



**MEETING MINUTES
JUNE 06, 2023**

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

BUDGET ADOPTION HEARING

Call to Order

Chairman Rohne called the Budget Adoption Hearing to order at 4:00 pm.

Roll Call

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

Robert Stevens joined the meeting via Zoom at 4:03pm.

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

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

Also Attending: Angela Archibeque and Krista Couch of Mead & Hunt and Seth Otto of Maul Foster Alongi.

Pledge of Allegiance

Presentation of Proposed Budget for Fiscal Year 2023-2024

Executive Director Isom introduced the budget appropriations for fiscal year 2023-2024, as noted on page 69 of the packet. This hearing is a chance for the public to give comments before the Commission considers budget adoption. The General Fund appropriated amounts for fiscal year 2023-2024 consist of \$2,994,266 for Personnel Services, \$4,483,128 for Materials & Services, \$3,489,034 for Capital Outlay, and \$1,655,627 for Debt Service for a General Fund total of \$12,622,055. The Special Revenue Fund Interfund Transfer consists of \$189,164. The total presented budget for consideration for fiscal year 2023-2024 is \$13,862,259. Resolution 2023-02 imposes and categorized taxes at a rate of \$.1256 per \$1,000 of assessed value. This is the maximum permanent tax rate allowed.

*Commissioner Stevens joined the call during Executive Director Isom's budget explanation.

Call for Public Comment on Proposed Budget

There were no requests for public comment.

Adjourned

Commissioner Rohne adjourned the Budget Adoption Hearing at 4:04 pm.

WORKSHOP SESSION

Call to Order

Chairman Rohne called the Regular Session to order at 4:04 pm, immediately following the adjournment of the Budget Adoption Hearing.

Changes/Additions to the Agenda:

There were no changes or additions to the agenda.

Public Comment:

There were no requests for public comment.

Consent Calendar:

The consent calendar consisted of the following:

- Meeting Minutes – 03/21/23 Workshop Session; 04/04/23 Regular Session; 04/18/23 Workshop Session; Regular Meeting 05/02/23
- Financials – April 2023
- Event Calendar – June 2023

Commissioner Spence moved to approve the consent calendar as presented. Commissioner Campbell seconded. The motion carried unanimously 5-0 amongst the commissioners present.

Advisory/Discussion:

11a. Airport Master Plan Update – Mead & Hunt

Deputy Director McGrath introduces Project Manager Angela Archibeque and Lead Planner Krista Couch to give an update on the Airport Master Plan Update in progress. McGrath notes that the second public advisory meeting will be held tomorrow at the airport FBO. The presentation includes plan progress addressing environmental assessment, aviation forecast, facility assessment and requirements, revenue generation goals, and future steps for the airport, including a brief overview of completed work, ongoing work, and future tasks.

Presentation highlights include:

- The goal is to make the airport more sustainable by generating revenue through user fees, fuel sales, hangar rentals, and infrastructure improvement.
- Future facility needs include identifying hotspots on taxiways, improving direct access issues, expanding FBO facilities, adding parking spaces and hangars, and preparing for electric aircraft control.
- Additional hanger development is necessary due to increased demand in the next 20 years.
- Non-aeronautical development opportunities exist in industrial parks located west and south of the airport.
- Market analysis was conducted to determine lease rates for non-aeronautical parcels based on economics, demographics, industry projections, and comparable sales data.
- Automobile parking improvements may include paving and delineating parking spaces as well as enhancing wayfinding signage within the airport premises.
- Alternative projects, such as relocating a runway crossing area or developing electric aircraft facilities, are being considered for future funding requests from the Federal Aviation Administration (FAA).

- Future facility needs include identifying taxiway hotspots, alleviating access issues, updating and expanding FBO, additional parking and hangers, and exploring electric aircraft control.
- The third and final public advisory meeting will be in October to present an implementation plan, land use plan, and a financial feasibility plan.

The Commission thanks Archibeque and Couch for their presentation.

Action Items:

12a. Integrated Planning Grant Scope of Work

Deputy Director McGrath explains that this item is a follow-up to the Business Oregon Integrated Planning Grant that was brought to the Commission at the last meeting. The Port is looking to blend the Area of Contamination (AOC) 4 cleanup and the Pier 2 West rehabilitation projects. The proposal is to extend the seawall to the dock line and over to the Boatyard to encapsulate the environmental contamination. Seth Otto, Principal Civil Engineer with engineering firm Maul Foster Alongi discusses the project overview.

