

**Board of Commissioners**

Frank Spence – Chairman  
Robert Stevens – Vice-Chair  
Dirk Rohne – Secretary  
James Campbell – Treasurer  
Scott McClaine – Assistant Secretary/Treasurer

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**Regular Session**

February 1, 2022 @ 4:00 PM

Via Videoconference\*

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\*To maintain social distancing, this meeting will be held via Zoom. Please see page 2 for login instructions.  
Public comment can be submitted via email to [admin@portofastoria.com](mailto:admin@portofastoria.com) until 5PM on Monday, January 31, 2022.  
A link to the recording will be available on the Port website at [www.portofastoria.com](http://www.portofastoria.com).

**Agenda**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COMMISSION REPORTS
5. CHANGES/ADDITIONS TO THE AGENDA
6. PUBLIC COMMENT – for items on the agenda, when not covered by a public hearing  
This is an opportunity to speak to the Commission for 3 minutes regarding any item on the agenda.  
Public comment received by the deadline will be read aloud at the meeting.
7. CONSENT CALENDAR:  
Meeting Minutes –
  - Regular Session 12/07/2021 ..... 3
  - Workshop Session 12/21/2021 ..... 8
  - Finance Committee Meeting Minutes 1/12/2022 ..... 13
  - a. Financials – December 2021 ..... 17
  - b. Event Calendar – February 2022 ..... 22
8. ADVISORY:
  - a. Maintenance Update – Joe Tadei
9. PUBLIC COMMENT – for non-agenda items  
This is an opportunity to speak to the Commission for 3 minutes regarding Port concerns not on the agenda.  
Public comment received by the deadline will be read aloud during the meeting.
10. EXECUTIVE DIRECTOR COMMENTS
11. UPCOMING MEETING DATES:
  - a. Workshop Session – February 15, 2022 at 4:00 PM
  - b. Regular Session – March 1, 2022 at 4:00 PM
12. ADJOURN

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

**Board of Commissioners**  
**HOW TO JOIN THE ZOOM MEETING:**

**Online:** Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUElxNy9hYTFPQTlzQT09>  
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

**Dial In:** (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at [admin@portofastoria.com](mailto:admin@portofastoria.com).

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**MEETING MINUTES  
DECEMBER 7, 2021**

**PORT OF ASTORIA**

**REGULAR SESSION**

Meeting held via videoconference due to social distancing measures

**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; Finance & HR Manager Jim Grey; and Executive Assistant / Administrative Coordinator Stacy Bandy.

**Port Counsel:** Eileen Eakins.

**Also Attending:** Bob Dorn, George Dunkel, Bud Shoemake, Bill Cook, Cindy Yingst of *The Columbia Press*; Ethan Myers of *The Astorian*; David Oser of the Port of Astoria Finance Committee; Melanie Olson; David Harlan; Mike Francis; Laura Runnion; Kurt England; and Tom Bronson.

**Commission Reports:**

**Commissioner McClaine** had nothing to report.

**Commissioner Campbell** had nothing to report.

**Commissioner Stevens** reported on the following:

- Has been communicating with Representative Weber's staffer, Katy Pritchard, to finalize the details for Representative Weber's visit.

**Commissioner Rohne** reported on the following:

- Attended a countywide task force meeting regarding a biodigester feasibility study. The study would address the challenges and opportunities of a biodigester. In basic terms, this could help the cities of Warrenton and Astoria. Stakeholders are asked to contribute to the study. A small contribution would show that the Port is also a partner with the City of Warrenton and Clatsop County. Assistant County Manager, Monica Steele, will be providing a memo for the Commissioners to review at the next meeting.

**Commissioner Spence** reported on the following:

- Next Tuesday at 5:30 pm, the City of Astoria and the Port will hold the second public hearing for the Waterfront Master Plan.

**Changes/Additions to the Agenda:**

Commissioner Spence added action number 9e to change the date of the next Regular Commission meeting.

**Public Comment for items on the agenda:**

There was a request for public comment from Kurt Englund. Englund begins by noting that he would like to support the projects at Hyak Marine and the Port of Astoria's boatyard. Englund comments that both projects are viable and great for the area. Over the years, boats have been a big economic boost to the area. On the fish boat side with AMCO leaving, this area has lost fish boats to other areas. Between the Hyak operation and the boatyard's expansion, both projects can feed off each other. The Columbia area could become a hub for boat work from small to larger commercial operations. Englund closes by encouraging support for both projects.

**Consent Calendar:**

The Consent Calendar consisted of the following:

- Meeting Minutes – 10/19/2021 Workshop Session & 11/02/2021 Regular Session
- Financials – October 2021
- Event Calendar – December 2021

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

**Presentation:****9a. Hyak Marine Presentation presented by Bob Dorn**

Bob Dorn thanks the Commissioners for their time and refers to the presentation materials in the packet. Dorn thanks the Port for the letter of support for Hyak Marine.

Hyak has invested over ten million dollars into the Tongue Point facilities in the last four years. The seaplane ramp capacity has been increased, and larger equipment has been purchased. Dorn cautions that shipyards are difficult to keep on track. There is a need for a lot of expensive equipment and expertise is required to operate a larger boatyard facility. Dorn believes it is not possible for the Port's boatyard to "do something else" without competing with Hyak. Dorn implores the Port not to seek a larger lift as he views it would be in competition with operations at Tongue Point. Please see the meeting audio for the complete discussion.

**Action Items:****9a. RFE# 0115 – Future Hangar Development**

Deputy Director McGrath refers to the request for expenditure on page 35 in the packet. The Port is looking for approval to perform a wetlands delineation report. The Airport Layout Plan identifies the area next to the Coast Guard and the Bales hangar for development. The ALP includes building three hangars adjacent to the airport FBO building and a landside building. The RFE is for \$14,902 with Environmental Science Associates to perform the delineation study. Commissioner Stevens asks if the Airport Advisory Committee has been included in this discussion. McGrath answers that he has not brought this specific item to the AAC.

