Charleston Advisory Committee Meeting

Wednesday, October 28, 2026, 10:00 am

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: October 21, 2026

SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

DATE: **Wednesday, October 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/81480053776?pwd=0ZTM972bcVB9oc1RCPTf5yG8TDaWeh.1

Via Phone: (253) 215 8782

Meeting ID: 814 8005 3776

Passcode: 101010

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, October 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 July 29, 2026 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, January 27, 2027 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, July 29, 2026
Charleston Marina RV Park, Recreation Room

DRAFT MINUTES

Attendance

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

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

Guests: Julee Scruggs, ODOT; Jeri Watson, Charleston Fishing Families; Drew Farmer, Coos County Commissioner; Jen Schafer, OIMB; Ron Lown; Theo Greenly, JPR News; and Jon Gentzler, Coos Bay Maritime LLC.

1. Call Meeting to Order

Chair John Blanchard called the meeting to order at 10:00 a.m.

2. Introduction of Committee Members and Guests

3. Review and Approval of Meeting Minutes

Upon a motion by Lou Leberti (second by Aaron Simons), the Charleston Advisory Committee Members voted to approve the April 22, 2026 Meeting Minutes. **Motion Passed Unanimously.** (Ayes: Blanchard, Hornstuen, Leberti, Nemeth, and Simons. Nays: None. Absent: Leach, McUne, and Nylander.)

4. Financial Data Review

Ray Dwire reviewed Charleston Operations financial data, stating the operating result reflects a net gain of $341,000. Charleston's total net result is a $109,000 net gain. Year-to-date revenues were above projections due to increased building leases, moorages, ice sales, shipyard services, and higher occupancy in the RV Park. Expenses were underspent by approximately $17,000. Operating expenses exceeded the prior year by $134,000. Charleston's preliminary year-end result is a net gain of $108,000. The Port completed a supplemental budget before the end of the fiscal year and reallocated appropriation expenses from Charleston to other departments to maintain operations.

Mr. Leberti asked how unspent Charleston budget funds are handled and expressed concern that surplus revenues generated in Charleston are being reallocated to other Port operations rather than being retained for Charleston projects. Mr. Dwire explained that unspent funds are reappropriated through the Port's overall budgeting process and that the prior year's surplus had been reallocated to railroad expenses. Committee members discussed the possibility of using surplus funds to reduce Charleston-related debt,

particularly debt associated with the Ice Plant, and expressed a preference for keeping Charleston-generated revenues in Charleston whenever possible, especially since the Committee has had discussions about Charleston paying for itself.

5. Current Projects Update

Mr. Dwire reported that the Port's annual rate review had been completed and approved by the Board of Commissioners. He stated most services received a 3% rate increase, while the ice rate was increased to $150 per ton. Certain shipyard service and travel lift charges were also adjusted to better reflect actual staff time, equipment use, and operating costs. He noted the proposed changes had previously been presented to the Advisory Committee and were subsequently approved by the Commission.

Mr. Dwire provided an update on the Shipyard Improvement Project and the Port's application for approximately $2.3 million in Connect Oregon funding. He stated the project is currently in the grant review process and presentations have been made to multiple review committees evaluating applications. The program is highly competitive, with approximately $84 million in requests competing for $30 million in available funding, but he expressed confidence that the project remains a strong candidate. He stated the grant request is being matched with approximately $1 million in funding, bringing the total first-phase project cost to approximately $3.3 million. Due to federal funding being involved, the project must undergo the National Environmental Policy Act (NEPA) review process and environmental assessments. The permitting process is expected to take approximately one year and is more extensive than originally anticipated. To avoid delays and ensure compliance with federal requirements, the Port intends to hire consultants to complete environmental studies, biological assessments, and permitting work. He noted these costs are expected to be covered through project grant funding.

Mr. Dwire stated eelgrass beds located on both sides of the project area are a primary concern for regulatory agencies. Knute Nemeth stated the importance of protecting water quality and maintaining the environmental resources associated with the South Slough. Mr. Dwire reiterated that the Port's objective is to complete the project without impacting eelgrass habitat and that upcoming environmental studies will determine whether any mitigation measures are necessary. Committee Members agreed that environmental protection must remain a priority throughout the project. Mr. Dwire clarified that the current phase of the Shipyard Improvement Project focuses on marine ways repairs and in-water infrastructure improvements, including cables, stanchions, and related components.

