

**MINUTES
SEPTEMBER 19, 2017**

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

(Please note: due to background noise, portions of the audio were difficult to understand.)

Call to order

President Spence called the Regular Meeting to order at 5:00 pm.

Roll Call

Commissioners present: Frank Spence, Dirk Rohne, Robert Stevens, Jim Campbell, and Bill Hunsinger.

Staff present: Executive Director Jim Knight, Director of Operations Matt McGrath, Director of Finance Will Isom, Properties Manager Shane Jensen, and Airport Manager Gary Kobes.

Port Counsel was Eileen Eakins for this session.

Pledge of Allegiance

Commission Reports

Commissioner Stevens reported recently attending a board training course offered by SDAO.

Commissioner Rohne reported visiting Tongue Point.

Commissioner Hunsinger reported attending a commercial fishing meeting and an advisory meeting in Rainer.

Commissioner Spence reported that he had also attended the recent board training course in Newport.

Commissioner Spence also reported that the Land Use Board of Appeals voted 4-1 in favor of the Shooting Stars Child Development Center operating on Port property.

Changes/Additions

Commissioner Campbell requested that agenda item 8a (AIP 21 Runway 13-31 Rehabilitation project) be changed from an advisory item to an action item, becoming item 9g.

Commissioner Hunsinger mentioned a desire for the Commission to discuss Life Flight, and requested an update on the FEMA storm damage.

Public Comment for items on the agenda

There were no public comments for items on the agenda.

Consent Calendar

The Consent Calendar consisted of the following:

- Financials through July 2017

Consent Calendar (continued)

Overview of the Profit & Loss Actual vs. Budget statement through July 2017:

- Operating Revenues: \$ 659,696 (88.28% of budget)
- Operating Expenses: \$ 609,924 (102.51% of budget)
- Total income from operations: \$ 49,772 (32.69% of budget)
- Non-Operating Revenues: \$ 174,116 (100.55% of budget)
- Non-Operating Expenses: \$ 384,979 (85.78% of budget)
- Net Income: \$-161,091 (130.56% of budget)

(Note taken from P & L) Please note that fiscal year 2017 has not yet been closed. As such, there are financial entries to be made that will impact current year financials. These financials are meant to be informational only and not to be interpreted as final.

Commissioner Campbell moved to approve the consent calendar as presented. Commissioner Rohne seconded.

There being no objections, the motion passed.

Action Items

❖ 9a) Resolution 2017-06 Establishing a Board Compensation and Reimbursement Policy

The Commission briefly reviewed the revised draft of resolution 2017-06.

Discussion followed regarding consistency in language between the compensation/reimbursement policy and the bylaws; as well as expenses and meetings which would be non-eligible for compensation/reimbursement under the policy.

Ms. Eakins answered questions from the Commission regarding the policy.

The Commission requested amending the policy to include compensation/reimbursement for attendance at meetings assigned by the Commission under the Committee Assignments policy.

Commissioner Campbell moved to approve Resolution 2017-06 as amended. Commissioner Stevens seconded.

Motion carried unanimously.

❖ 9b) Adoption of Port Bylaws

Ms. Eakins began by reviewing the changes requested by the Commission during the September 5, 2017 workshop review. Changes made are as follows:

- Section 5 - Meetings
 - 5.2 - Meeting time changed from 7:00 pm to 4:00 pm;
 - 5.7.A – changed meeting notification requirements language from ‘business days’ to ‘calendar days’;
 - 5.10 – removal of section regarding withdrawal of motions;
 - 5.12.B.1 - regarding removal of consent calendar items for separate review;
- Section 7 – Port Attorney
 - 7.3 – addition of language for the purpose of clarification; and
- Section 10 – Ethics
 - 10.D - a change of language from ‘executive’ to ‘administrative’ regarding the receipt of gifts.

Commissioner Campbell moved to adopt the Port of Astoria Bylaws as revised. Commissioner Stevens seconded.

Discussion followed regarding including the posting of the agenda on the Port’s website five days prior to the meeting in the bylaws.

Motion carried unanimously.

❖ 9c) Dredge Equipment Repairs – Matt McGrath (w/PowerPoint presentation)

Mr. McGrath explained to the Commission that there had been significant repairs planned for the dredge this year at an estimated cost of \$50,000. However, a few unforeseen expenses were found upon closer inspection, which involve the need for spud sockets fabrication, spud repairs, and throat removal. The estimated total cost of repairs for the dredge prior to operating is \$97-98,000.

9c) Dredge Equipment Repairs (continued)

Mr. McGrath also noted that due to the limited amount of time to have the repairs completed prior to the beginning of dredge season, and the time involved with the bidding process, staff would like to utilize WCT Marine for the repairs labor and materials sourcing.

Discussion included items such as: the age of the dredge (built in the 1970's); availability of the dredge to begin operating on November 1st; and how often the dredge is hauled out for repairs.

