Charleston Advisory Committee Meeting

Wednesday, January 28, 2026 10:00am

Charleston Marina RV Park
63402 Kingfisher Road, Charleston, OR 97420

OREGON INTERNATIONAL
Port of Coos Bay

M E M O R A N D U M

TO:	Charleston Marina Advisory Committee and All Interested Parties
FROM:	Ray Dwire, Charleston Marina Manager
DATE:	January 21, 2026
SUBJECT:	Charleston Marina Advisory Committee Meeting Notice

A regular meeting of the Charleston Marina Advisory Committee has been scheduled for:

DATE: **Wednesday, January 28, 2026**

TIME: **10:00 a.m. – 11:30 a.m.**

LOCATION: **Charleston Marina RV Park Recreation Room**
63402 Kingfisher Road
Charleston, OR 97420

VIRTUAL:

https://us06web.zoom.us/j/84119802527?pwd=8Q0DXGXbMUVnanAKVUwgmP8Ybawcaw.1

Via Phone: (253) 215 8782

Meeting ID: 841 1980 2527

Passcode: 283949

Members of the public may attend and provide comment to the Committee in person or via Zoom. The Committee will be attending Zoom telephonically (not via video).

RD/cs

OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
10:00 a.m., Wednesday, January 28, 2026
Charleston Marina RV Park Recreation Room

T E N T A T I V E A G E N D A

1. Call Meeting to Order

2. Introductions of Guests and Port Staff

3. Review and Approval of October 22, 2025 Meeting Minutes

4. Financial Data Review

5. Current Projects Update

6. Roundtable Discussion on Facilities Maintenance Needs/New Issues from the Customers' and Staff Perspectives

7. Public Comment

8. Committee Comments

9. Next Meeting Date: Wednesday, April 22, 2026 at 10:00 a.m.

10. Adjourn

Review Meeting Minutes

OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
10:00 a.m., Wednesday, October 22, 2025
Charleston Marina RV Park, Recreation Room

DRAFT MINUTES

ATTENDANCE

Advisory Members:
Nick Nylander, Chair; John Blanchard; Knute Nemeth; Kathleen Hornstuen; and Lou Leberti. Tyler Long was absent.

Port Staff:
Lanelle Comstock, Chief Executive Officer; Ray Dwire, Charleston Marina Manager; Julie Williams, Charleston Office Assistant; Heather Watson, Charleston Office Assistant; Krystal Karcher, Administrative Services Manager; and Christina Sanders, Administrative Assistant.

Guests:
Jen Shafer, OIMB Operations Manager; Carol Douglas, Charleston Fishing Families; Melissa Clemens, Charleston Fishing Families; and Robert Bryant, Bryant & Barnes Marine LLC.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 10:04 a.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of July 23, 2025 Meeting Minutes

Upon a motion by Knute Nemeth (Second by John Blanchard), the Charleston Advisory Committee Members voted to approve the July 23, 2025 Meeting Minutes. **Motion Passed Unanimously.** (Ayes: Nylander, Blanchard, Hornstuen, Leberti, and Nemeth. Nays: None. Absent: Long)

4. BOARD MEMBER VACANCY

Kyle Cox has resigned from the Charleston Advisory Committee, leaving a vacant position. Nick Nylander and Tyler Long's terms expire on January 31, 2026. Mr. Nylander confirmed he wishes to continue as the Committee Chair. Mr. Long will be contacted to confirm his interest in continuing on the Committee. The Charleston Advisory Committee agreed to open the vacant position and possibly a second position should Mr. Long no longer want to be on the Committee. Port Staff will post announcements on the Port's website, in newspapers, and on social media. Interested individuals will be asked to submit a letter of interest. Port Staff will email committee members when the Charleston Advisory Committee position(s) have been solicited.

5. FINANCIAL DATA REVIEW

Ray Dwire presented the financial data for the Charleston Marina and related operations, stating that the Charleston Marina had achieved a net gain of $178,000, a significant improvement over the budgeted net loss of $130,000, resulting in a positive variance of $308,000. This performance was attributed to strong summer revenues, particularly from increased RV Park occupancy and higher ice sales. Charleston's total net result was a $170,000 gain, compared to a projected $141,000 loss. Operating revenues were slightly lower than the same period last year, but expenses were underspent by approximately 22%, largely due to focused efforts on dredging preparation and conservative spending.

