PORT OF NEWPORT COMMISSION MEETING

Tuesday, December 16, 2025, 6:00 p.m.
Administration Building
600 SE Bay Blvd.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the livestream of this meeting at https://www.portofnewport.com/2025-12-16-commission-2025-december-16-2025-6-00-p-m

Anyone interested in making virtual public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, December 15, 2025.

I. Call to Order

II. Changes to the Agenda

III. Public Comment (3-minute limit per person)

IV. Consent Calendar

2025

A. Minutes……Nov. 18 .....Page 2
B. Accounts Paid .....Page 7
C. Approval of Coastal Refrigeration Agreement.....Page 11
D. Approval of SLA 36 with NOAA .....Page 12

V. New Business

A. Approval of Resolution 2025-06 Regarding Budget Modifications – *Brown*...Page 14

VI. Staff Reports

1. Director of Finance and Business Services – *Brown* .....Page 17
2. Director of Operations/Deputy Executive Director - *Bretz* .....Page 29

VII. Commissioner Reports

VIII. Calendar/Future Considerations 2025

New Years – Port Offices Closed……Jan. 1, 2026
Next Commission Meeting……...Jan. 27, 2026

IX. Public Comment

X. Adjournment

November 18, 2025
6:01 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

This is not an exact transcript. The video of the session is available on the Port's website.

The Port of Newport Commission met on the above date and time at the Administration Building, 600 SE Bay Blvd., and virtually via Microsoft Teams. In attendance were Commissioners Sylvia, Retherford, Lackey, and Ruddiman. Commissioner Dziak was excused. Also in attendance were Executive Director Paula Miranda, Deputy Executive Director Aaron Bretz, Finance Director Mark Brown, Administrative Assistant Gloria Tucker, Summit PR Representative Angela Nebel, and media representative Shayla Escudero. Members of the audience attending remotely included Laura Wilkeson, Doug Cooper, James Matheson, Don Snow.

CHANGES TO THE AGENDA

Miranda noted an updated Matheson lease, past due report, and Department of State Lands (DSL) letter had been added to the packet.

CONSENT CALENDAR

Sylvia clarified with staff a date on the minutes was correct.

MOTION was made by Ruddiman, seconded by Retherford, to approve the consent calendar as presented. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

OLD BUSINESS

Public Hearing and Approval of Ordinance 2025-01 Regarding Changes to the Port Facilities Code. Sylvia introduced the agenda item. Bretz presented his report included in the packet. Sylvia asked if the last sentence, which reads "may be billed in addition to penalties," is correct. Bretz replied his intent is not to require the Port to go that far if it doesn't have to. He noted he wants to have room to encourage people to comply. Miranda replied it gives the Port some flexibility.

MOTION was made by Retherford, seconded by Ruddiman, to adopt and read by title only Ordinance 2025-01 Regarding Changes to the Port Facilities Code. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

Approval of Federal Cost Share Agreement Amendment for PD7 Project. Sylvia introduced the agenda item. Miranda reported this is an amount she is authorized to approve, except it is part of a recurring agreement. She noted she did not want to delay the Army Corps, and it is extremely important for the project to continue moving forward. She explained that after discussing it with president Sylvia she signed the agreement and asked for forgiveness. Bretz reported timing was important on this. He presented his report included in the packet. Retherford asked if these situations will continue. Bretz replied this gets the Port to the end of the feasibility

study. He explained the final report should be presented in January, and then the Army Corps can move into the construction phase.

MOTION was made by Retherford, seconded by Ruddiman, to authorize the Executive Director, or her designee, to amend the Federal Cost Share Agreement by increasing the Port's contribution by $15K retroactively to November 5, 2025. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

NEW BUSINESS

Approval of Termination with Rogue and Approval of Lease with Matheson Marine. Sylvia introduced the agenda item. Miranda presented her report included in the packet. Matheson stated he does marine services, electrical and electronics. He noted he deals with all the boats that come to town with issues. He indicated being there gives him a bigger building and ability to work during the weather. He added, currently, he is not weather permitted. Retherford thanked Matheson for his business in town. Sylvia asked what will happen to the space he leaves. Miranda replied that space really needs work; it's really old. She noted the restrooms are not in a great state, and the Port plans to remodel, eventually. She indicated Port NOAA staff use part of that building. She added that [Matheson] space would go vacant for the time being.

MOTION was made by Lackey, seconded by Retherford, to authorize the Executive Director to execute the attached Sixth Amendment to the Lease Agreement and the lease with Matheson Logistics, as presented. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

Approval of Resolution 2025-04 Regarding Interfund Transfers. Sylvia introduced the agenda item. Brown presented his report included in the packet. Miranda noted the Port pays the entire amount and then gets reimbursed [80] percent [by the MARAD grant]. Sylvia asked if there is a minimum amount for interfund transfers. Brown replied he can not go over one cent what is budgeted without coming to Commission.

MOTION was made by Ruddiman, seconded by Retherford, to adopt Resolution 2025-04 Authorizing Interfund Transfers. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

Approval of Resolution 2025-05 Adopting an AI Policy. Sylvia introduced the agenda item. Brown presented his report included in the packet. Retherford stated she thinks the policy is proactive and wonderful. Sylvia praised the policy as well.

MOTION was made by Retherford, seconded by Ruddiman, to adopt Resolution 2025-05 with the attached Ai Policy. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

Approval of Selection of Contract for Abandoned and Derelict Vessel Removal Project. Sylvia introduced the agenda item. Bretz presented his report included in the packet. He stated he also included a letter from the Department of State Lands. He explained it is a letter of intent to offer the Port funding as reimbursement as it disposes of these vessels. He noted they intend to reimburse the full value of the expected contract. He noted they still have some work to do. He indicated they are a receipt of a grant from BoatUS, which was a grant recipient from the NOAA Marine Debris Removal Program. He added because of the government shutdown, BoatUS was delayed getting details from NOAA.

Bretz reported staff need to make sure before the Port moves into a contract, the work gets done according to the federal government criteria. He explained the Port would enter into an

intergovernmental agreement with DSL before getting reimbursement on any of these vessels. He stated another issue is he received correspondence from the Oregon Bureau of Labor and Industries (BOLI). He noted someone inquired about this project and asked them to make a ruling on prevailing wages. He indicated this is not a public improvement project, but there are some nuances to the project. He added he will get a ruling before he moves ahead with the contract.

Miranda stated, either way, if the Port gets a grant, this is something the Port needs to take care of. She explained it takes a lot of staff time to make sure boats float, these take up moorage space, and there is danger of sinking which is costly. Ruddiman confirmed with staff the Port of Toledo will tow the vessels. Retherford clarified with staff the Port will put the money out front and then be reimbursed down the line. Brown noted the budget impact. He stated at some point, there will need to be an amendment to the budget.

Sylvia noted Bretz estimated the cost. He asked if the project could cost more than the bid price. Bretz replied he uses estimate because he never knows actual cost until the project is done. He explained if something arises, staff would have to stop and get Commission approval. He added he expects the project will fit within the contract.

MOTION was made by Lackey, seconded by Retherford, to authorize the Executive Director or her designee to contract with the Port of Toledo in an amount not to exceed $365,000 for the removal and disposal of up to 17 abandoned and derelict vessels. Sylvia, Retherford, Lackey, and Ruddiman voted in favor.

Sylvia asked if there is a difference between abandoned and derelict. Bretz replied if someone ties up a vessel and does not register and does not leave, then it is considered to be abandoned. Miranda added it is abandoned whether it is in good condition or not. Bretz explained a derelict vessel is one that no one claims and in poor condition.

STAFF REPORTS

Executive Director Report. Sylvia introduced the agenda item. Miranda presented her report included in the packet. She reported Rogue closed their business. She stated the Port has taken control of the [Rogue] building, only allowing three Rogue employees to cleanup and finish closing the building. She noted no one else is allowed in the building except for lienholders that have proof of liens. She indicated she continues working with the attorney to make sure the Port does the proper thing. She added she knows there are lot of people interested in helping the Port lease the building or buying equipment, but it's not the Port's personal property. She explained if anyone wants to purchase anything from Rogue, they have to contact Rogue. She stated the Port can't lease the building until things get sorted out. She added if the Port gets someone to help lease the building, the Port has to go through a proper public process.

