

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, July 17, 2024
Charleston Marina RV Park, Recreation Room**

MINUTES

ATTENDANCE

Advisory Members:

Lou Leberti; Kyle Cox; Kathleen Hornstuen; Knute Nemeth; and John Blanchard. Nick Nylander, Chair; and Tyler Long; were absent.

Port Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Cheryl Charitar, Charleston Office Administrator; Julie Williams; Charleston Office Assistant; and Krystal Karcher, Human Resources Generalist.

Guests:

Dave Stiefvater; Ron & Debbie Lown; Jennifer Anderson, RV Park Camp Host; Ed Fleming; and Susan Dodge.

1. CALL MEETING TO ORDER

Lou Leberti called the meeting to order at 12:00 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 17, 2024 and May 8, 2024 Meeting Minutes.

Upon a motion by Knute Nemeth (Second by John Blanchard), the Charleston Advisory Committee Members voted to approve the January 17, 2024 and May 8, 2024 Meeting Minutes. **Motion Passed.**

4. FINANCIAL DATA REVIEW

Ray Dwire reviewed the financial data for Charleston Operation.

Information included in the meeting packet were the year-to-date financials for July through June. Operating income was about \$2.3 million compared to the budget of about \$2.55 million. Personnel expenses were a little under budget at \$843K. Operating expenses were under budget at \$1.1 million. Total expenses were about \$1.975 million compared to the budget of about \$2 million. Charleston

Marina showed an operating result of a \$332K gain compared to a budgeted gain of \$475K, which was \$142K less than plan. This is due, in part, to the following factors:

- Year to date revenues fell short of budget by 9%. Revenue shortfalls impacted most lines of business in the Marina including building leases, moorage, RV park and ice sales.
- Year to date expenses were underspent by about 5%. Operating expenses were underspent due to lower than projected revenues to date. Labor expense for security and Marina office staff were not budgeted in the Marina department, but the revenues earned by the Marina are necessary to cover their cost.
- Other Revenues include small grants and charges to customers for damage done to Marina facilities.
- Other Expenses include \$261K in capital projects for Marina facilities including buildings, docks, piling projects and ice plant equipment. The remaining \$410K is for annual debt service payments for the ice plant, travel lift, stormwater system, B Dock, and Marina vehicles.

Mr. Blanchard asked where the money comes from when there is a budget shortfall. Mr. Dwire and Mr. Dunning said tax revenues and revenues from other departments are used to subsidize the shortfall.

5. CURRENT PROJECTS UPDATE

Mr. Dwire provided an update on projects in the Charleston Marina. Building #30 is nearly complete with replaced siding and new paint. Repairs continue on the docks. The ice plant is currently running well. Mr. Dwire introduced the new volunteer RV Park Camp Host, Jennifer Anderson.

6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Mr. Dwire reviewed the 2024/25 budgeted and non-budgeted projects of the Charleston Marina and Charleston Shipyard. Mr. Dunning provided updates and additional information regarding dredging of Point Adams, the Section 107 study, the ConnectOregon grant status, Shipyard channel marking, paving of Troller Road, and the Port's upland dredge disposal site. Mr. Dwire handed out a survey to the Committee members and guests asking for a ranking of the projects based on their opinion of project importance. The results will be tallied for the next Committee meeting and will be provided to the Port Commission for project priority planning. Mr. Dwire read a public comment from Whit stating his opinion of the importance of the marine ways in the Charleston Shipyard.

7. PUBLIC COMMENT

Ron Lown, a long time guest of the Charleston Marina RV Park, stated concerns about the low occupancy of the RV Park and said the poor conditions of the RV Park could be contributing factors, including lack of lawn maintenance, faded mural and signage on the fence, rotten picnic tables, and trash overflowing.

Dave Stiefvater, an RV Park customer, said in an effort to entice more guests, the RV Park could be used as a base and starting point for fishing and educational tours, a meet and greet or a seafood boil could be planned, and aging infrastructure needs to be better maintained.

Mr. Fleming asked if the debt service of the ice plant is incorporated into the cost of ice and wondered if the debt service should be absorbed elsewhere. Port Staff confirmed debt service of the ice plant is currently incorporated into the cost of ice.

8. COMMITTEE COMMENT

Mr. Blanchard said it appears the Charleston Marina, being a public facility, subsidizes the infrastructure, goods, and services, with tax dollars and revenues from operations and can't be compared to, or operate like, a private facility.

Mr. Nemeth said the Oyster Feed and Charleston Seafood Festival are no longer happening largely in part due to lack of volunteers. He said community members need to step up and volunteer to clean up and be part the community. Mr. Nemeth explained the history of Octoberfish and announced that Octoberfish, a community gathering, will be occurring October 5 at OIMB.

Ms. Hornstuen said the Charleston Merchant's Association has decided to replace the banners on Boat Basin road.

Mr. Leberti thanked the public for attending the meeting and voicing their concerns.

9. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, October 16, 2024 at 12:00 p.m.

10. ADJOURN

Lou Leberti adjourned the meeting at 1:10 p.m.