



**MEETING MINUTES
APRIL 2, 2024**

**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; Tim Hill; and Dirk Rohne. Jim Campbell was absent.

Staff Present: Executive Director Will Isom; Finance & HR Director Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

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

Also Attending: Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Commission Reports:

Commissioner Rohne did not have anything to report.

Commissioner Spence reported on the following:

The first cruise ship of the spring season will arrive on Friday, April 12, 2024. This marks the beginning of a successful new season, with 19 other ships expected.

Commissioner Hill did not have anything to report.

Commissioner Stevens reported on the following:

Staff have drafted a briefing book for Senator Suzanne Weber. The commissioner's participation in Senator Weber's visit begins with a private meeting between Commissioner Hill and Commissioner Spence, with a rotation of new commissioners during the briefings.

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Minutes – Finance Committee Meeting 2/14/2024; Workshop Session 2/20/2024
- Financials – February 2024
- Event Calendar – April 2024

Executive Director Will Isom informed the Commission that the Profit and Loss report through February 2024 shows a trend of 110% of the budget in operating revenue and 108% of the budget in operating expenses due to the increased water usage. From a profit and loss standpoint, the port is ahead of the budget. According to Oregon Budget law, the budget is based only on expenditures, so the Port is trending to overspend the budgeted amount. Staff is likely to recommend a supplemental budget.

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Action Items:**8a. Business Oregon Pier 2 West Grand Amendment**

Isom explained the Business Oregon Emerging Opportunity Program Grant Agreement for Pier 2 is in need of an extension. Due to how Business Oregon administers its grants and business cycles, the grant is set to expire in June of 2024. When receiving the grant, it was known that permitting, mitigation, and design work would exceed the twelve-month grant period. Through consulting with Business Oregon Regional Representative Melanie Olson, the agreement was signed through June 30, 2024, and Business Oregon would be open to six-month extensions until funds of \$1.2 million have been expended. This is the first amendment for extension.

Commissioner Rohne moved to approve the Business Oregon Emerging Opportunity Program Grant Agreement amendment for Pier 2 West. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.

8b. AVH Consulting, LLC – Professional Services Contract

Isom presented the new service agreement with AVH Consulting, LLC. Substantive changes are the following

- The agreement is now with AVH Consulting instead of Shane Jensen, as he now operates under an LLC.
- The scope of services expanded to include project work and document reviews.
- The contract can be terminated on 30 days' notice by either party.
- Rate increase.

Commissioner Spence moved to approve the agreement with AVH Consulting, LLC. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no public comments.

Executive Director Comments:

- Senator Suzanne Weber and Representative Cyrus Javadi will hold a town hall meeting in suite 209 at the Pier 1 building on April 9 at 6:30 PM.
- Senator Jeff Merkley will hold a town hall meeting in the Clatsop Community College gymnasium on Saturday, April 6, at 2:30 PM.
- The Executive Assistant/Administrative Coordinator position has been filled as of April 1.
- Tentatively, the first log ship is scheduled to arrive on April 12.
- The new Marina ordinance, the revised East Mooring Basin moorage rates, and a review of



contracting policies are expected to be items in upcoming agendas.

- Commissioner Spence reminded the Commissioners that they are within the period to file the Statement of Economic Interest and complete the questionnaire required by the Oregon State Ethics Commission.

Upcoming Meeting Dates:

- Workshop Session – April 16, 2024 at 4:00 PM
- Regular Session – May 7, 2024 at 4:00 PM
- Budget Committee – May 15, 2024 at 12:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 4:20 PM.

APPROVED:

A handwritten signature in black ink, appearing to be "Robert Stevens", written over a horizontal line.

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

A handwritten signature in blue ink, appearing to be "Tim Hill", written over a horizontal line.

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Executive Assistant

May 7, 2024

Date Approved by Commission