

**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**SPECIAL COMMISSION MEETING**  
**11:00 a.m., Friday, June 14, 2024**

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

**ATTENDANCE**

**Commission:**

Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner. Eric Farm, President was absent.

**Staff:**

Lanelle Comstock, Chief Administrative Officer; and Krystal Karcher, Human Resources Generalist.

**Media & Guests:**

None.

**1. CALL MEETING TO ORDER**

Vice President Hanson called the meeting to order at 11:03 a.m.

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

**3. RECESS TO EXECUTIVE SESSION**

The Board of Commissioners recessed to Executive Session at 11:05 a.m. pursuant to ORS 192.660(2)(f) to consider exempt public records.

**4. RETURN TO PUBLIC SESSION**

The Board of Commissioners returned to public session at 11:23 a.m. for possible action on material discussed in Executive Session.

Vice President Hanson expressed gratitude for staff who have taken on additional projects and stated this effort will help the Port move forward. Vice President Hanson also expressed gratitude that Mr. Burns has agreed to a consulting agreement after his separation from the Port, which will help with the transition period.

Upon a motion by Commissioner Hanson (second by Commissioner Edwards), the Board of Commissioners voted to authorize the Oregon International Port of Coos Bay to enter into the proposed separation agreement with John Burns as presented, and authorize Kyle Stevens to execute the agreement on behalf of the Port. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

Upon a motion by Commissioner Hanson (second by Commissioner Stevens), the Board of Commissioners voted to appoint Lanelle Comstock as Interim Chief Executive Officer for the International Port of Coos Bay, effective June 15, 2024. Lanelle will assume the full responsibilities of the CEO position until a permanent CEO is hired, at which time Lanelle will return to her present position as Chief Administrative Officer. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

Vice President Hanson stated the position of CEO needs to be posted to prepare for hiring and prior to this posting, the salary range needs to be discussed. There has been analysis via an AAPA salary survey and the Port's internal pay plan, as well as the SDAO HR consulting service. All sources were around the range of \$191K to \$259K. \$259K is the upper most portion of the range and it was recommended to post the salary range using the median, which is about \$225K. The recommended range for posting is \$187K to \$220K. This is in line with ports of similar size and with the established internal pay plan. Vice President Hanson asked if there was any discussion among Commissioners.

Commissioner ViksneHill asked what ports were included in the salary survey and how comparable they are to the Port of Coos Bay. Vice President Hanson stated it was a survey of North Pacific ports. Commissioner Edwards asked if other Oregon ports were included in that group. Vice President Hanson stated the survey will be sent to other Commissioners for review; this was just one of the reference points.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners voted to approve offering a salary range for the CEO position of the Port of Coos Bay of \$187,000 to \$220,000 depending on experience. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None. Absent: Farm.)

5. **NEXT MEETING DATE** – Tuesday, June 18, 2024, 11:00 a.m.

6. **ADJOURN**

Vice President Hanson adjourned the meeting at 11:34 a.m.