*Commissioner Campbell moved to table the RFE until the AAC can discuss it at their next meeting. Commissioner McClaine seconded. The roll call vote occurred as follows:*

*Commissioner McClaine: Yes.*

*Commissioner Rohne: No.*

*Commissioner Stevens: Yes.*

*Commissioner Campbell: Yes.*

*Commissioner Rohne: Yes.*

*The motion carried 4-1 amongst the Commissioners present.*

**9b. RFE# 0116 – Travelift Replacement Wheel Assembly**

McGrath refers to the RFE on page 66 of the packet. RFE #0116 totals \$9,432.11 for a replacement wheel and assembly for the Travelift. This would be a spare so that there will not be any downtime

if there is a tire failure. McGrath refers to section C of the RFE, which shows that the refurbishment of the boatyard dually forklift will be forgone to accommodate for this expenditure.

Commissioner Rohne moved to approve the contract with Kendrick Equipment in the amount of \$9432.11. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9c. Executive Director Evaluation/Contract – Presented by George Dunkel SDAO

George Dunkel, the Port consultant with the Special Districts Association of Oregon, explains that the Commission met in Executive Session at 3 pm prior to the Regular Commission meeting to conduct the annual review for the Executive Director. Dunkel compiled evaluations from each Commissioner concerning Isom's performance. Dunkel notes that he was impressed with the effort put forth in writing and submitting the reviews. The Commissioners prepared a very positive review of Isom. Areas of review concerning Isom's performance in relation to communications, use of Port facilities, managing the budget, and managing personnel were in the commendable category. It is obvious the Port and commission have moved in a positive direction. The Commissioners thank Dunkel for his work.

9d. Consideration of Proposed Amendments to the Executive Director's Compensation & Benefit Package

Commissioner Spence refers to the results presented by George Dunkel concerning Isom's performance review. The report notes the exemplary way Isom has performed his duties in the last two and a half years, including stabilizing Port finances in the face of the COVID-19 epidemic amid a loss of cruise ship and timber revenue, developing a good and trusting relationship with the City of Astoria as well as federal and state representatives, being responsible for Port operations and being proactive and moving forward with the AWMP, as well as many other successes. Spence recommends the following changes: a base salary of \$168,375 annually, a car allowance of \$650 per month, and the purchase of a Port iPhone. Spence opens the floor for discussion. Commissioner McClaine notes that the phone purchase is restricted to an iPhone and requests that the phone purchase be at the Director's discretion; there is consensus to remove the iPhone restriction. Spence continues that the salary compensation is based on the previous director's salary from three years ago. For complete discussion, please see meeting audio.

Commissioner Spence moved to adopt the following changes to Director Isom's compensation package: an extension through 2024, a base salary of \$168,375, a \$650 monthly car allowance, and the purchase of a Port phone. Commissioner Campbell seconded. The roll call vote occurred as follows:

Commissioner McClaine: Yes.

Commissioner Rohne: Yes.

Commissioner Stevens: Yes.

Commissioner Campbell: Yes.

Commissioner Spence: Yes.

The motion carried unanimously 5-0 amongst the Commissioners present.

Commissioner Rohne moved to extend Executive Director Isom's contract effective December 1<sup>st</sup>, 2021, to approve the amendments to Isom's employment agreement effective December 1<sup>st</sup>, 2021 and to authorize Commissioner Spence to sign Isom's employment agreement with approved amendments. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

9e. Change the Date of the January Regular Commission Meeting

Commissioner Spence notes that the Regular January Commission meeting is scheduled for

Tuesday, January 4<sup>th</sup>, the Tuesday following the New Year's Holiday. Spence recommends moving the Regular January session to January 11<sup>th</sup>.

Commissioner Campbell moved to move the January 4<sup>th</sup> meeting to the following Tuesday, January 11<sup>th</sup>. Commissioner Rohne seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

**Port Counsel Comments:**

Port attorney Eileen Eakins explains that she and Isom agreed that economically it is logical that Eakins only attend Port meetings that have a need for her presence. Eakins comments that she has represented the Port for roughly five years and is encouraged by the promising direction the Port is headed. Eakins has worked directly with Isom and agrees with the Commission concerning his performance. Eakins congratulates all for steering the Port in such a positive direction.

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

There were no requests for public comment.

**Executive Director Comments:**

- Isom appreciates the support from the Commission. Isom recently was looking through meeting minutes from 2013-2014, and Isom notes the Port has come a long way from that time.
- Met with Assistant County Manager Monica Steele yesterday regarding several issues, including looking at the Port's use of Clatsop County Industrial Revolving funds at the Airport Industrial Park. This had been brought up previously, but the county needed more information concerning the North Coast Business Park. Isom and McGrath will be meeting with the County Manager.
- Dredging is delayed; there have been mechanical issues, and the maintenance department is waiting for replacement parts.
- Had a conversation with Ports Manager with Business Oregon, Stephanie Prybyl. She has relocated and will be transitioning out of her current role. There is not a set timeline for her departure. Stephanie has been integral in working with the Port for the Strategic Plan.
- Isom will be attending an AWMP advisory committee meeting directly after this meeting. The second public forum for the AWMP will be held virtually next Tuesday at 5pm.
- Representative Weber's visit to the Port has been re-scheduled for January 20<sup>th</sup>
- Commissioner McClaine comments that Isom does not work a 40-hour workweek; he has observed the Executive Director working at all hours.

**Upcoming Meeting Dates:**

- Workshop Session – December 21, 2021, at 4:00 PM
- Regular Session – January 11, 2022 at 4:00 PM

**Adjourned:**

Chairman Spence adjourned the meeting at 5:32 PM.

**APPROVED:**

**ATTEST:**

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Frank Spence, Board Chairman  
Board of Commissioners

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Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant – Administrative Coordinator

February 1, 2022  
Date Approved by Commission

DRAFT



**MEETING MINUTES  
DECEMBER 21, 2021**

**PORT OF ASTORIA  
WORKSHOP SESSION**

Meeting held via videoconference due to the COVID-19 pandemic

**Call to Order:**

Chairman Spence called the Workshop 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; Finance & HR Manager Jim Grey; Accounting & Business Services Manager Melanie Howard, and Executive Assistant / Administrative Coordinator Stacy Bandy.