Sylvia noted the Finance Director report has the percentage of slips that are occupied, but not how many slips are there. Brown replied there are 525 slips at the recreation marina, and 200 at commercial. Sylvia recommended adding that on the report.

Sylvia noted the report lists all past due customers, and it is a really long list. He asked is the Port doing things differently because it seems like there is more than the typical amount. He added it is $800,000 when added all up. Brown replied in South Beach, in the current system it is difficult to tell what is owed, but in the new system, people can't check in before the Port is paid. Miranda replied, unfortunately, a lot of people owe the Port money that staff didn't know before. She stated the good thing is the change to the code will not allow service on the commercial side

without payment. Brown noted if someone has a vessel and haven't paid, staff put a lien on that vessel now.

Miranda reported there is an issue with the Coast Guard helicopter being removed from Newport. She stated she had a meeting with county, city and fishermen's wives. She explained there is an expectation to band together to help bring it back, just like in 2014. She noted in 2014 there was an injunction and the Port was a part of it, but the Port's attorney was not involved. She indicated she does not know if that is something Commission wants to be a part of again. She added if the Commission does, the Port will need to work with the attorney.

Miranda reported the Port would be supportive of the idea of trying to bring the helicopter back because most users are mariners that are very dependent on the helicopter [and the Coast Guard] for safety. She asked Commission if they want her to provide a letter of support first and then figure out if the Port should get more involved. Ruddiman, Sylvia, and Retherford directed Miranda to write a letter of support. Miranda added Senator Wyden will have town hall in Newport on Sunday. She stated she would send the Commission the details.

COMMISSIONER REPORTS

Retherford recognized Jon McKnight, who was an insurance agent in town that covered many boat insurances. She stated his celebration of life will be Saturday, December 6.

Ruddiman reported he watched the city town hall meeting, which was packed. He noted Walter Chuck spoke, Gomberg spoke, and multiple fishermen wives spoke. He stated most people were speaking against ICE. He indicated Gomberg was on the on Rachel Maddow show on MSNBC and estimated approx. 800 people at that meeting. He added the city is still working to figure out their options. He asked [what agency] the Coast Guard was under before 9/11. Bretz replied it was under the Department of Transportation, and then the Department of Homeland Security. Ruddiman noted back in 1992, their agreement with the city was if they didn't use that as a helicopter facility, the building would go back to the city. He indicated now the Coast Guard is under a different agency, they may be able to use it for whatever they want.

Sylvia reported he attended the Mariculture Future Forum last week in Coos Bay. He explained it was sponsored by the Builders Foundation, which is part of the Walton Foundation. He noted they funded $3 million for three projects to advance shellfish aquaculture and seaweed aquaculture. He indicated Walton's interest is restorative aquaculture, which is aquaculture that shows positive ecosystem service benefits. He added they are pushing that concept as compared to traditional aquaculture. He explained as an economist, that makes him nervous [in relation to] present law and statutes.

Sylvia reported the conference had good representation from industry. He stated they have a lot of regulatory and permitting issues. He noted, for example, if in an aquaculture operation, the ground is getting too soft from burrowing shrimp, and they need to change technique, they can't do that with a simple adjustment. He explained they have to apply for a brand new permit, and they don't know what will happen if they do that. He indicated trying to produce more value for this industry is difficult. He added he expects an initiative going to the legislature to get some of these things changed. He noted the Port owns 530 acres of land that could be used for aquaculture or mitigation.

Miranda noted the December meeting will be December 16 due to holidays. Retherford added the crab season may start around Thanksgiving unless there is a strike.

ADJOURNMENT

Having no further business, the meeting adjourned at 7:11 p.m.

Accounts Paid Report

Check Numb	postingDa	postingDate - M	postingDa	displayName	Fund	Dept Name	description	amount
14865	2025	November	20	Alan Brown Tire Center	General Operating	Commercial	Repairs and Maintenance	757.32
14876	2025	November	20	Amazon Capital Services Inc	General Operating	Administration	Employee Incentives	156.98
14838	2025	November	5	Amazon Capital Services Inc	General Operating	International Terminal	IT Hardware and Software	7.96
14876	2025	November	20	Amazon Capital Services Inc	General Operating	Commercial	Office Expense	109.84
14838	2025	November	5	Amazon Capital Services Inc	General Operating	South Beach	Office Expense	31.62
14876	2025	November	20	Amazon Capital Services Inc	General Operating	South Beach	Office Expense	93.5
14876	2025	November	20	Amazon Capital Services Inc	General Operating	Commercial	Operating Supplies	475.07
14838	2025	November	5	Amazon Capital Services Inc	General Operating	International Terminal	Personal Protective Equip. and Gear	154.95
14876	2025	November	20	Amazon Capital Services Inc	General Operating	International Terminal	Personal Protective Equip. and Gear	109.99
14838	2025	November	5	Amazon Capital Services Inc	General Operating	Commercial	Repairs and Maintenance	932.1
14876	2025	November	20	Amazon Capital Services Inc	General Operating	Commercial	Repairs and Maintenance	984.94
14838	2025	November	5	Amazon Capital Services Inc	General Operating	South Beach	Repairs and Maintenance	20.88
14876	2025	November	20	Amazon Capital Services Inc	General Operating	South Beach	Repairs and Maintenance	39.99
14838	2025	November	5	Amazon Capital Services Inc	NOAA		Operating Supplies	143.88
14876	2025	November	20	Amazon Capital Services Inc	NOAA		Operating Supplies	19.38
14876	2025	November	20	Amazon Capital Services Inc	NOAA		Repairs and Maintenance	178.71
14848	2025	November	5	Associated Cleaning Services Inc	General Operating	South Beach	Repairs and Maintenance	2596
PPI08289	2025	November	20	Asure - ***AUTOPOST***	General Operating		Payroll taxes - PPE	28333.7
14887	2025	November	20	AVS Elevator LLC	NOAA		Professional Services	643.41
14893	2025	November	20	Barrelhead Supply Inc	General Operating	Commercial	Repairs and Maintenance	325.84
14893	2025	November	20	Barrelhead Supply Inc	General Operating	South Beach	Repairs and Maintenance	445.64
14894	2025	November	20	Buzy Bee Services	General Operating	Commercial	Contract and Support Services	450
14855	2025	November	5	Carver Inc	General Operating	South Beach	Fuel	163.25
PPI08249	2025	November	13	Central Lincoln PUD**AUTOPOST**	General Operating	Administration	Electricity	371.64
14895	2025	November	20	City of Newport Room Tax	General Operating	South Beach	Accrued Lodging Taxes	4938.07
14896	2025	November	20	Copeland Lumber Yards Inc	General Operating	Commercial	Operating Supplies	39.99
14856	2025	November	5	Copeland Lumber Yards Inc	General Operating	Commercial	Repairs and Maintenance	181.86
14896	2025	November	20	Copeland Lumber Yards Inc	General Operating	Commercial	Repairs and Maintenance	823.17
14857	2025	November	5	Country Media Inc	General Operating	Administration	Dues and Subscriptions	90
14857	2025	November	5	Country Media Inc	General Operating	Administration	Marketing and Promotion	28.08
14858	2025	November	5	Critical Repairs LLC	General Operating	International Terminal	Repairs and Maintenance	3993.57
14859	2025	November	5	CSO Financial	General Operating	Administration	Fees	128.26
PPI08187	2025	November	6	DE LAGE LANDEN **AUTOPOST**	General Operating	Administration	50369481_1-Admin	332.41
PPI08187	2025	November	6	DE LAGE LANDEN **AUTOPOST**	General Operating	South Beach	50369481_2-South Beach	332.42
PPI08171	2025	November	3	Direct TV**AUTOPOST**	General Operating	South Beach	TV Services for RV Park	794.3
14860	2025	November	5	Doug's Electric Inc	General Operating	Commercial	Operating Supplies	152.5
14897	2025	November	20	Doug's Electric Inc	General Operating	South Beach	Repairs and Maintenance	1664
14861	2025	November	5	DOWL	General Operating	Non-Departmental	Capital Outlay - Infrastructure	41047
PPI08297	2025	November	6	Elite Dynamics	General Operating	Administration	IT Hardware and Software	16793.65
14866	2025	November	20	Englund Marine Supply Co Inc	General Operating	Commercial	Operating Supplies	164.16
14866	2025	November	20	Englund Marine Supply Co Inc	General Operating	International Terminal	Operating Supplies	50.97
14866	2025	November	20	Englund Marine Supply Co Inc	General Operating	Commercial	Personal Protective Equip. and Gear	127.39
14866	2025	November	20	Englund Marine Supply Co Inc	NOAA		Equipment	105.21
14839	2025	November	5	FCS, A Bowman Company	General Operating	Commercial	Capital Outlay - Infrastructure	10970.69
PPI08264	2025	November	14	Hyak	General Operating	Administration	Contract and Support Services	6217.78
14867	2025	November	20	Kings III Emergency Communications, LLC	NOAA		Professional Services - Elevator Skyline	212