- The integrated planning grant is an investment from the state for strategic and comprehensive planning and programming for the port to lay out schedules and key milestones, primary activities, and areas of investment for the waterfront and the various overlapping projects that will be in progress over the next few years. The work plan for the integrated planning grant focuses on organizing and facilitating a critical path scheduling and programming for these projects.
- Key milestones have been identified, permitting processes are identified, timelines are established, and areas of integration and synergy are identified to avoid redundancy and potential conflict which can occur in complex waterfront projects.
- The first task will include a comprehensive waterfront improvement plan, which is a summary of those various projects with an overall project schedule.
- The second task will include a funding strategy that identifies primary components and links them up with available state and federal funding programs in relation to environmental remediation, infrastructure development, planning, and transportation that tie into waterfront revitalization. This will position the Port to be successful in applications and in other funding positioning, whether through grant applications or direct allocation from the state.
- Community engagement strategies will begin early in the process. Extensive community engagement will ensure that the port is positioned well for project funding.

Otto thanks the Commission and inquires if there are any questions. Executive Director Isom notes that Maul Foster Alongi is the project consultant for AOC 4. The idea to integrate the Pier 2 West rehabilitation and AOC 4 cleanup was originally introduced by Jim Maul; rather than creating a change order or addendum to their contract, Isom thought it would be best to draft a separate scope of work.

- Commissioner Campbell inquires if the Department of Environmental Quality (DEQ) is favorable to this project approach. Commissioner Rohne explains that the DEQ must recommend the least cost, viable option. McGrath comments that the DEQ is open to the idea of integrated planning. The Port has held meetings with the DEQ, Business Oregon and the Department of State Lands (DSL), and all agencies are open to this concept. With the projects combined, the Port has more opportunities to seek further grant funding. Commissioner Campbell comments that it makes a lot of sense to combine these projects.

Commissioner Spence moved to approve the Integrated Planning Scope of Work with Maul Foster Alongi. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

12b. Resolution 2023-01 Adopting the Budget 2023-2024

Executive Director Isom directs the Commissioners to Resolution 2023-01 on page 69 of the packet. The next step for budget adoption is formal adoption from the Commission.

Commissioner Spence moved to approve Resolution 2023-01 Adopt Budget and Make Appropriations for Fiscal Year 2023-2024 as written. Commissioner McClaine seconded the motion. The motion carried unanimously 5-0 amongst the Commissioners present.

12c. Resolution 2023-02 Imposing and Categorizing Taxes 2023-2024

Commissioner Rohne notes Resolution 2023-02 Imposing and Categorizing Taxes 2023-2024 imposes a tax rate of \$.1256 per \$1,000 of assessed value. Isom thanks Budget Committee citizen members for their participation. It can be difficult finding members of the public to volunteer for committees, and the Port is fortunate to have Budget Committee chair Bill Young and committee members Tad Peterson, Steve Kraske, John Lansing, and Walt Postlewait serving on the committee.

Commissioner Spence moved to approve Resolution 2023-02 Resolution Imposing and Categorizing Taxes. Commissioner Campbell seconded the motion. The motion carried unanimously 5-0 amongst the Commissioners present.

12d. Request for Expenditure #0144 Airport FBO Roof

Deputy Director McGrath refers to the Request for Expenditure on page 71 in the packet. The FBO roof has needed repair for some time. The current shingle roof will be replaced with a metal roof. The work will be completed before the Fly-In event this August.

Commissioner Campbell moved to approve the Request for Expenditure #0144 Airport FBO Roof with Northwest Roofing & Construction in the amount of \$32,178. Commissioner Spence seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

12e. Request for Expenditure #0147 Central Waterfront Sediment Sampling

Deputy Director McGrath refers to the Request for Expenditure on page 81 in the packet. McGrath explains that depending on the level of risk, sediment sampling is required in either three, five, or seven-year increments. The year sampling is needed for all levels of risk. McGrath refers to the analytical services quote on page 85, which is an example of the most expensive sampling. On page 90, there is a pricing list showing the cost for each type of sample. Once sampling is complete, the Port will not need to sample for five years.

- Commissioner Campbell inquires if the permit calls for clamshell or bottom down. McGrath answers that the way the permit is written, the Port can choose either option.