Mr. Dwire stated the RV Park restroom renovation project has been completed. Maintenance personnel completed painting and refurbishment work. Mr. Leberti complimented the appearance of the facility and recognized staff for the quality of the improvements.

Mr. Dwire stated the Charleston Marina inner basin restroom rehabilitation project is funded through a $30,000 Oregon State Marine Board grant, with the Port providing a $20,000 match through labor and equipment. Recent work has included painting, roof sealing, and preparations for new doors and restroom fixtures. He expressed satisfaction with the project's progress and thanked maintenance personnel for their efforts.

Mr. Dwire stated ongoing Marina infrastructure maintenance remains a priority with continued work on dock repairs, electrical improvements, and correction of exposed wiring issues. He stated the highly corrosive marine environment makes facility maintenance a constant challenge requiring significant staff resources.

6. Roundtable Discussion on Facilities Maintenance Needs

Mr. Blanchard stated he had spoken with a long-time RV Park guest who raised several concerns regarding the RV Park and Marina facilities. The guest expressed concern regarding the additional vehicle parking fee, limited parking availability within the RV Park, poor internet service, a leaking water line or sprinkler system that had reportedly been leaking for an extended period of time, and garbage accumulating along the inside of the fence line. Mr. Blanchard stated he encouraged the guest to attend the meeting and share the feedback directly with the Committee.

Mr. Dwire addressed the concerns raised and explained that the Port had previously charged $2.00 per day for extra vehicle parking, but the fee had been discontinued for a period of time. He stated the lack of enforcement did not resolve parking congestion, and the Port reinstated the additional vehicle parking fee at $5.00 per day after reviewing comparable RV Park facility fees. He noted many other RV Parks charge higher daily rates for additional vehicles, and stated the Port selected a lower amount given the limited parking available in the RV Park and Marina area. Committee Members discussed ways to improve parking management, including reinstalling parking-by-permit signage and adding no-parking signage near the laundry facility and dumpster area to maintain access for garbage service.

Mr. Dwire stated internet service remains an ongoing issue at the RV Park. He stated the Port has reviewed options for a new internet system, but the cost would be significant. He noted the current system is outdated, and that staff are working with the contractor and technical support to raise the transmitters where possible. He stated the Port increased service to one gigabyte the prior year; however, bandwidth remains limited when shared among approximately 80 to 100 RV Park spaces.

Mr. Leberti discussed the perception of added fees and stated that some businesses have experienced customer dissatisfaction when guests feel they are being charged multiple add-on fees. He suggested the Port consider whether it may be preferable from a business and marketing perspective to incorporate some costs into the site rental rate rather than adding separate charges.

Mr. Blanchard thanked Ms. Comstock for walking the docks with him and discussing maintenance needs. He stated F Dock remains a significant area of concern, particularly where several fingers are leaning and uneven. He stated correcting the leaning fingers would be a priority from his perspective due to safety and operational concerns when moving gear and crab off vessels.

Mr. Dwire stated correcting the leaning fingers is an extensive project that requires new corner brackets and significant repair work and cannot be completed overnight. He stated staff have been making improvements as resources allow and estimated approximately half a dozen fingers had been repaired during the season. The Port continues to address dock issues as they arise but is currently focused on responding to the most urgent maintenance needs while also completing grant-funded projects within required timelines. A prior audit of the docks identified approximately ten years' worth of needed dock work. He stated staff continue to make repairs where possible, but failures continue to occur throughout the Marina, and the Port must prioritize available staffing and funding. Committee Members discussed the value of reviewing prior planning documents and priority lists, including the Charleston Master Plan and the Port Strategic Business Plan, to help align future maintenance priorities and Charleston-related goals.

Ms. Watson, with Charleston Fishing Families, thanked Mr. Pulse for sourcing lumber privately and assisting with securing materials so that he and his crew could repair the Charleston Fishing Families fence. She also thanked Ms. Comstock for allowing the work to be completed. Ms. Watson stated Charleston Fishing Families appreciated the quick response, particularly because an event had been held the weekend prior to the fence repair, and stated the crew did a great job.

