



**MEETING MINUTES
APRIL 4, 2023**

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

Call to Order:

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

Roll Call:

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

*Commissioner Campbell joined via teleconference.

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

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

Pledge of Allegiance

Commission Reports:

Commissioner Stevens reported on the following:

- Mentioned the history of lightering at the Port in the last Commission meeting. *The Astorian* recently published a historical article about lightering at the Port of Astoria. The article was shared with meeting attendees. Stevens adds that times have changed in relation to inflation; fuel costs, including gasoline, and diesel have increased. Cargo can be transported cheaper by barge and lightering. The Port should be able to find a profitable niche.

Commissioner Campbell had nothing to report.

Commissioner McClaine had nothing to report.

Commissioner Spence reported on the following:

- Notes that containers are not outlined in the Astoria Waterfront Master Plan (AWMP); The Pier 1 area is designated as a maritime industrial private development area. Specifically, the manufacturing and assembly of seafood processing, industrial incubator space, and breweries. The plan does not mention logs or containers being stored there. The preface in the AWMP states that the Port and City of Astoria are committed to its implementation. Urges the Commissioners and the public to re-read the plan.
- The Port is in a position to move forward. Both the AWMP and the East Mooring Plan (EMB) plan are completed. The Port has retained Popkin real estate to look at identified Port properties.
- Commissioner Stevens responds that cargo is outlined in the AWMP and is compatible with the plan.

Commissioner Rohne reported on the following:

- Would like to have a Marina Advisory Board meeting at the next Commission meeting; the marina manager will give an update to the Commission and the public concerning Marina operations. Marina tenants are welcome to attend and discuss any concerns they may have.

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment for items on the agenda:

There were no requests for public comment.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 03/07/2023 Regular Meeting Minutes
- Financials – February 2023
- Event Calendar – April 2023

Commissioner Spence requests to pull the February financials from the Consent Calendar. Commissioner Spence refers to the vouchers paid on pages 12-13 of the packet and inquires what each fee is for in relation to iFocus. Howard explains that the \$1,975 down payment is for a redesign of the Port website, and the \$4,825 payment is a monthly fee for the Port's iFocus consulting contract.

Commissioner McClaine moved to approve the meeting minutes of the 03/7/2023 Regular Session and the April 2023 Event Calendar as presented. Commissioner Stevens seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

Commissioner McClaine moved to approve the February Financials as presented. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Advisory Items:**8a. First Reading, ORDINANCE AMENDING ORDINANCE 97-01 AND ENACTING REGULATIONS AND PENALTIES FOR CERTAIN AIRPORT ACTIVITIES**

Deputy Director Matt McGrath refers to the coversheet on page 15 of the packet. The Port is looking to update Ordinance 97-01, which governs operations at the Astoria Regional Airport. The Ordinance has not been revised in over 25 years. This is an advisory item to start the process. McGrath has been working with Port Counsel, Eileen Eakins, to help re-draft the Ordinance; the Airport Advisory Committee (AAC) has also been included in the draft process. The next step will be to take public comment at the next Commission meeting and make any requested changes. If the Ordinance is adopted after the second reading at the April 18th meeting, then the Ordinance will go into effect 30 days after. McGrath inquires if the Commission has any comments:

- Commissioner Campbell inquires as to which specific items will be amended. McGrath explains that the coversheet highlights the major changes, but it is not an exhaustive list of each change. Isom adds that the packet includes the redline copy of the ordinance to see exactly how the Ordinance has been revised.
- Commissioner McClaine inquires if the language concerning fuel transport also refers to Coast Guard fuel. McGrath answers, no, it is not in relation to Coast Guard fuel.
- Commissioner McClaine notes on page 25 that the Director and Deputy Director are referred to as Peace Officers and suggests that Peace Officers be assigned to their job descriptions.
- Commissioner Steves suggests bringing the draft Ordinance to the AAC for review. McGrath answers that the AAC was sent the Ordinance earlier today for review.

