



**MEETING MINUTES  
APRIL 01, 2025**

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

**Call to Order**

Chairman Stevens called the Regular Session to order at 4:00 PM.

**Roll Call**

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

**Staff Present:** Executive Director Will Isom; Deputy Director Matt McGrath; Terminal & Customer Support Manager Sue Transue; Office Manager Dianna Delgado. Via Zoom: Finance & HR Director Melanie Howard; Environmental Compliance Specialist Stacy Bandy; Chris Gibbs.

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

**Also Attending:** Tom Brownson of City of Astoria; Port Finance Advisory Committee Member Steve Kraske, John Southgate of Southgate Consulting; Mark Popkin of Popkin Real Estate; Wes Giesbrecht of Atlin Consulting; Garth Schlemlein of Elevator Shaft, LLC; Andrew Bornstein of Bornstein Seafoods; Roxanne Fick of Sundial Travel; John Lansing and Thaddeus Fickel.

**Pledge of Allegiance**

**Changes/Additions to the agenda**

No changes or additions were made to the agenda.

**Public Comment for items on the agenda**

John Lansing extended an invitation to Representative Cyrus Javadi's town hall, scheduled in Seaside on Saturday, April 5 at 1:00 PM.

**Consent Calendar**

The Consent Calendar consisted of the following:

- Meeting Minutes – Finance Advisory Committee 1/29/2025, Regular Session 2/4/2025
- Financials – February 2025
- Event Calendar – April 2025

**Commissioner Rohne moved to approve the Consent Calendar as presented. Commissioner Hill seconded. The motion carried 3-0 amongst the Commissioners present.**

**Votes were as follows: Stevens – Aye, Hill – Aye, Rohne – Aye.**

### Advisory Items

#### 7a. ODEA Grant Award Letter

Deputy Director Matt McGrath presented a grant award letter for upgrades to the Airport FBO building. The grant, totaling \$143,000 with a 10% match, will fund improvements related to ADA compliance, bathroom renovations, and updates to doors, windows, and the kitchen area.

#### 7b. Bornstein Seafoods Wastewater Treatment Facility – Commercial Lease

Executive Director Will Isom presented the plans from Bornstein Seafoods to install a DAF (Dissolved Air Flotation) wastewater treatment system. Due to unsuitable ground conditions at Pier 2, the facility will be constructed on a lot currently used for storage. An amendment to Bornstein's lease is required to allow for this use. The system is a DEQ requirement to comply with the 900J permit. The project needs to be operational by November, and construction is expected to begin this summer.

### Action Items

#### 8a. RFEI – Atlin Investments

- Wes Giesbrecht of Atlin Investments presented a conceptual plan for redevelopment of the Port's central waterfront. For full details, refer to the meeting audio.

Key features of the concept include:

- Two hotels
  - A fishing village with marine-themed retail and food
  - Public event space
  - A potential cruise ship welcome center
- The proposal aligns with the Port's waterfront master plan. Commissioner Rohne discussed the benefits of the EB-5 funding model and highlighted the developer's experience and previous local projects. Executive Director Isom clarified that the action before the Commission was to approve an Exclusive Negotiating Agreement (ENA) with Atlin Investments, which does not authorize staff to execute leases or contracts. Any agreements will return to the Commission for review and approval.
  - Commissioner Spence expressed appreciation for the proposal, calling it a strong, well-funded plan with experienced partners.  
Commissioner Campbell voiced concerns about the dual hotel concept and suggested incorporating a restaurant and focusing more on outdoor activities.  
Commissioner Stevens emphasized the need to maintain cargo space and ensure that restaurants and public access remain priorities.

*Commissioner Hill moved to authorize the Port of Astoria Executive Director to enter into an Exclusive Negotiating Agreement with Atlin Investments and Partners for the property generally as set forth by the Developer Partners' response to the RFEI. Commissioner Spence seconded. The motion carried 5-0 amongst the Commissioners present.*

*Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Campbell – Aye, Rohne – Aye.*

#### 8b. OLCC Lease Agreement

Terminals and Customer Support Manager Sue Transue presented a proposed lease renewal for the Oregon Liquor and Cannabis Commission (OLCC) to the Commission. The request included a five-year renewal term and a name update on the lease.

