



**MEETING MINUTES
AUGUST 15, 2023**

**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 4:04 pm.

Roll Call:

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

*Commissioner Rohne joined the meeting at 4:11 pm during the Pier 1 security booth discussion.

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

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

Also Attending: Helena Glenn of Vector Airport Systems and Rebecca Norden-Bright of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

Commissioner Stevens moved item 6a. Vector Airport Systems – Contract to be item 6prime. This topic will be discussed after action item 6b.

Public Comment:

No public comment was received.

Action Items:

6b. RFE# 0155 Security Booth – Pier 1

Deputy Director Matt McGrath explains that this expenditure is a component of the Port Security Grant. The Port would like to replace the current security booth with a 10ft X 14ft building.

McGrath refers to Request for Expenditure #0155 on page 17 of the packet; due to the stringent requirements of the Port Security Grant protocols, three vendors were considered, and two responded with bids for this project. McGrath refers to the vendor justification, on page 20 of the packet, which lists in detail why B.I.G. was selected.

Commissioner Spence moved to approve the purchase of the security booth with B.I.G. Enterprises in the amount of \$67,445 plus shipping. The motion was amended to remove shipping, as the \$67,445 total includes shipping costs. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

Discussion Items:**6prime. Vector Airport Systems – Contract**

Deputy Director McGrath introduces Account Executive Helena Glenn with Vector Airport Systems. Vector Airport Systems specializes in landing fee collection. McGrath notes that there are no new fees being implemented. Vector will assist in collecting landing fees based on flight plans into Astoria Regional Airport. Vector systems charges a 25% fee and will handle all landing fee collection and distribute funds to the Port monthly. Initially, McGrath expects the fees to be in line with the additional fees collected, but as airport traffic increases, more revenue will be generated. This solution will not require any Port infrastructure investment. Glenn introduces Vector Chief Operating Officer William Repole and shares a PowerPoint highlighting the Vector Airport Systems Plane Pass program. Presentation highlights include:

- Vector Airport Systems Plane Pass will allow the Port to collect landing fees for all touchdowns and take-offs. Currently, landing fees are only collected during business hours from 8 am to 5 pm.
- Vector is a US-based company with over 17 years of experience, operating in over 50 airports.
- The Port is currently manually tracking aircraft when personnel are present. The estimated collection rate is 66%.
- Vector has a US-based in-house collections team; the client satisfaction rate is 100%, and the collection success rate is 99.6%. Vector offers 24/7 in-house support and handles all aspects of fee collection. Vector offers a web-based portal to access operations and billing data with exportable monthly reports.
- Fixed-based operators will be exempt from fee collection.
- Multiple sources are used for tracking, including Automatic Dependent Surveillance-Broadcast (ADS-B) and flight plan data. Vector information goes beyond publicly available data and allows for more complicated tracking. Vector has a self-contained operator database.
- Isom adds that revenue projections are estimated to be \$10,000-\$12,000 annually. Operationally, Vector will be a huge benefit to the airport staff and finance department. This system will remove the manual reconciliations that the finance department makes and will lessen the control risk of airport attendants collecting fees.

The Commission thanks Helena Glenn and Vector Airport Systems staff for their presentation. Commissioner Campbell suggests bringing this item to the Airport Advisory Committee (AAC) for their review. Commissioner Stevens is in agreement.

For the complete discussion, please see the meeting audio. This item has been referred to the AAC and will be discussed at a future meeting.

Commission Comments:

Commissioner Campbell did not have any comments.

Commissioner Spence commented on the following:

- Compliments to Finance, HR, & Business Services Manager Melanie Howard for the updated Port newsletter. It is the best issue since its inception. The newsletter was distributed at the best time to highlight the airport Fly-In and Open House.
- Would like to remind Commissioners that the Astoria Planning Commission will continue their public hearing next Tuesday to establish the West Mooring Basin Plan District. Final zoning amendments will then go to the Astoria City Council for approval.

Commissioner Hill commented on the following:

- Received an email from Ila Hodges, an East Mooring Basin (EMB) tenant. Hill read the email aloud. For the complete letter, please see meeting audio. Would like to see if there is anything the Port can do to help the EMB tenants.
- Isom comments that when he was notified of the recent power disruption at the EMB on Sunday morning, he immediately met with the Port's Director of Maintenance, Joe Tadei, at the EMB. Initially, the power was still on, and for safety reasons, the power was shut off at that time. EMB tenants were notified of the situation. The Port is looking for the best way to proceed. For the complete discussion, please see meeting audio.

Commissioner Rohne commented on the following:

- Regarding the EMB, granting agencies may be more interested in job creation and business generation in relation to fishing vessels instead of direct Port job creation.
- The Port newsletter was very well done.

Commissioner Stevens commented on the following:

- Agrees that the recent edition of the Port newsletter is well done. It's a good way to draw attention to the Port in a positive way.
- The airport Fly-In and Open House will be a great opportunity for the Port. Encourages Commissioners to attend.

Executive Director Comments:

- The Astoria Planning Commission is meeting next Tuesday to discuss the Astoria Waterfront Master Plan zoning amendments. The planning commission is a recommending body, and ultimately, the City Council will make the decision regarding the new ordinance.
- The new Port newsletter was recently distributed.
- The airport Fly-In and Open House is coming up on August 19th.
- Buoy 10 will run through Labor Day; it is very busy on the waterfront.
- Hill inquires if Isom recommends that Commissioners attend the Astoria Planning Commission meeting. Isom explains that the meeting is open to the public and they will be accepting public comment. Isom will submit testimony in writing.

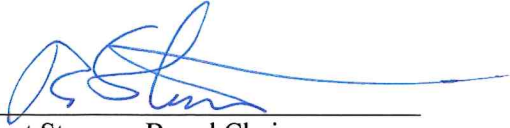
Upcoming Meeting Dates:

- Regular Session – September 5, 2023 at 4:00 PM
- Workshop Session – September 19, 2023 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:09 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

October 3, 2023
Date Approved by Commission