

MINUTES  
PORT OF ASTORIA  
WORKSHOP SESSION  
MARCH 4, 2008  
PORT COMMISSION CHAMBERS

Chairman Dan Hess called the Workshop Session to order and took roll call.

Commissioners present: Dan Hess, Kathy Sanders, Bill Hunsinger, and Larry Pfund.

Staff present: John Hord, Lora Eddy, Esther Jones, and Ken Smith.

Others present: See attendance sheet.

COMMISSION VACANCY PROCESS

Discussion about the commission vacancy created when Bernie Bjork resigned last month concerning the timelines and the legal issues involved. Port attorney Andy Jordan informed the members at the meeting there was no time limit the ad should be in the paper, it is up to us. There is nothing that requires the port to fill the vacancy by any certain time period. It will have to be done in a public meeting.

Commissioner Pfund added the process should be, ad in the newspaper, application turned in, and then review what is turned in. Followed by an interview and selection both in public meetings; no executive session while interviewing an elected board member. It's different for an employee.

After some discussion and looking at the calendar, it was decided to send the press release this week, have it run two to three weeks, allow time for application turnaround, review, interviews, and selection. We will post the questionnaire on the Port of Astoria's website and have it available at the office as well.

Details of the dates are as follows:

|                |  |
|----------------|--|
| March 26, 2008 | Application/materials; cover letter, resume and questionnaire.     |
| April 8, 2008  | Interviews in workshop session at 6:00 p.m.                        |
| April 15, 2008 | Vote, appoint, and swear in selected person at the regular meeting |

EXECUTIVE DIRECTOR SEARCH/JOB DESCRIPTION It was decided not to proceed with an evaluation for the interim executive director at this time due to other pressing items to be taken care of first. Commissioner Sanders spoke to the Special Districts representative to hold off beginning the search on their end while we look into the possibility of using someone else. They agreed to wait and see what the board decides. The facilitator/trainer is the port's other option.

Reviewing the job description samples provided, some discussion followed on some of the details that would form the final description. One of the requirements is we need to allow enough time for public comment. We will have to think whether we want the description to include airport management operations as a part of the duties. Discussion followed on job description samples from other ports. Once a draft is complete, public comment will have to be allowed for the criteria of the executive officer.

Consideration into the possibility of rescheduling the regular meeting this month in order to attend the Oregon Transportation Commission dinner and meeting. They are responsible for the final decisions on the CONNECT OREGON II recipients. It will be decided on next week. A workshop at the airport would be a good idea down the road.

Chairman Hess called for other topics for discussion. Leslie Palmeri passed out the new 2008 Port of Astoria and the Columbia River Maritime Museum's cruise ship calendar.

Also at next weeks' meeting the board would like to discuss the cruise ship staff positions.

#### STAFF REPORTS:

Ken Smith, harbormaster reported:

- Haul out at the boatyard very busy. It was noted by Chairman Hess about the 'thank you' letters that have been received thanking the marina and their heroic efforts securing and watching out for the boats during the December storms.
- Also, Smith suggested placing the executive directors' job description in the Pacific Coast Congress of Harbormasters and Port Managers publication.

John Hord, chief of security reported:

- A parking plan will have to be in place before seafood processing begins on Pier 2. In his meeting at the city of Astoria's planning department, he realized the port was not in compliance with plans in the parking section of the lease, for requirements and ordinances. He explained, in a lease recently completed, a two-year extension was granted by the city to enforce parking plans written in the lease. Paving, painting and lighting fixtures were supposed to be completed within the time period. The city office is still waiting for the plans from the port.
- Each building has a parking plan. It depends on how many employees a business has. Seventy-five spaces to every 100 employees. Currently, the city will not issue any new building permits to the Port of Astoria.
- The marina is also working on parking plan details for their new office.

Discussion followed on the details and how they can be structured for the marina. Commissioner Hunsinger asked harbormaster Ken Smith what percentage of the vessels moored in the marina at the west end are local residents. There is about 55% that are sailboats compared to fishing vessels. Predominantly, during the months of June, July, and August, most of the vessels moored at the west basin are recreational fishing vessels. Thirty percent of the marina sailboat population is from out of town. Seventy-five percent of people moored are from out of town.

In question also is a space leased by the construction company working on the bridge. Details of the leased space and the barges they operate were discussed.

Commissioner Sanders and Pfund expressed their concerns on the parking issue and suggested possibly hiring a professional to draft a parking master plan and face it "head on". The issue was asked to be added to next weeks' workshop agenda.

More discussion followed on the possibility of using the area where dredge spoils are deposited to be used for parking eventually. It seems there are details and issues that will need to be addressed before a true plan can begin. The growth in the fish processing facility on pier 2 and new development on port property has contributed to the parking crunch. We will have to comply with the city's extension deadline which is nearing soon.

The time for the workshop next week will be changed to 3:00 p.m. due to the Cruise hosts annual kick-off celebration.

With no further business to discuss, the workshop session was adjourned.