



**MEETING MINUTES
APRIL 18, 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.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Finance, HR, and Business Services Manager Melanie Howard.

Port Counsel: Eileen Eakins.

Also Attending: Cruise Marketing Director Bruce Connor and Astoria City Councilor Tom Brownson.

Pledge of Allegiance

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment:

No public comment was received.

Advisory Items:

6a. Second Reading, ORDINANCE AMENDING ORDINANCE 97-01 AND ENACTING REGULATIONS AND PENALTIES FOR CERTAIN AIRPORT ACTIVITIES

Commissioner Rohne introduces the Ordinance and comments that copies of the Ordinance are available at the Port office. Deputy Director McGrath notes that there has been one comment received concerning the revised Ordinance. McGrath refers to the Government Aircraft section 2.9 on page seven of the packet; the section defines government aircraft. The recommendation was to include the Space Force governmental agency. Commissioner Rohne notes that the Commission has chosen to adopt the Ordinance by reading the title only as copies of the Ordinance have been available to the public.

- Commissioner Stevens inquires if there is a reason the wording is “Shall” and not “May”. Port Counsel Eileen Eakins explains the reasoning why either word can be used and what the recommended language for an Ordinance is. For the full discussion, please see meeting audio.

Commissioner Campbell moved to adopt the Ordinance Amending Ordinance 97-01 and Enacting Regulations and Penalties for Certain Airport Activities. Commissioner Stevens seconded. The motion carried 5-0 amongst the Commissioners present.

6b. Marina Discussion – Janice Burk

Marina Manager Janice Burk steps up to the podium and shares an update about the current state of the Marina. Highlights include:

- The West Basin Replacement Project has replaced failing 9-inch piles with new 12-inch steel piles. When the pile replacement project started in 2019, there were over 200 failing piles identified to be replaced; there are now 79 piles still in need of replacement. Burk shares a slide of current piling conditions at the Marina.
- The West Basin Dredging Project began in 2017. Burk shares bathymetry slides showing progress year-over-year. Twelve thousand cubic yards were removed in 2017. The project was then put on hiatus during the COVID-19 pandemic. In 2020, the Port contracted with Bergerson Construction for a three-year dredging contract at the West Basin. Over 29,000 cubic yards were removed in the final dredge season. The project is now complete. In total, over 87,000 cubic yards were removed from the West Basin Marina. This has helped the Marina tremendously.
- The Marina has 144 boaters currently on the waiting list. The majority of the waiting list is for boaters in need of a 30-foot slip.
- Marina rates have been increasing for the last seven years though there was no rate increase during the COVID-19 pandemic. Two years ago, the Commission approved increased rates for guest moorage including different rates for the peak summer season and winter off-season. There will be another increase coming this July. Cancellations have been minimal, and of those who have canceled many have asked to be put back on the waitlist.
- Fuel sales have increased year-over-year. Fuel sales are highest in the summer months, especially in August. Average unleaded fuel sales are 70,000 gallons annually, and diesel sales average 45,000 gallons annually.
- Marina staff are busy with general dock maintenance throughout the year. Marina staff are currently working on landscaping.
- Future projects include adding power to the T-dock, installing fencing at the entrance to each dock, and enclosing the garbage receptacles near the Chinook Building.

Burk opens the discussion to meeting attendees. Comments include:

- Tom Brownson notes that security is in issue at the Marina. It is good to hear that there are plans for security.
- Brownson inquires as to the specific depths noted in the West Basin bathymetry slides. Burk explains the color-coding system of the bathymetry slides explaining the various depths throughout the West Basin Marina.
- Brownson inquires as to the impact of the sports fishing boats in the Marina. Burk explains that they do strain the Marina facilities more than the average boater, and they pay a slightly higher fee.
- Brownson inquires if the Marina Advisory Board Committee will be meeting. Brownson would like tenants to have a seat at the table in regard to how the Marina will be impacted by the Astoria Waterfront Master Plan (AWMP). Commissioner Rohne comments that the idea is that today's meeting serves as a Marina Advisory Board meeting.
- Commissioner Rohne inquires if Burk is satisfied with current Marina rates. Burk answers that she is happy with the current rates but would like to come to the Commission next year for a rate increase. Currently, the West Basin Marina rates are the leader in the area. The Warrenton Marina rates are slightly lower than the West Basin Marina, but the West Basin Marina facility offers more services.
- Commissioner Campbell comments that the Port should look at charging guide boats and tours to capture revenue. Tom Brownson agrees and adds that the City of Astoria has

looked at this as well. Currently, many guide boats and tours are not getting licenses from the City.

