



**MEETING MINUTES
JANUARY 9, 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; Jim Campbell; Tim Hill; and Dirk Rohne.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Maintenance Director Joe Tadei; Executive Assistant/Administrative Coordinator Stacy Bandy; and Executive Assistant Nicole Kelly.

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

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

Pledge of Allegiance

Commission Reports:

Commissioner Campbell reported on the following:

- A physician will be on site at the airport on February 17th to perform physicals for aviators. Anyone interested can contact the airport or Dave West to schedule an appointment.

Commissioner Rohne did not have anything to report.

Commissioner Spence reported on the following:

- Welcome and congratulations to new administrative assistant Nicole Kelly, and congratulations to Stacy Bandy for her promotion.

Commissioner Hill reported on the following:

- Ran into a couple of individuals this week who are very excited to see logs return to Pier One; it's very encouraging.

Commissioner Stevens reported on the following:

- Attended an Astoria Rotary Club meeting and gave a presentation regarding current Port projects and priorities. Glad to see so many community members interested in the Port. There was also a recent radio broadcast highlighting the Port's progress.

Changes/Additions to the Agenda:

Action item 8a. Request for Expenditure #0173 Pier 1 pole lights was added to the agenda.

Public Comment for items on the agenda:

No public comment was received.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 11/07/2023 Regular Session, 11/21/2023 Workshop Session, and 12/05/2023 Regular Session
- Financials – August 2023, September 2023, and October 2023
- Event Calendar – January 2024

Commissioner Campbell moved to approve the consent calendar as presented. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

Action Items:**8a. Request for Expenditure #0173 Pier 1 Pole Lights**

Deputy Director Matt McGrath refers to Request for Expenditure #0173 Pier 1 pole lights and provides background on the expenditure. The lights on Pier 1 have been failing at an alarming rate. After digging into the ground, it was determined that the cause of the failure was the underground electrical line. The failed lines were replaced and now there are 30 fixtures in need of replacement. The price for the fixtures is \$12,000, but there's an instant energy trust rebate of \$9,120. The total cost of the expenditure including the fixtures and the labor to install is \$8,200.

Commissioner Campbell moved to approve Request for Expenditure #0173 Pier 1 Pole Lights for \$8,200. Commissioner Rohne seconded. The motion carried 5-0 amongst the Commissioners present.

Advisory Items:**9a. 2024 Commission Goal Setting**

Commissioner Stevens refers to the 2024 Board of Commissioners Goals on page 32 of the packet and explains that the Commission needs to come to a consensus. Executive Director Isom elaborates that the purpose of the goals is to guide the organization and thereby for the Executive Director to manage for the next calendar year. Isom continues that there are several driving documents to guide the Port for long-range planning, such as the Capital Facilities Plan and the Strategic Business Plan, the Astoria Waterfront Master Plan, and the currently in progress Boatyard and Airport Master Plans. There should be a clear distinction between this discussion of the calendar year goals versus long-range goals. It is helpful to get feedback from the Commission on where we think those short-term priorities are so Isom can manage to them. This is an opportunity for the Commission and the public to hear what Port leadership is thinking about the port's top priorities in the short term and where some of those resources, in terms of financial and time resources, could be devoted in the upcoming year.

Isom emphasizes the importance of prioritizing projects with a high return on investment and potential for generating revenue. In general, coastal ports struggle financially due to inadequate infrastructure and revenue.

Isom has identified the top five goals for the calendar year are the rehabilitation of Pier 2, cleanup of Area of Concern 4, central waterfront hotel development Request for Proposal, Airport Industrial Park development, and the Boatyard Master Plan and infrastructure.

Discussion highlights include:

- Commissioner Rohne comments that he supports the Executive Director's prioritization of goals. Rohne adds that though it is disappointing to see the East Mooring Basin (EMB) in its current state, he understands that the other priorities identified develop the resources that would allow us to address those issues while the EMB does not.
- Commissioner Campbell comments that there is value for the community in having the Coast Guard as a tenant of the airport; the Coast Guard is the biggest payroll in Clatsop County.

- Commissioner Spence comments that the new flight school at the airport is attracting additional aeronautical business. Spence adds that with the Coast Guard and Life Flight stationed at the airport, the airport is a major hub for air and helicopter activity.
- Commissioner Hill comments that he is in agreement with the Executive Director's priorities. Hill adds that an issue remains at the EMB, with the remaining tenants still paying moorage rates for services that are no longer provided due to the deterioration of the basin.
- Commissioner Stevens suggests that the Pier 2 grant management be listed as its own goal separate from the rehabilitation of Pier 2.
- Stevens notes that the Federal Aviation Administration (FAA) has invested roughly five to six million dollars into the airport in the last five years and will be investing additional funds in upcoming years; it would be foolish not to prioritize the airport.
- Each commissioner is asked to submit their top five priorities.
- Isom refers to the Port's mission statement and notes that priorities should be viewed through the lens of job creation for the community.

Public Comment for items not on the agenda:

Citizen Thomas Teseniar speaks to the Commission regarding marina slip reservations for the Astoria Warrenton Crab & Wine Festival. Teseniar asks the Commission to consider a policy change for mooring during the wine-tasting festival weekend to ensure the availability of slips for individuals who want to attend. Teseniar suggests implementing a reservation system with an upfront payment and no refunds to address issues with yacht clubs reserving spots that go unused. Please see meeting audio for the complete comment.

Executive Director Comments:

- The Workshop Commission meeting has been pushed back one week and will be held on January 23rd, 2024.
- There will be presentations at the next Commission meeting from Greg Morrill of Bergerson Construction regarding the Pier 2 rehabilitation project and Julie Fahey of audit firm Talbot, Korvola, & Warwick (TKW) regarding the FY 2022-2023 audit results.

Upcoming Meeting Dates:

- Workshop Session – January 23, 2024 at 4:00 PM
- Regular Session – February 7, 2024 at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:03 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant

March 19, 2024

Date Approved by Commission