

**MEETING MINUTES  
APRIL 5, 2022**

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

**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.

Commissioner Campbell attended via teleconference; the call lost connection at 4:10 pm.

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

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

**Special Guests:** Executive Director of the Clatsop Community College Foundation Angee Hunt; Clatsop Community College Foundation Board Chair Cliff Fick; and Vice-Chair David Oser.

**Also Attending:** Astoria City Councilor Tom Brownson and Ethan Myers of *The Astorian*.

**Commission Reports:**

**Commissioner McClaine** had nothing to report.

**Commissioner Rohne** had nothing to report.

**Commissioner Stevens** reported on the following:

- Has received complaints from members of the Airport Advisory Committee (AAC) about the airport facility fee. There have been a lot of comments on social media directed at the airport and the Port regarding this topic.

**Commissioner Campbell** reported on the following:

- It was his understanding that the airport facility fee has not been implemented. The individual that came and complained the other day was extremely upset. He works for Mann's aircraft in Aurora.
- Commissioner Spence notes that it is on hold since he never signed the resolution; this topic can be put on the next agenda for discussion.
- Executive Director Isom adds that he and Deputy Director McGrath did meet with Commissioner Campbell and John Raichel, who is on the Airport Advisory Committee (AAC). At its core, the intent to introduce fees is a further effort to make the airside at the airport more sustainable. This reasoning has been driven by the Finance and Budget Committees. The Port is sensitive to the fact that if specific fees or types of fees are seen as unreasonable or if they could potentially limit the volume of activity, then that is a concern. This is similar to a discussion we had a couple of years ago regarding increasing the fuel price at the airport. If you charge too much, you could drive away traffic. Last year, the commission approved an increase in hangar rents which was the first increase since the 1990s. The reasoning for not increasing the rates had been that higher increases would mean more vacancy rates. The Port does not want to drive business away, but at the same time,

there is a need to make the business model more sustainable. With the development of the landside and the Airport Industrial Park (AIP) helping to solve some of the issues financially, we want to make sure that not all of the excess revenues on the landside go to subsidize the airside. For decades, the waterfront revenues have subsidized other businesses of the Port, such as the airport. As the AIP starts generating revenue, we must identify which parts of that revenue are going to stay on that landside for future improvements and what parts can be spent on the airside. After the meeting with Campbell and Raichl, staff was directed to develop an amended plan. The amended plan would then be reviewed before being presented to the commission. Deputy Director McGrath says that obviously, the Port doesn't want to be blacklisted, but this should be easy to solve. It's more of an application problem rather than the fees. We need to figure out the definitions and how the fees will be implemented.

- Commissioner Rhone comments that activities of the Port should be self-sustaining. The Port seeks grant money because they are not. If we're taking money from the waterfront to subsidize other areas, and the waterfront is falling into the water, we need to break that cycle. The Commission passed a resolution, and it's concerning that because some commissioners didn't like it, it was not implemented. Commissioner Spence states that this discussion will continue at the next meeting.

Commissioner Spence reported on the following:

- What a beautiful day it is, and it would only be better if the Caribbean Princess were docked here. The sunshine is indicative of where we are, "coming out of the dark ages." This is the first in-person Commission meeting since 2019; the Port has not had a cruise ship for two-and-a-half years and has lost millions of dollars. On the agenda, we have the Waterfront Master Plan approval; Spence would like to thank the City of Astoria for its support and funding. There will be an Airport Master Plan later this year, and the Boatyard Expansion study will be completed soon. This is the dawn of a new era, and we have an excellent Commission and management.

#### **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 – 3/15/2022 Workshop Session  
Commissioner Spence notes that for the minutes, on page five, the position of Spence on the CREST board is chairman, not president.
- Financials – February 2022
- Event Calendar – April 2022

*Commissioner Rhone moved to approve the consent calendar as amended. Commissioner McClaine seconded. The motion carried unanimously 4-0 amongst the Commissioners present.*

#### **Presentation:**

##### **8a. Clatsop Community College Foundation – David Oser**

The Clatsop Community College Foundation Chairman, Cliff Fick, the Vice-Chair, David Oser, and Executive Director, Angie Hunt, present a PowerPoint presentation to the Commission. The Clatsop Community College Foundation is hosting a "Be Part of the Magic" fundraising event to raise funds for the foundation to support the Clatsop Community College (CCC) students. Traditionally the CCC foundation has offered scholarships primarily to transfer and Associate Degree-seeking students, but since the pandemic began, the CCC foundation has expanded its

focus. The CCC Foundation is also looking at how to partner with employers to connect students with employers. For the complete presentation, please see meeting audio.

- Commissioner Stevens comments that the Maritime Science program is wonderful, and he has personally benefited from taking courses.

#### **Action Items:**

##### **9a. Astoria Waterfront Master Plan Approval**

Executive Director Isom explains that the Astoria Waterfront Master Plan (AWMP) in partnership with the City of Astoria has been in process for the last eight months. The plan has gone through several different levels, beginning with establishing a project advisory committee. A draft AWMP was presented to the Commission at the last Commission meeting. Based on the discussion at the meeting, minor edits have been made to the plan, including cleaning up the language concerning the proposed restaurant on the waterfront and consistency in naming throughout the document. Tonight the Port is asking for adoption of the plan from the Commission. The AWMP will be on the agenda for adoption from the City of Astoria at the May 2<sup>nd</sup> meeting.