Accounts Paid Report

14868	2025	November	20	Lincoln County Public Works	General Operating	Commercial	Fuel	153.43
14868	2025	November	20	Lincoln County Public Works	General Operating	South Beach	Fuel	82.84
14868	2025	November	20	Lincoln County Public Works	NOAA		Fuel	86.75
PPI08247	2025	November	14	Lincoln County Tax Collector	General Operating	South Beach	Accrued Property Tax - Matheson Lease	1673.25
PPI08248	2025	November	14	Lincoln County Tax Collector	General Operating	South Beach	Accrued Property Tax - Newport Fab Lease	1620.83
14869	2025	November	20	MacPherson, Gintner & Diaz	General Operating	Administration	Professional Services	3150
14870	2025	November	20	MASA	General Operating	Commercial	10003 - BC/2677550	39
14870	2025	November	20	MASA	General Operating	Administration	10005 - MB/2465189	39
14870	2025	November	20	MASA	General Operating	Administration	10013 - MH/2220034	14
14870	2025	November	20	MASA	General Operating	International Terminal	10021 - DM/2495837	14
14870	2025	November	20	MASA	General Operating	South Beach	10025 - WS/2221583	14
14870	2025	November	20	MASA	General Operating	Commercial	10036 - RM/2220087	14
14870	2025	November	20	MASA	General Operating	International Terminal	10044 - DW/2252902	14
14870	2025	November	20	MASA	General Operating	Commercial	10064 - JT/2659672	39
14870	2025	November	20	MASA	General Operating	South Beach	10065 - BW/2660786	14
14870	2025	November	20	MASA	General Operating	Administration	10066 - LS/2681987	39
14870	2025	November	20	MASA	General Operating	South Beach	10075 - HB/2817628	14
14871	2025	November	20	MC Dean Inc	NOAA		Repairs and Maintenance	5310
14872	2025	November	20	Michael Lockabey	General Operating	International Terminal	Discounts and Refunds	340.8
14873	2025	November	20	Newport Ace Hardware Inc	General Operating	South Beach	Repairs and Maintenance	46.62
14874	2025	November	20	Newport Marine & RV Service Inc	NOAA		Repairs and Maintenance	403.61
14875	2025	November	20	Newport Rental Service	General Operating	South Beach	Repairs and Maintenance	508
14840	2025	November	5	Newport Sign Shop	General Operating	Commercial	Repairs and Maintenance	764
14877	2025	November	20	Norton Corrosion Limited LLC	General Operating	South Beach	Contract and Support Services	1460
14841	2025	November	5	NW Natural	General Operating	South Beach	2120 SE Marine Science Dr # RV	259.36
14841	2025	November	5	NW Natural	General Operating	South Beach	2301 SE Marin Science Drive-SHOP	110.5
14854	2025	November	5	OR Dept of State Lands	General Operating	Administration	Lease Expense	12297.21
14891	2025	November	20	OR Dept of State Lands	General Operating	Commercial	Lease Expense - APP0064698	1018
14892	2025	November	20	OR Dept of State Lands	General Operating	Commercial	Prepaid Expenses	43005.27
PPI08149	2025	November	7	Oregon Child Support Program	General Operating	Commercial	Garnishment Withholdings Payable	60.6
PPI08291	2025	November	24	Oregon Child Support Program	General Operating	Commercial	Garnishment Withholdings Payable	60.6
14842	2025	November	5	Orkin	General Operating	Administration	Contract and Support Services	88
14878	2025	November	20	Orkin	General Operating	South Beach	Contract and Support Services	97
14879	2025	November	20	Orrco	General Operating	Commercial	Fuel - Recycling	1030
14880	2025	November	20	Pacific Coast Lock & Safe LLC	General Operating	South Beach	Professional Services	1295
14881	2025	November	20	Pacific Digital Works Inc	General Operating	South Beach	Operating Supplies	638
14843	2025	November	5	Pacific Northwest Waterways Assoc.	General Operating	Administration	Dues and Subscriptions - 2025 Annual Conv	500
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	South Beach	CJ (0006402800)	40
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	Administration	ED (0005720633)	88.88
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	Administration	Flat Monthly Fee	85
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	South Beach	LN (0006402799)	84
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	South Beach	LS (0006402795)	50
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	Administration	MB (0001767155)	30
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	Administration	RR (0006402795)	275
14844	2025	November	5	Pacific Source Administrators Inc	General Operating	South Beach	SS (0006402797)	40
14882	2025	November	20	Pioneer Connect	General Operating	South Beach	115083	42.43
14845	2025	November	5	Pioneer Connect	General Operating	South Beach	Electricity	184.15

Accounts Paid Report

14882	2025	November	20	Pioneer Connect	NOAA		159375	183.23
14883	2025	November	20	Pioneer Printing Inc	General Operating	Administration	Office Expense	142.5
14846	2025	November	5	Pioneer Printing Inc	General Operating	South Beach	Office Expense	57.7
14847	2025	November	5	Sherwin-Williams	General Operating	Commercial	Operating Supplies	2210.62
14847	2025	November	5	Sherwin-Williams	General Operating	South Beach	Operating Supplies	2210.63
14849	2025	November	5	Sierra Springs	General Operating	Commercial	Water	143.39
14849	2025	November	5	Sierra Springs	General Operating	South Beach	Water	202.02
14849	2025	November	5	Sierra Springs	General Operating	Commercial	Water Shrt pd Inv 091325	100
14884	2025	November	20	Sound Environmental Products	General Operating	Commercial	Operating Supplies	269.2
14884	2025	November	20	Sound Environmental Products	General Operating	Commercial	Shipping and Freight	43.14
14885	2025	November	20	Special Districts Insurance Services	General Operating	Administration	Health, Dental and Life Insurance	6227
14885	2025	November	20	Special Districts Insurance Services	General Operating	Commercial	Health, Dental and Life Insurance	6166
14885	2025	November	20	Special Districts Insurance Services	General Operating	International Terminal	Health, Dental and Life Insurance	2052
14885	2025	November	20	Special Districts Insurance Services	General Operating	South Beach	Health, Dental and Life Insurance	10290
14885	2025	November	20	Special Districts Insurance Services	NOAA		Health, Dental and Life Insurance	2057
14850	2025	November	5	Spiro Landscapes Inc	General Operating	South Beach	Contract and Support Services	1314.5
14886	2025	November	20	Staples Advantage	General Operating	Administration	Office Expense	438.53
14886	2025	November	20	Staples Advantage	General Operating	Commercial	Office Expense	277.02
14886	2025	November	20	Staples Advantage	General Operating	South Beach	Office Expense	417.65
14886	2025	November	20	Staples Advantage	General Operating	South Beach	Operating Supplies	40.26
14888	2025	November	20	T & L Chemical Toilet Service LLC	General Operating	Commercial	Contract and Support Services	760
14888	2025	November	20	T & L Chemical Toilet Service LLC	General Operating	International Terminal	Contract and Support Services	90
14888	2025	November	20	T & L Chemical Toilet Service LLC	General Operating	South Beach	Contract and Support Services	170
14851	2025	November	5	TCB Security Services Inc	General Operating	Commercial	CM - 1/3 of 85%	5979.75
14851	2025	November	5	TCB Security Services Inc	General Operating	International Terminal	NIT - 15%	2110.5
14851	2025	November	5	TCB Security Services Inc	General Operating	South Beach	SB - 2/3 of 85%	5979.75
14889	2025	November	20	Thompson's Sanitary Service Inc	General Operating	International Terminal	Trash/Garbage - NIT	1554.15
14889	2025	November	20	Thompson's Sanitary Service Inc	General Operating	Commercial	Trash/Garbage - PD7	3535.24
14889	2025	November	20	Thompson's Sanitary Service Inc	General Operating	South Beach	Trash/Garbage - SB Marina	3900.06
14889	2025	November	20	Thompson's Sanitary Service Inc	NOAA		Trash/Garbage	628.15
14890	2025	November	20	ToyotaLift Northwest Inc	General Operating	Commercial	Repairs and Maintenance	4588.21
14890	2025	November	20	ToyotaLift Northwest Inc	General Operating	Commercial	Shipping and Freight	49.51
14852	2025	November	5	Verizon Wireless	General Operating	Administration	Admin Lines	188.54
14852	2025	November	5	Verizon Wireless	General Operating	Commercial	CM Lines	75.35
14852	2025	November	5	Verizon Wireless	General Operating	International Terminal	NIT Line	34.06
14852	2025	November	5	Verizon Wireless	General Operating	South Beach	SB Lines	92.39
14852	2025	November	5	Verizon Wireless	NOAA		NOAA Lines	44.43
PPI08151	2025	November	5	VOYA-Autopay	General Operating	Administration	10013 -MH	105
PPI08293	2025	November	20	VOYA-Autopay	General Operating	Administration	10013-MH	105
PPI08151	2025	November	5	VOYA-Autopay	General Operating	Administration	10020-PM	500
PPI08293	2025	November	20	VOYA-Autopay	General Operating	Administration	10020-PM	500
PPI08151	2025	November	5	VOYA-Autopay	General Operating	International Terminal	10021-DM	100
PPI08152	2025	November	5	VOYA-Autopay	General Operating	International Terminal	10021-DM	100
PPI08292	2025	November	20	VOYA-Autopay	General Operating	International Terminal	10021-DM	100
PPI08293	2025	November	20	VOYA-Autopay	General Operating	International Terminal	10021-DM	100
PPI08152	2025	November	5	VOYA-Autopay	General Operating	Administration	10032-GT	25
PPI08292	2025	November	20	VOYA-Autopay	General Operating	Administration	10032-GT	25

