

**MEETING MINUTES  
APRIL 19, 2022**

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

**PUBLIC HEARING**

**Call to Order:**

Chairman Spence called the Regular Session to order at 4:00 PM.

**Roll Call:**

**Commissioners Present:** Frank Spence; Robert Stevens; Dirk Rohne; Jim Campbell; and Scott McClaine.

**Staff Present:** Executive Director Will Isom; Deputy Director Matt McGrath; Accounting and Business Services Manager Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

**Port Counsel:** Eileen Eakins attended remotely.

**Special Guest:** Melissa Busch, Democratic Candidate for Senate District 16

**Also Attending:** Astoria City Councilor Tom Brownson; Grant Writer Shane Jensen; Lori Beth Culp; Greg Morrill; and Ethan Myers of *The Astorian*

**Presentation of CM/GC Method of Contracting**

Port Counsel, Eileen Eakins, discusses the legal process of using the construction manager/general contractor (CM/GC) method of contracting for the Pier 2 West rehabilitation. Under the public contracting law, this method is considered an alternative form of public contracting. This form of contracting is used for large and complex projects. It is appealing because it allows a construction manager to be brought on early to represent the Port and facilitate aspects of the project such as the final design, timelines, goals, and advise Port staff on the technical aspects of the project that may be outside the scope of staff's expertise. It is considered an alternative form because it is a hybrid of a professional services contract and a construction contract. The initial step is to solicit for both of the contracts. Once a design is complete then the construction manager would facilitate bidding on the construction itself. The construction manager will handle the solicitations for other contractors. Eakins notes that this method of contracting is process heavy. The Port will declare an exemption from competitive bidding and post findings. The findings are a written justification for choosing the CM/GC method of contracting. The public hearing allows the public to discuss any questions with respect to the findings. The Commission will adopt the findings, adopt the exemption, and authorize the construction project to be awarded in the CM/GC method as opposed to the traditional design, bid, build method. Eakins asks the Commission for questions.

- Spence thanks Eakins and Grant Writer, Shane Jensen, for their work. Spence notes there are 14 statutory requirements addressed in the written findings.

- Eakins adds that another advantage to this approach is that after the initial consultation the contractor proposes a guaranteed maximum price (GMP). This shifts liability to the contractor and protects the Port from unexpected cost overruns.
- Rohne comments that this is a practicable approach to having a pragmatic solution should issues arise.
- Campbell asks if this parallels the design and build approach. Eakins explains that this approach is similar though different in that there is a construction manager component and the sequence of events differs. Eakins adds that the project would still go out for competitive bidding.
- Commissioner McClaine asks if the maritime environment has certain qualifications. Eakins answers that yes, the solicitation would include which specific qualifications are required for the project.

### **Call for Public Comment on CM/GC Method of Contracting**

There were no requests for public comment.

### **Adjourned**

Commissioner Spence adjourned the Public Hearing at 4:16 pm.

## **WORKSHOP SESSION**

### **Call to Order**

Chairman Spence called the Workshop Session to order at 4:16 pm, immediately following the adjournment of the Public Hearing.

### **Pledge of Allegiance**

### **Changes/Additions to the Agenda**

Commissioner Stevens asks to move up the Budget Committee Appointment to the next item of business. Commissioner Spence agrees and asks Commissioner Stevens to lead the discussion.

#### **8c. Budget Committee**

Commissioner Stevens refers to page 73 of the packet. Steve Kraske has submitted a resume that shows his qualifications for the Committee. Steve Kraske steps up to the podium and briefly introduces himself to the Commission. Commissioner McClaine notes that the term for the vacant Budget Committee position would expire on June 30, 2022. Commissioner Spence changes the term to expire on June 30, 2025.

*Commissioner Stevens moved to appoint Steve Kraske to the Budget Committee. Commissioner Campbell seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

Commissioner Spence addresses Walt Postlewait's reappointment. Spence notes that Postlewait has been a valuable member of the Budget Committee. Spence asks for a motion to accept Walt Postlewait's appointment for the term expiring on June 30, 2024.

*Commissioner Campbell moved to appoint Walt Postlewait to the Budget Committee. Commissioner Stevens seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

### **Public Comment**

There were no requests for public comment.

**Presentation: Democratic Candidate for Senate District 16 – Melissa Busch**

Melissa Busch introduces herself and thanks the Commission for hosting her. Busch is here to learn about what projects the Port is working on and to see what opportunities are in the district. For the complete presentation please see meeting audio.