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

**Also Attending:** Grants Consultant Shane Jensen and Ethan Myers of *The Astorian*

**Changes/Additions to the Agenda:**

There were no changes or additions to the agenda. Commissioner McClaine inquires if the airport delineation study RFE has been referred to the AAC (Airport Advisory Committee). Commissioners agree to address this question during the commission comments.

**Public Comment:**

There were no requests for public comment.

**Action Items:**

**6a. Support Biodigester Feasibility Study**

Executive Director Isom refers to the letter from Assistant County Manager, Monica Steele, on page three of the packet. The letter is regarding a feasibility study for a biodigester in Clatsop County. Isom and Deputy Director McGrath have been a part of the process early on along with a number of different stakeholders, including Business Oregon and DEQ. It was decided amongst the group to have Clatsop County lead the project. The county has asked a number of different entities for contributions to help fund the feasibility study. Commissioner Rohne comments that in the spirit of collaboration and cooperation it's important that the Port contribute where it can. Rohne suggests a \$1,000 contribution. Rohne notes that the Airport Industrial Park has been identified as a potential site for the project. Rohne adds that a biodigester could help serve the breweries, distilleries, and seafood processors in the area. Commissioner Campbell asks how exactly this biodigester functions. Rohne explains that the wastewater treatment facilities in the Astoria - Warrenton area cannot handle the waste produced by businesses such as breweries and seafood processors. Rohne explains that waste products would go into the biodigester and the material coming out would become an easier material for the wastewater systems to handle and potentially



could have value as a fertilizer. The feasibility study would thoroughly investigate these possibilities. Commissioner Stevens asks which entities have received this letter. Isom explains that local breweries and seafood processors have also received the letter. Stevens also inquires if the Port would share in the returns of the materials produced from the biodigester. Commissioner Rohne adds that this is a question that the study would answer; this is not a private concern, but a county-wide concern. The Port is a natural partner with the cities of Warrenton and Astoria. For complete discussion please see the meeting audio recording.

Commissioner Rhone moved to approve the Port's contribution of \$1000 to Clatsop County for the county-wide biodigester feasibility study. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

### **Advisory/Discussion Items:**

#### **7a. Grants Update – Shane Jensen**

Jensen begins with an update about the airport tide gate grant application. Jensen has received notice that Business Oregon has tentatively approved the grant; an award notice will follow. The goal of this project is to prepare for further commercial and industrial development at the airport industrial park by addressing wetlands issues and specifically the Vera Slough tide gate. A grant application for Pier 2 West was submitted in July of this year through the Maritime Administration requesting \$18.2 million dollars. This application is currently under review by MARAD; a decision is expected in early 2022. Regarding the Airport Master Plan, Mead & Hunt has submitted their fee estimate and the Port is waiting for an independent fee estimate from a separate firm. Once that is received, the Port will be receiving grant agreements from the FAA to move forward with the Airport Master Plan. The Port is awaiting notice for a grant submitted to the Connect Oregon program for the East Mooring Basin Causeway, a decision is expected in 2022. This request totaled roughly \$8 million dollars to rebuild the causeway. The Boatyard expansion feasibility study is currently in progress. This study is partially financed through the Port Planning and Marketing Fund, a Business Oregon program. The airport wastewater system project under the Critical Oregon Airport Relief program is now complete and post-award reporting is underway. The Port has received roughly \$100,000 in reimbursement under the COAR grant program. The FAA grants are underway through the Coronavirus Response and Relief Supplemental Appropriations Act and the Airport Rescue Grant program. The Port received \$13,000 this year and should receive \$32,000 next year from these programs for specific airport expenses. A pre-application is under development through Business Oregon for their industrial lands program, this application is complementary to the Airport Tide Gate grant for planning and feasibility relating to industrially zoned land. An application to the Economic Development Administration is also underway for the East Mooring Basin Causeway project. Jensen asks if the Commissioners have any questions.

- Commissioner Campbell asks which agencies the Port has applied to for grants for the East Basin Causeway. Jensen answers that the Port applied through the Connect Oregon grant program.
- Commissioner Rohne comments that in conversations with the City of Warrenton there was discussion to include using terms such as “climate resiliency” as a way to justify funding and one idea was to apply for pumps. Rohne asks if pumps are included in the grant application. Jensen explains that the tide gate project would not be a single or two-phase approach. This particular program would fund a wetlands delineation study, a tide gate design, a preliminary environmental permitting feasibility, and a review of existing documents pertaining to the Vera Slough tide gate. The Port is not looking at pumps at this point in the process.
- Commissioner McClaine asks that, concerning the Pier 2 West request, there is a cost match requirement. McClaine is concerned as the Port has had issues in the past with cost matching requirements. Rohne explains that previously there had been a lack of

communication between the Port and the grant agencies, which caused the Port to have to return the grant funding. Isom adds that the key is to be clear and to communicate and identify with the granting agencies how the match funding is to be obtained. The Port has been forthright with how it plans on matching funds.

- McGrath clarifies that the Port has not yet received the fee estimate from Mead & Hunt in regard to the Airport Master Plan, but is expecting to receive the estimate on January 5<sup>th</sup>.