Accounts Paid Report

PPI08151	2025	November	5	VOYA-Autopay	General Operating	Administration	10060-ED	50
PPI08152	2025	November	5	VOYA-Autopay	General Operating	Administration	10060-ED	50
PPI08292	2025	November	20	VOYA-Autopay	General Operating	Administration	10060-ED	50
PPI08293	2025	November	20	VOYA-Autopay	General Operating	Administration	10060-ED	50
PPI08151	2025	November	5	VOYA-Autopay	General Operating	South Beach	10066-LS	25
PPI08293	2025	November	20	VOYA-Autopay	General Operating	South Beach	10066-LS	25
PPI08151	2025	November	5	VOYA-Autopay	General Operating	Administration	10067-RR	100
PPI08293	2025	November	20	VOYA-Autopay	General Operating	Administration	10067-RR	100
PPI08150	2025	November	5	VOYA-Autopay	General Operating	International Terminal	Benefits Payable	87.22
PPI08151	2025	November	5	VOYA-Autopay	NOAA		10006-JD	25
PPI08293	2025	November	20	VOYA-Autopay	NOAA		10009-JD	25
PPI08148	2025	November	7	Washington State Support Registry **AUTOPOST***	General Operating	International Terminal	Garnishment Withholdings Payable	408.5
PPI08290	2025	November	24	Washington State Support Registry **AUTOPOST***	General Operating	International Terminal	Garnishment Withholdings Payable	408.5
14853	2025	November	5	Wilson Northwest Const. LLC	General Operating	Commercial	Repairs and Maintenance	1385
Total								**273038.9**
No filters applied								

Coastal Refrigeration, Heating and Air Conditioning
P.O. Box 1675, Newport, OR 97365-0122
710 NE 3rd NEWPORT OR 97365
(541) 265-7275 Fax 265-9225
Email us at CRHAC@OUTLOOK.COM

Maintenance Agreement
Air Conditioning & Heating Systems

JOB NAME: PORT OF NEWPORT
JOB ADDRESS: 600 SE BAY BOULEVARD NEWPORT, OR.97365

ELECTRICAL

1. Check for correct voltage supply
2. Check amperage on compressors & fan motors
3. Tighten all electrical screws & lugs
4. Check all ground wires
5. Check all stages of electric heat

Supply Blower/Filter

1. Check to see if filters are in place
2. Change or wash out filters
3. Check fan for correct rotation
4. Check fan belts for tightness and wear
5. Oil or grease all motors and bearings
6. Check all pulleys & sheaves for wear & alignment

Controls

1. Check settings of thermostats
2. Check time clocks
3. Heat anticipators
4. Select switches heat-cool-auto
5. Check all pressure operated controls spray lubricant as necessary

Compressor Units

1. Compressor oil heaters-energized
2. Check service vales
3. Check suction pressures
4. Check discharge pressures
5. Freon charge
6. Oil level
7. Complete Freon leak check
8. Blow out all condenser coils
9. Check high pressure & low pressure switches
10. Fan controls
11. Check system in heating & cooling

Before Leaving Job

1. Wipe up all oil
2. Clean up job site
3. Recheck to see if power has been restored

Coastal Refrigeration & Heating & Air Conditioning will perform all the above listed services for $250.00
Every ☐ 30 days ☐ 60 days ☐ 90 days ☐ 120 days ☒ Twice yearly ☐ Once yearly

Any parts that need to be replaced are extra. Parts will be changed only by owner or managers approval. There will be **no** labor charge for changing parts unless time on job exceeds amount of time on maintenance agreement. This agreement will be valid for a period of one (1) year without any price change, and can be cancelled by the owner or manager at **anytime.**

Authorized Agent
Coastal Refrigeration

Customer Signature

DATE: _____

Port of Newport

STAFF REPORT

DATE:	**16 December 2025**
RE:	**NOAA Lease Amendment 36**
TO:	**Paula Miranda, General Manager**
ISSUED BY:	**Mark A. Brown, Director of Finance and Business Services**

BACKGROUND

The Port and NOAA review and adjust the lease agreement each year. Adjustments include a Cost-of-Living Adjustment (COLA) and an insurance adjustment.

Details

Attached is the COLA adjustment (Lease Amendment 36) for the period from May 1, 2025, to April 30, 2026. Due to staff turnover and the federal government shutdown, this amendment has experienced some delays.

Historically, NOAA has prepared this amendment; however, moving forward, the Port will assume responsibility for its creation, ensuring more timely updates.

RECOMMENDATION and MOTION

I recommend a commissioner make the following motion:

I move that the Commission authorize the Executive Director or Designee to sign Amendment Number 36 to the lease agreement with NOAA.

U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	LEASE AMENDMENT NO. 36	DATE:
LEASE AMENDMENT	LEASE NO. 09WSA0200C	

ADDRESS OF PREMISES: 2002 SE Marine Science Drive, Newport, Oregon 97365

THIS AGREEMENT, made and entered into this date by and between: PORT OF NEWPORT

whose address is: 600 SE BAY BOULEVARD, NEWPORT, OREGON 97365

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective May 1, 2025, as follows:

A. In accordance with Paragraph 4.3, Operating Expenses, Page 27 of Solicitation for Offers No. 09WSA0200C, attached to this lease, and pursuant to Paragraph 7, page 3 of Standard Form 2, the annual rental fee is adjusted as follows:

April 2025 SPI-W (US CITY WIDE AVERAGE		314.243
CPI-W From April 2011		221.743
Difference		92.5
Percentage Change	92.5 / 221.743	0.417149583
Base Operating Rent, Paragraph 7 of lease	156,600.00	
Base Rent Time Percentage Change	156600 * 0.417149583075903	$ 65,325.62
Current Adjustment - Prior Year adjustment	65,325.62 - 60,783.20	$ 4,542.42
Current Rent plus Adjustment in Rent	$2,593,658.53 + $4,542.42	$ 2,598,200.95
New Monthly Payments in Arrears, effective May 1, 2025		$ 216,516.75

B. Based upon the above, the Government shall pay the Lessor annual rent of $2,598,200.95 at the rate of $216,516.75 per month in arrears from May 1, 2025 through April 30, 2026.