Ms. Watson stated Charleston Fishing Families had attempted to file an insurance claim for the fence damage but was unable to do so due to the terms of its lease. She stated Charleston Fishing Families would like to schedule a meeting with Port Staff to discuss the lease. Ms. Comstock stated Staff would coordinate with Ms. Watson to schedule a meeting.

Committee Members asked about the allowable timeframe for in-water work. Mr. Dwire stated the Port is limited to approximately October 1 through February 1 for in-water work involving piling, dredging, and similar activities, which creates scheduling challenges because those projects must be completed during winter months.

Committee Members revisited prior discussions regarding signage in Port parking lots, including directional arrows and traffic flow during busy periods. Mr. Dwire stated maintenance would like to complete additional painting and signage work, but staff availability is limited due to current grant-funded projects and other maintenance priorities. Committee Members discussed the possibility of using pre-made torch-down arrows as an alternative to painted directional arrows.

Committee Members discussed whether volunteer groups or nonprofit organizations could assist with smaller maintenance items such as pressure washing or other projects. Mr. Dwire stated volunteer assistance may be possible, but the Port would need to review insurance coverage, liability requirements, and release forms. Commissioner Farmer stated Coos County is working to restore a work crew system through community corrections and offered to help connect Port staff with the appropriate County contact to explore potential project support.

7. Public Comment

Commissioner Farmer provided an update on County economic development efforts related to vacant and derelict properties. He stated Coos Bay is moving forward with a vacant property ordinance that would assess fees against owners of problem properties, with the intent of encouraging absentee property owners to maintain or clean up their properties.

Commissioner Farmer asked whether conditions had improved at the RV Park behind Davy Jones Locker following a change in ownership. Committee Members noted the new owners have provided dumpsters at no cost to residents and appear to be working toward cleanup of the property, although concerns remain regarding traffic flow, ingress and egress, and emergency access.

Mr. Blanchard thanked Commissioner Farmer, Coos County, and the Charleston Merchants Association for their efforts to clean up the area behind the Merchants Association property, which had previously been used as a county park. He stated the cleanup supported the seafood festival and made the area more inviting for visitors and the community.

Ms. Watson, with Charleston Fishing Families, raised concerns regarding an individual who had been trespassed from multiple businesses in Charleston. Mr. Dwire stated Port staff would need to be involved in the discussion and noted the Port must have grounds, such as a violation of Port policy or conduct occurring on Port property, before issuing a trespass from Port property. The matter had also been reported to the Coos County Sheriff's Office.

Ms. Watson stated Charleston Fishing Families is supportive of the Charleston Merchants Association and its future plans; however, the membership fee is outside the nonprofit's budget. She stated Charleston Fishing Families relies on grants and donations and uses its funding strategically to support the fishing fleet,

including safety gear, fishing licenses, and disaster relief. Committee Members discussed whether smaller nonprofits could have access to meetings or whether a scholarship or reduced-fee option could be considered, and noted the topic should be raised with the Merchants Association.

Committee Members discussed tsunami warning procedures and evacuation access in Charleston. Mr. Dwire stated Port Staff have been participating in discussions with Coos County Emergency Management to clarify roles and responsibilities following the prior tsunami warning. He stated there is not currently an active tsunami alert system in Charleston beyond emergency notification messages to cell phones. Committee Members discussed evacuation assembly areas and raised concerns about the condition and maintenance of the road to one of the higher-ground evacuation areas.

Ms. Watson raised concerns regarding after-hours restroom access for commercial boat owners and the cost of shower cards and tokens. Mr. Dwire stated after-hours restroom access is available to commercial boats that arrive during the night and that signage on the restroom door directs users to contact security for access. He stated the restrooms cannot be left unlocked overnight due to security concerns and that shower charges are common at marinas and other ports.

Committee Members asked about the possibility of installing a gate or access system near the RV Park similar to the dock access system, rather than relying on a padlock. Mr. Dwire stated such an improvement is included in future planning, but timing will depend on funding and resources, noting the cost of the lock components and related equipment.

8. Committee Comment

Mr. Nemeth thanked the Charleston Merchants Association and Coos County for the cleanup work completed near the Charleston visitor center area earlier in the summer. He stated the improvements made the area more accessible and welcoming for families, visitors, and community members, and noted that maintaining clean and inviting public spaces supports recreation, environmental stewardship, and local economic development.

