



**MEETING MINUTES
JANUARY 9, 2018**

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

Call to Order

President Spence called the Workshop Session to order at 4:00 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; Airport Manager Gary Kobes; and Executive Assistant Judy Fattori.

Port Counsel was not present for this session.

Pledge of Allegiance

Changes/Additions

Commissioner Hunsinger requested a brief period in which to give a report near the end of the meeting.

Audit Presentation by Talbot, Korvola & Warwick, LLP – Julie Fahey

Ms. Fahey began the presentation with a brief review of the audit process and an overview of the audit report, noting the Port is doing well overall, with an increase in net position of \$2.9 million over the previous year.

There were three findings of non-compliance of which one was a repeat from the previous year. These findings involve a lack of a capital assets inventory and two instances of a lack of knowledge in Federal Program requirements. The Port has corrective action plans to implement for these three findings.

Discussion included whether to include a projected amount grant awards in the budget, and how to know if Port funds are being managed wisely.

Action item:

❖ **Pier 1 Fender Pile Replacement**

Mr. McGrath spoke to the Commission about pile replacement for the west side of pier 1 explaining the process for immediate maintenance, as well as future strengthening and expanding of the pier's west side for ship loading.

Of three solicitations for bids, the Port only received one response: Bergerson Construction for \$78,580.

Discussion followed regarding keeping up with maintenance of Pier 1, and future options for pier expansion/strengthening.

- ❖ Pier 1 Fender Pile Replacement (continued)
Commissioner Campbell moved to accept the bid from Bergerson Construction for the Pier 1 pile replacement project for \$78,580 plus fifteen percent for cost overruns if necessary. Commissioner Hunsinger seconded.
Motion carried unanimously.

Workshop: Strategic Planning – Operational Priorities

Mr. Knight briefly reviewed the strategic planning process so far, as well as what is to come in upcoming sessions. This session will cover operational needs of the airport and the port in general.

Mr. Kobes covered a capital plan for airside and landside needs.

Mr. McGrath covered needs for: administration; general maintenance; central waterfront; properties; and the east and west basins.

The Commission discussed a number of items during the session.

The next strategic planning session will cover a financial overview.

Commissioner Hunsinger

- Spoke about a recent requirement to take observers on commercial boats, and explained that the observers can give out tickets. He will be attending an upcoming court date regarding the tickets, which he will be reporting on in the near future.
- Took a moment to read a portion of a statement, and noted that he would share the information with the Commission at the next meeting.

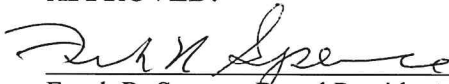
Upcoming Meeting Dates

- Regular Session – January 16, 2018 at 4:00 PM.

Adjourned

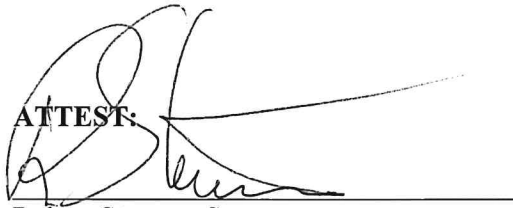
President Spence adjourned the meeting at 6:21 pm.

APPROVED:



Frank R. Spence, Board President
Board of Commissioners

ATTEST:



Robert Stevens, Secretary
Board of Commissioners

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

2/20/18

Date Approved