

**MEETING MINUTES  
NOVEMBER 20, 2018**

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

**Call to Order**

President Spence called the Regular 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 Eileen Eakins for this session.

**Pledge of Allegiance**

**Commission Reports**

- o Commissioner Campbell expressed that due to a potential loss of revenue from log exports, the Port should ‘switch into survival mode’ and be cautious of any unnecessary spending.
- o Commissioner Stevens reported continual work with the City of Warrenton on their Economic Vitality Road Map; and noted an increase of camping on Port property in Warrenton, sharing his concern of liability issues.
- o Commissioner Hunsinger reported speaking with persons in the logging industry and noted a few potential options for continuation of log exports. He also requested a meeting be scheduled of the Port’s Budget Committee to examine areas of possible cutbacks.
- o Commissioner Spence reported on Astoria’s Uniontown revitalization efforts.

**Changes/Additions**

There were no requests for changes or additions to the agenda.

**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:

- Meeting minutes: October 16, 2018 Regular Session and October 30, 2018 Special Session
- Events Calendar: December 2018
- Financials: through end of September 2018

### Consent Calendar (continued)

Overview of the Profit & Loss Actual vs. Budget statement through September 2018:

- Operating Revenues: \$ 3,197,836 (106.63% of budget)
- Operating Expenses: \$ 2,087,817 (104.38% of budget)
- Total income from operations: \$ 1,110,019 (111.12% of budget)
- Non-Operating Revenues: \$ 95,746 (107.06% of budget)
- Non-Operating Expenses: \$ 590,778 (100.24% of budget)
- Net Income: \$ 614,987 (123.25% of budget)

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

Motion carried unanimously.

### ADVISORY:

❖ 8a) 2018 Financial Audit Presentation by Talbot, Korvola & Warwick, LLP

Mr. Isom presented Mr. Brad Anderson, partner in the auditing firm Talbot, Korvola & Warwick (TKW), and explained that the audited financial statements would be presented in draft form.

Mr. Anderson referenced the draft financial statements for June 30, 2018 while speaking to the Commission, noting the Port receives a clean opinion by the auditors, with no repeat findings from past audits.

Mr. Anderson explained a significant change in the auditing process, which includes newly required supplementary information for the use of the Governmental Accounting Standards Board for placing the basic financial statements in an appropriate operational, economic, or historical context. This new requirement ultimately changed the Port's net condition for the ending of last year.

Mr. Anderson noted that this requirement is being instated throughout the United States.

Discussion included items such as: whether the Port's audit compares favorably with other agencies which use their firms' services; and whether the Port's debt load of \$16.8 million figures into the audit.

*(Note: Due to timing issues, the Commission received the draft financial statements at the end of the meeting.)*

❖ 8d) FAA Grant Planning – Airport Capital Requirements for FY 2020

Mr. Kobes gave the Commission a presentation with the aid of PowerPoint which covered the regional airports capital requirements for FY 2020.

Mr. Kobes presentation covered items such as:

- Why the airport is important to the area, and the impact to the area from services provided by airport tenants.
- What to expect for FY 2020 projects, such as Taxiway A3 Realignment, Apron Rehabilitation Program Phase 1, Pavement Maintenance and Management Program, as well as the FAA AIP Supplemental Appropriation Program for AIP 26 and 27 which include Apron Rehabilitation Phase 2 and Runway 8-26 Rehabilitation.
- Available grant funding and match requirements, noting no match funds required for AIP 26 and 27.
- A timeline for AIP 24 and AIP 25.

Considerable discussion followed. The airport needs will be further discussed during an upcoming workshop meeting.

❖ 8c) Discussion of the Annual Performance Evaluation of the Executive

Commissioner Spence expressed appreciation to the Commission for participating in the annual review process; and noted that Mr. Knight had offered to waive the usual annual salary increase and cost of living adjustments.

Commissioner Hunsinger then handed out a letter to the Commission regarding his opinion on the Executive Directors performance, noting the letter would also be given to the local newspaper.

The Commission then discussed whether the letter should be read in closed session. Mr. Knight noted that he would prefer to be reviewed in open session.

Commissioner Hunsinger then read the letter aloud to those in attendance.

**ACTION:**

❖ 9a) FY 2018-19 Pile Replacement Contract Award

Mr. McGrath spoke to the Commission about awarding the 2018-2019 Pile Replacement Contract to the lone bidder, Bergerson Construction for an estimated project cost of \$231,400; noting the cost would vary depending on the overall pile replacements and the types of pilings used for replacement.

Commissioner Campbell moved to award the 2018-2019 pile replacement contract to the lone bidder, Bergerson Construction. Commissioner Hunsinger seconded.

The motion carried unanimously.

**Public Comment for non-agenda items**

There were no public comments for non-agenda items.

**Executive Director Comments**

Mr. Knight updated the Commission on the following:

- ODOT recommends shut-down of East Basin causeway earlier than expected due to incoming storm.
- Chinook Building shows minor deficiencies after visit from Building Inspector.
- Log export via ship could slow down drastically due to upcoming tariffs to China.
- December's workshop meeting will take a look at the Port's financial condition.
- Security Officer Hansen once again aided the local authorities in locating 2 additional felons in the area.

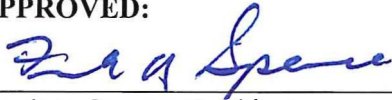
**Upcoming Meeting Dates**

- Workshop Session – December 4, 2018 at 4:00 PM
- Regular Session – December 18, 2018 at 4:00 PM

**Adjourned**

President Spence adjourned the Regular session at 6:05 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

December 18, 2018

Date Approved