#### 7b. Executive Director Update

- Isom asks McGrath to begin with operational updates. McGrath held a pre-dredge meeting today with the sediment evaluation team from the Army Core of Engineers. Dredging will begin in the West Basin next week. Waterfront work in Slip 1 will begin next to replace derelict piles and remove sunken logs. The Scoular project at the airport is ongoing; there have been weather-related delays. The project is expected to be completed in July. The I&I project is complete. The airport FBO project is ongoing, and work will continue through the summer. McGrath has contacted Olson Asphalt to discuss repairs to elk fencing and vegetation. This work can be completed in January. In relation to hangar development, Business Oregon has reached out to the Port to discuss a program under which the Port can obtain a grant for wetlands delineation, site plans, and to contribute to the engineer drawings for construction. This would be an 85% grant with a 15% match. The delineation study information has been sent to Henry Balensifer with the AAC to discuss in their next meeting.
- The second public forum was held for the AWMP (Astoria Waterfront Master Plan). This meeting was not as well attended as the first with roughly 40 participants. Isom and McGrath have met with Walker Macy and the City of Astoria to discuss finalizing and adopting the plan.
- When Astoria Forest Products exited their lease there were obligations to invest back into the facility to return it to its pre-use position. Discussions began with AFP management and transitioned to working with legal teams. The process has been slow going but we are now at a point where the Port has filed a complaint in circuit court. There will be an Executive Session in January to further discuss this matter.
- Met with Bob Dorn to follow up after his presentation at the last commission meeting. The meeting went very well. Isom and Dorn were able to discuss concerns. Isom worked to convey that the Port is interested in seeing Hyak's success. Isom sees Hyak's operation as complementary to the Port's operations.
- Received correspondence in regard to AOC4. The draft consent judgment was posted by DEQ in November and there was no comment received. At this point, the judgment is awaiting the finalized document. Isom has been informed that some monies have already been received from the PRPs (Potentially Responsible Parties).
- Received a flyer for the Chamber of Commerce's Annual Banquet. If any Commissioners are interested in attending, registration information is available on their website and at the Port office.
- The AAC will meet next on January 10<sup>th</sup>. The next Port Commission meeting has been moved to January 18<sup>th</sup>.
- Commissioner Rohne asks if the Port will be able to recover legal costs in regard to the Astoria Forest Products court case. Isom explains that the legal matter is ongoing and there will be more information available in the Executive Session.

- Commissioner Spence asks when the Port should expect the results of the Boatyard Feasibility Study. Isom expects to receive the results at the end of March. Spence is pleased to hear the meeting went well with Bob Dorn.
- Commissioner Stevens inquires if the meeting with Dorn was a one-on-one. Isom answers that it was.

**Commission Comments:**

Commissioner McClaine commented on the following:

Thought the AWMP meeting went well. McClaine does have concerns about trees being planted on Pier 1. For continuity on the waterfront, the view tower should be structurally identical to the other viewing tower on 8<sup>th</sup> street.

Commissioner Campbell had no comments.

Commissioner Stevens commented on the following:

Representative Weber's staff have approved the Port's itinerary for the visit. The visit is confirmed for Thursday, January 20<sup>th</sup>.

Commissioner Rohne commented on the following:

Attended the AWMP public forum. The meeting was exceedingly positive and brings the City of Astoria and the Port together to solve land-use planning issues. This can be a point of contention, as it was in the past, but now the city and the Port are on the same page to come up with a consensus. Pleased with how the situation with Bob Dorn has been handled. Spoke with friends who run a crabbing vessel, who said the boatyard was able to get them in and out of the water without missing out on critical crabbing days; the individuals spoke exceedingly high of the boatyard.

Commissioner Spence commented on the following:

Governor Kate Brown has extended the pandemic emergency declaration. Senator Betsy Johnson has resigned, though there was hope she would remain in her seat. Thanks to Betsy for being a friend and benefactor for the Port. Eager to begin the process with the AWMP. In the report, there are projects that can be identified to begin as quickly as possible. Spence is looking forward to the AWMP adoption and prioritizing small projects. The Port is fortunate to have cooperation in the partnership with the City of Astoria. The Port's first cruise ships are expected in March for the 2022 cruise ship season. The Port has had a great year and there is much optimism for the coming year.

**Upcoming Meeting Dates:**

- Finance Committee Meeting – January 12, 2022 at 1:00 PM
- Workshop Session – January 18, 2022, at 4:00 PM
- Regular Session – February 1, 2022 at 4:00 PM

**Adjourned:**

Chairman Spence adjourned the meeting at 5:00 PM.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Frank Spence, Board Chairman  
Board of Commissioners

\_\_\_\_\_  
Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

February 1, 2022  
Date Approved by Commission

DRAFT

**MEETING MINUTES  
JANUARY 12, 2022**

**PORT OF ASTORIA**

**FINANCE ADVISORY COMMITTEE MEETING**

Meeting held via videoconference due to the COVID-19 pandemic

**Call to Order:**

The meeting was called to order at 1:03 PM by John Lansing, Finance Committee Chairman.

**Roll Call:**

**Committee Members Present:** John Lansing; David Oser; Mindy Landwehr; Commissioner Jim Campbell; and Accounting & Business Services Manager Melanie Howard. Citizen Members Walt Postlewait and Cliff Fick were not present for this meeting.

**Commissioners Present:** Robert Stevens. Commissioners Frank Spence, Dirk Rohne, and Scott McClaine were not present for this meeting.

**Staff Present:** Executive Director Will Isom; Deputy Director Matt McGrath; and HR & Finance Manager Jim Grey.

**Also Attending:** Ethan Myers of *The Astorian*.

Chairman Lansing opened the meeting by thanking everyone for their attendance and commitment. This past year has posed challenges and now we are embarking on a new year.

**Discussion of the Waterfront Master Plan**

Executive Director Will Isom introduced the Astoria Waterfront Master Plan process, in partnership with the City of Astoria, which began last September. The footprint of the plan includes Port property beginning at the easternmost point of the central waterfront (the Fisherman's Memorial) heading west to include the Red Building, The Riverwalk Hotel, and the Bornstein building, extending to Pier 3. The City of Astoria has Urban Redevelopment funds available for use for the project. The city has engaged with the architectural firm, Walker Macy, to develop the AWMP. A project advisory committee has been formed, which includes 11 members representing the City of Astoria, the Port, Business Oregon, and stakeholders including Greg Morrill and Kurt Englund. There have been two public hearings where public comments have been accepted.