Action Items:**9a. Request for Expenditure #0143 Pier 1 Generator**

Deputy Director McGrath explains that this is a component of the Port security grant. McGrath refers to the quotes listed on page 41 of the packet. The primary reason Peterson was chosen is that their availability is four to six weeks, and their quote includes onsite training; Peterson offers the best combination of price and availability.

- Commissioner Stevens inquires if the generator is portable. McGrath explains that, no, the generator is not portable. The generator comes with housing; the cabinet will be highly weather resistant and insulated to reduce noise.

Commissioner Stevens moved to approve the Request for Expenditure #0143 Pier 1 Generator in the amount of \$75,000. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

9b. Tripartite Development Agreement Addendum

Deputy Director McGrath refers to the Non-Statutory Development Agreement between the City of Warrenton, the Port of Astoria, and the Scoular Company included on page 92 of the packet. The agreement identified how many Single Development Units (SDUs) will be equivalent for Scoular's use. It was determined that Scoular would use the equivalent of 200 SDUs for sewer and 200 SDUs for water. Since then, the City realized that sewer use is still applicable at 200 SDUs, but water use is much lower than originally estimated. In the agreement addendum, the water SDUs will be reduced from 200 SDUs to 8 SDUs. Commissioner Rohne notes that the agreement is predominantly between Scoular and Warrenton, though the Port is a party to the agreement.

Commissioner McClaine moved to approve the Tripartite Development Agreement Addendum. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

9c. Executive Director Evaluation Template

Commissioner Rohne refers to the updated Executive Director Evaluation template included in the packet. The document is the result of the discussion at the last Commission meeting, and Rohne is happy with the updated document. Rohne inquires if the Commissioners have any comments.

- Commissioner McClaine inquires if Isom is comfortable with the changes to the Evaluation Template. Isom answers that he was able to listen to the last meeting when he returned from Washington, DC, and has contacted Geoge Dunkel to discuss the changes. Isom did work with Dunkel on minor updates language concerning staff and goals. Isom is happy with the document as it currently stands.

Commissioner Spence moved to approve the updated Executive Director Evaluation Template. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment for items not on the agenda:

There were no requests for public comment.

Commissioner Comments:

- Commissioner Rohne notes that Marina tenants are welcome to attend the next Commission meeting for an update regarding Marina activities.

Executive Director Comments:

- Recently returned from the Pacific Northwest Waterways Association (PNWA) Mission to DC trip. PNWA members worked to strategize and present a unified approach for port priorities. Isom has invited the Executive Director of PNWA, Heather Stebbings, to the Port to discuss specific needs. The format for the conference included internal meetings



before meeting with senators from Oregon, Washington, and Idaho. Each Senator spoke for 15 minutes before a short Q&A period. The group hosted a Taste of the Northwest Reception, which was well attended. It is a good event for the Port to participate in, and the Port is in a better position having attended the event.

- Received an email this morning from Mark Landauer with the Oregon Public Ports Association (OPPA) concerning Senate Bill 814. The bill has passed the Senate 29-0 and will now be headed to the House.
- The spring cruise ship season will begin next week with the arrival of the Sapphire Princess.
- Spoke with Commissioner Stevens about inviting Senator Javadi to the Port this summer. Staff will move forward setting the visit up in June or July.

Upcoming Meeting Dates:

- Workshop Session – April 18, 2023 at 4:00 PM
- Regular Session – May 2, 2023 at 4:00 PM
- Budget Committee Meeting – May 10, 2023 at 12:00 PM

Adjourned:

Chairman Rohne adjourned the meeting at 4:45 PM.

APPROVED:

ATTEST:

A handwritten signature in black ink, appearing to read "Dirk Rohne", written over a horizontal line.

Dirk Rohne, Board Chairman
Board of Commissioners

A handwritten signature in black ink, appearing to read "Frank R. Spence", written over a horizontal line.

Frank R. Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant – Administrative Coordinator

June 06, 2023
Date Approved by Commission