

**MEETING MINUTES
SEPTEMBER 01, 2026**

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

Call to Order

President Stevens called the Regular Meeting to order at 4:00 PM.

Roll Call

Commissioners Present: Robert Stevens; Jim Campbell; Tim Hill; Dirk Rohne; and Thaddeus Fickel

Staff Present: Executive Director Will Isom; Deputy Director Matt McGrath; Finance and HR Director Melanie Howard; and Administrative Assistant Katie Brown.

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

Also Attending: Finance Advisory Committee Member John Lansing; Jay Corella of *The Daily Astorian*; Fox Perez of *The Daily Astorian*, and Rob Seitz.

Pledge of Allegiance

Changes/Additions to the agenda

No changes or additions were made to the agenda.

Public Comment for items on the agenda

No public comment was received.

Consent Calendar

The Consent Calendar consisted of the following:

- Meeting Minutes – Regular Meeting 07/07/2026, Workshop Session 07/21/2026, Workshop Session 08/18/2026
- Financials – June 2026 & July 2026
- Event Calendar – September 2026

Commissioner Rohne moved to approve the consent calendar as presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present.

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

Advisory Items

8a. TKW – Audit Letter

Melanie Howard presented the annual audit communications letter from Talbot, Korvola, & Warwick LLP's (TKW). Key points included:

- Required annual communication outlining responsibilities, scope, and limitations.
- Field work occurred during the week of August 17; follow-up work is ongoing.

- Final field work is scheduled for the week of September 7th; completion is expected within one month.
- Finance Committee will receive the auditor's presentation prior to board consideration.

Action Items

9a. Cintas Contract

Executive Director Isom summarized the updated 48-month standard rental service agreement with Cintas. Highlights include:

- Long-standing vendor relationship.
- Contract covers shop towels, coveralls, and similar items.
- Term requires commission approval under purchasing rules.
- Pricing consistent with prior service levels; shorter term than previous 60-month contract.

Commissioner Campbell moved to approve the Rental service agreement between the Port of Astoria and Cintas as presented. Commissioner Hill seconded. The motion carried 5-0 amongst the Commissioners present. Votes were as follows: Stevens – Aye, Hill – Aye, Fickel – Aye, Campbell – Aye, Rohne – Aye.

Public Comment for items not on the agenda

John Lansing, Field representative for Representative Javadi offered comments:

- Commended staff for a successful Airport Open House and Fly-In event. Noting positive public reception and effective coordination by those involved.
- Encouraged the Port to prepare legislative funding requests (e.g., permitting, dredging), explaining that upcoming election season presents an opportunity for candidates to understand and potentially advocate for the Port's priorities.
- Noted upcoming Finance Advisory Committee Meeting.

Commission Reports

Commissioner Hill did not have anything to report.

Commissioner Fickel reported on the following:

- Participated in the Airport Open House & Fly-In with the EAA as a young eagle's pilot completing six flights for youth.

Commissioner Rohne reported on the following:

- Attended the Airport Open House & Fly-In briefly; noting positive public response.
- Commented on the improvements made to the FBO facilities.
- Shared an update regarding the Select Area Fisheries and BPA funding.

Commissioner Campbell reported on the following:

- Participated in the Airport Open House & Fly-In; weather limited some aircraft arrivals.

Commissioner Stevens reported on the following:

- Volunteered with aircraft marshaling at the Airport Open House & Fly-In.
- Participated in a telephone town hall with Representative Bonamici and Oregon Attorney General Dan Rayfield regarding mail-in voting.

Executive Director Comments

- A summary of the Airport Open House & Fly-in financials was distributed; sponsorships helped offset costs. The event provided strong public engagement and positive feedback.
- A meeting is scheduled with USDA Rural Development Director regarding funding opportunities.
- The Port's Connect Oregon grant request of \$10M may face challenges due to the large amount

requested; staff are working on additional funding strategies.

- The Port Received a letter from FishHer Columbia Pacific Community Alliance expressing gratitude for the Port's support with the fishermen's appreciation lunch.
- Boatyard customer Chuck Levy submitted a letter praising boatyard staff Brendon, Joey, and Billy for their professionalism and customer service.
- The Port's budget-year estimates indicate strong financial performance, with operating revenues reaching 102% of the approved budget, an increase of approximately \$252,000. Operating expenses came in at 95% of budget, reflecting savings of more than \$500,000. As a result, the estimated net operating position exceeds \$800,000. While these figures may be adjusted during the final audit, the overall financial outlook remains positive.

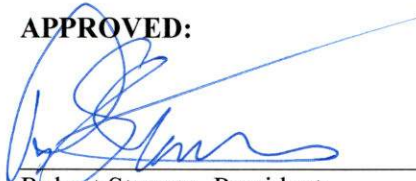
Upcoming Meeting Dates

- Finance Advisory Committee Meeting – September 02, 2026, at 12:00 PM
- Workshop Session – September 15, 2026, at 4:00 PM
- Regular Meeting – October 06, 2026, at 4:00 PM

Adjourned

President Stevens adjourned the meeting at 4:21 PM.

APPROVED:



Robert Stevens, President
Board of Commissioners

ATTEST:



Thaddeus Fickel, Secretary
Board of Commissioners

Respectfully submitted by:
Katie Brown
Administrative Assistant

October 06, 2026

Date Approved by Commission