Commissioner Spence moved to approve the Request for Expenditure #0147 Central Waterfront Sediment Sampling with Northwest Roofing & Construction in the amount of \$85,127. Commissioner McClaine seconded. The motion carried unanimously 5-0 amongst the Commissioners present.

12f. Approval of America's Phone Guys Contract

Executive Director Isom explains that the proposed agreement on page 91 of the packet is for a new monthly service contract with America's Phone Guys as well as the installation of 17 new telephone units. Commissioner Stevens inquires if staff are looking at the design of the phone system. Executive Assistant/Administrative Coordinator Stacy Bandy explains that staff have

revised the phone tree to streamline the options available. The new phone system has several new features and will enable staff to use a phone application to monitor lines.

Commissioner McClaine moved to approve the contract with America's Phone Guys.

Commissioner Spence seconded the motion. The motion carried unanimously 5-0 amongst the Commissioners present.

Public Comment

There were no requests for public comment.

Commission Reports:

Commissioner Campbell commented on the following:

- Brush cutting at the airport is going well. It would be nice to get ahead of grounds maintenance.

Commissioner Stevens did not have any comments.

Commissioner McClaine commented on the following:

- Will be attending the Navy Rose Festival reception tomorrow evening.

Commissioner Spence commented on the following:

- Last night, the Astoria City Council sitting as the Astoria Development Commission, approved their budget for the forthcoming year. The West Astoria Urban Renewal District approved its budget of \$5,236,000. This fund has helped the Port previously and is a source of potential for future planning. It was a productive meeting with a lot of information presented.
- The Marina presentation at the 04/18/2023 Workshop Session by Marina manager Janice Burk was an excellent source of information. Burk did an excellent job presenting information at that meeting and encourages members to review the presentation. Recommends for Burk to send out a letter to all Marina tenants advising that we are soliciting applications for serving on the Marina Advisory Board.
- At the 04/18/2023 Workshop Session, Commissioner Campbell comments that the Port should look into charging guide boats and tours to capture revenue. Tom Browson agreed and commented that the City of Astoria is also pursuing the same idea and mentioned that there are currently many guide boats that are not getting licenses from the city. Spence urges the administration to get together with the Astoria City Manager and move forward with the creation of an ordinance to require licensing of these boats and set a fee that will benefit the City and the Port.
- Commissioner Rohne adds that Marina tenants were invited to speak at the last Commission Meeting, where Burk gave the Marina presentation. There was a limited number of tenants who came to the meeting, and the conversations were positive; additional meetings are not warranted.

Commissioner Rohne did not have any comments.

Executive Director Comments:

- Has been spending considerable time recently working with Port counsel, Eileen Eakins, to draft leases and contracts with prospective tenants as well as current tenants.
- Received an email yesterday from Business Oregon Regional Solutions Project Manager Becky Bryant informing us that the Port has been awarded \$60,000 to help fund the Boatyard Master Plan.
- The Oregon Department of Fish and Wildlife is holding a series of public open houses concerning the reintroduction of Sea Otters to the Pacific coast. The letter has been forwarded to the Commission.
- Met with Kate Mickelson, the Executive Director of the Columbia River Steamship Operators' Association (CRSOA). The Port was a member of CRSOA before the Harbor Fee litigation; there



is a mutual benefit in rejoining the association. Overall, the meeting was productive, and Michelson was receptive to Port concerns.

- Has reached out to Commissioners individually to meet to discuss Port operations.
- The July regular meeting will fall on the Fourth of July this year. The Commission can meet on July 11th or July 18th. Isom will contact Sherriff Matt Phillips and see when he is available to perform the swear-in ceremony.

Upcoming Meeting Dates

- Workshop Session – June 20, 2023 at 4:00 pm
- Finance Advisory Committee – June 21, 2023 at 12:00 pm

Adjourned

Chairman Rohne adjourned the meeting at 5:21 pm.

APPROVED:

A handwritten signature in black ink, appearing to read "Robert Stevens", written over a horizontal line.

Robert Stevens, Board Chairman
Board of Commissioners

ATTEST:

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

Tim Hill, Secretary
Board of Commissioners

Respectfully submitted by:
Stacy Bandy
Executive Assistant / Administrative Coordinator

August 1, 2023
Date Approved by Commission