



**MEETING MINUTES
MARCH 2, 2021**

**PORT OF ASTORIA
REGULAR SESSION**

Meeting held via videoconference due to social distancing measures

Call to Order:

Chairman Rohne called the Regular Session to order at 4:00 pm.

Roll Call:

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

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

Port Counsel: Eileen Eakins was not present for this session.

Also Attending: Edward Stratton of *The Astorian*; Cindy Yingst of *The Columbia Press*; David Oser of the Port of Astoria Finance Committee; John Lansing of the Port of Astoria Budget & Finance Committees; Paul Gascoigne of the Astoria Yacht Club; Thomas Brownson of the Astoria City Council; and Lenny Cheney, General Manager of the Riverwalk Inn.

Commission Reports:

Commissioner Stevens reported on the following:

- He recently read the *History of the Port of Astoria* that was written in the 70s by Russell Dark of the *Daily Astorian*. He suggests others read it as well.

Commissioner Spence reported on the following:

- He compliments the staff for the recently released newsletter. He suggests that the newsletter be sent to City officials, so they are aware of the projects happening at the Port.

Commissioner Campbell had nothing to report.

Commissioner McClaine reported on the following:

- He also complimented the Port newsletter.

Commissioner Rohne reported on the following:

- He attended the virtual FisherPoets gathering, which is a national celebration of the maritime community.
- He also attended the Knappa Schools Foundation event that raised \$60K.

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Commissioner Spence moved to approve the agenda as presented. Commissioner McClaine seconded. The motion carried unanimously.

Public Comment for items on the agenda:

There were no requests for public comment.

Consent Calendar:

The Consent Calendar consisted of the following:

- Meeting Minutes – 2/2/2021 Regular Session and 2/16/2021 Workshop Session
- Financials – January 2021
- Event Calendar – March 2021

Commissioner Campbell moved to approve the meeting minutes. Commissioner McClaine seconded. The motion carried unanimously.

Commissioner Spence had questions regarding the financials. He appreciates that the capital projects list is prioritized. He comments that a lot of the top priorities are for the boatyard, and he thinks the improvements will attract more vessels to the marina and boatyard. Commissioner Spence inquired about the status of the boatyard feasibility study. Staff Accountant Wiegardt advised that item is currently deferred until a future fiscal year. Commissioner Spence also asked about the “OK” marks on the voucher reports. Finance & HR Manager Grey advised that those indicate that those checks have cleared the bank without an issue. There was a previous instance where a mailed check was stolen and altered. He personally verifies that all checks are cashed as they were intended.

Commissioner Spence moved to approve the January 2021 financials. Commissioner Campbell seconded. The motion carried unanimously.

Action Items:**7a. Commercial Lease Agreement: The Scoular Company**

Deputy Director McGrath presented the lease with Scoular. It is a 20 year lease and the last component to get the Scoular project underway. Nearly all permits have been received. The FAA permit was received yesterday, and the Port is awaiting final approval from the Oregon Department of Aviation. Once that permit is received, the lease is signed, and the City of Warrenton gives final approval, construction can begin. McGrath comments that this is the largest development project that the Port has undertaken in the last ten years. McGrath highlights several items from the lease. There is a reduced rent during the construction phase because Scoular will be investing \$7M-\$8M into the project. In the fifth year, Scoular will be paying approximately 7.5 cents per square foot. After that point, there would be regular CPI adjustments. McGrath confirmed that attorneys from the Port and Scoular were involved in preparing this lease. Director Isom commented that the initial lease term is 20 years, but that it does include four 5-year renewals, which could extend the lease through 2061. Commissioner Campbell asked what happens to the building at the end of the lease. McGrath discussed the details from section 16.

Commissioner Campbell moved to approve the commercial lease agreement with the Scoular Company as presented. Commissioner Stevens seconded. The motion carried unanimously.

7b. RFE# 0108: Gutter Replacement for Precision Heating & Overbay Houseworks

Deputy Director McGrath presented the request for expenditure, which proposes to repair the gutters and downspouts on the Port building on SE 12th Street by the airport that is being leased by Precision Heating and Overbay Houseworks. He advises that the proposal is for over \$5K and was not in the original budget, so it needs to be approved by the Commission. Staff selected the proposal from French’s Gutters for \$6,668.89 to replace gutters and downspouts around the entire building. McGrath comments that this building is immediately across the street from Scoular’s facility. The Port wants to clean up the surrounding area. Director Isom commented that the building will need additional repairs in the future. McGrath discussed the bid from Northwest Roofing. He advised

that the bid is lower, but French's bid includes more labor and materials that was not included in the Northwest Roofing bid.

