



**MEETING MINUTES
AUGUST 7, 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; Airport Manager Gary Kobes; and Executive Assistant Judy Fattori.

Port Counsel was not present for this session.

Pledge of Allegiance

Changes/Additions

- Addition of AIP 23 – FAA Grant as an action item.
- Addition of Commission and Executive Director Comments.

5a) Life Flight Network Lease

Mr. Knight explained to the Commission that the lease is finally ready for approval; however, Life Flight has requested three small last-minute modifications to the lease.

Mr. Kobes then gave a brief background on the current Life Flight lease(s), and explained some specifics in the new lease, such as:

- Construction of an 80' x 96' hangar on parcel currently they occupy;
- Parcel boundary modifications;
- Rental amounts and increases; and
- Jet-A Fuel discount included.

Discussion included items such as: whether the lease includes a reversionary clause; and the lease negotiation delay due to potential environmental concerns, and responsible parties.

Commissioner Campbell moved to approve lease execution upon satisfactory completion of lease modifications. Commissioner Hunsinger seconded.

Commissioner Hunsinger noted that ideally leases should be complete and ready for execution when presented to the Commission. A brief discussion on the subject followed.

Motion carried unanimously.

5b) Airport Improvement Project (AIP) 23

Mr. Kobes explained that he had just received a call from the FAA regarding available grant funds. He further explained that the AIP-23 grant would total \$300,000 with a \$27,000 match.

Mr. Kobes then briefly touched on items/improvements that would be covered under the grant funds.

Commissioner Campbell moved to accept the \$300,000 grant from FAA and authorize the Executive Director to execute the acceptance documents. Commissioner Stevens seconded.

Motion carried unanimously.

Commissioner Hunsinger requested the addition of an item to the agenda, having missed the opportunity earlier.

Commissioner Spence suggested using the Commission Comments portion as an opportunity to discuss his addition.

Commission Comments:

- Commissioner Hunsinger: a request for information about the Ports involvement in the upcoming Astoria Regatta Grand Land Parade; the Bonneville Power Administration cutting funding for hatcheries; and Chinook Building improvements and Port's potential conflict with a tenant's structures.
- Commissioner Spence: noted a card received by each Commission from Commander Lou Miranda in appreciation of the Port's support during the Rose Festival Fleet Week; the process for applying Enterprise Zones; and the Executive Director's annual evaluation and contract renewal.

Executive Director Comments:


Mr. Knight noted that the Clatsop County Commission will be deciding whether to sell property at the Business Park in Warrenton for the development of a data center, and explained potential benefits for the Port.

Upcoming Meeting Dates

- Regular Session – August 21, 2018 at 4:00 PM.

Adjourned

President Spence adjourned the meeting at 4:50 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

August 21, 2018

Date Approved