

**PORT OF ILWACO
MINUTES
September 19, 2023**

COMMISSION MEETING

Chairman Smith opened the Commissioner's regular meeting at 4:00 PM. Those present were Commissioner Bennett, Commissioner Shirley, Finance Manager Hayes Absent, Port Manager Lofstrom, and Admin/Acct Asst Kosa.

- **Call to order**

Chairman Smith called the meeting to order at 4:00 PM.

- **Approval of Agenda**

Manager Lofstrom requested the commissioners add a second voucher list for approval.

Commissioner Bennett entered a motion to approve adding vouchers 20363-20371 to the agenda.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **Approval of minutes from the August 15, 2023, Commission Meeting.**

Commissioner Bennett entered a motion to approve the minutes from the August 15, 2023, Commission Meeting.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **Approval of vouchers 20253 through 20061 and electronic fund transfer payments in the amount of \$14,000, vouchers 20263 through 20277 and electronic fund transfer payments in the amount of \$28,562.59, and vouchers 20262 through 20321 and electronic fund transfer payments in the amount of \$143,789.94.**

- Commissioner Shirley entered a motion to approval of vouchers 20253 through 20061 and electronic fund transfer payments in the amount of \$14,000, vouchers 20263 through 20277 and electronic fund transfer payments in the amount of \$28,562.59, and vouchers 20262 through 20321 and electronic fund transfer payments in the amount of \$143,789.94.

Commissioner Bennett seconded; the **motion carried** by voice vote.

- **UNFINISHED BUSINESS**

- **DJH Parking Agreement**

Commissioners and Lofstrom discussed the DJHCC Parking Agreement that provided six designated and shared spaces at the Port.

Commissioner Bennett entered a motion to approve the DJHCC Parking Agreement.
Commissioner Shirley seconded; the **motion carried** by voice vote.

- **Set date for Special Meeting to discuss Inter-local Agreement between Chinook and Ilwaco.**

Lofstrom suggested to set a Special Meeting date to discuss the inter-local agreement between the Ports.

Lofstrom and the Commissioners agreed to discuss the agreement during the October 17, 2023, meeting.

No Action

- **NEW BUSINESS**

- **Sub-Lease between Miller and Brunner**

Lofstrom presented the sub-lease between Miller and Brunner.

Commissioner Shirley entered a motion to approve the sub-lease between Miller and Brunner.

Commissioner Bennett seconded; the **motion carried** by voice vote.

- **Small Hoists – Engineering Inspection**

Lofstrom currently researching options for mechanical and structural inspections.

No Action Taken

- **Commissioner Smith to sign letter for Designation of Entity Administrator**

Lofstrom shared letter with Chairman Butch and requested him to take to get notarized.

No Action Taken

- **Board Meeting Dates, October-December 2023**

The Commissioners and Lofstrom agreed Summer has ended and the Port meeting will resume to two meetings a month: 1st & 3rd Tuesday every month.

- **PUBLIC COMMENT**

M. Johnston – Discussed the importance of the airport; suggested refurbishing the pilot shack; add a porta potty and participation and support from the local community.

M. Cullimore – Concerned about the airport sheds and shelters.

L. Cohen – Shared the importance of the airport.

M. Cassinelli – Fantastic month of September for fishing.

- **OPERATIONS REPORTS**

Manager Report: In the process of requesting a bid for a boat yard gate; stripping for airport; airport inspection letter; audit has started; grant updates; 332 Elizabeth Ave. clean-up; Safeco lease update; warehouse two options; security camera update; interlocal agreement committee meeting update and ORCCA certificate of vessel destruction.

Finance Report: Absent

- **COMMISSIONERS REPORT**

Chairman Smith: Working person's port; fair pricing on rate increases; past public dock draft; Pacific Fishery Management council update and great summer & employees.

Commissioner Shirley: Thanked everyone for their hard work; nice to see the smiles on everyone's face; great financials are getting caught-up; additional income for return on investments and what other ports are doing for their returns.

Commissioner Bennett: Compare moorage to other similar ports and concerned for airport revenue.

The meeting was adjourned at 5:10 PM by **Chairman Smith**.

Minutes submitted by Kari Kosa for approval on October 12, 2023.

Kari Kosa, Acct/Admin Asst

Commissioners:

Butch Smith, Chairman

Approved by Phone/
Zoom
Mike Shirley

Approved by phone
Alan Bennett