*Commissioner Rohne moved to approve the Lease Agreement between the Port of Astoria and the Oregon Liquor and Cannabis Commission. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.*

*Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Rohne – Aye.*

**8c. Munden Properties, LLC – Lease Reassignment**

Transue presented a lease reassignment request resulting from the sale of the red building at 20 Basin Street. The property is being transferred from Lommasson Properties, LLC to Munden Properties, LLC, the owners of Bridgewater Bistro.

*Commissioner Spence moved to authorize the Executive Director to sign the Consent to Assignment of Lease and Licenses by Lommasson Properties, LLC to Munden Properties, LLC. Commissioner Rohne seconded. The motion carried 4-0 amongst the Commissioners present.*

*Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Rohne – Aye.*

**8d. Airport Landing Fees – Scaled Proposal**

Deputy Director Matt McGrath presented a scaled landing fee proposal that had been reviewed and recommended by the Airport Advisory Committee. The proposal establishes a graduated fee structure based on aircraft weight, with general aviation aircraft (under 10,000 lbs.) exempt from all landing fees.

The new structure intends to help offset future infrastructure maintenance and repair costs caused by heavier aircraft landings.

*Commissioner Rohne moved to approve the proposed landing fee structure as presented and implement effective May 1, 2025. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.*

*Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Rohne – Aye.*

**8e. Airport Advisory Committee Appointment**

The appointments to the Airport Advisory Committee (AAC) will restructure and reestablish the committee. The AAC stopped meeting during the COVID-19 pandemic, and all member terms had since lapsed. The following members were appointed with staggered terms:

- Steve Dillard, Wes Toland, and Mark Smith – Term ending 06/30/2026
- Henry Balensifer III and John Raichl – Term ending 06/30/2027

*Commissioner Rohne moved to approve the appointment terms of the following members of the Airport Advisory Committee: Steve Dillard, Wes Toland, Mark Smith through June 30, 2026; and Henry Balensifer and John Raichl through June 30, 2027. Commissioner Spence seconded. The motion carried 4-0 amongst the Commissioners present.*

*Votes were as follows: Stevens – Aye, Spence – Aye, Hill – Aye, Rohne – Aye.*

**Public Comment for items not on the agenda**

There were no public comments.

**Commission Reports**

Commissioner Rohne did not have anything to report.

Commissioner Spence reported on the following:

- Will continue attending meetings via Zoom throughout the remainder of his term.
- Thanked Office Manager Dianna Delgado for preparing motions, noting they were helpful and well-organized.

Commissioner Hill did not have anything to report.

Commissioner Stevens reported on the following:

- Attended a meeting facilitated by former Senator Betsy Johnson to discuss potential federal funding cuts and the uncertainty around future infrastructure funding.
- Did an interview with the Daily Astorian.

**Executive Director Comments**

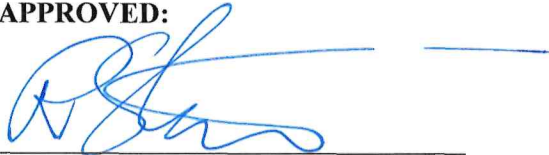
- Traveled to Washington, D.C. with Deputy Director McGrath as part of the PNWA delegation. While meetings were less productive this year, the Port strengthened its relationships and visibility with key lawmakers.
- Successfully advocated against the Port being designated a water district by the Oregon Health Authority.
- Upcoming events:
  - April 10: Ports Day at the Capitol in Salem
  - April 15: Oregon Department of Aviation visit and airport tour. Check presentation from Northwest Oregon Works for new boatyard equipment (\$12,855)
- The Pier 1 Generator Project by Bogh Electric is now complete.

**Upcoming Meeting Dates**

- Workshop Session – April 15, 2025 at 4:00 PM
- Regular Session – May 6, 2025 at 4:00 PM
- Budget Committee – May 14, 2025 at 1:00 PM

**Adjourned**

Chairman Stevens adjourned the meeting at 5:14 PM.

**APPROVED:**

Robert Stevens, Board Chairman  
Board of Commissioners

**ATTEST:**

Tim Hill, Secretary  
Board of Commissioners

Respectfully submitted by:  
Dianna Delgado, Office Manager  
Katie Brown, Administrative Assistant

May 6, 2025

Date Approved by Commission