The plan is currently being finalized to prepare for public adoption. Plan highlights include a smaller hotel in place of the Riverwalk Inn, a Fishing Village, a mixed-use facility to the east of the Riverwalk Inn, and a terminal or visitor center on Pier 1.

The next steps include finalizing the draft plan for approval and to discuss staging. Once the plan is adopted, there will be an expectation from the public to implement the plan quickly. Early wins will be identified, while other parts of the plan will need more time. For example, the Riverwalk hotel is currently under lease for the next 4 years. Isom notes that current zoning will need to be addressed including height restrictions and view corridors.

Isom asked if the committee had any questions or comments:

- David Oser notes that he attended both public forums for the AWMP and found them to be encouraging, both because of the partnership with the city and secondly because the plans are feasible. Oser adds that Portway Street is not welcoming, and much can be done to make the area more visitor-friendly. Isom comments that he has discussed this with the Oregon Coast Visitor's

Association and Business Oregon. It's important to address the user experience and to look at the perception of the Port including signage, vegetation, parking, and traffic patterns.

- Lansing asks if it is necessary, in terms of revenue, to have a hotel in the Riverwalk Inn location or to instead think about other commercial property. Isom notes that there is a lot of demand for hotels and the Riverwalk Inn is sold out for a considerable portion of the year. Commissioner Campbell adds that the hotel is the backbone of the marina.
- Lansing inquires how the plan will affect the areas east of the Red Building. Isom explains that Bay Street will be expanded to be a through street and will connect with Basin Street. There is also a mixed-use building proposed.
- Lansing inquires if there are plans for the pilings near the Cannery Pier. Commissioner Campbell explains that dredging in that area would be problematic. Isom adds that the Port only owns half of the area with the Cannery Pier owning the other portion. This area is not addressed in the plan, as resources would best be utilized for projects that can be done sooner than later.
- Lansing inquires if there is a timeline for the final AWMP document and if there has been pushback from the public. Isom explains that the final document is expected in February. Isom notes that feedback had been overwhelmingly positive thus far. The nature of the concerns haven't been about the plan specifically, but adherence and implementation of the plan.

### **Presentation of Audited Statements & Internal Year-End Summary Report**

Finance and Business Services Manager Melanie Howard asks the committee members to turn to page 65 of the packet. Howard screen shares the Internal Year-End Summary Report that was prepared for the Commission at the end of the fiscal year. The intention of this report is to supplement the financial statements and to focus on relevant information to understand the Port's performance in the fiscal year. Howard refers to a reconciliation of the monthly Commission budget reports with the budgetary report for the year-end financials. The two reports should be similar, though there are cosmetic details. For example, the audited financial statements include marina revenues with boatyard revenues, but for the commission statements, they are separated.

Howard explains that once you move past the budgetary basis of accounting there is a modified accrual to accrual basis used within the audited financial statements per GASB (Governing Accounting Standards Board). The result is that the presentation of the audited financial statements differs from the monthly Commission reports. Howard wants the Commission and the Finance Committee to understand how those differences occur. On the budget reports, net income is an indicator of performance, whereas in the audited financial statement the change in net position is used to indicate performance. The Port had a year-over-year negative difference in net position of roughly four million dollars. The primary cause was a large amount of capital outlay in FY 2019-2020, most of which was grant-funded, which increased the net position for that year substantially.

Howard refers to the next sections of the document, which contain summaries of performance across the different revenue centers. Howard notes a significant difference in the properties section year-over-year was due to the Bornstein loan deferral. Another significant change year-over-year is the lack of logging revenue from Astoria Forest Products. Howard notes there are no significant changes at the Airport properties, though revenue is trending upward year-over-year. Cruise ship income has increased year-over-year, mostly due to the Pride of America dockage. Howard notes that the boatyard has had an exceptional year. Howard asks if there are questions or comments.

- Lansing thanks Howard for her presentation and notes that it sets the tone for the budgetary process.
- Oser refers to page 6 of the packet and comments that all financial statements begin the same way. The statements are management statements, and the auditors review the statements for accuracy. Howard has translated the information to focus on the important points. The bottom line is the business drives the accounting. The accounting reflects the way the business should be operated in ways to help the operators run the business.



### **Update on Maintenance Plans**

McGrath explains that the lines between maintenance and capital projects can be blurred due to the significant extent of maintenance required. In regards to planning, the Port needs to know where it stands in terms of maintenance needs. The Port updates the GIS (Geographic Information System) on a weekly basis to include the condition of pilings, dredging, bathymetry, and conditions at the airport. This is important in order to be able to plan for maintenance needs in the coming months and years.

The Port is in year two of the three-year West Basin dredging project. Bergerson Construction plans to remove 27,500 cubic yards of material this year by the end of February and to remove 75,000 cubic yards of material next year. The Port has done sediment sampling at the East Basin. The sampling was positive, which means the Port can discharge the dredged material in water. The Port is waiting for final approval from the Army Corps of Engineers and DEQ to begin dredging. Central Waterfront dredging is ongoing, but progress is hindered by equipment. This year the face of Pier 1 will be scoured along with dredging in Slip 2 near the boat haul-out. In the marina, 27 steel piles have been replaced and cataloged in the GIS system. Bergerson is currently replacing steel piles in Slip 1 along Pier 2 East and Pier 1 West along with the removal of sunken logs from within Slip 1.

### **Update on Airport Investments**

The FBO is being redone; work will continue throughout the spring and summer. The tetrahedron is being rehabbed and the development of the Airport Master Plan is in progress. An RFE will be forthcoming for landscape maintenance to properly maintain ditches for stormwater conveyance, to re-set elk fencing to keep wildlife out, and also to clear vegetation.

