

**APPROVED MINUTES**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**PORT OF BROOKINGS HARBOR DISTRICT**

**Wednesday, January 21, 2026**

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

The Port of Brookings Harbor District met in regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

**1. CALL MEETING TO ORDER**

Commission President Sharon Hartung called the Regular Meeting of the Port of Brookings Harbor Board of Commissioners to order at 2:00pm.

• **Port of Brookings Harbor Commissioners Present:**

Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Kelsey Bozeman (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

• **Port of Brookings Harbor Management and Staff:**

Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.

- Webster informed the Board that the agreement for Action Item D was in front of them for the meeting. There were no other modifications, additions, or changes to the agenda.
- Bozeman declared conflict of interest to Action Item D due to employment. There were no other declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:02:07**

*A motion was made by Fraser and seconded by Jonas to approve the agenda as written with the addendum of Item D. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:31**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 17, 2025.**

*A motion was made by Bozeman and seconded by Jonas to approve the meeting minutes for December 17, 2025. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**4. PUBLIC COMMENTS – Audio time 0:03:03**

There were no public comments.

**5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:03:10**

Webster reported on December maintenance items Port staff completed in RV Park and Marina. Highlighted on yearend numbers and the progress of the pole barn. Fraser asked about boat launch numbers.

Webster gave highlights from the Project Manager Report regarding the dredge, SHPO concurrence and nonconcurrence report. Hartung asked about dredge maintenance. Fraser asked about the dredge timeline, Webster explained. Bozeman asked about previous dredging within the basins, Webster explained. Jonas asked about dredging the launch ramp area.

King reviewed the Safety, Security & Environmental Report.

Walker reviewed the Financial Report.

*A motion was made by Jonas and seconded by Fraser to approve the Management & Financial Reports as discussed. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**6. ACTION ITEMS**

**A. Appointing Budget Officer – Audio time 0:19:25**

Webster reviewed the item with the Board. Board did not have any questions or concerns.

*A motion was made by Fraser and seconded by Jonas to approve April Walker as the Budget Officer for Fiscal Year 2026-27 budget. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**B. Art at the Port – Audio time 0:20:50**

Webster reviewed the item with the Board. Hartung asked about the Port's position in donations and what budget this would come from, Walker explained. Webster did let the Board and the public know that the Port will no longer require

event organizers to keep a path to the artwork. Fraser asked about vandalism, Webster explained.

*A motion was made by Jonas and seconded by Fraser to approve a 5-year extension for the Art at the Port Event on the Boardwalk and a \$250.00 donation to the Manley Art Center for the show awards. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**C. Resolution 2026-01, Opting to Limit Liability for Certain Claims Arising from The Use of Public Trails or Structures in Public Easements and Unimproved Rights-Of-Way Pursuant to ORS 105.668 – Audio time 0:24:54**

Webster reviewed the item with the Board. Fraser asked about having to opt in to the resolution. Jonas asked about the trails and what this could pertain to, Webster explained.

*A motion was made by Fraser and seconded by Bozeman to approve Resolution 2026-01 opting to limit liability for certain claims arising from the use of public trails or structures in public easements and unimproved rights-of-way pursuant to ORS 105.668. The motion passed 4 – 0. Yes: Jonas, Bozeman, Fraser, Hartung. No: None.*

**D. Pole Barn No. 1 (Boatyard) Main Power – Audio time 0:28:52**

Webster reviewed the item with the Board. Board asked about the specifics and what this could supply, Webster explained. Board allowed public comment. Webster is hoping the building will be ready to be leased by March, and we will have Boat Shop and More move into that building.

*A motion was made by Jonas and seconded by Fraser to approve the Port Manager or designee to proceed installing the electrical infrastructure not to exceed \$30,000 and give the Port Manager signature authority over the project. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None. Sustained: Bozeman.*

**7. INFORMATION ITEMS**

**A. 4<sup>th</sup> of July/2026 Events – Audio time 0:37:45**

Webster reviewed the item with the Board. Hartung suggested that this goes to the fireworks committee, Webster agreed but is fearful this may be the organizers last year and what position the Port may be put in. Webster requests volunteers to help during the 4<sup>th</sup> of July event to help our staff members.

**B. Kite Field Slopes – Audio time 0:41:52**

Webster reviewed the item with the Board. The slope is being monitored and if it continues to the building, the building will be shut down to do emergency repairs to save the electrical that powers C – H dock. Fraser asked about the walkway, Webster does not see a safety issue at this time.

**C. Future Revenue Options – Audio time 0:44:31**

Webster asked the Board what Ports they would like staff to compare us to, Board allowed public comment. Board continues to discuss other Ports and what they provide for the fishing fleet. Discussion about how infrastructure development fees would look like, how to get on a ballot, Board allowed public comment and then continued to talk about tax rates. Webster suggested leasing the meeting room, extending RV Park Day limits, and RV Park expansion.

**8. EXECUTIVE SESSION per ORS 192.660 (2)(i) – Audio time 1:23:37**

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 3:52 pm.

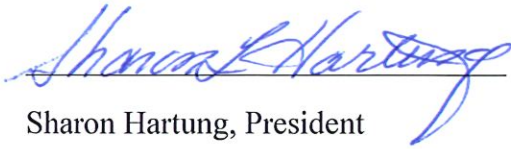
**9. COMMISSIONER COMMENTS – Audio time 0:00:12**

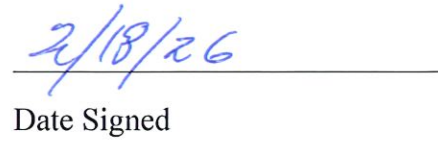
There were no commissioner comments.

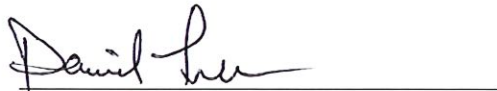
**10. NEXT REGULAR MEETING DATE – Wednesday, February 18, 2026, at 2:00 PM**


**11. ADJOURNMENT – Audio time 0:00:33**

Having no further business, the meeting adjourned at 3:53 pm.

  
Sharon Hartung, President

  
Date Signed

  
Daniel Fraser, Secretary/Treasurer

  
Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com).*