

**Regular Commission Meeting
August 14, 2025, MINUTES
Lower Conference Room 5:00PM
1650 Railroad Ave., Arlington, OR**

1. The Port of Arlington Commission meeting was called to order at 5:04pm by President Shannon.

Present: President Leah Shannon and; Commissioners: Kathryn Greiner (via zoom), Gibb Wilkins, and Kip Krebs (Via Zoom); Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

Absent: Vice President Ron Wilson

Audience: Tiffani Deal (via zoom left 6:05pm)

2. Public Comment-None

3. Consent Agenda

Rayburn stated that due to the conference she attended last week, she couldn't have financials ready for approval but would have them for the September meeting for July and August. She also advised Commission Krebs Called before the meeting to verbally give a few grammar corrections to the minutes; they are noted and will be corrected. President Shannon asked if they alter the minutes at all, and was advised no just grammar corrections (spelling and punctuation)

3.1. Approve Regular Meeting Minutes for July 10, 2025.

~~3.2. Approve July 2025 Accounts Payable and Financials~~

Motion: Wilkins moved, and Griener seconded to approve the regular meeting minutes for July 10, 2025, with the stated grammar corrections. Motion carried unanimously.

4. Director Report

4.1. Alkali Ridge Subdivision

4.1.1.Construction

Crowther stated everything is on course, including the electrical design with Pacific Power, Bolen will do the electrical installation during construction. It will add cost that was unforeseen and need a change order.

4.1.2.Final Plat

The final plat coincides with the subdivision completion. It will get approved and recorded, once it's established, the Port is meeting all the City of Arlington's requirements. We cannot actively advertise individual lots until they are recorded, we can talk about it but not market them.

4.1.3.Marketing

Crowther recommends hiring a relator to market the property with an RFP (request for proposal). Greiner asked about the RFP, and what would be put in it. Crowther stated he has one from when the Port hired a relator for the house/shop and can put more detail. Crowther stated there are relators calling with interest regarding the property already and wanting to help market it. Greiner asked about price setting for property, Crowther suggested the larger lots with better views be market value, and the lower workforce housing a lower price to entice developers. Crowther stated he is keeping a running tally on the property, to help when the time comes to price the lots, depending on what the Port spends will also be a factor when setting price. The grant from the County has kept the Port from spending much. The Relator should help with a price suggestion. Krebs agrees and feels good about the process.

4.2. Hanger Building Lease

When initially leasing the property, the price was \$300/month due to it being a short-term arrangement, then increased to \$500 when there was interest for longer. It was on schedule to review mid-year, and there is another company interested in a portion of the property. The lease with Rod just states he's leasing a portion, but not specifically which portion. Cavaleri stated she thinks there needs to be an amendment to the lease regarding price, and specify which part of the property exactly he is paying for. Shannon asked when the lease expires, Advised the lease is good till the end of the year, but had a mid-year review in place. There were several commissioners stating to keep the lease on a month-to-month basis. There was discussion regarding Property taxes that he was responsible for paying. Rayburn stated it was discussed with him at the meeting he attended, and it is in the lease he signed, he is responsible for taxes but is not paying anything additional a month for taxes. She stated she has leases that pay her, and she pays the county, and some that pay the county themselves at the end of the year. Crowther stated he would also talk to Gilliam County Assessor Chet, to get a better understanding what the property taxes would be. If there is pushback regarding taxes, then that breaks the lease.

4.3. Sierra Pacific License agreement

Interested in leasing a portion of our property for the use of a drone launch site. They prepared a licensing agreement that was included in the packet but since then Crowther has not heard from them. They did get a copy of the agreement but have not responded.

4.4. RV Park & Moorage Fees

We discussed this extensively last meeting. While we are writing up the resolution, should we put in some length of stay limits in both dry camping and RV spaces. As of now we still have the workers' waiver allowing longer stays, and the Corp is not closing the spots for 3 months of the year. He'd like to put them 9months- 1 year limit on all the RV sites. Dry camp needs a limit as well. Rayburn asked if they would like to include any discounts like other parks, it was felt due to already low prices, compared to surrounding areas, the Port didn't need to offer any discounts at this time.

4.5. Maintenance

Metzker, with the help of his summer help, has been keeping up on the weeds, mowing, spraying, and more on all the Ports properties (Island Park, RV Park, Marina, Alkali Ridge, Gronquist, and Airport). The summer youth finished this week, and we were happy to have Jeremy Grubaugh help this summer. The Port hired Seal Kote to patch a section on Airport Road that was cut into for water/sewer lines and patch the Gronquist parking lot. Crowther also stated he is calling companies to give quotes for the lift station in the RV Park. He is conscious of pricing, and Procurement rules with the \$50,000 threshold.

4.6. Other

Leah and Jed met with AWS; they are running into delays with Pacific Power due to the high use they are going to require up at the Mesa. They have closed on the property, but they are working on all the steps that go along with that size of development.

5. Presidents Report, Leah Shannon

President Shannon reiterated what Crowther said regarding AWS, it was disappointing they are further out then they thought, but they are still moving forward. We are deep into the Alkali Ridge project; we may have more developed when needed. She stated the Port still needs to stay focused on Willow Creek too, and the grade school project. The Port also has some other projects it was thinking about, like the VI building. She feels as a group, they need to think a little larger and out of the box on some upcoming potential projects in the County.

6. Commissioner Reports

- 6.1. **Kip Krebs**- Stated he wishes he could have attended in person but was caught up. The Ports basketball tournament was a success, so successful that 15 teams participated, but the police had to get involved about the parking. There was nice weather, no drama, but next year they need to have a parking plan in place. He was asked who the winners were and stated: middle school was a team from Arlington, 1st in the high school division was a Condon team, and the senior division a team from Hermiston. He thinks this is a very successful tradition that should keep going, because it's creating memories and everyone loves it. There were a lot of good comments from attendees and appreciation.
- 6.2. **Kathryn Greiner**-nothing
- 6.3. **Gibb Wilkins**-nothing

7. Next Meeting

Commission Meeting- Thursday, September 11, 2025, at 5pm in Arlington.

8. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:05pm.

President Leah Shannon

Vice President Ron Wilson