C. The new monthly rental amount is effective as of May 1, 2025. Rent payments continued to be paid at the old monthly rental rate of $216,138.21. A one-time lump-sum payment covering the difference owed will processed and paid upon execution of this SLA.

All other terms and conditions of the license shall remain in force and effect.

In Witness Whereof, the parties to this Lease Amendment evidence their agreement to all terms and conditions set forth herein by their signatures below

.

LESSOR: PORT OF NEWPORT

Paula J. Miranda

_____ _____ Signature

Name (Print), Title, & Date

In the Presence of:

Mark A. Brown

_____ _____ Signature

Name (Print), Title, & Date

UNITED STATES OF AMERICA:

Signature _____ _____

Department of Commerce
Real Property Contracting Officer

Name (Print) & Date

Port of Newport

STAFF REPORT

DATE:	**16 December 2025**
RE:	**Budget Reduction and Modification.**
TO:	**Paula Miranda, Executive Director**
ISSUED BY:	**Mark A. Brown, Director of Finance and Business Services**

BACKGROUND

Since the cumulative and one-time reductions to the budget are less than 10%, a formal budget hearing is not required. The Port could continue operating with a reduced budget without making official adjustments. However, it is important to demonstrate that the Port is being proactive in response to the revenue loss caused by Oregon Brewing Company's liquidation. For this reason, we are formalizing a budget reduction package.

In the last commission meeting, Aaron Bretz, the Director of Operations, stated the Port has received a grant of $365,000.

I have incorporated both of these into the attached budget changes.

Details

The Grant funds of $365,000 will be used to remove and destroy abandoned vessels. This will free up dock space and help generate additional revenue for the Port, since more slips will be available for rent. In addition to reducing revenues and expenditures, the attached budget modification adds revenue and expenses to the budget as a result of this grant.

On November 24, 2025, Oregon Brewing Company filed for Chapter 7 bankruptcy. This is a liquidation, not a restructuring. The resulting revenue loss does not affect NOAA but impacts all other areas of the Port—South Beach, the Commercial Marina, and the International Terminal. Therefore, I have included the past-due amount in the total budget reduction, which is $813,000.

We will be unable to dredge South Beach this year, so it was logical to eliminate this expenditure, saving $750,000 in South Beach. In the Commercial Marina, $225,000 was originally allocated for maintenance of Port Docks 5 and 7. We have reduced this by $63,000, leaving $162,000, which should be sufficient to maintain the docks adequately.

RECOMMENDATION and MOTION

I recommend a commissioner make the following motion:

I MOVE to adopt Resolution 2025-06 Regarding Budget Modifications

PORT OF NEWPORT
RESOLUTION NO. 2025-06
A RESOLUTION AUTHORIZING BUDGET MODIFICATION

WHEREAS, the Port is a public entity;

WHEREAS, The Port Commission appropriated $28,720,095 in Resolution 2025-02;

WHEREAS, Oregon Brewing Company has filed for bankruptcy;

WHEREAS, Oregon Brewing Company owed $549,000 in past due lease payments;

WHEREAS, The Port will no longer receive lease payments from Oregon Brewing Company;

WHEREAS, the Port has received a grant for $365,000;

WHEREAS, Oregon Brewing Company was a major tenant;

WHEREAS, the cumulative change in budget for any department is less than 10%, no budget hearing is required; and

WHEREAS, the budget changes are necessary to reduce spending caused by the loss of revenue caused by the bankruptcy of Oregon brewing company;

NOW THEREFORE, THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

The Port Commission authorizes the modification of budget as shown in the attached summary of budget changes, dated 16th December, 2025.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 16th day of December 2025.

ATTESTED:

_____
Gil Sylvia, President

_____
Jeff Lackey, Secretary/Treasurer

Date: 16 December 2025

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: 100 General Operating Funds

	Resource	Amount		Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.		Amount
1	Operating Funds	$6,101,280	1	300 - CM	Materials & Services	$1,394,618
2	Non Operating Funds	$2,335,250	2	300 - CM	Capital Outlay	$364,000
3			3			
	Revised Total Fund Resources	14,883,920		**Revised Total Fund Requirements**		$2,607,701

Explanation of change(s):

As a result of Rogue Brewery bankruptcy eliminating 63K from from capital expenditure budget. As a result of receiving a grant, increasing Contract and Support services budget by $200,000 for removal of Derelict Vessels.
Removed $813,0000 from the Resources budget to cover the loss of Revenue from Oregon Brewing Company (past due plus ongoing revenues); added additional revenue of $365,000 for a state grant.

FUND: 100 General Operating Fund

	Resource	Amount		Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.		Amount
1			1	700 - SB	Materials & Services	$2,125,800
2			2			
3			3			
	Revised Total Fund Resources			**Revised Total Fund Requirements**		$3,453,448

Explanation of change(s):

As a result of Rogue Brewery bankruptcy eliminating South Beach Dredging Project for $750,000. As a result of receiving a grant, increasing Contract and Support services budget by $165000 for removal of Derelict Vessels.

Port of Newport

FINANCE DEPARTMENT MONTHLY REPORT

DATE: 16 December 2025
PERIOD: July 1, 2025 to November 30, 2025
TO: Paula Miranda, Executive Director
ISSUED BY: Mark A. Brown, Director of Finance and Business Services

No Financials are included, as of December 9, there is much work to be completed, and the financials would not be close to reflecting the true status of the Port with respect to expenses. I have included the revenue information in the charts, as it will be accurate.

Issues of Importance

Financial reports
Since the Financial reports are due early, a lot of the work to close the month has not been completed. Port staff are now updating deposits, deferred revenue, and accounts receivable monthly. Staff are reconciling any interfund payable or receivable monthly. South Beach is now booking reservations, instead of invoicing the reservation, this is leading to more accurate accounts receivable balance and an easier tracking of deposits.

Annual Financial Audit

The final entries have been discussed and agreed upon. The Auditor is preparing the final report. This should be delivered to the Port Commission in the January meeting. Due to the Oregon Brewing Companies issue, we will have a prior year adjustment.

Elite Dynamics Project

The go-live date was moved to Monday, January 26. This works better for Port staff, since most of the billing occurs around the first week of the month.

The reservation website will taken down about 1 week prior to the go-live date.

On go-live only the RV park will be made available for online reservations, the Marina will be added a month or so later, depending on results.

On go-live the ticketing system in the Commercial Marina will revert to paper. Once the crab season is a bit slower and staff have confirmed the best way to enter tickets we will revert to electronic ticket entry.

Export reports have been written and saved in Pacsoft; spreadsheets have been developed to convert the data into the appropriate format for Elite Dynamics. Elite Dynamics will be importing the test data to validate the results.
Staff are continuing to learn the Elite Dynamics product. Training was held on the CRM (Customer Relationship Management) portion. Port staff have full access to the system

and are encouraged to learn it. Port staff are providing documents to Elite Dynamics that will be sent to customers along the Journey. Prior to their stay, emails will be sent to customers, letting them know of any balances owed and any paperwork needed, this includes insurance and a Moorage License Agreement.

During the training on Elite Marinas and Elite RV parks, a discussion was held with the RV Park Supervisor, Staff accountant, Harbormaster and Accounts payable staff. We all agreed that it would be advantageous to modify the South Beach configuration to include a department 700RV and 700M, the Marina will be housed in 700M, the RV park in 700RV. For reporting to the commission, we will combine 700RV and 700M into 700 (nothing changes). The Harbormaster indicated he wanted to code expenses based on the Marina or RV park. In the future we might be able to get a good cost estimate to run the Marina vs RV park.

At the time of switchover a meeting will be held with Elite Marinas. The meeting will be to determine if, from a Port perspective, and from a Vendor perspective the Port is ready to go live. If either party feels the Port is not ready, then go-live will be postponed.

Access to the Elite Training Academy has been provided to staff members, so they can begin learning the Elite Dynamics and BC systems.

