OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
10:00 a.m., Wednesday, April 22, 2026
Charleston Marina RV Park, Recreation Room

MINUTES

ATTENDANCE

Advisory Members:
Nick Nylander, Chair; John Blanchard; Kathleen Hornstuen; Lou Leberti; Katherine McCune; and Aaron Simons. Absent: Rex Leach and Knute Nemeth.

Port Staff:
Lanelle Comstock, Chief Executive Officer; Ray Dwire, Charleston Marina Manager; Rick Adamek, Director of Asset Management; Matt Friesen, Director of External Affairs; Heather Watson, Charleston Office Assistant; Danny Jaszay, Charleston Office Assistant; Toby Savage, RV Park Host; Christina Savage, RV Park Host; Krystal Karcher, Administrative Services Manager; Christina Sanders, Administrative Assistant; and Mickey Pulse, Maintenance Foreman.

Guests:
Jeremiah Winston, Global Diving and Salvage; Carol Douglas, Charleston Fishing Families; and Drew Farmer, Coos County Commissioner.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 10:00 a.m.

2. INTRODUCTION OF GUESTS

3. ELECTION OF OFFICERS

A. Election of Chair and Vice Chair

Ray Dwire stated that increased Committee engagement and the addition of new Committee members prompted staff to review the Charleston Advisory Committee bylaws. As a result of that review, Staff determined the Committee needed to hold elections for the Chair and Vice Chair positions. Mr. Dwire thanked Nick Nylander for his service as Committee Chair.

The Committee discussed the value of new perspectives. Aaron Simons thanked Mr. Nylander for his service, but stated change is important for new ideas. Lou Leberti nominated John Blanchard as Chair and Mr. Nylander as Vice Chair to allow for alternation. Mr. Nylander agreed and encouraged new members to join the Committee. Mr. Blanchard accepted the nomination and stated he would represent the Marina, merchants, and the Charleston community.

Upon a motion by Lou Leberti (Second by Aaron Simons), the Charleston Advisory Committee Members voted to appoint John Blanchard as Chair and Nick Nylander as Vice Chair. **Motion Passed Unanimously.**

(Ayes: Blanchard, Hornstuen, Leberti, McUne, Nylander and Simons. Nays: None. Absent: Leach, and Nemeth.)

4. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 28, 2026 Meeting Minutes

Upon a motion by Kathleen Hornstuen (Second by John Blanchard), the Charleston Advisory Committee Members voted to approve the January 28, 2026 Meeting Minutes with the addition of comments about lights in the Fish Cleaning Station. **Motion Passed Unanimously.** (Ayes: Blanchard, Hornstuen, Leberti, McUne, Nylander and Simons. Nays: None. Absent: Leach, and Nemeth.)

5. FINANCIAL DATA REVIEW

Mr. Dwire reviewed Charleston Operations financial data and stated the operating result reflects a net gain of $148,000. He stated Charleston's total net result is a $64,000 net loss. Year-to-date revenues were above projections due to increased moorage and higher RV Park occupancy. Expenses were underspent by approximately 20%. Operating expenses exceeded the prior year by $197,000. Mr. Dwire stated personnel expenses increased because the dredging project with the State Dredge was not completed.

Mr. Dwire stated Other Revenues include small grants, loan proceeds, the administration fee for lodging tax, and credit card surcharge fees. He stated Other Expenses include merchant fees, property taxes assessed on the Storage Units Building, insurance claim repairs, and debt service payments.

Lanelle Comstock stated current debt service payments include financing for the B Dock replacement, the travel lift, the stormwater system, and the Ice Plant. She stated the stormwater system debt is scheduled to be paid off in 2042, with more than $700,000 outstanding at this time.

Mr. Dwire stated that based on current information, if Charleston performs to budget for the remainder of the fiscal year, the projected Operating Result would end the year with a net gain of $159,000. He stated total Charleston net results are projected to be a net gain of $258,000. He stated the budget is very thin and that little was budgeted for repairs and maintenance in the current fiscal year. Mr. Dwire and Ms. Comstock stated that although the numbers look favorable, funds are not available to order the parts needed for dock repairs, and debt service for the dredging project has not yet started.

