

**Board of Commissioners**

Dirk Rohne – Chairman  
Robert Stevens – Vice-Chair  
Frank Spence – Secretary  
James Campbell – Treasurer  
Scott McClaine – Assistant Secretary/Treasurer

422 Gateway Ave, Suite 100  
Astoria, OR 97103  
Phone: (503) 741-3300  
Fax: (503) 741-3345  
[www.portofastoria.com](http://www.portofastoria.com)

**Special Session**

June 27, 2023 @ 4:00 PM  
10 Pier 1, Suite 209

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling the Port of Astoria at (503) 741-3300.

\*This meeting will also be accessible via Zoom. Please see page 2 for login instructions.

**Agenda**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES/ADDITIONS TO THE AGENDA
5. PUBLIC COMMENT:  
This is an opportunity to speak to the Commission for 3 minutes regarding any topic. In person, those wishing to speak must fill out a public comment form. Those participating via Zoom may raise their hands during the public comment period.
6. CONSENT CALENDAR:
  - a. Meeting Minutes –
    - Workshop Meeting 06/20/2023 ..... 3
7. ACTION:
  - a. Business Oregon Pier 2 West Grant Agreement..... 7
8. COMMISSION COMMENTS
9. EXECUTIVE DIRECTOR COMMENTS
10. UPCOMING MEETING DATES:
  - a. Regular Session – July 18, 2023 at 4:00 PM
  - b. Regular Session – August 1, 2023 at 4:00 PM
11. ADJOURN

Please Note:

Agenda packets are available online at: <https://www.portofastoria.com/CommissionMeetings/AgendaMinutes.aspx>

Please allow time for the normal posting procedure for agendas and meeting packets.

**Board of Commissioners****HOW TO JOIN THE ZOOM MEETING:**

**Online:** Direct link: <https://us02web.zoom.us/j/86905881635?pwd=amhtTTBFcE9NUeIxNy9hYTZFPQTizQT09>  
Or go to [Zoom.us/join](https://zoom.us/join) and enter Meeting ID: 869 0588 1635, Passcode: 422

**Dial In:** (669) 900-6833, Meeting ID: 869 0588 1635, Passcode: 422

This meeting is accessible to persons with disabilities or persons who wish to attend but do not have computer access or cell phone access. If you require special accommodations, please contact the Port of Astoria at least 48 hours prior to the meeting by calling [\(503\) 741-3300](tel:5037413300) or via email at [admin@portofastoria.com](mailto:admin@portofastoria.com).

**MEETING MINUTES  
JUNE 20, 2023**

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

**Call to Order:**

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

**Roll Call:**

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

\*Commissioner Campbell joined via teleconference.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance, HR, and Business Services Manager Melanie Howard; and Executive Assistant/Administrative Coordinator Stacy Bandy.

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

Also Attending: Melanie Olson of Business Oregon.

**Pledge of Allegiance**

**Changes/Additions to the Agenda:**

Item 6c. Lewis & Clark Bank Check Signers was added to the agenda.

*Commissioner Spence moved to approve action item 6c. Lewis & Clark Bank Check Signers to the agenda. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.*

**Public Comment:**

No public comment was received.

**Action Items:**

**6a. Business Oregon Loan Amendments**

Executive Director Will Isom refers to the coversheet on page three of the packet. Business Oregon granted the Port several loan deferments beginning in 2020, to offset the loss of revenue due to the onset of the COVID-19 pandemic. The Commission approved the deferments, but the Port has been waiting for the final contract documents. Finance, HR, and Business Services Manager Melanie Howard has been working closely with the Business Oregon finance department to ensure the loan amortization schedules match.

*Commissioner Spence moved to approve the Business Oregon contract amendments. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.*

#### 6b. Business Oregon Pier 2 West Grant Agreement

Executive Director Isom refers to the Emerging Opportunity Program Grant Agreement from Business Oregon on page 32 of the packet. The grant agreement is for a total of \$617,003 for preconstruction costs for the rehabilitation of Pier 2 West. The Port has been pursuing multiple funding avenues including state and federal legislative offices.

Isom notes that he would like to publicly thank former Senator Betsy Johnson. Isom was notified roughly one month ago that the Port was awarded the grant, but the funds would need to be used by June 30<sup>th</sup>, 2023. This spurred discussions with Business Oregon to see if there were options to extend the sunset for the grant. Isom contacted Johnson, who was able to work with the Legislative Fiscal Office (LFO) Director, Amanda Beitel, to come to a resolution. One issue was that due to the status of the walkout at the Oregon state legislature, no budgets had been approved. Isom thanks Johnson for her efforts on behalf of the Port.

Commissioner Spence moved to approve the Business Oregon Emerging Opportunity Program Grant Agreement for Pier 2 West. Commissioner McClaine seconded. The motion carried 5-0 amongst the Commissioners present.

#### 6c. Lewis and Clark Bank Check Signers

Commissioner Rohne introduces the action item and explains that the four Commissioners will remain on the list with the addition of Commissioner Elect Tim Hill. The Port Lewis and Clark Bank check signers consist of the Commission members as well as the Executive Director, the Deputy Director, and the Terminal & Customer Support Manager. For the record, Isom lists the Commission members and staff check signers:

Commissioner - Dirk Rohne

Commissioner - Robert Stevens

Commissioner - Frank Spence

Commissioner - Jim Campbell

Commissioner Elect - Tim Hill

Staff - Will Isom

Staff - Matt McGrath

Staff - Susan Transue

Commissioner McClaine moved to approve updating the Lewis & Clark Bank check signers to consist of Commissioner Dirk Rohne, Commissioner Robert Stevens, Commissioner Frank Spence, Commissioner Jim Campbell, Commissioner Elect Tim Hill, Executive Director Will Isom, Deputy Director Matt McGrath, and Terminal and Customer Support Manager Susan Transue. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.