Additional revenue sources included small grants, lodging tax administration fees, credit card surcharges, and an insurance reimbursement for property damage. Expenses included merchant fees, property taxes on storage units and buildings, insurance claim repairs, and debt service payments for vehicles. Based on current projections, Charleston is expected to end the fiscal year with a net gain of $13,000, compared to a budgeted operating loss of $295,000. The total projected net result is a loss of $22,000, which is still significantly better than the anticipated $332,000 loss.

6. RV PARK RATE RECOMMENDATIONS

Mr. Dwire introduced Heather Watson as the new RV Park Coordinator, a role that had been vacant for several years. Ms. Watson's presence on-site has already made a positive impact, with residents expressing appreciation for the increased visibility and responsiveness of Port staff. Ms. Watson's wintertime presence is part of a broader effort to improve occupancy and engagement throughout the year.

Mr. Dwire noted that the Port is actively working to enhance the RV Park's appearance and amenities. Port staff, including Port of Coos Bay CEO Lanelle Comstock and Port of Coos Bay Administrative Services Manager Krystal Karcher, personally participated in cleanup efforts, including weeding flower beds. The Port's goal is to improve the park from the top down, despite limited staffing and funding.

Recent improvements include the replacement of the top bar on the perimeter fencing, with plans to continue that work next year. Mr. Dwire mentioned the possibility of pursuing tourism grants to replace aging fence slats and to further beautify the area. The Committee also discussed the idea of offering incentives to long-term RV guests who volunteer to help with maintenance, though current contracts with the Union designate those responsibilities to Port maintenance staff.

Mr. Dwire reviewed occupancy trends and shared that August revenue reached $71,000, up from $62,000 the previous year. The Port is exploring strategies to attract more visitors, especially during the off-season. Ideas included hosting weekend activities, adding amenities like fire pits, playgrounds, and dog parks, and partnering with food trucks to create a more vibrant atmosphere. Ms. Watson and other staff are working on plans to introduce more community-oriented events next year.

The Committee discussed the possibility of implementing rate increases for the RV Park. Mr. Dwire explained that historically, rate increases have ranged from 3% to 10%, with some years seeing upgrades to services like satellite T.V. and Wi-Fi. The Port has kept rates moderate, staying in the middle range compared to other regional parks. Committee members discussed possible seasonal rate adjustments, raising rates during the summer when demand is high and potentially lowering them in the winter to attract more visitors. A 5% summer increase could generate an additional $14,000 in revenue, while a 15% winter discount might help boost occupancy during slower months. The Committee acknowledged that while no one likes rate increases,

they are necessary to maintain services and infrastructure and that a seasonal rate increase would be better received than a general rate hike.

Concerns about Wi-Fi access were raised, with some RV Park guests reporting poor connectivity. While upgrading the system would be costly, many RVers now use personal Starlink setups, which may reduce the need for Port-provided internet. The Committee agreed that improving amenities and communication would be more impactful than investing heavily in Wi-Fi infrastructure.

The Committee discussed working to identify new target audiences and improve marketing efforts to attract more visitors. Ideas included hosting events, enhancing amenities, and offering incentives for longer stays. The Committee also discussed the importance of analyzing data from other RV parks to ensure competitive pricing and services. The RV Park is committed to staying affordable while offering quality experiences to guests.

7. CURRENT PROJECTS UPDATE

Mr. Dwire reviewed the completion of the 2025 dredging project, where a total of 70,000 cubic yards were removed from the Federal Navigation Channel. 8,136 cubic yards from Charleston Marina's section was removed, and 1,678 cubic yards from Russell Marine's area. Combined total cost was around $245,000. The project is part of an ongoing Section 107 study to extend the Federal Navigation Channel, with the next steps being the completion of the study and potential future maintenance dredging.

8. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

The Committee received a detailed update on the Charleston Ice Plant, which experienced multiple breakdowns over the summer, most notably a month-long outage in July. Mr. Dwire explained that the primary issue was a failure in the rake system, which required complete disassembly and extensive repairs, including re-welding and replacing all running gear. Additional outages included a 72-hour downtime due to a motor failure and a five-day shutdown that coincided with a breakdown at Hallmark, leaving fishermen without access to ice anywhere in the region. These disruptions were particularly impactful during tuna season, prompting concerns from both committee members and guests.