Year-to-Year Revenue Comparison – General Operating Fund

Area	CY Revenue	PY Revenue	Variance	
Leases	377,007	388,268	11,261	Unfavorable
Moorage	1,216,025	1,116,480	99,545	Favorable
RV Spaces	767,958	775,918	7,960	Unfavorable

RV Space revenue has declined; however the decline is negligible. Moorage Revenue has increased, even though occupancy has declined.

Fiscal year Department Revenue Comparison – General Operating Fund

Area	Moorage	RV Space	Services	Fees	Lease	Misc	Totals*
South Beach	783,494	742,113	477	139,702	229,847	1,505	1,921,106
Commercial Marina	312,173	0	17126	97852	69,087	288,532	784,770
NIT Cargo	53,090	0	122,351	12,913	0		188,354
NIT Fishing	78,074	0	67,268	111,589	78,074		337,963
•	Some smaller items have been excluded.						

Oregon Brewing Company Bankruptcy

After a special meeting with the Port Commission, a bankruptcy attorney has been retained.

RV Park and Marina Occupancy

The RV occupancy is down slightly for all parks, as compared to previous years. In reviewing data from other sources, this is the same across the entirety of the US.

Main RV Park
Occupancy Percent

Month	2022-23	2023-24	2024-25	2025-26
July	96.28%	102.73%	98.56%	94.11%
August	98.74%	101.16%	99.80%	97.16%
September	95.94%	102.28%	98.30%	87.21%
October	62.89%	52.07%	37.06%	81.78%
November	31.87%	26.37%	23.66%	16.92%
December	21.88%	24.50%	15.85%	
January	25.14%	18.10%	16.16%	
February	28.65%	26.16%	29.08%	
March	36.23%	31.63%	32.29%	
April	44.10%	34.57%	27.03%	
May	68.76%	59.19%	51.82%	
June	97.90%	89.71%	83.73%	

RV Park Annex
Occupancy Percent

Month	2022-23	2023-24	2024-25	2025-26
July	85.71%	92.99%	89.21%	79.84%
August	85.11%	94.17%	91.90%	88.71%
September	78.65%	76.09%	69.10%	65.58%
October	36.54%	19.29%	19.04%	8.90%
November	18.80%	17.01%	4.62%	0%
December	15.94%	16.60%	0.00%	
January	21.16%	15.30%	0.00%	
February	20.67%	19.10%	12.23%	
March	12.49%	12.90%	10.24%	
April	16.20%	20.64%	13.99%	
May	44.17%	42.06%	31.58%	
June	67.44%	71.22%	62.31%	

Dry Camp
Occupancy Percent

Month	2022-23	2023-24	2024-25	2025-26
July	53.04%	55.90%	45.30%	36.36%
August	43.50%	57.37%	44.40%	36.18%
September	39.29%	5.44%	36.00%	18.43%
October	15.39%	3.00%	8.66%	56.54%
November	9.33%	1.48%	8.33%	57.1%
December	4.70%	1.01%	6.54%	
January	2.58%	0.13%	1.61%	
February	3.59%	6.50%	4.23%	
March	2.58%	8.89%	4.56%	
April	3.38%	5.33%	4.67%	

May	11.34%	1.86%	8.57%	
June	20.24%	18.86%	16.52%	

Non-Transient Vessels
Occupancy Percent

Month	2022-23	2023-24	2024-25	2025-26
July	95.84%	91.33%	89.87%	92.54%
August	94.46%	90.60%	88.20%	93.32%
September	93.30%	81.91%	88.98%	92.11%
October	81.40%	81.16%	77.22%	87.78%
November	52.83%	47.96%	46.08%	50.19%
December	50.39%	46.34%	44.62%	
January	50.40%	17.24%	45.97%	
February	49.83%	44.42%	45.48%	
March	49.84%	44.84%	44.31%	
April	58.32%	55.66%	56.11%	
May	88.82%	85.21%	86.56	
June	90.26%	88.32%	90.73%	

Transient Vessels
Occupancy Percent

Month	2022-23	2023-24	2024-25	2025-26
July		73.07%	65.61%	63.8%
August		68.95%	52.80%	70.07%
September		59.72%	70.05%	63.75%
October		33.74%	38.98%	33.11%
November		25.37%	34.72%	29.35%
December		22.27%	27.55%	
January		20.92%	27.11%	
February		27.53%	26.59%	
March		28.45%	27.69%	
April	3.56%	28.47%	30.37%	
May	15.99%	44.49%	38.31%	
June	23.52%	45.00%	41.81%	

Commercial Marina
Occupancy Percent (Full occupancy is 80%)

Month	2022-23	2023-24	2024-25	2025-26
July	59.94%	77.00%	79.66%	74.37%
August	83.30%	83.20%	80.65%	75.45%
September	62.82%	79.07%	79.36%	83.87%
October	63.30%	79.28%	75.69%	74.74%
November	67.44%	81.04%	73.21%	76.02%
December	69.72%	81.79%	74.90%	
January	75.65%	79.66%	78.26%	
February	82.12%	80.05%	79.72%	
March	77.63%	79.29%	76.71%	
April	75.79%	77.30%	75.65%	
May	76.40%	76.03%	70.49%	

June	77.30%	74.18%	77.65%	

Audit
The Audit has one final detail, otherwise it is complete. The Port needs a repayment plan from a large tenant. Once the payment plan is incorporated into the audit, it can be completed. The payment plan is expected in late November. A request to extend the audit deadline from December 31 to February 28 was submitted and approved.

Year-End
Year-end is substantially complete; Port staff are waiting on the final entries from the Port's auditors.

Balance Sheet
Equity section of the balance sheet shows critical fund information required by GASB (Governmental Accounting Standards Board):

Restricted Funds	Funds a Donor or Grantor gave the Port with restrictions.
Committed	Funds that the Port Commission has restricted, Port Staff cannot use these funds without authorization of the Port Commission.
Assigned	Funds that the Executive Director or Director of Finance are setting aside for a future project(s). The Port can use these funds without further authorization.

Unassigned Funds that do not fit into the other three categories can be used as needed. This includes cash and other equity available to the Port.

Profit and Loss - The financial reports through May 31, 2025, are attached for your review and are included in the commission packet.

Cash Position
Cash position under each fund type, cash position includes all cash available including any reserves. A new General Ledger account has been created, assigned – Reserves, this is reserve amount not assigned for a specific use but set aside for use in an emergency.

Balance Sheet

Left Blank Purposely

General Operating Fund
Budget Vs Actual

General Operating Funds (GOF) FY 2025-26, Budget Vs Actual:

All Departments	
Narrative	Amount
Operating Revenue is favorable by	$664,639
Operating Expenses are favorable by	
Operating Income is favorable by	
Non-operating Revenue is unfavorable by	
Non-Operating Expenses are unfavorable by	
Non-operating Income is favorable by	
Income before Loans and Deprec is favorable by	
Loan Income	
Overhead Allocation is	
Depreciation expense is	

Variance Explanation
The Port received $250,000 in insurance funding for a sunken vessel, the vessel was safely removed in August at a cost of $185,000, with no unexpected issues. The Port is waiting for estimates to repair additional damage to the dock. Any funds that are not expended will need to be returned to the Special Districts Insurance Services (SDIS).

Non-Departmental (dept 000)
This department is for debt service that is not a government obligation (GO) bond and Fund transfers that occur within the General Operating Fund. This department is required by the Department of Revenue.

Non-Departmental, Department 000	
Narrative	Amount
Non-operating revenue is favorable	

Variance Explanation
There are two expenditures in Services & Supplies that are being moved to a different department. The non-operating expense is a budgeting issue and will self-correct in future months.

