

**MEETING MINUTES
NOVEMBER 18, 2025**

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

Call to Order

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

Roll Call

Commissioners Present: Robert Stevens; Thaddeus Fickel; Dirk Rohne; James Campbell; Tim Hill via Zoom.

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance & HR Director Melanie Howard; Terminal & Customer Support Manager Sue Transue; Office Manager Dianna Delgado.

Port Counsel: Eileen Eakins was not present.

Also Attending: Finance Advisory Committee member David Oser, Budget Committee member Steve Kraske, and Jay Corella of *The Daily Astorian*.

Pledge of Allegiance

Changes/Additions to the Agenda

No changes were made to the agenda.

Public Comment

No public comment was received.

Action Items

6a. Right-of-Way Easement – Pacific Power

Deputy Director Matt McGrath presented a request to grant a right-of-way easement to Pacific Power for electrical infrastructure for the Bornstein plant. The easement is required for ongoing access.

Commissioner Fickel moved to grant the right-of-way easement to PacifiCorp as requested and authorize the Executive Director to execute the necessary documents. Commissioner Stevens seconded. The motion carried 5-0 amongst the Commissioners present.

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

6b. Commercial Lease Agreement – United Parcel Services Inc.

A request for a five-year lease renewal with United Parcel Service, Inc. (UPS) was presented, with an option for a five-year renewal. The lease is set to expire on November 30, 2025. The

lease covers 1.3 acres at the Airport and includes a 5% increase from the existing rate with a 3% annual rent escalation.

Commissioner Campbell moved to approve the commercial lease agreement between the Port of Astoria and United Parcel Services, Inc as presented. Commissioner Fickel seconded. The motion carried 5-0 amongst the Commissioners present.

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

6c. Audited Financial Statements FY2024-25

Finance & HR Director Melanie Howard reported that the Port received a clean audit with an unmodified opinion. The financial statements, prepared by Port staff, were thoroughly reviewed by the Finance Advisory Committee, which recommended their approval to the Commission. Overall, the Port's financial performance remained consistent with the previous year.

Commissioner Stevens moved to accept the Financial Statements as presented, per the recommendation by the Finance Advisory Committee. Commissioner Fickel seconded. The motion carried 5-0 amongst the Commissioners present.

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

Commission Comments

Commissioner Campbell raised concerns about:

- The placement of the pipe after dredging operations. If the pipe remains in the dredge prism, it could create difficulty for future dredging plans.
- Delays in Terry's Plumbing property sale.
- Confirmed that the pilings at Pier 1 are filled with reinforced concrete and expressed that, in his view, an inspection is unnecessary.
- Status of the FBO terminal upgrades project.

Commissioner Stevens commented on the following:

- Attended the Finance Committee meeting and commended the Finance Committee for their hard work.

Commissioner Fickel commented on the following:

- The "Turkey Trot" hosted by the City of Seaside Parks Department is scheduled for Thursday, November 27.

Commissioner Rohne commented on the following:

- Thanked the Finance Committee for their hard work.

Commissioner Hill commented on the following:

- Working hard to come back to attend the meetings in person.
- Commended Port staff and the Finance Committee for their hard work.

Executive Director Comments

- Thanked Port staff, the Finance Committee, and Chairman David Oser for their continued support and diligence throughout the audit process.
- Reminded Commissioners to submit reimbursement requests by the end of December.

Upcoming Meeting Dates

- Regular Session – December 2, 2025, at 4:00 PM
- Workshop Session – December 16, 2025, at 4:00 PM

Adjourned:

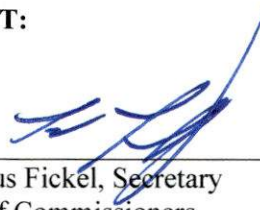
Chairman Rohne adjourned the meeting at 4:21 PM.

APPROVED:



Dirk Rohne, Board Chairman
Board of Commissioners

ATTEST:



Thaddeus Fickel, Secretary
Board of Commissioners

Respectfully submitted by:
Dianna Delgado
Office Manager

December 16, 2025

Date Approved by Commission