Melissa Clemens asked whether the Port had considered trucking in ice during emergency shut downs. Mr. Dwire responded that while Winchester Bay has a small supply, Charleston remains the primary source of flake ice in the area. Mr. Dwire noted that trucking in ice would be logistically difficult and costly, and emphasized the Port's commitment to minimizing downtime through proactive maintenance. For example, when a bearing failed recently, staff replaced all three bearings in the auger system rather than just the damaged one, anticipating future issues. The Ice Plant is scheduled for annual maintenance in November, which is traditionally the slowest fishing month, allowing staff to prepare for crab season.

Ms. Clemens discussed the impact of repeated ice plant outages on local fishermen, particularly during peak tuna season and how the breakdowns not only disrupted operations but also led to significant financial losses for small boat operators, many of whom rely on consistent ice availability to preserve their catch and fulfill customer orders.

Ms. Clemens and Carol Douglas referenced the U.S. Maritime Foundation as a valuable resource for identifying available grants, particularly those focused on maritime safety and training. Ms. Douglas offered to share the links with Port Staff and encouraged the Port to explore funding opportunities to support technical

training for ice plant operators and other staff. The grants could help mitigate future breakdowns and improve operational resilience.

Ms. Clemens and Ms. Douglas emphasized the need for better communication between the Port and fishermen during outages, emphasizing the importance of reaching fishermen through text messaging, noting that many do not regularly check email but always have their phones on hand. Ms. Clemens also recommended using the Commercial Salmon, Albacore, and Crab Fisher Facebook page to post timely updates, as it is widely followed along the coast. Additionally, the use of QR codes was proposed to help fishermen and community members easily sign up for the Port's mailing lists and receive notifications about closures, events, and opportunities. Port Staff committed to evaluating and implementing more effective outreach tools to ensure timely and accessible communication.

Robert Bryant raised concerns about the physical strain of handling the current ice delivery hoses, especially for single-operator boats. Several fishermen described the hoses as cumbersome and difficult to maneuver, leading to potential injuries and operational delays. Mr. Dwire acknowledged the issue and agreed to investigate more flexible hose options, potentially modeled after systems used in Newport, which cater better to smaller vessels.

Committee members discussed the possibility of upgrading or redeveloping existing buildings, improving lighting and safety in parking areas, and enhancing amenities in the RV Park to attract more visitors. Ideas such as fire pits, live music, and seasonal events were proposed to create a more vibrant and welcoming environment. Security was another area of discussion, with members noting improvements in recent years but emphasizing the need for continued vigilance. The Port's security staff received praise for their responsiveness and presence, particularly during evening hours and community events.

Mr. Bryant discussed the challenges facing small boat fishermen, including declining markets for iced fish, limited processing options, and regulatory hurdles. Frustration over the lack of buyers for iced fish and the increasing difficulty of maintaining viable operations was discussed and suggestions for solutions included exploring cooperative marketing models, similar to those used in Port Orford, and leveraging grant opportunities to support training and infrastructure improvements. Committee members stressed that without coordinated efforts to improve market access, small boat operators may be forced to leave Charleston, impacting not only the local economy but also the cultural heritage of the fishing community.

The Committee acknowledged the importance of preserving Charleston's cultural heritage and supporting its fishing community. Members agreed that strategic planning must balance economic realities with the need to maintain the Port's identity and ensure long-term sustainability. Port Staff have committed to continuing conversations with stakeholders and incorporating community feedback into future planning efforts.

Kathleen Hornstuen expressed her appreciation for the open and informative flow of communication, noting that the transparency and thoroughness of the updates helped foster a stronger connection between the Committee, Port Staff, and the community. Chair Nick Nylander echoed the sentiment and emphasized that questions and concerns are always welcome, as long as they are asked respectfully. Mr. Nylander encouraged continued dialogue and collaboration, reinforcing the Committee's commitment to maintaining a constructive and inclusive environment for all participants.

