

Regular Commission Meeting
MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:00pm by President Shannon.

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Gibb Wilkins, and Kip Krebs; Port Director Jed Crowther, Administrative Assistant Kayla Rayburn, and Port Attorney Ruben Cleaveland

Absent: Kathryn Greiner

Audience: Consultant Cori Mikkalo, Consultant Brittany Dark, Commissioner Pat Shannon, Les Ruark (Via Zoom), and Judge Campbell (Via Zoom 6:24pm)

2. Public Comment-

2.1. Commissioner Shannon asked if there could be an addition to the agenda regarding the lease agreement for the Rivers Edge Deli and BBQ.

3. Additions to the Agenda

3.1. Added 5.4. Rivers Edge Deli and BBQ Lease.

4. Strategic Business Plan Presentation

Crowther turned the meeting over to Cori Mikkalo to talk about what strategy, and plan, she has for the Port of Arlington to create its Strategic Business Plan. She introduced herself and gave a brief background. She also introduced her partner for the project Brittany Dark with United Front Financial Coaching, LLC. She then went into her slide show (which is available upon request) and how she planned to execute creating the Ports plan. As she presented her slide show she engaged the audience in attendance with questions, and to participate in a SWOT analysis to get the plan started.

5. Consent Agenda

5.1. Approve Regular Meeting Minutes for December 8, 2022.

Commissioner Wilkins asked for there to be a correction for the spelling of the Environmental Sentry Corp in the minutes, but was prepared to approve the minutes with that correction.

5.2. Approve December 2022 Accounts Payable and Financials.

Motion: Wilson moved, and Wilkins seconded the approval for the regular meeting minutes for the December 8, 2022, and the December 2022 Accounts Payable and Financials. The motion passed unanimously.

6. Director Report

6.1. Strategic Business Plan

Crowther stated he appreciated everyone who could make it and who participated tonight.

6.2. Condon Grade School

The Port was awarded the grant from the county in the amount of \$487,500. They will wait to start Phase I, until they have all money raised. Thanks to the leg work that the City of Condon has already done the Port can hit the ground running. Crowther really wanted to emphasize his appreciation for their hard work and due diligence thus far. He's hopeful to use Brownfield for the environmental study and the Avangrid/County money for the housing work.

6.3. Avangrid Contribution Agreement

Crowther talked to Matt Hutcheson, from Avangrid, and Judge Farrar Campbell regarding the donation. At this time until there is an agreement between the County and Avangrid the port will step back. Attorney Cleaveland stated it's hard to sign anything until there is an agreement developed with the County and Avangrid, and then the port can develop and agreement with Avangrid to accept a donation.

6.4. Rivers Edge Deli Lease

Pat Shannon explained he has an employee taking over/purchasing the business Rivers Edge Deli and BBQ. There are a lot of factors that go into the transition of ownership, and the part involving the Port would be the lease agreement that is currently in place for the Gronquist building. Shannon wanted the Port to know that he is officially done but did not want to just abandon the business and building when the town already has so few restaurant options. He is going to stay around for a year to help advise David Richter, and to help make sure he is successful. Richter was able to receive a \$13,000.00 grant from the county for a startup/continuation business. Attorney Cleaveland stated there are two options: he can sign a whole new lease or assign the current lease, which would transfer the current lease in place from Pat Shannon to David Richter. Crowther stated he is fine with whichever option the commissioners want, but there is one part of the lease that needs better clarity, and that would be the county taxes portion, and what they are responsible for. Due to OLCC and Oregon lottery David would need a lease sooner rather than later, so Cleaveland suggests doing an assignment with the tax amendment to the lease. The commissioners were comfortable doing this.

Motion: Wilson moved and Wilkins seconded to assign the existing lease from Pat Shannon of the Rivers Edge Deli and BBQ to David Richter with the tax adjustment in the lease, and to give approval for President Leah Shannon to sign the new lease. The motion passed unanimously.

7. Presidents Report

Nothing new to report but wanted to inquire about the status of the former Insitu building and the hanger building since they are both empty and available for new tenants. Crowther stated there has been interest in the former Insitu building depending on the possible NDA company that could develop on the Mesa. He stated he needs to have a frank discussion about if they would like to rent it now, because the port would prefer it did not sit vacant. President Shannon questioned how we even market these types of buildings for lease. Crowther advised Oregon Prospector is where he would list them. The Hanger building has two cars left outside of it, and Crowther stated he would schedule a time to meet with Paul Jayo to do a final walk through of the building. President Shannon would like some marketing on the buildings, and to get some people in there as soon as possible. WM will be attending the county work session next Wednesday. She would like to see how the port plays into that, she knows it could be tricky, but she feels the port could help in the housing crises. Crowther feels homeowner programs should stay with PCDC, and the port should take more of an assisting role. Cleaveland strongly suggested the Port stay away from residential housing management.

8. Commissioner Reports

Krebs: Attended the City Council meeting the night before to give them a presentation regarding the vegetation management for the airport area. They would put sheep up there to graze then the county can come in after to spray. He asked the question if the Port could take over the Airport and start upgrades. Cleaveland stated there is a broad spectrum of what a Ports can do and managing an airport falls in that spectrum. That would just need to be a discussion with the City of Arlington and if it's something they would be interested in. President Shannon's concern is if the Port is leasing the ground and providing the money for the development of the airport, how would the Port recoup some of the cost. She does think there is opportunity to develop it and build more up there, so she was not against

the idea. Wilson thinks there could be something worked out for less because the port would be covering the cost of development if the City was interested.

Wilkins-nothing to report.

Wilson-nothing to report.

9. Questions regarding quarry.

President Shannon advised she just signed the termination agreement, and the Port has received final payment.

10. Email update

Kayla Rayburn advised they are in the final stages of the email transfer, and she would have everyone's emails/passwords to them soon for setup.

11. Executive Session ORS 129.660(2)(e):

Not needed for this meeting

12. Next Meeting

Thursday, February 9, 2023, at 5pm at the Port office in Arlington.

13. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:28pm.

President Leah Shannon

Vice President Ron Wilson