**Action Items**

**8a. Approval of Mead & Hunt Contract**

Deputy Director McGrath refers to the Mead & Hunt airport planning contract information on page seven of the packet. This Airport Master Plan Update will put together the final details in regard to the scope of work and fee proposal for the Airport Master Plan. The Federal Aviation Administration (FAA) has reviewed the materials and approved the cost of \$486,717 to be eligible for federal participation. McGrath notes that this project will be primarily funded with grant dollars with the Port responsible for \$36,000. The project will begin at the beginning of the next fiscal year and will be completed in December of 2023. McGrath notes there will be a funding gap between June 2022 and October 2022. The Port is looking for approval from the Commission for the Executive Director to execute the contract with Mead & Hunt including the Wildlife Hazard Mitigation Plan.

- Commissioner Campbell asks if the basics of the design are from the FAA. McGrath answers that the FAA is a driver but the plan was designed by Mead and Hunt; their expertise is in designing master plans. Campbell inquires what the proper designation is for the Airport. McGrath answers that it is the Astoria Regional Airport.
- Executive Director Isom notes that this document is a requirement for the Port to be able to receive federal dollars.

*Commissioner Rohne moved to approve the contract with Mead & Hunt in the amount of \$486,717 and to authorize the Executive Director to sign the contract. Commissioner Stevens seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

**8b. Resolution 2022-03 Authorizing the CM/GC Form of Contracting**

Commissioner Rohne notes that the Commission has heard several presentations on how vital Pier 2 is for the region. It is encouraging that the Port is moving forward with this process so that ultimately the Port doesn't lose a vital part of the seafood industry that serves a greater region.

*Commissioner Campbell moved to approve Resolution 2022-03 A Resolution Adopting Findings of Fact, Declaring and Exemption from Competitive Bidding, and Authorizing the CM/GC Form of Contracting for the Pier 2 Reconstruction Project. Commissioner Rohne seconded. The roll call vote occurred as follows:*

*Commissioner McClaine: Yes.*

*Commissioner Rohne: Yes.*

*Commissioner Stevens: Yes.*

*Commissioner Campbell: Yes.*

*Commissioner Spence: Yes.*

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

**Commission Comments:**

Commissioner Campbell reported on the following:

- The call was lost at the last meeting when he attended via teleconference and he was not able to get back into the meeting.

Commissioner Stevens reported on the following:

- Attended an Airport Advisory Committee (AAC) meeting yesterday. Stevens will speak with the

AAC chairman to begin publishing an agenda and take minutes at each meeting.

Commissioner McClaine had nothing to report.

Commissioner Rohne had nothing to report.

Commissioner Spence reported on the following:

- The two Oregon senators met here in the Commission chambers with the United States Trade Representative (USTR).
- The approval of the Airport Master Plan is one more accomplishment for the Port. At the last meeting, the Astoria Waterfront Master Plan (AWMP) was approved and soon the Boatyard Feasibility Study will be complete. Spence congratulates staff for moving the Port in the right direction.
- The City of Astoria will approve the AWMP at their meeting on May 3<sup>rd</sup>.

**Executive Director Comments:**

- To echo Commissioner Spence the Port hosted the USTR for a meeting last week. The representative and senators toured Paul Kujala's fishing vessel before having a roundtable discussion concerning fisheries. It's exciting to host an event like this at the Port.
- Since the last meeting the Port has had two cruise ships visit. Isom thanks Terminal and Customer Support Manager Susan Transue and Cruise Marketing Director Bruce Conner as well as the volunteer Clatsop Cruise Hosts for making it all possible. The next cruise ship will be arriving on April 25<sup>th</sup>.
- Staff is wrapping up the budget for fiscal year 2022-23. The proposal will be ready for the Budget Committee next week and the first Budget Committee meeting is scheduled for May 4<sup>th</sup>.
- Negotiations with ILWU are ongoing. The next meeting will be this Thursday. The expectation is that a new agreement will be in place before the current agreement expires on June 30<sup>th</sup>.
- Commissioner Spence notes that the Port is still expecting 18 more cruise ships for the year. Spence congratulates Stacy Bandy for setting up the hybrid-style Commission meeting.
- Commissioner Stevens asks if Isom was able to speak to Senator Merkley when he was at the Port. Isom answers that he was able to briefly speak with the Senator.
- Commissioner Spence congratulates the hard work of the executive team while working through absences and illnesses with a skeleton crew.
- Campbell asks when Scouler will be open. McGrath answers that the plan is to be open at the end of July or August.

**Upcoming Meeting Dates:**

- Regular Session – May 3, 2022 at 4:00 PM
- Budget Committee Meeting – May 4, 2022 at 1 PM
- Workshop Session – May 17, 2022 at 4:00 PM

**Adjourned:**

Chairman Spence adjourned the meeting at 4:50 PM



**APPROVED:**

**ATTEST:**

Frank Spence, Board Chairman  
Board of Commissioners

Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant – Administrative Coordinator

June 14, 2022

Date Approved by Commission