9. PUBLIC COMMENT

Ms. Clemens shared that the Charleston Fishing Families group will once again open their office during the holiday lights season, offering cider, coffee, cocoa, cookies, and arts and crafts for children. Last year, local

businesses sponsored nights to help cover power bills, and this year, participation has grown. Pacific Choice donated $700, covering an entire month's costs. There is a friendly competition among fish plants and boat owners to see who can donate the most. The Port is also encouraged to sponsor a night. Signs will be posted to recognize sponsors. Ms. Clemens also discussed plans for a "crab pot Christmas tree" in the Charleston Marina parking lot, details of which are being finalized with Port Staff.

Ms. Clemens discussed the annual Trunk or Treat event scheduled to take place in the Charleston parking lot, with more participants than in previous years. The Marine Life Center will remain open during the event, offering free admission and drawing in hundreds of visitors. Food trucks are being contacted to support the event, and the Fishing Families group is actively monitoring gear placement to ensure safety and accessibility.

Looking ahead, the group is planning to bring back the Charleston Seafood Festival in summer 2026, aiming to revive the spirit of the original "Charlie Tuna Days." The event will focus on community engagement and celebrating Charleston's fishing heritage. Planning and fundraising are already underway, and the Port was encouraged to support and promote the festival.

Ms. Clemens discussed concerns about traffic safety, particularly the visibility and effectiveness of stop signs in the parking lot during high-attendance evenings, noting that vehicles often speed through the area, posing a risk to families and pedestrians. The stop sign near the Charleston Fishing Families office was described as "tucked in and a little bit hidden," prompting suggestions for improved signage and lighting. Ideas that were discussed with the Committee included adding reflective tape to existing signs, installing solar-powered illuminated signs, or using temporary visual cues during events to alert drivers. Port Staff acknowledged the concern and will explore low-cost, high-impact solutions to improve safety during community gatherings.

Ms. Clemens stated that safety and licensing classes for fishermen are scheduled for early November. These Coast Guard-certified trainings will cover first aid and safety procedures, and Port staff were encouraged to attend and engage with participants and to use the opportunity to gather feedback and distribute informational materials to the fishing fleet.

10. COMMITTEE COMMENT

Knute Nemeth provided an update on the recent Octoberfish event, which was a resounding success, drawing over 300 attendees and raising more than $3,000 for the Charleston Food Bank. Mr. Nemeth highlighted the strong community turnout and noted that a significant number of out-of-town guests traveled from Roseburg, underscoring Charleston's growing appeal as a regional destination. The event served as a powerful reminder of the value of hosting engaging, family-friendly activities that foster community spirit and showcase the unique character of Charleston. Mr. Nemeth emphasized that events like these not only support local organizations and businesses but also strengthen community bonds and enhance Charleston's visibility as a vibrant coastal hub.

11. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, January 28, 2026 at 10:00 a.m.