McGrath asked if the committee had any questions or comments:

- Commissioner Campbell asks if the Department of Fish and Wildlife would contribute to dredging at the EB due to the bulk of the material to be removed being sea lion feces. McGrath answers that he doubts that would be an option.
- Commissioner Stevens comments that the Army Corps of Engineers and NMFS have made agreements in terms of permitting. Stevens inquires if this agreement would streamline permitting. McGrath answers that he does hope there have been improvements to the permitting process.
- Lansing inquires if the permitting agencies are responsive to elected officials. McGrath answers that there are a number of people who lobby on behalf of ports. McGrath adds that there is a consortium of Ports with multiple people working on solving permitting problems including the Pacific Northwest Terminals Association and federal lobbyist, Ray Bucheger.

### **General Discussion**

- Isom discusses Port staffing in regard to full-time and part-time positions. The Port has 18 full-time positions and 10 full-time-equivalent positions. There is difficulty staffing part-time labor. The Port has transitioned from a part-time, on-call position at the airport to a full-time position in order to attract applicants. The full-time position is substantially more costly. There is a question as to what is the best way to staff the Port. Isom adds that the Port will be engaging with the ILWU to begin labor negotiations for a new collective bargaining agreement this year. Lansing asks if there is value in engaging with independent contractors. Isom answers that the Port engages with contractors if it is the most economically viable path. McGrath notes that offering full-time positions with benefits attracts more committed applicants. Oser adds that there may be opportunities for the Port to work with Clatsop Community College to offer training and education to staff members interested in acquiring new job skills..

### **Discuss Upcoming Meeting Dates**

Howard notes the next meeting will be tentatively scheduled for Wednesday, March 16th.



**Adjourn**

Chair Lansing concluded that the next meeting in March will focus on the budget process. Additional discussion topics may include the first-quarter financials, the AWMP, and the Scoular project at the airport. Lansing thanks the committee again for their commitment to the advisory committee. No additional questions or comments were offered.

John Lansing adjourned the meeting at 2:17 PM.

**APPROVED:****ATTEST:**

\_\_\_\_\_  
Frank Spence, Board Chairman  
Board of Commissioners

\_\_\_\_\_  
Dirk Rohne, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

February 1, 2022  
\_\_\_\_\_  
Date Approved by Commission



## DECEMBER 2021 FINANCIALS NARRATIVE

For July through December 2021, the Port is showing a \$722,424 operating gain. This operating gain is ahead of prior-year profits by \$548,513 and is \$406,733 ahead of budget projections. Operating revenue YTD is at 113% and operating expense is at 103% of seasonally trended budget. Non-operating income is at 101% and non-operating expense is 100% of budget. Total net income YTD is \$696,332, which is \$425,882 ahead of budget expectations.

The budget surplus/deficit for dockage and rebilled expenses are \$99,387 and \$(-10,299) respectively. Boatyard gross revenues are at roughly 155% of both prior-year and budget expectations. The marina had slow months in November and December, but year-to-date revenues are still high at 105% of budget and 118% of the prior year.

Total gross fuel sales were ahead of both budget expectations and prior year. Fuel sales at the marina are at 159% of budget, while fuel sales at the airport are 116% of budget.

Personnel services came in \$176,373 under budget while materials and services were \$265,898 over budget. Of the overage in materials and services, approximately \$160,000 can be attributed to fuel costs as a result of higher-than-expected fuel sales.

Looking at non-operating totals, most revenues and expenses were reasonably close to budget expectations. Capital spending in December totaled \$146,763, the majority of which went to Bergerson Construction for the West Marina dredging project.

### Fuel Sales Summary:

Marina Fuel	Unleaded Sales \$	Unleaded Sales Gal	Unleaded COGS	Unleaded Profit	Diesel Sales \$	Diesel Sales Gal	Diesel COGS	Diesel Profit
Jul - Dec 2021	\$ 394,916	72,740	\$ 261,916	\$ 133,000	\$ 137,439	34,957	\$ 86,278	\$ 51,161
Jul - Dec 2020	\$ 223,634	57,500	\$ 142,153	\$ 81,481	\$ 65,871	26,859	\$ 38,301	\$ 27,570
Airport Fuel	Jet A Sales \$	Jet A Sales Gal	Jet A COGS	Jet A Profit	100LL Sales \$	100LL Sales Gal	100LL COGS	100LL Profit
Jul - Dec 2021	\$ 273,396	66,549	\$ 180,476	\$ 92,920	\$ 46,154	8,595	\$ 37,362	\$ 8,792
Jul - Dec 2020	\$ 241,541	68,014	\$ 114,463	\$ 127,078	\$ 51,849	12,931	\$ 40,706	\$ 11,143