Administrative Department

Administration, department 100	
Narrative	Amount
Operating revenue is favorable by	155,101
Operating expenses are favorable by	
Operating income is favorable by	
Non-operating revenue is unfavorable by	
Non-operating expenses are favorable by	
Non-operating income is unfavorable by	
Depreciation expense is	

Commercial Marina, department 300	
Narrative	Amount
Operating Revenue is favorable by	192,666
Operating Expenses are favorable by	
Operating Income is favorable by	
Non-operating Revenues are favorable	
Non-Operating Expenses are favorable by	
Non-Operating Income is unfavorable by	
Net income (before Deprec & loans) is favorable by	
Depreciation expense is	
Overhead allocation is	

International Terminal, department 500..501	
Narrative	Amount
Operating revenue is unfavorable by	87,275
Operating expenses are favorable by	
Operating income is favorable by	
Non-operating revenue is neutral	
Non-operating expenses are favorable by	
Non-operating income is favorable by	
Income before Deprec and Loans is favorable	
Depreciation expense is	
Overhead allocation is	

In addition to an income statement for the International Terminal, I have provided in your financial statements an income statement for Fishing activities and Cargo activities at the International Terminal.

Variance Explanation

South Beach, department 700	
Narrative	Amount
Operating revenue is favorable	229,323
Operating expenses are favorable	
Net operating income is favorable	
Non-operating revenue neutral	
Non-operating expenses favorable	
Non-operating income favorable	
Income before Deprec and Loans is favorable	
Loans Revenue is	
Depreciation expense is	
Overhead Allocation is	

NOAA Lease Revenue Fund
Balance Sheet
As of November 30, 2025, the Revenue Bond required the Port set aside the maximum future bond payment of $1,761,721. NOAA is currently behind on their lease payment, due to the government shutdown. Port staff have been assured that all payments will be received in early December. The COLA adjustment has been submitted and approved by NOAA, another adjustment for insurance, and been submitted and is under review.

NOAA Lease Revenue Fund	
Narrative	Amount
Operating revenue is unfavorable by	-71,706
Operating expenses are favorable by	
Operating income is favorable by	
Non-operating revenue is favorable by	
Non-operating expenses are favorable by	
Non-operating income is favorable by	
Income before Deprec and Loans is unfavorable	
Depreciation expense is	
Overhead Allocation is	

Variance Explanation (NOAA)
Variance in Revenue is due to COLA and Insurance/DSL lease increases not being processed. The COLA increase is included in the packet, the insurance/DSL lease is at NOAA for review.

Other Fund Balances

Reserve Fund (Fund 600)
Cash available

Bonded Debt Fund (Fund 400)
Cash available

The Bond Debt Fund balance is increasing with the receipt of Tax Revenues.

Facility Maintenance Fund (Fund 200)
Cash available

Money has been set aside in the Facilities Maintenance fund for the electrical upgrades to Port Dock 5, and the proceeds from parking fees are received in this fund for future replacement of road surfaces.

All Past due customers are included in this report as of 2025, November 30.

Customer Name	As At Balance	3 Month	4 Month+	
Absher Chris	8,069.26	175.50	0.00	Paying down
Alley Trevor	25.92	0.00	25.92	
Andrews Markarian	174.88	0.00	174.88	
Andrews Sam	237.75	0.00	237.75	
Arguello Shirley	184.32	0.00	184.32	
Beckman Jay	95.04	0.00	95.04	
Beckstead Noah	3,275.91	3,164.20	0.00	Provide no Services, will seize vessel again
Betnar Andrew	2,032.28	391.40	0.00	
Betnar Andy	10,594.27	621.53	3,180.35	Will pay with Crab Season
Bialza Tia	48.62	0.00	48.62	
Bird Brian	63.00	63.00	0.00	
Black Don	61.01	0.00	61.01	
Bordeaux Perry (5419617219)	7,221.58	104.25	4,392.79	Gave him until Jan 31st to pay
Brown Christina	474.81	474.81	0.00	
Burke Jim	302.08	0.00	302.08	
Burrow Mary	7.63	7.63	0.00	
Burt Robert	64.70	0.00	64.70	
Buti Chris	46.44	0.00	46.44	
Button Frank (5419210400)	7,202.84	221.87	6,549.90	Waiting on proceeds from Insurance Company
Cardoso Dan	87.44	87.44	0.00	
Carr Douglas	80.36	0.00	80.36	
Carter Angela & Don	1,971.38	0.00	1,971.38	
Clark Robert	9,641.14	192.18	5,693.43	Has until Jan 31 to pay
Cochran Shane (Lucas)	203.23	0.00	203.23	
Coughran Megan	150.77	0.00	150.77	
Craddock Victor	34.15	0.00	34.15	

Daly John	83.38	0.00	83.38	
Davies-Miller Khyber	1,750.52	1,022.28	728.24	
Denkinger Troy	1,623.75	528.04	503.48	
Dixon Ken	87.44	0.00	87.44	
Doyle Jr Lloyd Dale	3,479.04	0.00	636.26	
Edgren Kyle	304.04	0.00	0.00	
Edwards Michael	199.77	0.00	0.00	
Elder Linda	128.43	128.43	0.00	
Embarcadero Resort and Marina Newport Marine Co. In Care of (5412658521)	1,228.35	20.41	1,186.81	
Emory- Irish Miss James	2,859.95	0.00	0.00	
Excavation Pacific	36.50	36.50	0.00	
Fauth Ray	86.92	0.00	86.92	
Fischel Peter	6.13	6.13	0.00	
Fontaine Jayne	64.70	64.70	0.00	
Gagnon Julie	288.98	0.00	288.98	
Garin Pablo	449.53	0.00	449.53	
Gnuschke Brad	8,981.24	0.00	8,832.83	Selling vessel, when sold Port will be paid, port has a lien on Vessel
Gnuschke Brad	5,973.02	360.52	4,168.62	
Gray Don	194.60	194.60	0.00	
Griffin Tiffeni	226.49	0.00	226.49	
Griffin Tom	32.37	32.37	0.00	
Gustaveson Susan	2.15	2.15	0.00	
Guzman Adriane	261.40	0.00	261.40	
Hacker Barry	51.84	51.84	0.00	
Hayner Kenneth	389.24	76.65	0.00	
Hiaasen Donald	1,035.25	0.00	1,035.25	
Holmes Jeff	414.50	407.58	0.00	
Hoyt David	18.72	0.00	18.72	
Hughes Shayne	19.82	0.00	19.82	
Ing Russell	44.61	44.61	0.00	
Israel Kurtis	245.16	0.00	245.16	
Johnson Keith	36.77	36.77	0.00	
Kegley Gabe	455.50	0.00	455.50	
Kersey JR	39.13	39.13	0.00	
Koeller Lynne	89.10	0.00	89.10	
Korth Todd (4089639711)	874.82	0.00	183.04	
Krouse Dan	65.32	0.00	65.32	
Krumland Jayme	20.43	20.43	0.00	
Lamb Nevin	80.35	80.35	0.00	

Lane David	2,501.14	621.64	1,763.34	
Lane Deborah	259.26	259.26	0.00	
Larson Jacob	129.39	129.39	0.00	
Lautt Arnie	26.85	0.00	26.85	
Lenoue Christopher	119.74	119.74	0.00	
Lowe Jeff	21.46	21.46	0.00	
Maitland James	45.19	5.45	39.74	
Maze David	340.58	0.00	340.58	
Mclain Steve	122.02	0.00	122.02	
Miller Allan	360.16	0.00	360.16	
Miller Cathy & Carl	494.04	494.04	0.00	
Milligan Ed	59.70	0.00	59.70	
Minor Rick	108.14	0.00	108.14	
Mitchell Scott	11.58	11.58	0.00	
Montagne Treg	51.30	51.30	0.00	
Northwest Alpine Coach Association (NoWaca)	74.32	0.00	74.32	
Pankey Brett	5,565.71	158.43	2,272.92	
Patershall Larry	318.09	0.00	318.09	
Paul Doug	36.77	36.77	0.00	
Pitman Jonathan	123.39	0.00	123.39	
Pittel Dustin	4,864.53	0.00	797.59	On payment Plan, paying on time
Radies Jarrett	40.86	40.86	0.00	
Reed Robert	236.07	0.00	236.07	
Reinertsen Kenny (5413365902)	3,758.52	61.34	3,507.63	
Richardson Mark (5413363136)	8,100.36	293.57	879.99	Working with him until after crab season starts
Rogers Jay	236.91	0.00	236.91	
Runions Sarah	2,616.10	0.00	2,616.10	
Russell Dustin	461.35	7.53	430.56	
Rybakov Mark	535.70	359.23	176.47	
Saltybros LLC Lease (5412720573)	2,446.76	50.18	2,259.27	
Schafer Barry	91.00	0.00	91.00	
Scott Michael	349.76	349.76	0.00	
Shannon Mike	40.86	0.00	40.86	
Sharp Robert	81.72	81.72	0.00	
Shields Barbra	69.12	0.00	69.12	
Simmons Chris	8.63	8.63	0.00	
Snyder Catherine	39.35	0.00	39.35	
Spencer Andy	122.58	122.58	0.00	
St. Pierre Kevin	6.47	6.47	0.00	
Stafford Elic	76.23	0.00	76.23	