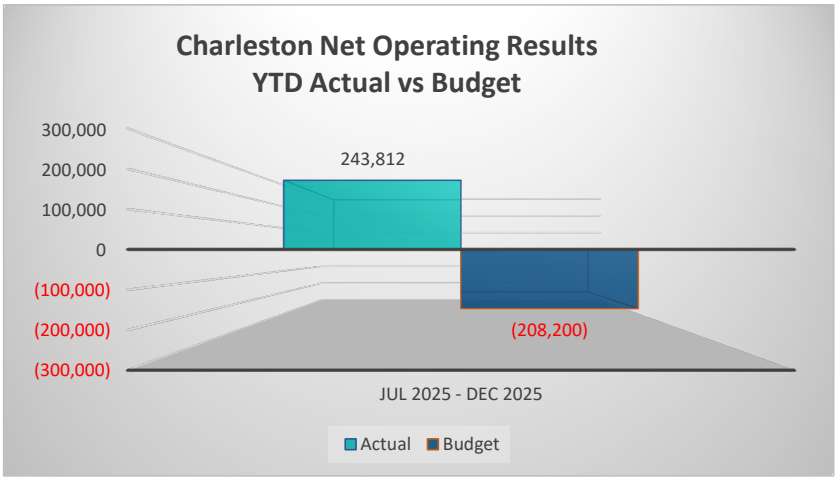
12. ADJOURN

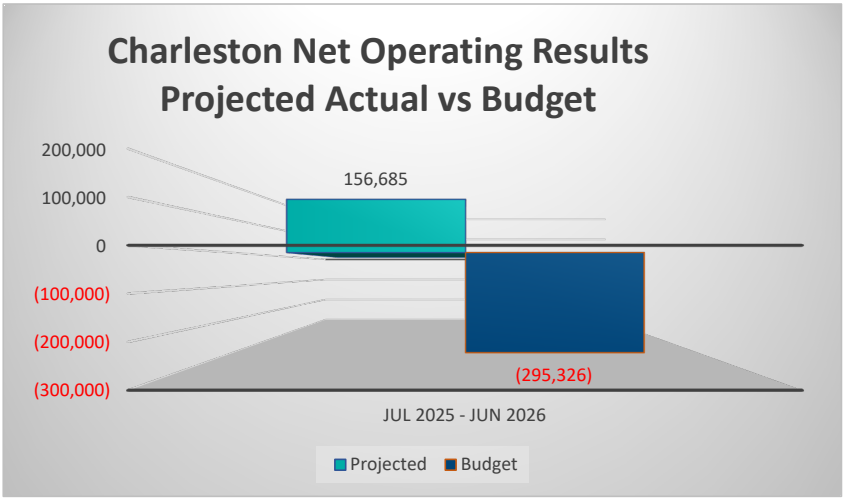
Chair Nick Nylander adjourned the meeting at 12:15 p.m.

Financial Data Review

Charleston Marina Advisory Committee Report - General Fund - Charleston
For Period Jul 2025 through Dec 2025
Preliminary

	Year to Date							Year End		
	Jul 2025 - Dec 2025				Prior FYTD vs Current FYTD			Jul 2025 - Jun 2026		
	Actual	Budget	$ Diff	% Diff	Last FY	$ Diff	% Diff	Projected	Budget	% Diff
Charleston Operating Income	1,529,868	1,314,815	215,053	16%	1,445,280	84,587	6%	2,698,433	2,483,380	9%
Charleston Personnel Expenses	594,838	606,037	(11,199)	(2%)	595,841	(1,003)	(0%)	1,179,734	1,190,933	(1%)
Charleston Operating Expenses	691,218	916,978	(225,760)	(25%)	475,032	216,186	46%	1,362,013	1,587,773	(14%)
Charleston Total Expenses	1,286,056	1,523,014	(236,958)	(16%)	1,070,872	215,183	20%	2,541,747	2,778,706	(9%)
Charleston Operating Results	**243,812**	**(208,200)**	**452,011**	**(217%)**	**374,408**	**130,596**	**(35%)**	**156,685**	**(295,326)**	**153%**
Other Income	236,584	18,750	217,834	1162%	7,165	229,419	3202%	705,334	487,500	45%
Other Expense	447,869	475,654	(27,786)	(6%)	605,516	(157,647)	(26%)	509,757	537,543	(5%)
Net Other Income	(211,285)	(456,904)	245,619	54%	(160,646)	50,639	32%	195,577	(50,043)	(491%)
Charleston Net Results	**32,527**	**(658,604)**	**691,131**	**105%**	**(99,550)**	**(132,077)**	**(133%)**	**358,762**	**(332,369)**	**(208%)**





Charleston Marina's Operating Result is a net gain of $244K compared to a budgeted $208K net loss, which is $452K better than plan. Charleston's total Net Result is a $33K net gain, compared to a $659K net loss.

- Year to date revenues are greater than projected due to an increase in moorage, higher occupancy in the RV Park, and greater ice sales.
- Year to date expenses are underspent by about 16%. Operating expenses exceed the prior year expenses by $215K. This increase is for dredging completed in the Charleston Marina.
- Other Revenues include small grants, loan proceeds, the administration fee for lodging tax, credit card surcharge fees, and insurance claim reimbursement for damage done to Charleston property. The increase seen this quarter is from the loan proceeds received for dredging completed in the Charleston Marina.
- Other Expenses include merchant fees, property taxes assessed on the storage units building, insurance claim repairs, and debt service payments for vehicles.

Based on current information, if Charleston would perform to budget for the remaining fiscal year the projected operating result would end the year with a net gain of $156K compared to a budgeted operating loss of $295K.

Total Charleston net result is projected to be a net gain of $359K compared to a projected net loss of $332K.