

**MEETING MINUTES
MAY 04, 2026**

PORT OF ASTORIA
FINANCE ADVISORY COMMITTEE MEETING
COMMISSION CHAMBERS
422 GATEWAY AVE., SUITE 100
ASTORIA, OR 97103

Call to Order:

The meeting was called to order at 12:00 PM by David Oser.

Roll Call:

Committee Members Present: David Oser; John Lansing; Cliff Fick; Marissa Chapman; and Finance and HR Director Melanie Howard.

Commissioners Present: Robert Stevens, Jim Campbell and Tim Hill.

Changes/ Additions to Agenda

Financial Review

Finance & HR Director Melanie Howard reviewed year-to-date performance (July 2025 through March 2026)

- There was an operating net gain of \$1.2M and an overall loss of \$538K, which is consistent with seasonal patterns. Stronger revenues typically start in April through August (cruise, marina, airport) and property tax revenue arrives in November.
- Dockage revenue continues to be down but is performing moderately.
- Boatyard haul-out revenue continues to outperform, rising from \$300K several years ago to \$1M annually.
- Compared to last year, bottom-line results are better due to lower capital spending and higher grant matching this year; last year included the Bales Hangar purchase of \$300K.
- Materials & services are trending over budget; a supplemental budget might be presented to the Commission in June.
- Fuel price margins are typically managed via pass-through pricing rather than hedging.
- Capital projects: Pier 2 West Emergency Repairs were budgeted at \$500K and totaled \$735K.
- Cash flow remains tight; Howard maintains \$300K–\$500K in operating accounts and monitors transfers to the investment fund.

John Lansing moved to recommend that the financial statement for Q1-Q3 FY2025-26 be presented to the Commission for approval. David Oser seconded. The motion carried unanimously.

Enterprise Resource Planning (ERP) Solution

- Howard presented an overview of the Port's ongoing ERP software review process and discussed the need to modernize the Port's existing systems currently used for accounting, marina operations, and other departments. Howard explained that the Port's current QuickBooks-based system relies

heavily on manual processes, lacks integration between departments, and limits operational efficiency, reporting capabilities, and customer service functions.

- Howard noted that the proposals received for the ERP systems vary significantly in both cost and complexity, ranging from a basic financial software replacement to more comprehensive operational platforms for multiple departments. Oracle NetSuite is the most expensive, followed by Elite Dynamics, and lastly Tyler Technologies being the cheapest option.
- Committee members discussed implementation challenges, staff training, long-term efficiencies, improvements, reservation capabilities, enhancements to reporting, and potential operational and financial benefits.
- Additional discussion occurred regarding balancing overall value with budget considerations.
- Howard will continue evaluating the proposals through the RFP scoring process and anticipates bringing an intent to award recommendation before the Commission after completing the vendor evaluations.

Discuss cruise ship activity and potential

- Howard provided five years of cruise ship revenue data, with adjustments for atypical events such as long-term moorage and extended vessel stays.
 - FY2022: \$570K
 - FY2023: \$852K
 - FY2024: \$810K
 - FY2025: \$644K
 - FY2026: Trending similar to FY2025
- Cruise ship revenue peaked during fiscal years 2023 and 2024 and has since then declined due to the loss of several cruise ship reservations, particularly larger cruise ships previously arriving from Victoria, B.C.
- Committee members discussed factors contributing to the decline in cruise ship traffic, including changes to U.S. Customs and Border Protection (CBP) passenger processing procedures for vessels arriving from foreign ports; the updated process created significant delays for passengers disembarking in Astoria. The subsequent cruise ship cancellations had broad economic impacts on the Port, local businesses, the city, County, and tourism-related groups.
- The Committee discussed opportunities to improve cruise ship marketing, coordinate with local partners and stakeholders, re-visit cruise-related fee structures, and explore strategies to increase cruise ship visits. The Port has been in discussions with outside groups for potential cruise industry partnerships and marketing opportunities.

Discussion Items

- The committee briefly discussed the historical State Land Board mitigation requirements and past state actions involving the claims involving the ownership of waterfront property.
- Committee members discussed concerns related to mitigation cost and local financial impacts.
- Additional discussion occurred regarding the Port's ability to communicate and advocate for its position on future mitigation or state-related matters if necessary.

Confirm an Agenda and Date for the Next Meeting

Future agenda items include:

- FY 2025-26 full-year financial results vs. budget
- Banking services analysis
- Cruise business update with CBP/marketing status

Adjourn

Chairman Oser adjourned the meeting at 1:31 PM.

APPROVED:



Dirk Rohne, Board Chairman
Board of Commissioners

ATTEST:



Thaddeus Fickel, Secretary
Board of Commissioners

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

June 2, 2026

Date Approved by Commission