

**MEETING MINUTES
JANUARY 21, 2025**

PORT OF ASTORIA
WORKSHOP SESSION
COMMISSION CHAMBERS
422 GATEWAY AVE., SUITE 100
ASTORIA, OR 97103

Call to Order:

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

Roll Call:

Commissioners Present: Robert Stevens; Jim Campbell; Tim Hill; Dirk Rohne. Frank Spence was absent.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Boatyard Manager Brendon Stock; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present.

Also Attending: Krista Wellnitz of Mead & Hunt, Alan and Abby Ismond of Aqua-Terra Consultants.

Pledge of Allegiance

Changes/Additions to the Agenda:

There were no changes to the agenda.

Public Comment:

No public comment was received.

Advisory Items:

6a. Airport Master Plan

The Airport Master Plan (AMP) update process began four years ago. The final AMP has been completed by Mead & Hunt and is awaiting approval from the Federal Aviation Administration (FAA). Krista Wellnitz from Mead & Hunt presented the plan to the Port Commission. Key points included the following:

- The project was initiated in the fall of 2022.
- The last AMP was developed in 2008.
- An update to the master plan is required by the FAA to maintain eligibility and compliance for grants.
- The Airport Layout Plan (ALP) serves as a roadmap for planned improvements, but it does not guarantee funding.
- Project implementation priorities are determined by the Airport Improvement Project Eligibility and the availability of funding (federal, state grants, etc.).

- Over the next 15 years, short and long-term projects include the maintenance of the runway 8/26, runway obstruction removal, 10,000-gallon Jet-A fuel tank, hangar repairs, and extension of the FBO, electric aircraft charging, and taxi lane and pavement marking.

For the complete presentation and discussion, please refer to the meeting audio.

6b. First Reading, AN ORDINANCE REGULATING ENCROACHMENT INTO UNAUTHORIZED AREAS

Executive Director Will Isom stated that the ordinance was developed in response to ongoing issues with some Port tenants utilizing space beyond their leased boundaries. The ordinance outlines a process for addressing encroachments in the event of a violation. A violation would result in a penalty of \$100 for the first violation by an individual and \$500 for subsequent violations. For corporations, the initial violation incurs a penalty of \$1,000 and a \$3,000 penalty for subsequent offenses which may be assessed on a daily or partial basis.

6c. Pier One Building – Generator Update

The representative from Bogh Electric was absent. The advisory item was dismissed.

Action Items:

7a. Byproduct Recovery Center Treatability Study – Update and Change Order

Deputy Director Matt McGrath requested approval for a \$27,640 change order to cover additional sampling costs to complete Phase 1 of the study. Alan Ismond from Aqua-Terra Consultants (ATC) provided a brief update on the Byproduct Recovery Center (BRC) Treatability Study.

Highlights included the following:

- Each food processor faces high costs to independently treat wastewater since it requires special equipment.
- The Port's plan to consolidate wastewater treatment for both Bornstein and Da Yang Seafoods processing facilities will allow for professional processing and improve collaboration.
- The BRC will convert waste into marketable compost, improving wastewater quality and reducing contamination.
- The study's results exceeded initial expectations.
- Two additional samples were required to achieve more accurate data and form sound recommendations.
- Collaboration with Danish experts is anticipated to enhance the project's profile and assist with future grant funding.
- ATC's advanced technology is among the most advanced available, which could position the Port ahead of others.

McGrath noted that Representative Ken Help is introducing a bill in support of Industrial Symbiosis, which would direct Business Oregon to fund similar initiatives.

Commissioner Rohne moved to Approve the Additional Funding of \$27,640 Change Order for the Byproduct Recovery Center. Commissioner Campbell seconded. The motion carried 4-0 amongst the Commissioners present.

7b. Resolution 2025-01 Adopting Increase in Boatyard Rates

Boatyard rates have remained unchanged since 2019. A report was presented with revenue projections for the next five years and a comparative analysis of rates from other facilities.

- Commissioner Robert Stevens noted that rising inflation and increased costs for essential commodities justify the proposed rate increases.
- Boatyard manager Brendon Stock agreed and emphasized that the adjustment will align fees with current and future operating costs.
- Isom explained that one implementation within the proposed rates addresses projects extending beyond 90 days. This policy aims to discourage extended vessel storage at the Boatyard which has on occasion proven more cost-effective than storing vessels at the Marina and aims to improve turnover.

Commissioner Campbell moved to Approve Resolution 2025-01 Adopting Increase in Boatyard Rates. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

7c. Overbay Houseworks Lease

Isom introduced a five-year lease for Overbay Houseworks at the Airport, which expands their current leased space.

Commissioner Rohne moved to Approve the Commercial Lease Agreement Between the Port of Astoria and Overbay Houseworks. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

7d. RFE #207 Repair Computer System for LinkBelt Crane

The LinkBelt Crane's scale system is malfunctioning and requires a repair estimated at \$33,741.74 from Triad Machinery. Commissioner James Campbell has encountered this issue in the past and has been resolved by allowing the crane to dry out.

Commissioner Rohne moved to Approve RFE #207 Repair Computer System for LinkBelt Crane. Following discussion, Commissioner Rohne amended the motion to Include a Condition Allowing the Crane to Dry Out First. Commissioner Hill seconded. The motion carried 4-0 amongst the Commissioners present.

Commission Comments:

Commissioner Hill commented on the following:

Was impressed with the developers interviewed for the Astoria Central Waterfront Redevelopment. The presentations were noted as impressive, and the prospects appear promising with the planned hotel development and fishing village.

Commissioner Rohne commented on the following:

Also participated in the selection committee for the Central Waterfront Redevelopment and described the presentations as compelling. The committee remains focused on selecting a developer that aligns with the Port's vision and aspirations.

Commissioner Campbell did not have any comments.

Commissioner Stevens commented on the following:

Reported a brief meeting with the new chairman of the finance committee aimed at streamlining future meetings and ensuring timely distribution of the agenda. The next finance committee meeting is scheduled for January 29th; attendance is only mandatory for the Treasurer. Other Commissioners are invited to attend.

Executive Director Comments:

- Concurred with Commissioners Hill and Rohne on the quality of redevelopment proposals and commended contributions from David Reid, Mark Popkin, and John Southgate. Follow-

up inquiries are underway to verify developer credentials. The selection committee will ultimately recommend a developer to the Board.

- McGrath reported on Industrial Symbiosis experts from Denmark visiting Oregon to evaluate four projects (three in Astoria). The discussions with local officials provided valuable insights into leveraging byproducts as resources and promoting collaborative industrial practices.
- Significant progress has been made in removing the causeway in the East Mooring Basin.
- There are no new updates regarding the mitigation issues with the City of Warrenton.

Upcoming Meeting Dates:

- Finance Committee – January 29, 2025, at 12:00 PM
- Regular Session – February 4, 2025, at 4:00 PM
- Workshop Session – February 18, 2025, at 4:00 PM

Adjourned:

Chairman Stevens adjourned the meeting at 5:04 PM.

APPROVED:



Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:



Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Office Manager

March 4, 2025

Date Approved by Commission