#### Commission Comments:

Commissioner Campbell did not have any comments.

Commissioner Stevens commented on the following:

- Will be attending the Oregon Fish and Wildlife Sea Otter open house tonight.

Commissioner Spence commented on the following:

- The Astoria Planning Commission will be meeting next Tuesday at 5:30pm for a second workshop meeting to discuss the central waterfront zoning amendments. At the meeting following the workshop meeting, the City will consider final adoption of the zoning amendments.
- Would like to see a presentation from the Boatyard Manager, Brendon Stock, about current Boatyard operations.

- Inquires as to the status of the Boatyard Master Plan. Isom answers that Port staff just completed interviews for proposals. This item will be on the next agenda for the Commission to approve.

Commissioner McClaine commented on the following:

- Commissioner McClaine comments that it has been a blessing serving on the Port Commission. Would like to thank constituents of the entire county for their trust. Thanks to Port staff, thanks to fellow Commissioners, and thanks to my wife.

Commissioner Rohne commented on the following:

- Read a letter to Commissioner McClaine thanking him for his service on the Port Commission. Please see meeting audio for full detail.

### **Executive Director Comments:**

- The Oregon Department of Fish and Wildlife will be hosting a community open forum tonight to discuss Sea Otter reintroduction.
- The Port phone system will be updated this Thursday. The phone tree will be streamlined.
- The Astoria Planning Commission Meeting will be discussing the zoning amendments identified in the Astoria Waterfront Master Plan. Isom and Deputy Director Matt McGrath have been working closely with City staff. Next week's workshop will be a continuation of the previous workshop to address concerns brought forth from the planning commission relating to view corridors. Both City and Port staff have been working with the consulting teams. Isom notes that no input from Port staff or the public will be taken at this meeting.
- The Finance Committee will be meeting tomorrow at 12pm.
- The Boatyard will be hosting a BBQ on July, 28<sup>th</sup>.
- Commissioner Stevens asks if the Port has taken steps back in terms of progress with the central waterfront zoning amendments. Isom comments that ultimately the City Council will be charged with the final adoption of the zoning amendments. Isom answers that he has been working closely with City staff to educate new staff as to the planning process and public outreach that was conducted for the Astoria Waterfront Master Plan. Isom is confident that the City will approve a plan that is in line with the finalized draft of the Astoria Waterfront Master Plan.
- Commissioner Rohne notes that this is an opportunity for Commissioners to reach out to the planning commission. It is unfortunate that former city manager, Brett Estes, is no longer on staff to help the volunteers respect the recommendations that the Port and City worked together to develop.

### **Upcoming Meeting Dates:**

- Finance Committee – June 21, 2023 at 12:00 PM
- Regular Session – July 18, 2023 at 4:00 PM

### **Adjourned:**

Chairman Rohne adjourned the meeting at 4:28 PM.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Dirk Rohne, Board Chairman  
Board of Commissioners

\_\_\_\_\_  
Frank R. Spence, Secretary  
Board of Commissioners

Respectfully submitted by:  
Stacy Bandy  
Executive Assistant / Administrative Coordinator

June 27, 2023  
\_\_\_\_\_  
Date Approved by Commission

DRAFT

## Amendment Number 1

**Project Name:** Pier 2 West

This amendment is made and entered into by and between the State of Oregon, acting by and through its Oregon Business Development Department (“OBDD”), and the Port of Astoria (“Recipient”), and amends the Emerging Opportunity Program Grant Agreement, Project Number EOF028, dated 22 June 2023 (“Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

**Recital:** The purpose of this amendment is to increase the Grant Amount by \$582,997 and reduce the Other/Matching Funds Estimated Budget by \$582,997. The Recipient originally requested \$1,200,000 in funding from the Emerging Opportunity Program, and the Project was originally awarded \$617,003. This Amendment increases the Grant Award to \$1,200,000.

**The parties agree as follows:**

1. Amend the following in Section 1- Key Terms of the Contract as follows (deletion in ~~strike through~~; addition in double underline):

Grant Amount: ~~\$617,003~~ \$1,200,000.

2. Amend the Project Description in Exhibit A – Contract Information, Project Description, Project Budget, and Special Conditions as follows (deletion in ~~strike through~~; addition in double underline):

**Project Description:**

Recipient will hire an Oregon licensed engineer to produce design documents, submit permit applications, and begin the environmental mitigation process necessary for substantial rehabilitation of Pier 2 West.

	OBDD Funds	Other / Matching Funds
Activity	Approved Budget	Estimated Budget
Final Design, Permitting, and environmental mitigation - Pier 2 West	<del>\$617,003</del> <u>\$1,200,000</u>	<del>\$1,082,997</del> <u>\$500,000</u>
Total	<del>\$617,003</del> <u>\$1,200,000</u>	<del>\$1,082,997</del> <u>\$500,000</u>

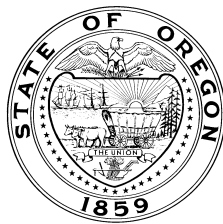
The Project will be completed no later than the Project Completion Deadline.

SIGNATURE PAGE FOLLOWS

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



**STATE OF OREGON**  
acting by and through the Oregon Business  
Development Department



**PORT OF ASTORIA**

By: \_\_\_\_\_  
Chris Cummings, Deputy Director

By: \_\_\_\_\_  
Dirk Rohne, President

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
/s/ Wendy Johnson per email dated 26 June 2023  
Wendy Johnson, Senior Assistant Attorney General