



**MEETING MINUTES  
FEBRUARY 1, 2022**

**PORT OF ASTORIA  
REGULAR SESSION**

Meeting held via videoconference due to the COVID-19 pandemic

**Call to Order:**

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

**Roll Call:**

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

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Director of Maintenance Joe Tadei; Finance & HR Manager Jim Grey; Accounting 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: Cindy Yingst of *The Columbia Press*, Ethan Myers of *The Astorian*, and Finance and Budget Committee member David Oser.

**Commission Reports:**

Commissioner Rohne reported on the following:

- Coordinated with Clatsop County and a large farm in Lewis & Clark to complete a survey for the biodigester feasibility study.

Commissioner Campbell had nothing to report.

Commissioner McClaine had nothing to report.

Commissioner Stevens had nothing to report.

Commissioner Spence reported on the following:

- Betsy Johnson has resigned; she will be running independently for the governor's office. Rachel Armitage has been selected to replace Betsy Johnson for the remainder of her term. Armitage has been asked to introduce herself to the commission.
- Many requests are pending for grant funds, including an eight million dollar request for the East Mooring Basin Causeway. Looking to see updates for grant application status.
- The Vera Slough Tide gate is crucial to developing the Airport Industrial Park. The tide gate will be included in the airport expansion delineation study.

**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 – 12/07/2021 Regular Session, 12/21/2021 Workshop Session, and 1/12/2022 Finance Committee
- Event Calendar – February 2022  
Commissioner Spence notes that for the 12/7/2021 Regular Session, the roll call vote on page four of the packet lists Commissioner Rohne twice; the last roll call vote should read “Spence.”

*Commissioner Campbell moved to approve the meeting minutes as amended. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

- Financials – December 2021  
Accounting and Business Services Manager Melanie Howard presents the December financials narrative. The Port is over half a million above prior year operating gains and approximately \$400,000 over budgetary projections. Revenues are 113% of budget expectations, while operating expenses are 103% of budget. Non-operating income and expenses are in line with expectations. Total net income is \$700,000, which is \$180,000 over prior year and approximately \$400,000 over budget. With strong fuel sales, the marina sales are over 150% of budget expectations. Personnel services came in \$176,000 under budget though materials and services were \$265,898 over budget. A large portion of this overage, \$160,000, can be attributed to fuel costs. Last year was a particularly bad year for the Port due to the effects of the pandemic. Howard notes that the Port’s personnel services budget is down, and salary and wages have decreased, but employee benefits have remained consistent. Total net income has remained relatively consistent, though the data may look different due to the Business Oregon debt deferment. Howard asks if the Commission has questions.
- Spence notes that the Port has lost 1.7 million dollars in expected cruise ship revenue throughout the pandemic. The administration has done an excellent job keeping expenses in line. Spence thanks Isom and Howard for keeping expenses controlled.

*Commissioner Campbell moved to approve the December financials and event calendar presented. Commissioner Rohne seconded. The motion carried unanimously 5-0 amongst the Commissioners present.*

**Advisory Items:****8a. Maintenance Update – Joe Tadei**

Executive Director Isom introduces the director of the maintenance department, Joe Tadei, to give an update about current maintenance projects.

- Tadei begins with an update for this season’s dredging. There was a late start to dredging due to a failure with one of the winches. Due to the extensive repair needs, most of December was spent repairing the failed winch. Dredging began at the end of December. Most of the face of Pier 1 is completed. The dredge is currently out on Slip 2 between Pier 2 and 3. This area is expected to be complete in a couple of weeks, and dredging season will finish at the face of Pier 1. The dredge will be moored next to the responder for the remainder of the year.
- 99% of the material has been removed from the East Basin Causeway failure. Power has been restored to the floats, and we are no longer using temporary generator power. The Port is moving forward with additional repairs at a later date.
- The pile replacement project at Pier 2 and Pier 1 West was completed in December by Bergerson Construction. Fender piles have been replaced on Pier 2 East. Failed wooden piles have been removed, and 26 steel piles have been installed. Tadei hopes to remove and replace another 25-30 piles during the in-water work window next year.

- Bergerson Construction has also removed broken and failed wooden piles from Pier 1 West and replaced them with steel piles.
- Commissioner Campbell asks if Bergerson was able to remove the sunken logs in Pier 1. Tadei answers that there was an attempt, but the logs could not be removed due to 6-8 ft of fill on top of logs. This legitimizes the case to dredge in Pier 1. It was time well spent, and now we know what needs to be done to move ahead.

Tadei asks the Commission if they have questions about dredging. Spence asks if there are restrictions on time for dredging. Tadei answers that dredge season is over at the end of February. Spence thanks Tadei for his presentation.

**Public Comment for items not on the agenda:**

There were no requests for public comment.

**Executive Director Comments:**

- Thanks to Commissioner Stevens for leading the effort for Representative Weber's visit to the port. Weber was appreciative and showed a genuine interest in the Port. Overall, the visit was very positive. We have reached out to Senator Armitage to attend a Commission meeting.
- Will be making a presentation to the Clatsop County Commission at their workshop meeting tomorrow morning. This is a follow-up from a meeting last year to solicit help from the county for the development and expansion of the Airport Industrial Park. The county has an industrial revolving fund that was first intended for use to develop the North Coast Business Park. The Port is looking to see if there is potential to access this fund for the AIP.
- The Astoria Waterfront Master Plan Advisory Committee, along with consultants Walker Macy, the Port, and the City of Astoria, will be going over the final draft of the AWMP on Thursday. After this meeting, the final draft proposal will be sent to the advisory committee for final review. A final product will then be sent to the City and Port for formal adoption.
- There is a vacancy on the Budget Committee, and committee member Walt Postlewait's term has expired. The Port will be posting for the vacancy on the committee and reaching out to Postlewait to see if he is interested in serving another term. The goal is to present the candidates at the April workshop meeting for Commission review.
- The Port was contacted by Alex Shockneck with Tesla to install a 12 stall supercharger site on Port property. Tesla would coordinate utilities and design with the idea that there would be no charge for the lease.
- Will meet with Bob Dorn with Hyak Marine on Thursday afternoon.
- To follow up on the December financials. The Port has continued to engage in capital projects. There are concerns about cash flow and what that looks like moving forward. This is the time of year when cash flow is the lowest, and due to the amount of outflows, we are in a less than desirable cash position. Cashflows will be closely monitored so that the Port has cash to leverage for grant applications.
- Spence notes the Tesla charging sites need to coordinate with the master plan. Isom agrees that there are a lot of details to work out. This could be an opportunity to bring people down to the waterfront in the off-season.
- Commissioner Stevens thanks Stacy for her work in planning Weber's visit.
- Commissioner Spence thanks Campbell and Stevens for showcasing the airport operations during Weber's visit.



**Upcoming Meeting Dates:**

- Regular Session – February 15, 2022, at 4:00 PM
- Workshop Session – March 1, 2022, at 4:00 PM

**Adjourned:**

Chairman Spence adjourned the meeting at 4:58 PM.

**APPROVED:**

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

Frank Spence, Board Chairman  
Board of Commissioners

**ATTEST:**

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

Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant – Administrative Coordinator

March 15, 2022  
Date Approved by Commission