It was noted that the dredge is expected to be ready to begin dredging operations on November 1, 2017.

Commissioner Rohne moved to approve the additional expenses for the repairs to the dredge.

Commissioner Hunsinger seconded.

Motion carried unanimously.

❖ 9d) Marina Dredging IGA with Port of Ilwaco – Matt McGrath (w/PowerPoint presentation)

Mr. McGrath updated the Commission on the plans for dredging at the West Mooring Basin, noting that the project will be multi-year, and is expected to cost less than \$300,000 per year, with some funds covered by FEMA due to storm damage.

Mr. McGrath went on to explain to the Commission some of the details of the project, and a minor change to the Intergovernmental Agreement requested by the Port of Ilwaco Commission.

Discussion included an inspection of the dredge equip to inspect the dredge equipment intended to complete the work, as well as a need to finalize the agreement in a timely manner.

Commissioner Campbell moved to approve the Intergovernmental Agreement with the Port of Ilwaco. Commissioner (inaudible) seconded.

Motion carried unanimously.

❖ 9e) Chinook Building Lease – Shane Jensen (via phone)

Mr. Jensen gave the Commission a brief overview of the lease, as no changes had been made since the previous regular meeting; and noted that he would be happy to answer any questions that the Commission may have on the lease.

A brief discussion followed regarding the lease terms.

Commissioner Campbell moved to approve the Chinook Building Lease. Commissioner Stevens seconded.

Motion carried unanimously.

❖ 9f) Strategic Planning Process – Jim Knight

Mr. Knight spoke to the Commission about the importance of moving forward with the strategic planning process, as the most recent strategic plan is now 7 years old. Noting that the strategic planning process had been discussed during the most recent workshop meeting, Mr. Knight asked the Commission for permission for the Port staff to move forward with the planning process.

Discussion followed regarding the strategic planning process including input from the Commission and Port staff.

Mr. Knight assured the Commission that the strategic plan draft would come back before them in sections for their review.

Commissioner Rohne moved to approve that the Port of Astoria move forward with the strategic planning process. Commissioner Hunsinger seconded.

Motion carried unanimously.

❖ 9g) AIP 21 Runway 13-31 Rehabilitation Project: Proposed Change Order 2 – Gary Kobes

Mr. Kobes explained to the Commission that they Runway 13-31 Rehab Project is complete; however, there is a balance of of \$1,109,600 remaining from the FAA grant for AIP 21, as well as \$1,600 from the ConnectOregon V grant. These funds can be used if done within the original scope of AIP 21.

Mr. Kobes described three elements to the change order, each within the scope of the AIP 21 runway 13-31 project, that have been reviewed and approved by the FAA airport engineer for Oregon.

9g) AIP 21 Runway 13-31 Rehabilitation Project: Proposed Change Order (continued)
Commissioner Hunsinger moved to approve Change Order 2. Commissioner Campbell seconded.
Motion carried unanimously.

Public Hearing – Marina & Boatyard Rates – Matt McGrath

Mr. McGrath spoke to the Commission about the operating losses of the Marina and the Boatyard over the last several years. Staff compared several Proposed changes to the marina rates would affect annual rates only, and would occur over the next 3 years, increasing rates by \$3.00 per foot per year. The boatyard would experience rate increases over the next 3 years as well. A boatyard rate comparison table and proposed rate changes were provided for review.

If adopted, the rate change would become effective as of October 1, 2017.

An opportunity for public comment on the proposed rate changes were officered.

There were no public comments on the proposed rate changes.

President Spence then declared the public hearing closed.

Discussion followed regarding when it would be appropriate to adopt the changes.

Commissioner Campbell moved to adopt the proposed marina and boatyard rates. Commissioner Stevens seconded.

Motion carried unanimously.

Public Comment - for non-agenda items

Pat O'Grady – Astoria, OR

Mr. O'Grady requested that the Commission reconsider the time change for meetings to allow for the persons that work to attend and provide public comment.

Executive Director Comments

Mr. Knight spoke about sharing cruise ship knowledge with a select group in Cannon Beach in hopes to promote more business to that area.

Upcoming Meeting Dates

- Workshop Session – October 3, 2017 at 4:00 PM
- Regular Session – October 17, 2017 at 4:00 PM

Adjourned

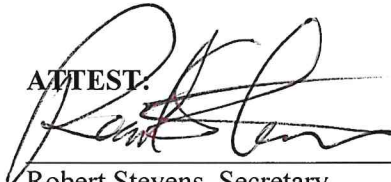
President Spence adjourned the Regular session at 6:50 pm.

APPROVED:



Frank R. Spence, President
Board of Commissioners

ATTEST:



Robert Stevens, Secretary
Board of Commissioners

Respectfully submitted by:
Judy Dodge Fattori
Executive Assistant &
Board Secretary

10.17.17

Date Approved