Stathis John	40.86	40.86	0.00	
Stickrod Marshall (5035040602)	6,022.39	1,226.01	2,650.85	
Strasburg Rasela	8,823.98	0.00	6,207.88	Working on an eviction notice
Tavernier Tucker	1,851.72	0.00	1,564.44	Will be seizing vessel, after the holidays
Temple Gregory (9714090105)	2,893.99	575.18	0.00	
Thomas James (5414050309)	857.36	345.90	352.76	
Thompson Shane	132.81	132.81	0.00	
Tillett William & Loree	83.07	0.00	83.07	
Tregaskis Scott	35.25	0.00	35.25	
Vahle Thomas	120,080.51	13,516.32	0.00	Cargo
Vela Carissa	174.88	0.00	174.88	
Ware Tim	552.57	552.57	0.00	
Watson Peter	49.68	0.00	49.68	
Wenning Trevor	44.06	44.06	0.00	
Whitehurst Nicole	272.14	0.00	272.14	
Whitmire Gloyd	57.68	0.00	57.68	
Wilson Pete	1.53	1.53	0.00	
Wood Richard	2,114.50	2,028.25	0.00	
Wright Samantha	2,102.49	0.00	150.00	
Wrigley John	25.92	0.00	25.92	
Yutzie Steve	15.75	0.00	15.75	
Zerbe Ron	236.92	0.00	236.92	

Each month staff send out past due letters for each category:
Past Due:
30 days - Gentle reminder
60 days - Reminder
90 days - Account on credit hold, no services will be provided until a payment plan is in place.
120 days - A reminder to contact us immediately, we will evaluate their account for vessel seizure or may send the account to collections.

##

Port of Newport

DIRECTOR OF OPERATIONS REPORT

DATE: 12/10/2025

PERIOD: October 2025-November 2025

TO: Paula J. Miranda, Executive Director

ISSUED BY: Aaron Bretz

OVERVIEW DIROPS

Summary:
Crab season preparations have been increasing; both the Terminal and the Commercial Marina have been receiving more gear. The International Terminal has been very busy these past couple weeks getting boats ready to leave for Alaska and for crabbing. I've been working on several issues that have come up regarding the physical plant at Rogue Brewery since they left. Each day one issue or another has come up. Awaiting word from the grant authority to move forward disposing of ADV's.

Detail:

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging) and Port Dock 7 Planning**

  The additional funding from the Port was transmitted; work has resumed on the project.

- **NOAA MOC-P Pier Fire**

  Our insurance provider was finally convinced after verifying some cost estimates that replacing the slabs as KPFF Engineers recommended is the cheapest way to repair the concrete pier as a result of the fire damage. They've allowed me to go ahead and seek contractors to replace those slabs.

- **RORO Dock Piling Assessment**

  Preparing final application forms for Dept. of Agriculture.

- **Abandoned and Derelict Vessel Removal Funding Efforts**

  Boat U. S. still needs to communicate to us what the NOAA Marine Debris Removal Program will require for us to get reimbursed by DSL. We've not contracted with the Port of Toledo yet, although we intend to once those details are made clear.

- **Dredging**
  Still on hold pending funding.

- **Port Dock 5 Electrical Pedestals**
  Delayed until next FY. Currently redoing cost estimates with engineer.

- **PIDP Grant**
  Anticipate delivery of first loader on or about 17 DEC.

- **Repairs of Port Dock 7 from sinking of ASHTELLA RHELYNN**
  Currently taking bids from contractors

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this Period (March-April)

☒ **Forklift –137.5 hrs** ☒ **Moorage – 45 Days**

☒ **Hydraulic Crane 30.5 hrs**
☒ **Hoist Dock Tie Up –89 hrs**
☒ **Net Work – 105 days**
☒ **Labor – 126 hrs** ☒ **120V power – 0 hrs**

☒**Other Overtime Billed 14 hrs** ☒ **208V power – 36 Days**

Cargo Related Operations:
Mobile Crane: 0
Forklift Rental by Stevedore: 0
Truck Toll: 0
Longshore Labor: 0

Harbormaster- Kody Robinson

South Beach Marina:

☒ Boat launches, October 1st- November 1st $6827 @ 568 launches

Recreational Marina:

New tenant has officially moved into the old Rouge Distillery. It will be a fish processor of some sort. Annex is shut down for the winter, and some lite task's will be completed during this period. Work will be done in the storage room, ventilation work in bathroom structure, and some waterproofing in electrical shed that should be replaced at some point. Paint striper has been delivered to south beach. Crew was very excited to be able to do this and not have to contract it out port wide, especially with the cost savings. I plan on having crew do a full inventory of shop tools and equipment and have Gloria print port property stickers for those items. Crew is planning to install gates at central restrooms to prevent damage and extreme messes that happen during the evening and early morning hours. Main RV park starting to slow down with less occupancy. Will continue to install coax stubs in pedestals as time allows.

Commercial Marina:

Waste Oil Captured: 700 gallons-$450
Waste Water Captured: 600 gallons-$210
Service Tickets:

We will need to have 4 of the ladders on the hoist dock re-welded in the next couple of weeks before the hoist gets consumed. Ladders will be installed this week. We will be replacing the top rub boards on the hoist dock before crab season starts as well. Top rub board on hoist dock has been replaced. Crew has been managing the derelict boats as best as possible. We are still having to transfer several of them into IBC totes on the tug due to oily bilge water. The Administration building and windows will be getting washed in the coming weeks. Building and windows have been washed now that we have had a storm following the washing. Crew has been busy with shuffling crab in anticipation of the season possibly starting December 16.

Staffing:

It would be great to see an additional 2 staff members added to help ease the burden of cleaning, and maybe better the quality even more. We have added one person to the seasonal pool for crab season, however, if there are slow weeks or days, I would anticipate sending them to south beach if the need arises. Otherwise we are fully staffed in both marinas. Assistant Harbor Master Wyman Scarborough will be retiring and will hopefully have a couple months to train new on one, and then once closer to date backfill as needed. Crew training days have been going well, and it also has been a good way to bring both sides together for team building. Will continue and possibly add one more training day each month if time allows.

Equipment:

Both marinas compactors are starting to get pretty rough and we are welding/fabricating new sheets for certain areas that need to be replaced. The port is still in need of a new 1 ton or larger dump bed or flat bed truck with some kind of trailer to haul tractor and associated equipment. The ford ranger with the lift gate in south beach is starting to break down as far as the under carriage and running gear. The overall condition is in bad shape. Staff continue to maintain what we have as best we can to make them last. We are still waiting on multiple quotes for all forklifts and any safety issues as well. We are still waiting for Toyota to complete work on one quote that was approved, and we are still waiting to get quotes for other repairs. We may have to reach out to PAPE to see if they can accommodate us.

NOAA MOC-P – Jim Durkee Supervisor

Vessels using the pier since my last report – NOAA vessels Bell M. Shimada, Oscar Dyson, Rainier.

Quarterly air handler and overhead door inspection.

Rainier moved to Ketchikan for haul out.

Set up to begin transition from Hippo Computerized Maintenance Management System to Eptura CMMS. Kick off call, schedule, classes.

Kick off call 12-8

Workshop#1 12-15

Data Migration 12-19

Data Review 12-22, Hippo Offline

Workshop#2 1-12

Project Closeout 1-15

Shut down irrigation system for winter.

Replaced several chains on the ship fender system.

Fire Alarm, Fire Hydrant, and Sprinkler annual test & maintenance with Performance Systems and AVS Elevator.

I completed the 32 hour SDAO Supervisor Training.