PORT OF LEWISTON
MINUTES OF REGULAR MEETING

August 13, 2025

The regular meeting of the Port Commission was held at the Port District Office, 1626 6th Ave. N, Lewiston, ID, at 12:00 p.m. on August 13, 2025.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Joe Anderson. Administrative staff in attendance were General Manager Scott Corbitt, Property & Finance Manager Preston Comstock, and Communications Coordinator Mary Iacobelli.

The meeting information was advertised as required prior to the meeting.

CONVENE REGULAR MEETING:

At 12:00 p.m. President Thomason convened the Regular Meeting of the Port Commission.

AGENDA APPROVAL:

President Thomason called for review of the agenda. Commissioner Klemm made a motion to approve the agenda as presented; seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS: NONE.

ADOPTION OF MINUTES:

President Thomason, called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of July 9, 2025. Commissioner Anderson made a motion to accept the minutes as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

- **Consider for approval Real Estate Purchase Agreement with AE Acquisitions LLC of 2.38 acres located in the Peter K. Wilson Business and Technology Park, a portion of parcel RPL0274001003A, for purchase price of $780,000, $7.52/SF. Sale conditioned on Veteran's Affairs selection and approval of Buyer's proposal for construction of a VA clinic on the site. (Roll call vote):** Manager Corbitt reviewed the proposal and clarified if the VA did not select the proposal from AE Acquisitions for the construction of a new clinic on the site, the sale would not proceed. After review and discussion, Commissioner Anderson made a motion to approve the agreement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.
- **Consider for approval First Amendment to Lease Agreement with Infuse & Booze, LLC to increase its total leased area to 3,014 SF with total rent increased to $964.48 per month. (Roll call vote):** After review and discussion Commissioner Klemm made a motion to approve the lease agreement as presented; seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

1. **Goals Table Review:** Manager Corbitt reviewed the status of various goals and projects at the Port.
2. **Meetings/Presentations:** Manager Corbitt highlighted recent events, including the WPPA Directors Seminar, Idaho Transportation Department Rail Planning Committee, Family Farm Alliance presentation, a lunch with Lt. Gov. Scott Bedke, a meeting with staff from Sen. Jim Risch's office, and a presentation with Local Link, which connects local realtors and leaders discussing community issues.

3. **Idaho Parks & Recreation Meeting:** Finance & Property Manager Preston Comstock discussed a meeting he had with staff from Idaho Parks & Recreation. They reviewed upcoming grant opportunities the Port could pursue.
4. **Upcoming Meetings and Events:** The next regular Port Commission meeting is Wednesday, September 10. Other upcoming events include the Washington Association of Wheat Growers annual congressional tour Aug. 19, Western Energy Summit in Boise Aug. 22, and the Pacific Northwest Waterways Association annual convention Oct. 14-16.

DOCK OPERATIONS, TERMINALS, AND FIBER REPORTS

- **Terminal I:** Activity has been steady during Clearwater Paper's planned outage, which pulp consistently being moved while the digester equipment is down. Manager Corbitt noted the usual busy activity at Lewis-Clark Terminal, and that harvest is about halfway through.
- **Terminal II:** The terminal has been steady and is hitting budget expectations.
- **Terminal III:** There have been five American Cruise Lines dockings and an additional handrail has been installed for cruise passengers.
- **Fiber:** Operations Manager Jen Blood reviewed updates on fiber, including the Middle Mile project, which is close to breaking ground.

COMMISSION COMMITTEE REPORTS:

- **Commissioner Klemm/Valley Vision/Pacific Northwest Waterways Association:** Commissioner Klemm attended Valley Vision's recent annual meeting, which he said was well attended and presented a good variety of information. He also listened to the Pacific Northwest Waterways Association meeting about tariffs and gained some valuable.
- **Commissioner Thomason/Valley Vision/Chamber of Commerce:** Commissioner Thomason said the Chamber has made an offer to a candidate for a new executive director. He will keep the Commission updated. He also updated the Commission on Valley Vision board changes, including the re-election of Ann Watkins as chair.

FINANCIAL REPORT:

Manager Corbitt presented a Financial Statements prepared by the Port Auditors for the periods ending June 30, 2025 and July 31, 2025. After review and discussion, Commissioner Anderson made two separate motions to approve the Financial Report for both months as presented. Both motions were seconded by Commissioner Klemm. Voting Aye on both motions – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. Both motions passed unanimously.

ACT ON CLAIMS:

The next order of business was review and discussion of claims against the Port as presented by the Check Detail Sheet. A motion was made by Commissioner Anderson to approve and pay Port Vouchers Nos. 26479-26581, transfers and EFTPS for a total amount of $545,131.61; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed unanimously.

ADJOURNMENT:

Being no further business, the meeting was adjourned at 2:15 p.m.

Secretary
Joseph Anderson