meeting at 5:17 PM.

APPROVED:

Robert Stevens, Chairman
Board of Commissioners

ATTEST:

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

September 5, 2023

Date Approved by Commission