



**MEETING MINUTES
JUNE 20, 2023**

**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.

*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.

Also Attending: Melanie Olson of Business Oregon.

Pledge of Allegiance

Changes/Additions to the Agenda:

Item 6c. Lewis & Clark Bank Check Signers was added to the agenda.

Commissioner Spence moved to approve action item 6c. Lewis & Clark Bank Check Signers to the agenda. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

Public Comment:

No public comment was received.

Action Items:

6a. Business Oregon Loan Amendments

Executive Director Will Isom refers to the coversheet on page three of the packet. Business Oregon granted the Port several loan deferments beginning in 2020, to offset the loss of revenue due to the onset of the COVID-19 pandemic. The Commission approved the deferments, but the Port has been waiting for the final contract documents. Finance, HR, and Business Services Manager Melanie Howard has been working closely with the Business Oregon finance department to ensure the loan amortization schedules match.

Commissioner Spence moved to approve the Business Oregon contract amendments. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

6b. Business Oregon Pier 2 West Grant Agreement

Executive Director Isom refers to the Emerging Opportunity Program Grant Agreement from Business Oregon on page 32 of the packet. The grant agreement is for a total of \$617,003 for preconstruction costs for the rehabilitation of Pier 2 West. The Port has been pursuing multiple funding avenues including state and federal legislative offices.

Isom notes that he would like to publicly thank former Senator Betsy Johnson. Isom was notified roughly one month ago that the Port was awarded the grant, but the funds would need to be used by June 30th, 2023. This spurred discussions with Business Oregon to see if there were options to extend the sunset for the grant. Isom contacted Johnson, who was able to work with the Legislative Fiscal Office (LFO) Director, Amanda Beitel, to come to a resolution. One issue was that due to the status of the walkout at the Oregon state legislature, no budgets had been approved. Isom thanks Johnson for her efforts on behalf of the Port.

Commissioner Spence moved to approve the Business Oregon Emerging Opportunity Program Grant Agreement for Pier 2 West. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

6c. Lewis and Clark Bank Check Signers

Commissioner Rohne introduces the action item and explains that the four Commissioners will remain on the list with the addition of Commissioner Elect Tim Hill. The Port Lewis and Clark Bank check signers consist of the Commission members as well as the Executive Director, the Deputy Director, and the Terminal & Customer Support Manager. For the record, Isom lists the Commission members and staff check signers:

Commissioner - Dirk Rohne

Commissioner - Robert Stevens

Commissioner - Frank Spence

Commissioner - Jim Campbell

Commissioner Elect - Tim Hill

Staff - Will Isom

Staff - Matt McGrath

Staff - Susan Transue

Commissioner McClaine moved to approve updating the Lewis & Clark Bank check signers to consist of Commissioner Dirk Rohne, Commissioner Robert Stevens, Commissioner Frank Spence, Commissioner Jim Campbell, Commissioner Elect Tim Hill, Executive Director Will Isom, Deputy Director Matt McGrath, and Terminal and Customer Support Manager Susan Transue. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell did not have any comments.

Commissioner Stevens commented on the following:

- Will be attending the Oregon Fish and Wildlife Sea Otter open house tonight.

Commissioner Spence commented on the following:

- The Astoria Planning Commission will be meeting next Tuesday at 5:30pm for a second workshop meeting to discuss the central waterfront zoning amendments. At the meeting following the workshop meeting, the City will consider final adoption of the zoning amendments.
- Would like to see a presentation from the Boatyard Manager, Brendon Stock, about current Boatyard operations.

- Inquires as to the status of the Boatyard Master Plan. Isom answers that Port staff just completed interviews for proposals. This item will be on the next agenda for the Commission to approve.

Commissioner McClaine commented on the following:

- Commissioner McClaine comments that it has been a blessing serving on the Port Commission. Would like to thank constituents of the entire county for their trust. Thanks to Port staff, thanks to fellow Commissioners, and thanks to my wife.

Commissioner Rohne commented on the following:

- Read a letter to Commissioner McClaine thanking him for his service on the Port Commission. Please see meeting audio for full detail.

Executive Director Comments:

- The Oregon Department of Fish and Wildlife will be hosting a community open forum tonight to discuss Sea Otter reintroduction.
- The Port phone system will be updated this Thursday. The phone tree will be streamlined.
- The Astoria Planning Commission Meeting will be discussing the zoning amendments identified in the Astoria Waterfront Master Plan. Isom and Deputy Director Matt McGrath have been working closely with City staff. Next week's workshop will be a continuation of the previous workshop to address concerns brought forth from the planning commission relating to view corridors. Both City and Port staff have been working with the consulting teams. Isom notes that no input from Port staff or the public will be taken at this meeting.
- The Finance Committee will be meeting tomorrow at 12pm.
- The Boatyard will be hosting a BBQ on July, 28th.
- Commissioner Stevens asks if the Port has taken steps back in terms of progress with the central waterfront zoning amendments. Isom comments that ultimately the City Council will be charged with the final adoption of the zoning amendments. Isom answers that he has been working closely with City staff to educate new staff as to the planning process and public outreach that was conducted for the Astoria Waterfront Master Plan. Isom is confident that the City will approve a plan that is in line with the finalized draft of the Astoria Waterfront Master Plan.
- Commissioner Rohne notes that this is an opportunity for Commissioners to reach out to the planning commission. It is unfortunate that former city manager, Brett Estes, is no longer on staff to help the volunteers respect the recommendations that the Port and City worked together to develop.

Upcoming Meeting Dates:

- Finance Committee – June 21, 2023 at 12:00 PM
- Regular Session – July 18, 2023 at 4:00 PM

Adjourned:

Chairman Rohne adjourned the meeting at 4:28 PM.

APPROVED:

ATTEST:



Dirk Rohne, Board Chairman
Board of Commissioners



Frank R. Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

June 27, 2023

Date Approved by Commission