Commissioner McClaine moved to approve the gutter replacement for the Precision Heating & Overbay Houseworks building with French's Gutters and Sheet Metal Inc. Commissioner Spence seconded. The motion carried unanimously.

7c. Grazing Lease Agreement: Stephen Zorich

Director McGrath presented the grazing lease agreement for 183 acres at the airport property. McGrath advises that the lease rate of \$4,050 per year for the 183 acres seems low, but the Port gets a lot of help from Zorich in the maintenance of the area. McGrath also advises there are water intrusion issues that make a large percentage of land unusable for part of the year. McGrath goes over the rent escalation schedule. The lease has a reduced rate through year three because Zorich will do a lot of cleanup and maintenance for a new area that he will be taking over. Commissioner Campbell commented that Zorich works very hard to maintain the area. Previous tenants did not take care of the land as well.

Commissioner Campbell moved to approve the grazing lease agreement between the Port of Astoria and Stephen Zorich. Commissioner McClaine seconded. The motion carried unanimously.

Advisory Items:

8a. Marketing Update

Staff Accountant Melanie Wiegardt provided an overview of the marketing update that includes website updates to the staff and Commissioner pages, the virtual video tour, increasing the visibility of the Port website on Google searches, the newsletter, the Pier 1 Building marketing flyer that was sent out, and ongoing Facebook posts to increase the Port's visibility and create a better connection with the public.

Administrative Services Manager Ella Marion screenshared the website updates. She showed where the virtual tour can be accessed from the Port's page. She also shared the updated Commissioner page that provides links to their individual biographies that were written by Wiegardt. Marion also showed the enhanced staff pages that now feature photos and biographies of staff members. She also shared the new webpage that highlights the newsletter and allows the public to opt-in to receive future editions by email.

Public Comment for items not on the agenda:

There were no requests for public comment.

Executive Director Comments:

- Director Isom commented that the action items are all for the airport and surrounding area. He appreciates the hard work that McGrath is putting into both the airport and waterfront properties. McGrath has told him that he is enjoying the time at the airport and is learning a lot from now part-time airport manager Gary Kobes. Isom is pleased with how the arrangement is working so far.
- Maintenance staff completed central waterfront dredging this past Friday. Maintenance staff will now focus on the land properties.
- Bergerson Construction is now finished with their work at the West Basin and the boatyard.
- Last week, the boatyard hauled out the *Crystal Dolphin*, which is a vessel from the Portland Spirit. Boatyard Manager Brendon Stock says it is the largest vessel that he can remember hauling out. It was 77 tons on the Port's 88-ton lift.
- The Commission has a joint meeting with the City of Astoria this upcoming Thursday at 430PM. Packets and login information should be distributed as soon as they are received from the City.
- Director Isom shared that Administrative Services Manager Ella Marion will be leaving the Port in the latter half of April due to her husband's Coast Guard relocation. She is helping in the process



to fill her position. The job will be posted on Indeed.com, the Port website, social media, and *the Astorian*. He thanked her for all the work that she has done for the Port, her coworkers, and the Commission. Individual Commissioners thanked Marion for her hard work. She commented that she will still be working hard for the next month.

Upcoming Meeting Dates

- 1) Joint Meeting with City of Astoria – March 4, 2021 at 4:30 PM
- 2) Workshop Session – March 16, 2021 at 4:00 PM
- 3) Finance Advisory Committee – March 24, 2021 at 1:00 PM
- 4) Regular Session – April 6, 2021 at 4:00 PM

Adjourned

Chairman Rohne adjourned the meeting at 4:46 pm.

APPROVED:

A handwritten signature in blue ink, appearing to read "Dirk Rohne", written over a horizontal line.

Dirk Rohne, Board Chairman
Board of Commissioners

ATTEST:

A handwritten signature in blue ink, appearing to read "Frank Spence", written over a horizontal line.

Frank Spence, Secretary
Board of Commissioners

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

April 6, 2021
Date Approved by Commission