6. DISCUSSION OF THE PROPOSED BUDGET FOR FISCAL YEAR 2026/27

Mr. Dwire opened the discussion of the proposed budget by stating Port Staff is proposing a 3% increase to all moorage rates. He stated a 3% moorage increase was estimated to generate approximately $25,000 annually. Mr. Blanchard suggested exploring a higher increase with a portion earmarked for dock maintenance. The Committee discussed several ideas, and Mr. Dwire stated Staff would explore them. Mr. Dwire stated RV Park seasonal rates were implemented in January, with a summer rate increase of approximately 10% over winter rates which will become effective May 1, 2026. Mr. Leberti asked if the RV Park will get another rate increase in January. Ms. Comstock confirmed another RV Park rate increase is planned for January 2027.

Mr. Dwire stated the cost to produce ice is approximately $200 per ton compared to the selling price of $100 per ton, resulting in losses of approximately $100 per ton. He stated power to run the Ice Plant is approximately $2,500 per month. He stated shutting down the Ice Plant during the offseason is not feasible due to potential mechanical issues that could occur and the need to supply ice to the fleet year-round. The Committee discussed raising rates to $140-$150 per ton. Mr. Simons asked what Port Staff are recommending. Mr. Dwire stated the Port is considering $140 per ton. The Committee discussed ideas to lessen the financial impact for the fleet including discount options like a club or pre-paying for a certain tonnage amount at a lower cost. Ms. Comstock stated the Port lost $133,215 on the Ice Plant last year.

Mr. Dwire stated the Port currently charges $569 for a one-way move in the Shipyard, which typically takes approximately 3 hours of staff time. Boats that are larger may need up to five hours. Ms. Comstock stated the annual debt service on the Travel Lift is $38,746. Mr. Dwire stated the Port currently charges $797 for a two-way move. He stated Staff propose restructuring travel lift rates to $400 per move, which would include one hour of staff time. Each additional hour would then be billed at $82.50 per staff member. The Committee discussed the proposed rates and how they compare to other ports in the region. Mr. Dwire stated the pricing adjustment moves the Port closer to breaking even, while remaining competitive with other ports and making the pricing more equitable for both quick and extended jobs.

7. CURRENT PROJECTS UPDATE

Mr. Dwire stated the Connect Oregon Grant application was submitted for $2.3 million for Phase 1 of the Shipyard Improvement Project. He stated Phase 1 consists of the in-water portion of the marine ways. He stated the total project cost is approximately $3.3 million. Mr. Dwire stated the grant cycle is highly competitive, with approximately $30 million available statewide compared to $81 million in requests. He stated award decisions are expected in September or October. If awarded, work would occur during the in-water work window, likely between October 2027 and February 2028. Kathy Hornstuen asked whether the Port had received public input for the grant. Mr. Dwire stated the Port received 16 to 18 public letters of support, in addition to letters from local businesses.

Mr. Dwire stated the $30,000 Oregon State Marine Board grant for the Inner Basin Restroom Remodel is advancing. He stated improvements will include new doors, a new ceiling, interior and exterior paint, upgraded fixtures, improved ventilation, and new access controls with keycard or code access for authorized users, including transient vessels. He stated showers have been restricted to Marina users, which has significantly reduced vandalism and maintenance costs.

Mr. Dwire stated Port staff have been working on F Dock to address alignment and structural issues. He stated electrical issues continue on F Dock and D Dock, where exposed wiring in the pedestals has shorted out. He stated these issues likely stem from vessels drawing more power than the existing 30-amp systems were designed to handle. He stated upgrading to 50-amp service would require a major investment, and grant funding is being pursued. He stated in-house repairs continue to generate significant cost savings, as an example Mr. Dwire stated a hydraulic cylinder on the crane was recently repaired by the Maintenance crew.

8. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Mr. Dwire announced the launch of a new Ice Plant text notification system. He stated users can text “ICE” to 205-751-0770 to subscribe. He stated messages will be sent only when the Ice Plant is down or experiencing issues and that the system is intended to improve communication with the fleet. He stated the service is similar to notification systems used by the Oregon Dungeness Crab Commission.

Ms. Hornstuen asked about Port owned buildings and current leasing activity. Mr. Dwire and Ms. Comstock stated the only buildings not currently rented are Point Adams and the Power Squadron. They stated the Power Squadron is waiting on final power installation and inspection and will then become available for rent. Mr. Dwire noted the former Sea Basket is leased and will be used as a pool hall with beer and wine service. He stated there is a new interested party for the former Basin Tackle building, which could become another tackle store. Ms. Hornstuen asked about the fenced property near Sea Basket. Mr. Dwire stated that area is planned for a food court for food trucks. He stated the Port is investigating the cost of adding power, sewer, and water. Ms. Hornstuen asked about the status of storm-related damage from last year. Mr. Dwire stated Port staff will complete the needed repairs before the upcoming season.