- Commissioner Rohne notes how well the collaboration has gone and thanks the City for their support and for funding this project. Rohne adds that having a third party facilitate discussions with all of the parties involved has brought clarity and created a practical roadmap for all to support and move forward with to advance our collective interests for the region.
- Commissioner Stevens asks if there was a response from Walker Macy to the questions concerning regulatory or Port security problems.
- Commissioner Spence adds that the joint cooperation with the City of Astoria has been outstanding. The statements have been ongoing that the City and Port are committed to implementing the AWMP. Initially, there will be a focus on low-hanging fruit and short-term projects. This is a monumental project to be implemented on behalf of the City and Port of Astoria.
- Commissioner Stevens asks, with regard to implementation, is there any leeway to deviate. For example, the orientation of a building or the style of the restaurant. Isom explains that priority number one is to focus on easy wins such as improving lighting and wayfinding and simplifying zoning in plan areas. This will allow The City and Port to better understand what can be built. Some areas may offer more leniency, while others will be more granular. Isom adds that before the city modifies zoning codes, the city will want to see the footprint for each site. The amount of flexibility with the code will be area and project-specific.

*Commissioner Rohne moved to approve the Astoria Waterfront Master Plan. Commissioner McClaine seconded. The motion carried unanimously 4-0 amongst the Commissioners present.*

##### **9b. Airport Grants – DBE Policy**

Deputy Director McGrath explains that in September of 2018, the Port Commission adopted a Disadvantaged Business Enterprise (DBE) Program mandated by the Department of Transportation (DOT) code of federal regulations. To maintain the DBE program, it must be revisited to ensure the Port is in compliance with the Code of Federal Regulations (CFR). McGrath refers to the DBE policy on page 15 of the packet and explains that minor changes have been made to the policy, including updating the DBE Liaison Officer (DBELO) and removing *The Oregonian* regional newspaper from the distribution list. The Port is looking for approval from the Commission for the Executive Director to sign the DBE Policy. The document will then be sent to Precision Approach Engineering to submit to the Federal Aviation Administration (FAA) for approval.

*Commissioner Stevens moved to approve the Policy Statement for Section 26.1, 26.23 Objectives/Policy Statement. Commissioner Rohne seconded. The motion carried unanimously 4-0 amongst the Commissioners present.*

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

There were no requests for public comment. Spence notes that he has instructed staff to continue offering Commission meetings in a hybrid format.

**Executive Director Comments:**

- The Caribbean Princess cruise ship, expected to arrive today, has canceled its visit. The next ship scheduled is The Koningsdam on April 8<sup>th</sup>. In years past, cancellations were sporadic and usually weather-based. Isom has spoken with Terminal and Customer Support Manager, Sue Transue, to work on developing a sliding scale of fees depending on the date of cancellation and the expected dockage fees. Currently, per the Port's tariff, the cancellation fee is \$250.00. There are a number of different entities that are affected when a cruise ship cancels. As we move forward, this issue needs to be addressed. Commissioner McClaine notes that Port security and Port maintenance departments spend a lot of time preparing the piers for these vessels. Those man hours should be included in the discussion about the cancellation fee.
- The Area of Concern (AOC) 4 consent judgment has been finalized and signed by the Port. This will be a long-term project. The Port will begin the permitting process and then move on to a request for qualifications process and the hiring of a project manager. The Port approved the consent judgment last year; it is now finalized after a period of public comment with the Department of Environmental Quality (DEQ), and signatures have been collected from all parties involved. Some funds have already been received from the responsible parties through the Port's attorney's office. DEQ is the custodian of the funds, but the funds can only be released by request of the Port. The Port has the funds to complete initial permitting and construction fully, and it will be the Port's responsibility to cover ongoing monitoring and maintenance.
- The hiring process is complete for the finance department; Rachel Johnson will begin on June 13<sup>th</sup>. Additionally, Chris Gibbs has been hired as a full-time airport attendant.
- ILWU negotiations continue for longshore represented employees. The next meeting is scheduled for April 21<sup>st</sup>. The Port is looking to have an agreement in place before the current agreement expires on June 30<sup>th</sup>.
- Budget preparation is in full swing. The first Budget Committee meeting will be on May 4<sup>th</sup>. There is still a vacancy on the Budget Committee. Materials from interested applicants must be received before the next Commission meeting.
- Isom has spoken with Accounting and Business Services Manager Melanie Howard, and there may be a need for a supplemental budget for FY 2021-2022. Revenues are trending at 114% of budget, and expenditures are at 104% of budget. Per budget law, a supplemental budget is required if there is an exceedance of expenses. Isom notes that the most significant driver is the price of fuel.
- The Astoria Rotary Club has requested that a Port representative give a five-minute overview at their lunch meeting on May 9<sup>th</sup> or May 23<sup>rd</sup>. Isom asks if a Commissioner is interested in attending one of these meetings.
- The Astoria-Warrenton Chamber of Commerce has requested a Port representative join the Chamber's breakfast on April 26<sup>th</sup> at 8 am for a roundtable talk and discussion.
- There is a Uniontown cleanup scheduled for May 21<sup>st</sup> at 9 am. The meeting location is to be determined.
- Senator Wyden is hosting a Clatsop County Townhall online via Facebook live on Tuesday, April 12<sup>th</sup>.

**Upcoming Meeting Dates:**

- Workshop Session – April 19, 2022 at 4:00 PM
- Regular Session – May 3, 2022 at 4:00 PM
- Budget Committee Meeting – May 4, 2022 at 1:00 PM

**Adjourned:**

Chairman Spence adjourned the meeting at 5:23 PM.

**APPROVED:**

Frank Spence, Board Chairman  
Board of Commissioners

**ATTEST:**

Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant – Administrative Coordinator

June 14, 2022

Date Approved by Commission