Mr. Nemeth announced the upcoming Octoberfish event, noting it is in its twenty-first year and will be held at the Oregon Institute of Marine Biology. He stated the event is a casual community gathering featuring food, beverages, music, and participation from local organizations, with proceeds benefiting the Charleston Food Bank. He stated the event was created to build community and bring Charleston residents and organizations together.

Mr. Simons thanked Port staff for continued work on Charleston facilities, including recent improvements to the inner basin restroom and efforts to keep the ice house operating for the fishing fleet. Committee Members also recognized the number of volunteers and community representatives working together through festivals, cleanup efforts, and other projects to improve Charleston, support local businesses, and leave the community in better condition for future generations.

9. Next Meeting Date

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

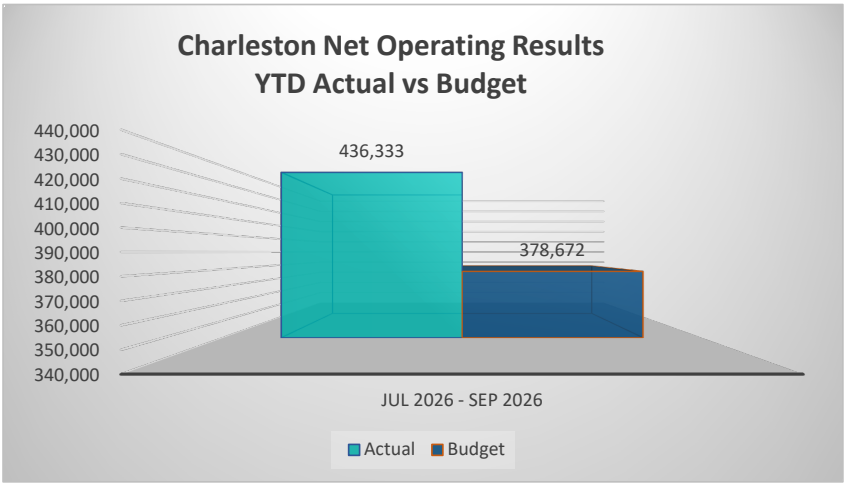
10. Adjourn

Chair John Blanchard adjourned the meeting at 11:11 a.m.

Financial Data Review

Charleston Marina Advisory Committee Report - General Fund - Charleston
For Period Jul 2026 through Sep 2026
Preliminary

	Year to Date							Year End		
		Jul 2026 - Sep 2026			Prior FYTD vs Current FYTD			Jul 2026 - Jun 2027		
	Actual	Budget	$ Diff	% Diff	Last FY	$ Diff	% Diff	Projected	Budget	% Diff
Charleston Operating Income	936,239	868,808	67,431	8%	902,415	33,824	4%	2,828,275	2,760,843	2%
Charleston Personnel Expenses	204,250	231,608	(27,358)	(12%)	291,606	(87,356)	(30%)	965,599	992,957	(3%)
Charleston Operating Expenses	295,656	258,528	37,129	14%	483,580	(187,924)	(39%)	1,648,660	1,611,532	2%
Charleston Total Expenses	499,906	490,136	9,770	2%	775,186	(275,280)	(36%)	2,614,259	2,604,488	0%
Charleston Operating Results	**436,333**	**378,672**	**57,661**	**15%**	**127,229**	**(309,104)**	**243%**	**214,016**	**156,355**	**(37%)**
Other Income	5,672	5,251	421	8%	9,401	(3,729)	(40%)	543,914	543,493	0%
Other Expense	9,089	29,335	(20,246)	(69%)	13,858	(4,769)	(34%)	717,636	737,882	(3%)
Net Other Income	(3,417)	(24,084)	20,667	86%	9,401	12,818	(136%)	(173,723)	(194,389)	(11%)
Charleston Net Results	**432,916**	**354,588**	**78,328**	**-22%**	**122,772**	**(310,144)**	**253%**	**60,860**	**(17,468)**	**(448%)**



Charleston Marina's Operating Result is a net gain of $436K compared to a budgeted $379K net gain, which is $58K better than plan. Charleston's Total Net Result is a $433K net gain, compared to a $355K budgeted net gain.

- Year to date revenues are greater than projected due to an increase in ice sales and building leases.
- Year to date expenses are overspent by about $10K. Operating expenses are less than the prior year expenses by $275K.

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 $60K compared to a budgeted operating loss of $17K.

