

**Regular Commission Meeting
June 12, 2025, MINUTES
5:00PM
128 Main Street, Condon, OR 97823**

1. **The Port of Arlington Public Hearing for FY 2025-2026 Port Budget was called to order at 5:02pm by Vice President Wilson.**
2. **Public Comment-**None
3. **Vice President Wilson adjourned the Public Hearing for FY 2025-2026 Port Budget at 5:03.**
4. **The Port of Arlington Commission meeting was called to order at 5:03pm by Vice President Wilson.**

Present: Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs (via zoom); Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

Absent: President Leah Shannon

Audience: none

5. **Public Comment-** Rayburn explained they received an email from Arlington City Counciler Denise Ball. She went over the email requesting donation from businesses/entities for the Arlington Community Childcare with the Commissioners as public comment.
6. **Consent Agenda**
There were spelling corrections in the Directors report, section 4.3. Core needed to be changed to Corp.
 - 6.1. **Approve Regular Meeting Minutes for May 8, 2025, and Special Meeting Minutes for May 19, 2025.**
 - 6.2. **Approve May 2025, Accounts Payable and Financials.**

Motion: Wilkins moved, and Greiner seconded to approve the Consent Agenda, with the grammar corrections listed. **Motion carried.**

7. **Director Report**
 - 7.1. **Budget Action Items**
 - 7.1.1. **Resolution 2025-03 Approving Fiscal Year 2025-2026 Budget**

Motion: Greiner moved, and Wilkins seconded to approve Resolution 2025-03; approving Fiscal Year 2025-2026 Budget. **Motion carried.**

7.1.2. Affirm Salaries as per COLA established within Budget

Greiner requested information on what each employee is currently earning, and what it moves them to after the increase.

Motion: Wilkins moved, and Greiner seconded to approve the Cost-of-living adjustment as established within the budget of 3.5%. **Motion carried.**

7.1.3.General Fees—Board Input

Greiner asked about the city transient tax, and what it was. Rayburn stated it may be hard to charge the transient tax as its own line with half the guest paying by envelope after hours. Advised she would look into it and have all the fees for the commissioners to go over in the July meeting. Rayburn also advised the fees have not been adjusted since 2016.

7.2. Alkali Ridge

Crowther stated they had a successful groundbreaking with photos. The Port has received some complaints regarding dust, and due to graduation decided to shut down Friday to minimize dust for parties. He has expressed to Hunter (A&P Project Supervisor) the complaints, and Hunter is working with Bolen to rectify it the best they can. Wilson drove up Friday after hearing complaints and felt Bolen was containing it as well as they could. There was follow up today regarding underground power that the contractors located on the property. It will need to be lowered/moved, the estimated cost is \$5,000, and Crowther gave the go ahead because it was a time sensitive situation. Greiner asked if there needed to be a limit for Jed to have authority for change orders during the project.

Motion: Greiner Moved, and Wilkins seconded to authorize Jed to enter into change orders up to and not exceed \$50,000. Motion carried.

7.2.1.Housing Infrastructure Support Fund Award

Motion: Greiner moved, and Wilkins seconded to accept the housing infrastructure fund, and authorized Jed to sign. Motion carried.

7.3. Aeroval Lease

There is a June 1st start date, but The Port is waiting for Aeroval to return a signed copy of the lease. Aeroval requested minor changes. Crowther asked if a new motion was needed, and Anna said it was not required.

7.4. Election Results and Process

Jed said he published in the paper a request letter of interest for the open commissioner position, and then the Commissioner would appoint in the July meeting.

8. Commissioner Reports

- 8.1. **Ron Wilson**-nothing to report
- 8.2. **Kip Krebs**-Basketball tournament, flyers finalized, sponsors finalized, t-shirts finalized.
- 8.3. **Kathryn Greiner**-nothing to report
- 8.4. **Gibb Wilkins**-nothing to report

9. Next Meeting

Commission Meeting- Thursday, July 10, 2025, at Port of Arlington office.

10. Adjourn Meeting

Vice President Wilson adjourned The Regular Commissions meeting at 5:35pm.

President Leah Shannon

Vice President Ron Wilson