



**MEETING MINUTES
OCTOBER 18, 2022**

**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.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; and Finance, HR & Business Services Manager Melanie Howard.

Port Counsel: Eileen Eakins was not present.

Also Attending: Grant Writer Shane Jensen and Ethan Myers of *The Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment:

Local commercial fisherman and community member Randy Lymann addressed the Commission. Lymann refers to the boatyard feasibility study results and explains the importance of the boatyard for local fishermen, and asks the Port Commission to consider expanding to a 150-ton lift.

Advisory Items

6a. Real Estate Services RFP Discussion

Executive Director Isom refers to the draft Request for Proposal (RFP) on page three of the packet. Initially, the recommendation to reach out to a commercial realtor was a directive from the Finance Advisory Committee. The idea was then brought to the Port Commission, where the Commission directed staff to draft the RFP. Isom worked with Port Counsel, Eileen Eakins, to draft the RFP; key categories are outlined in the proposal. Proposals will be evaluated by a small committee for review. The evaluation will be based on three categories: the proposal's suitability, demonstrated experience and success, and cost and value.

Isom inquires if the Commissioners have any comments or questions.

- Commissioner Rohne notes that this is an excellent use of the Finance Committee's time.
- Commissioner Campbell comments that the Port will need to clear brush before looking to sell or lease property. Isom explains that this topic was discussed at length by the finance committee, and the idea is to work with the commercial realtor to see what improvements are needed before marketing properties.

- Isom adds that the Port has some leeway in awarding the proposal. Commercial realtor services fall under the professional services category and are not subject to the restrictions that a construction project may have. The selection will be based on the parameters in the RFP.

Action Items:

7a. Baxter Family Medicine Lease Renewal

Executive Director Isom explains that the Baxter Family Medicine Lease renewal is for a five-year term at their current office space in the 10 Pier 1 Building. The original lease began two years ago, in November 2020.

Commissioner Cambell moved to approve the commercial lease agreement with Baxter Family Medicine. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

Commission Comments:

Commissioner Campbell did not have anything to report.

Commissioner Stevens commented on the following:

- Attended the Scoular ribbon cutting. Impressed by the facility.

Commissioner Rohne commented on the following:

- Agrees with Commissioner Stevens. The scope of the project is immense, and the partnership between Scoular and Bornstein, and Da Yang is mutually beneficial to all parties. Port staff deserve credit for moving the project forward.

Commissioner Spence commented on the following:

- Would like to see *The Astorian* do an article showcasing the process of converting waste into fishmeal. In the last ten years, Scoular has invested millions of dollars in this facility. This is a giant step forward for the Airport Industrial Park.

Commissioner McClaine commented on the following:

- Cindy Yingst has shut down production of the *Columbia Press*.
- Will be spearheading a questionnaire this winter to see how much the average cruise passenger spends downtown.

Executive Director Comments:

- It is nice to see the Scoular facility complete. This is a success for all those involved.
- Shane Jensen has joined the meeting in person to give a grant update. Shane Jensen is working with Port staff in person this week. Jensen explains that the pre-proposal conference for the CM/GC Pier 2 West Rehabilitation will be held this week. Jensen is working with Port staff to discuss grant compliance reporting for the Port Security grant. There are several projects at the airport in the pre-planning phase. Jensen is working to match projects to grants.
- Commissioner Spence inquires if a grant could help pay for a larger lift at the boatyard. Jensen explains that the boatyard feasibility study provides evidence that investments would be justified. The study justified improvements such as covered workspace, but the results for a larger lift were mixed.
- Jensen met with Ayreann Colombo to discuss what kind of grant writing assistance Col-Pac could provide to the Port.

- Commissioner Stevens refers to the success of the Port of Coos Bay and inquires how the Port can get the same attention from state legislators. Jensen explains that the rail line at the Port has drawn attention.
- Spence refers to the boatyard feasibility study and inquires if there are grant dollars for the alternative option at the East Mooring Basin. Jensen explains that the Port will need to look for public or private partnerships.
- Executive Director Isom continues. Will be meeting with consultants Walker Macy and City of Astoria Community Development Director, Megan Leatherman to discuss the rough draft of the zoning changes.
- Cruise ship will be coming in on Sunday. The last ship of the fall season is coming on November 4th.
- The in-water work window for dredging opens in two weeks. Port maintenance staff have been working on the dredge vessel to prepare. Will be meeting with Bergerson Construction to discuss project details for the West Basin dredging and pile replacement projects.
- Commissioner Spence thanks Susan Transue for her work with the cruise ships this year. Sue has done an outstanding job.

Upcoming Meeting Dates:

- Regular Session – November 1, 2022 at 4:00 PM
- Workshop Session – November 15, 2022 at 4:00 PM

Adjourned:

Chairman Rohne adjourned the meeting at 4:48 PM.

APPROVED:

Dirk Rohne, Board Chairman
Board of Commissioners

ATTEST:

Frank R. Spence, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

December 6, 2022
Date Approved by Commission