

**MEETING MINUTES
MAY 20, 2020**

PORT OF ASTORIA

BUDGET COMMITTEE MEETING

Meeting held via videoconference due to social distancing measures

Call to Order:

The meeting was called to order at 12:02 PM by Walt Postlewait, FY19/20 Budget Committee Chairman.

Roll Call:

Citizen Committee Members Present: Walt Postlewait; John Lansing; Bill Young; Chris Connaway; and Jerry Ostermiller.

Commissioners Present: Dirk Rohne; Robert Stevens; Frank Spence; Jim Campbell; and Scott McClaine.

Staff Present: Executive Director Will Isom; Staff Accountant Melanie Wiegardt; Finance & HR Manager Jim Grey; Operations Director Matt McGrath; Airport Manager Gary Kobes; and Administrative Services Manager Ella Marion.

Selection of Budget Committee Chair:

Commissioner Rohne moved to nominate Walt Postlewait to serve as the Chair and John Lansing to serve as the Vice Chair of the budget committee for fiscal year 2020-2021. Commissioner Campbell seconded.

The motion was unanimously approved.

Reading of the Budget Message for Fiscal Year 2020-2021:

Executive Director Will Isom read the Budget Message for FY 2020-2021 and covered the following:

- The budget represents the Port's desire to move forward, even as it faces unprecedented challenges.
- Revenues from cruise line, hospitality, recreational & commercial fishing, and aviation have been greatly affected by COVID-19.
- The Port is committed to prudent management of its operations while still providing significant investment into Port capital and infrastructure that aligns with its strategic business plan.
- The Port will leverage the cashflow from deferred Business Oregon debt payments and aggressively pursue grant opportunities to fund capital projects.
- Director Isom recommends that the Port transfer \$532K from the special revenue fund to the general fund to cover a portion of the capital needs for the upcoming fiscal year.
- Director Isom thanks the budget committee, the Commission, and staff for their contributions and dedication to the Port.
- The Port is dedicated to its mission of safely and responsibly managing its assets to foster economic growth and job creation.

Presentation and Review of Proposed Budget for Fiscal Year 2020-2021

- Staff Accountant Melanie Wiegardt presented and reviewed the proposed budget for FY 2020-2021. She screenshared the document, which began with an overview of the proposed budget with comparisons with prior years. She then reviewed the category totals for the general fund resources &

expenditures, special revenue fund resources & expenditures, and the reserve fund. She provided background for line items that experienced a noticeable variance from the previous year. She also provided information regarding the changes in the proposed budget that were made between the versions released on Friday, May 15th and Wednesday, May 20th as there was a timing issue with airport grants and expenditures that was reconciled.

- Airport Manager Gary Kobes provided information regarding the airport's capital projects.
- Operations Director Matt McGrath provided information regarding capital projects for the remainder of the Port's departments.
- Finance & HR Manager Jim Grey provided information regarding employee benefits and pay.
- Discussion followed regarding the various items on the presented information. Details are available on meeting audio.
- Executive Director Isom discussed the schedule for the remainder of budget process, which would include a meeting scheduled for next week to further discuss the budget, gather public comment, and a possible approval by the budget committee to move the proposed budget forward to the Port Commission.

Next Meeting Date:

- Budget Committee Meeting – May 27, 2020 at 12:00 PM

Adjourned

Bill Young moved to adjourn the budget meeting. Chris Connaway seconded.

The motion was approved unanimously.

Budget Committee Chairman Postlewait adjourned the meeting at 2:07 PM.

APPROVED:

ATTEST:



Dirk Rohne, Board Chairman
Board of Commissioners



Frank Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Ella Mae C. Marion
Administrative Services Manager

June 2, 2020

Date Approved by Commission