**Port of Astoria**  
**Profit & Loss Actual vs. Budget**  
December 2021

	Actuals Jul 2021 - Dec 2021	Actuals Jul 2020 - Dec 2020	Budget Jul 2021 - Dec 2021	Budget Variance Through Dec	% of Budget Through Dec	Full '21-'22 Budget
<b><u>Operating Revenues</u></b>						
Dockage & Vessel Service	693,510	488,442	594,123	99,387	117%	1,180,000
Lease & Rental Income	1,087,724	960,490	1,098,023	-10,299	99%	2,163,925
Rebilled Expenses	813,660	688,377	787,609	26,051	103%	1,499,380
Boat Haulout	287,435	184,459	186,231	101,204	154%	390,000
Marina Revenues	361,721	306,236	343,452	18,269	105%	626,480
Fuel Sales	851,905	582,896	611,060	240,845	139%	890,000
Ticket Revenues	4,660	4,965	5,383	-723	87%	8,500
Other Income	71,918	90,522	50,394	21,524	143%	100,800
<b>Total Operating Revenues</b>	<b>4,172,533</b>	<b>3,306,386</b>	<b>3,676,275</b>	<b>496,258</b>	<b>113%</b>	<b>6,859,085</b>
<b><u>Operating Expenses</u></b>						
Personnel Services	1,253,226	1,261,515	1,429,599	-176,373	88%	2,879,677
Materials and Services	2,196,883	1,870,960	1,930,985	265,898	114%	3,444,948
<b>Total Operating Expenses</b>	<b>3,450,108</b>	<b>3,132,475</b>	<b>3,360,584</b>	<b>89,524</b>	<b>103%</b>	<b>6,324,625</b>
<b>Income from Operations</b>	<b>722,424</b>	<b>173,911</b>	<b>315,691</b>	<b>406,733</b>	<b>229%</b>	<b>534,460</b>
<b><u>Non-Operating Revenues</u></b>						
Property Tax Revenues-Genl Fund	795,804	765,695	772,569	23,235	103%	841,048
Timber Tax Revenues	41,827	59,915	41,827	0	100%	139,458
Other County Revenues	36,045	41,159	37,869	-1,824	95%	39,500
Grants*	1,940,564	754,172	1,940,564	0	100%	4,678,334
Interest Income	1,029	1,211	4,732	-3,703	22%	8,250
<b>Total Non-Operating Revenues</b>	<b>2,816,481</b>	<b>1,622,151</b>	<b>2,797,561</b>	<b>18,920</b>	<b>101%</b>	<b>5,706,590</b>
<b><u>Total Non-Operating Expenses</u></b>						
Capital Outlay*	2,754,889	1,134,062	2,754,889	0	100%	6,881,192
Interest Expense	41,889	76,406	41,735	154	100%	95,000
Principal Expense	45,796	68,888	46,178	-382	99%	220,000
<b>Total Non-Operating Expenses</b>	<b>2,842,573</b>	<b>1,279,356</b>	<b>2,830,802</b>	<b>-229</b>	<b>100%</b>	<b>7,196,192</b>
<b>Net Income (Loss)</b>	<b>696,332</b>	<b>516,706</b>	<b>282,450</b>	<b>425,882</b>	<b>247%</b>	<b>-955,142</b>

\*Capital Outlay/Grants year-to-date budget set to match Revenue/Expense, not seasonally adjusted.

# Port of Astoria

## Balance Sheet

As of December 2021

	<u>December 31, 2021</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash &amp; Cash Equivalents</b>	
Cash Funds	745
Operating Account #1442	1,453,656
Payroll Account #5344	93,699
Bornstein MMA #0004	63,293
Money Market #1259	262,280
<b>Total Lewis &amp; Clark Bank</b>	<u>1,872,928</u>
<b>Total Cash &amp; Cash Equivalents</b>	1,873,673
Accounts Receivable	861,181
Other Current Assets	1,349,725
<b>Total Current Assets</b>	<u>4,084,579</u>
<b>Fixed Assets</b>	34,408,861
<b>Other Assets</b>	
Long-term Receivables	<u>6,273,371</u>
<b>TOTAL ASSETS</b>	<u><u>44,766,811</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	350,827
Other Current Liabilities	1,161,203
<b>Total Current Liabilities</b>	<u>1,512,030</u>
<b>Long Term Liabilities</b>	
Accrued Vacation Payable	137,170
Accrued Sick Leave	150,986
Notes Payable	13,991,007
Net Pension Liability	2,050,327
OPEB Liability	1,069,338
Pollution Remediation AOC 4 Liability	1,456,000
Less Current Portion LT Debt	-361,076
<b>Total Long Term Liabilities</b>	<u>18,493,752</u>
<b>Total Liabilities</b>	20,005,781
<b>Equity</b>	
Retained Earnings	24,064,698
Net Income	696,332
<b>Total Equity</b>	<u>24,761,030</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>44,766,811</u></u>