- Executive Director Isom thanks Janice Burk for her work. When Isom started eight years ago, the Marina was budgeted to lose \$300,000 per year. The Marina is now profitable. The Marina is a success story for the Port.
- Isom adds that he has been in contact with Steve Fick concerning sport fishermen. There are a number of factors to think about in regard to compliance, legality, and logistics. The reality is that there is revenue captured by the Port through parking revenue, but the Port is open to ideas on how to best capitalize on this.
- Isom adds that in regard to the Marina Advisory Committee, it has been a problem in the past to find tenants to participate in the committee. Rohne adds that the Commission can act as the Marina Advisory Board annually if needed.
- A member of the audience inquires if guide boats are using the T-dock and inquires if there is a way to move guide boats to a shallower slip.
- Brownson inquires how long it was before the Marina was fully dredged and if the Port should be planning future dredging for the West Basin Marina. McGrath adds that now bathymetry surveys are received annually to give the Port a good idea of when dredging will be needed. The Port does not expect to dredge the West Basin Marina for ten years.
- A Marina tenant commented that the annual race to Victoria, BC moved their base to Ilwaco as they ran aground in the West Basin Marina.

The Commissioners thank Burk for her presentation.

6c. Seatrade Update – Bruce Connor

Cruise Industry Marketing Director Bruce Conner gives a brief update about the 2023 Seatrade Conference. Highlights include:

- Conner attends this annual conference in Fort Lauderdale, Florida, as the Vice-President of Cruise the West. Conner hosted the Cruise the West reception this year with 84 cruise executives in attendance.
- Conner met with Justin Mason, the Vice President of SSA Marine. Port leadership staff will meet with Justin Mason in early May. There are challenges related to infrastructure in the area.
- Norwegian Cruises has committed to bringing the Norwegian Bliss and the Norwegian Encore to Astoria in 2024-2025. The Port will need to demonstrate that we can accommodate the transport of passengers from the ships to downtown. Conner adds that there will be two double-decker busses available for the Clatsop Cruise Hosts to sell tickets for passenger transport.
- Commissioner McClaine thanks Connor for his efforts in the cruise industry over the years. McClaine inquires when cruise passengers were last surveyed in Astoria. Conner answers that Cruiseline has surveyed cruise passengers nationally, but there has not been an Astoria-specific survey.

Action Items:

7a. Request for Expenditure #0142 West Mooring Basin Parking Meter

Deputy Director McGrath explains that roughly seven years ago, the Port purchased four Ven-Tek parking meters. Meters are currently located at the Riverwalk Inn parking lot, the Journey's End parking lot, and two at the East Basin Marina. The Port owns a lot at the base of the Cannery Pier Hotel and an additional lot east of the Chinook Building. The additional meter would capture parking revenue for those lots. The cost of the meter will be recovered by parking revenue within several months. The Port would like to have the meter installed by July. Isom adds that this

project will also be beneficial in the future in regard to development for the Astoria Waterfront Mater Plan (AWMP).

Commissioner McClaine moved to approve the Request for Expenditure #0142 West Mooring Basin Parking Meter in the amount of \$12,385. Commissioner Stevens 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:

- Attended the Clatsop Economic Development Resources (CEDR) conference. The Port was well represented, with three Commissioners in attendance as well as staff.

Commissioner Spence commented on the following:

- Notes the length on the West Mooring Basin waiting list for slips and urges for the East Mooring Basin rehabilitation project to move forward as soon as possible.
- In regard to the AWMP, the installation of wayfinding signage on the Riverwalk and bollard lights are identified as low-hanging fruits. For continuity's sake, would like the City to continue the wayfinding signs towards Portway St. This would be beneficial for cruise passengers. Would also like to see the demolition of the Chinook building as identified in the AWMP.

Commissioner McClaine commented on the following:

- Enjoyed the CEDR award dinner. Would like to challenge the Port to look forward five years and look into becoming an awardee.

Commissioner Rohne did not have any comments.

Executive Director Comments:

- The Port is a recipient of a \$25,000 planning grant award for the expansion of the boatyard from Northwest Oregon Works. Boatyard Manager Brendon Stock was integral in securing the grant. Northwest Oregon Works Chief Compliance Officer, Jason Swain, will be at the Port this Friday to present the check to the Port; Commissioners are welcome to attend.
- The Executive Director of the Pacific Northwest Waterways Association (PNWA), Heather Stebbings, will be visiting the Port tomorrow. The objective of the visit is to showcase the Port's priorities and how they align with PNWA's.
- Met with Meg Leatherman with the City of Astoria to sign the code amendment documents. The code amendment will now go to the Astoria City Council for review.
- Last Friday, Isom traveled to Newport to testify at the joint Ways and Means Committee. It was well attended with 250-300 people. There were 200 people registered to speak. Fortunately, Isom was selected to speak before time ran out. Senator Weber was in attendance.

Upcoming Meeting Dates:

- Regular Session – May 2, 2023 at 4:00 PM
- Budget Committee – May 10, 2023 at 12:00 PM
- Workshop Session – May 16, 2023 at 4:00 PM

Adjourned:

Chairman Rohne adjourned the meeting at 5:08 PM.

APPROVED:



Dirk Rohne, Board Chairman
Board of Commissioners

ATTEST:



Frank R. Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

June 06, 2023

Date Approved by Commission