



**MEETING MINUTES  
AUGUST 16, 2022**

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

**Call to Order:**

Chairman Rohne called the Workshop Session to order at 4:00 pm.

**Roll Call:**

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

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

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

Also Attending: Cindy Yingst of *The Columbia Press* and Alexis Weisend of *The Astorian*.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

There were no changes or additions to the agenda.

**Public Comment:**

No public comment was received.

**Action Items**

**6a. Lease with Solutions Yes**

Executive Director Isom explains that this agreement has been executed and is coming to the Commission for retroactive approval. There has been confusion as to whether the Executive Director has the authority to sign the lease with Solutions Yes; Port staff have been advised by the Port's auditors to take a conservative approach in interpreting the Port's internal spending policies. The lease agreement with Solutions Yes for the office copier is \$160 monthly for a total of 60 months.

*Commissioner Spence moved to approve the contract with Solutions Yes. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

**6b. Request for Expenditure #0124 – Replacement Dredge Hose**

Deputy Director McGrath refers to the Request for Expenditure on page eight of the packet. To replace the discharge hose on the Dixie dredge, the total cost is \$20,630.85. The typical lifespan of the discharge hose is 4-5 years; the last replacement was in 2018. The efficiency of the dredge has been severely hindered by the current hose.

- Commissioner Campbell inquires as to the length of the hose and if a second quote was obtained. Director Isom agrees to check into pricing with Englund Marine and verify that the quote is competitive.

Commissioner McClaine moved to approve Request for Expenditure #0124 Replacement Dredge Hose in the amount of \$20,630.85. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

#### 6c. Request for Expenditure #0125 – Boatyard Restroom Trailer

Deputy Director McGrath refers to the Request for Expenditure on page 11 of the packet. Over the last year, the Boatyard staff have set revenue records each month for the past year. There are increased users at the boatyard, and the current single portable toilet is not sufficient. The restroom trailer is a self-contained commercial-grade facility with two single restroom and shower stalls. This is one of the upgrades identified in the Boatyard Feasibility Study.

- Commissioner Stevens inquires if the Port has considered building a permanent structure for restroom facilities. McGrath explains that it has been discussed, but not until building placement on Pier 3 is determined. The restroom trailer is an early win to improve the boatyard facilities for users.

Commissioner McClaine moved to approve Request for Expenditure # 0125 Boatyard Restroom Trailer in the amount of \$45,700.00. Commissioner Spence seconded. The motion carried 4-1 amongst the Commissioners present.

#### **Commission Comments:**

Commissioner Stevens did not have any comments.

Commissioner Spence commented on the following:

- Refers to the Finance Committee agenda and inquires as to the status of the final Boatyard Feasibility Study report. McGrath explains that consulting firm BST Associates has provided draft findings, but they are still finalizing the report. The final report is expected in September.

Commissioner Campbell commented on the following:

- Inquires as to the results of the Boatyard Feasibility Study.

Commissioner McClaine did not have any comments.

Commissioner Rohne commented on the following:

- Refers to the upcoming Finance Committee meeting and notes that Greg Morrill should be included in the discussion concerning the East Mooring Basin.

#### **Executive Director Comments:**

- With the completion of the Boatyard Feasibility Study and the Airport Master Plan there will be a shift in focus. The Port will need to be aggressive in the pursuit of grant funding.
- Met with Clatsop County Manager Don Bohn and Assistant County Manager Monica Steel this morning to follow up with the Port's request for Industrial Revolving Funds. Don and Monica will be putting together a proposal for the County Commission to consider.
- Met with members of the Business Oregon leadership team including new Port Program Policy Coordinator Courtney Flathers, Regional Development Officer Melanie Olson, and members of the finance department. The group laid out a plan to reintroduce the Port's debt payments to Business Oregon.
- Will be meeting with Columbia Pacific Economic Development District (ColPac) Executive Director, Ayreann Colombo and Clatsop Economic Development Resources (CEDR) Executive Director Kevin Leahy.
- There will be an Enterprise Zone application forthcoming from Hyak Maritime.

- The Port has hired a Night Patrolman. Isom welcomes John Rowden to the Port Authority team.
- Port GIS consultant, Mark Scott, has passed away. There will be a celebration of life on August 27<sup>th</sup> at 4 pm at the Barbey Center.
- Commissioner Campbell is happy to hear the Port has requested Industrial Revolving Funds. The road system at the airport is in need of repair. Commissioner Rohne notes the Industrial Revolving fund was originally intended for the North Coast Business Park development.
- Commissioner Campbell inquires as to the timeline of the Scoular project. Deputy Director McGrath explains that the project is behind due to supply chain issues. Scoular has scheduled a soft opening and a ribbon cutting for October 18<sup>th</sup>. The facility is expected to be fully operational in early 2023.

**Upcoming Meeting Dates:**

- Regular Session – September 6, 2022 at 4:00 PM
- Finance Committee Meeting TENTATIVE – September 14, 2022 at 12:00 PM
- Workshop Session – September 20, 2022 at 4:00 PM

**Adjourned:**

Chairman Rohne adjourned the meeting at 4:32 PM.

**APPROVED:**  
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Dirk Rohne, Board Chairman  
Board of Commissioners**ATTEST:**  
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Frank R. Spence, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

October 4, 2022  
Date Approved by Commission