Capital Projects  
December 2021  
Budget to Actual

DEPARTMENT AND PROJECT			CAPITAL SPENDING & GRANTS - AS BUDGETED			ACTUAL CAPITAL SPENDING & GRANTS			REMAINDER & PRIORITY	
Department	Accounting Reference #	Description	Adopted Capital Expenditure	Adopted Grant Funding	Adopted POA Expense	Expenses through 12/31/2021	Grants Received through 12/31/2021	Expenses through 12/31/2021 NET OF GRANTS	Budgetary Estimate of Remaining POA Expense	Priority Level (1-10) 9=Completed 10=Removed
WFW	32	P2 West 30% Design	40,000		40,000	82,092	-	82,092	(42,092)	1
WFW	33	P2 West Final PS&E Documents; Permitting & Mitigation	250,000		250,000	-	-	-	250,000	1
Airport	02	AIP 26 Apron Ph. 2	2,388,852	2,381,352	7,500	1,587,287	1,524,175	63,112	-	2
Airport	04	Backfill and Site Prep Behind Overbay	30,000		30,000	2,573	-	2,573	27,427	2
Airport	05	Backfill and Site Prep Behind Recology	25,000		25,000	6,628	-	6,628	18,373	2
Airport	06	FBO Upgrades	15,000		15,000	3,585	-	3,585	11,415	2
WFE - Marinas	26	West Marina Dredging	482,500		482,500	92,720	-	92,720	389,780	2
WFW	28	AOC4	300,000	300,000	-	-	-	-	-	2
WFW	31	Fire suppression/system upgrades - Pier 2	20,000		20,000	-	-	-	20,000	2
WFW	35	Pier 2 East - Repairs based on ODOT reports	50,000		50,000	-	-	-	50,000	2
Airport	07	Hangar Maintenance	50,000		50,000	-	-	-	50,000	3
WFE	18	Central Waterfront Master Plan - Permitting and Design	12,500		12,500	59	-	59	12,441	3
WFE - Marinas	22	EMB Dredging - Sampling & Analysis	29,650		29,650	32,463	-	32,463	(2,813)	3
WFE - Marinas	23	Marina Piling Replacement (25)	95,000		95,000	132,262	-	132,262	(37,262)	3
WFW	29	Central Waterfront Master Plan - Permitting and Design	12,500		12,500	-	-	-	12,500	3
WFW	30	Fender Pile Replacement (40) Pier 1 West, Pier 2 East, Pier 2 West Security Upgrades: Trident equipment; Pier 1 Generator; Pier 1 Booth	125,000		125,000	216,362	-	216,362	(91,362)	3
WFW	38	Waterfront Bathymetry	201,544	140,172	61,372	-	-	-	61,372	3
WFW	41	Industrial Park	22,000		22,000	-	-	-	22,000	3
Airport	08	Boatyard Feasibility Study	250,000	225,000	25,000	630	-	630	24,370	4
Boatyard	14	Heat Pump for new shop	66,666	50,000	16,666	12,573	-	12,573	4,093	4
Boatyard	15	Replace 200' storm water pipe	5,500		5,500	1,906	-	1,906	3,594	4
WFW	36	Stormwater Upgrades / Maintenance	12,000		12,000	-	-	-	12,000	4
WFW	40	2021-22 IT Upgrades	20,000		20,000	-	-	-	20,000	4
Administration	01	Airport Master Plan	10,000		10,000	-	-	-	10,000	5
Airport	03	Overbay Building - windows, siding, exterior upgrades	107,500	90,000	17,500	125	-	125	17,375	5
Airport	09	Repair Fencing	20,000		20,000	8,716	-	8,716	11,284	5
Airport	11	Taxiway/Ramp Striping; Closed Runway Marking; 12,000 LF (continuance?)	7,500		7,500	-	-	-	7,500	5
Airport	12	Vegetation Management	10,000		10,000	-	-	-	10,000	5
Airport	13	Slip 1 Debris Removal	42,500		42,500	30,600	-	30,600	11,900	5
WFW	39	Seal Coat and Stripe Chinook Lot	25,000		25,000	-	-	-	25,000	5
WFE	20	Causeway Repairs	12,500		12,500	-	-	-	12,500	6
WFE - Marinas	21	T-Dock Power	1,809,980	1,491,810	318,170	178,099	-	178,099	140,071	6
WFE - Marinas	25	422 Gateway - siding, windows, interior upgrades	150,000		150,000	-	-	-	150,000	6
WFW	27	Rehab Tetrahedron	75,000		75,000	-	-	-	75,000	6
Airport	10	Chinook Building Repairs (roof and interior)	15,000		15,000	-	-	-	15,000	7
WFE	19	Sandblasting Building	5,000		5,000	-	-	-	5,000	7
Boatyard	17	Pier 1 Building - paint	10,000		10,000	-	-	-	10,000	8
WFW	34	Seal Coat and Stripe Pier 1 Lot	25,000		25,000	36,589	-	36,589	-	9
WFW	37	Marina Truck	12,500		12,500	26,834	-	26,834	-	9
WFE - Marinas	24	Refurbish Boatyard dually Forklift (new tower and hydraulic components)	20,000		20,000	-	-	-	20,000	10
Boatyard	16	Misc	20,000		20,000	-	-	-	20,000	10
<b>TOTALS</b>			<b>6,881,192</b>	<b>4,678,334</b>	<b>2,202,858</b>	<b>2,754,889</b>	<b>1,897,101</b>	<b>857,788</b>	<b>1,356,467</b>	



# ESTIMATED FINANCIAL EFFECTS OF COVID-19 AS OF DECEMBER 2021

## Cruise Ships and Riverboats



Estimated number of cruise ships and riverboats diverted: 97

Estimated lost revenue: **\$1,505,861**

## Hospitality (May through July 2020)



2019 Income from Percentage of Revenues: \$77,451

2020 Income from Percentage of Revenues: \$31,796

Estimated lost revenue: **\$45,656**

## Airport Fuel (May through July 2020)



2019 Fuel sales: \$242,334

2020 Fuel sales: \$160,950

Estimated lost revenue: **\$81,382**

## Marina Fuel (May through October 2020)



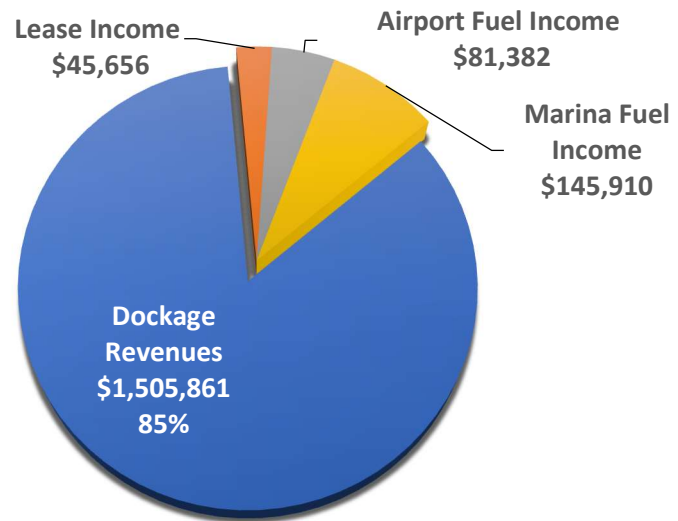
2019 Fuel sales: \$450,151

2020 Fuel sales: \$304,241

Estimated lost revenue: **\$145,910**

## March 2020 thru December 2021 COVID-Related Losses (Estimate)

**TOTAL: \$1,778,809**



# February 2022

February 2022							March 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	6	7	1	2	3	4	5
13	14	8	9	10	11	12	13	14	8	9	10	11	12
20	21	15	16	17	18	19	20	21	15	16	17	18	19
27	28	22	23	24	25	26	27	28	22	23	24	25	26

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 30	31	Feb 1 4PM Regular Session 6PM CB City Council Mtg	2 7PM Gearhart City Council Mtg	3	4	5
6	7 7PM Astoria City Council Mtg	8 6PM CB City Council Work Mtg 6PM Warrenton City Council Mtg	9 6PM Clatsop Cnty Commission	10	11	12
13	14 7PM Seaside City Council Mtg	15 4PM Regular Workshop Session	16	17	18	19
20	21 7PM Astoria City Council Mtg	22 530PM Astoria Planning Commission 6PM Warrenton City Council Mtg 7:30AM AWACC Breakfast Mtg	23 6PM Clatsop Cnty Commission	24	25	26
27	28 7PM Seaside City Council Mtg	Mar 1	2	3	4	5