Mr. Dwire announced the new RV Park camp hosts, Christina and Toby Savage, and stated they have been doing well and have brought increased visibility and support to the RV Park. He expressed appreciation for their efforts and noted positive activities and engagement planned for the summer.

9. PUBLIC COMMENT

Ms. Savage inquired about dock conditions and grant funding for maintenance and replacement. Mr. Dwire stated the Port continues to pursue Oregon State Marine Board grants and plans to apply in the next cycle. Ms. Comstock stated Marine Board grants focus on recreational uses. Ms. Hornstuen asked whether public comment is required as part of the Marine Board grant process. Mr. Dwire responded that public comment is generally required and stated Port Staff will reach out to the public when preparing grant applications. He stated smaller Marine Board grants are easier to pursue than larger grants due to larger grants requiring a larger financial match, which can be difficult to fund, while smaller projects require a smaller match.

Matt Friesen discussed funding opportunities for Phase 2 of the Shipyard Improvement Project. He stated the Port was awarded $1 million in Congressional funding last year to support revitalization of the Shipyard marine ways. He stated Congresswoman Hoyle has requested funding for Phase 2 of the project and that the Port is on the initial list of projects she may support. Mr. Dwire stated the Port must move forward in phases as funding becomes available.

10. COMMITTEE COMMENT

Ms. Hornstuen stated she recently attended a meeting with Senator Brock Smith and members of the fishing industry. She stated the discussion focused on land-use issues and challenges facing shipyards operating on Port-owned land. She stated shipyard operators raised concerns about being unable to obtain loans or grants for improvements because they do not own the land.

Mr. Blanchard stated he has been working with the Charleston Merchants Association and serves on its Board. He stated this has provided opportunities to work more closely with Charleston merchants and the Port. He referenced prior discussion of projects such as murals, including earlier conversations related to the Tyree oil tanks, and whether tourism dollars could be used to fund artwork or other improvements. He stated he followed up with Oregon's Adventure Coast but noted uncertainty regarding how tourism dollars can be applied.

Mr. Blanchard stated he had an idea involving coordination with the Charleston Merchants Association and the Oregon Department of Fish and Wildlife (ODFW) for a project to promote Charleston and local merchants. He stated the project would involve tagging crabs. He stated similar programs have been completed at other ports and that Charleston is well positioned for this type of project due to the number of public docks and the amount of public access available. He stated the docks function like a park and people routinely spend time on them.

Mr. Blanchard stated he asked ODFW about the possibility of tagging 20 crabs and conducting a promotion similar to other Oregon's Adventure Coast efforts, including prior promotional campaigns. He stated the intent would be to increase use of the public docks, activity at the RV Park, and use of the boat launch. He stated the concept would help create a theme around the early summer period, especially when school is out in June. He stated ODFW approved the concept and that the approval was a major milestone. He stated he believed the primary hurdle was working through the legal requirements and that ODFW's approval addressed those concerns. Mr. Blanchard stated his excitement about the project and intends to continue working on it.

Mr. Blanchard stated he wants Charleston to compete with other ports in attracting visitors. He stated the concept could be used to bring additional visitors to the area. He stated fishermen would likely not be enthusiastic about the tagging itself but may benefit from the additional activity, including opportunities to sell seafood such as tuna, if they have a retail license. He acknowledged there are restrictions on where crabbing can occur, including areas where crabbing is not allowed, and stated those areas are already posted.

The Committee discussed the idea, logistics of the planning and directing crabbers to appropriate locations. Mr. Dwire suggested it may be helpful to create a map showing approved crabbing locations on the docks, along with applicable hours.

Mr. Blanchard stated he intends to ask the Charleston Merchants Association to fund the project using tourism dollars and stated there would be no cost to the Port. He stated he would also like to incorporate social media and other marketing. He stated a website could be used to collect participant information and that the project could potentially become an annual event. He stated the project could coordinate with other activities, such as food trucks, to make the experience more attractive.

Ms. Hornstuen thanked Mr. Friesen and staff for working on preparations for the Fishermen's Memorial and stated advertising for the event is underway. Ms. Hornstuen stated Charleston Fishing Families will hold a plant sale over the weekend, and plants may be available by donation and proceeds will support the Fishing Families disaster fund.

Mr. Leberti stated he wanted to thank Ms. McUne for opening a Monkey Business restaurant in the airport as it promotes Charleston.

11. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, July 22, 2026 at 10:00 a.m.

12. ADJOURN

Vice Chair Nick Nylander adjourned the meeting at 11:33 a.m.