



**COMMISSION MEETING MINUTES
JANUARY 15, 2025
100 E. STREET
COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, January 15, 2025, at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

Brian Fawcett	President
Chip Bubl	Vice President
Nancy Ward	2nd Vice President
Nick Sorber	Treasurer
Robert Keyser	Secretary

Guests

Kim Karber	Columbia City
*Alta Lynch	
*Natasha Parvey	
Bob Gadotti	
*Dan Serres	

Staff

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Elliot Levin	N. County Ops. & Terminal Comm. & Ext. Affairs Mgr.
Gina Sisco	Property Manager
*Elizabeth Millager	Assistant Finance
*Sydell Cotton	Finance Assistant
*Brittany Scott	Administrative Assistant
Noelle Linden	

President Brian Fawcett called the Port of Columbia County Commission Meeting to order at 8:30 a.m. All Commissioners were present.

Additions To Agenda

President Fawcett asked the Commission if there were any additions to the agenda. There were no additions to the agenda.

Consent Agenda

Chip Bubl moved, Nancy Ward seconded a motion to adopt Items A, and B; December 2024 Minutes, and January 2025 Finance Report. Motion carried unanimously, 5-0. Nancy Ward moved, Chip Bubl seconded a motion to adopt Item C; Approval of December Check Register and electronic payments in the total amount of \$799,211.36. Robert Keyser abstained from the vote on Item C due to a potential conflict of interest. Motion carried, 4-0.

Comments From the Public

There were no comments from the public.

Old Business

Marina Update

Executive Director Sean P. Clark said there was no update.

Airport Update

Airport Manager Lacey Tolles provided an update on the Runway Rehabilitation Project. The Federal Aviation Administration (FAA) has identified the construction phase of the airport project as a tier three grant which focuses on smaller scale but less essential infrastructure improvements. Due to the tier three status of the project, construction may be pushed back to Summer 2026. The FAA typically awards grants in July through September. The Port is planning to submit an application and then go to

bid in April 2025 for the design and scope. The project will trigger a runway closure lasting approximately 75 days to complete the project. The Port has met with Century West & other area airports to explore strategies to minimize the impact of the runway closure. The Port fully understands the temporary inconvenience the project may cause; however, the long-term improvements will significantly outweigh the disruption. The Airport Advisory Committee & Airport tenants have been kept informed, and the Port will continue to provide them with regular updates.

Lignetics/Neighbors Update

Mr. Clark stated that the work (which could be observed from the Commission room) is related to the scrubber installation. Kim Karber, City Administrator for Columbia City, added some positive information that Lignetics is now going through the local permitting process.

New Business

Committee & Organization Assignments

Commission President Fawcett opened the discussion regarding Committee and Organization meetings as displayed on a chart. Nancy Ward volunteered for the Clatskanie Drainage Improvement Company (CDIC), Robert Keyser for Columbia City Council, and Brian Fawcett and Robert Keyser both volunteered for Rainier City Council meetings. Nick Sorber would like to attend the Columbia River Public Utilities District (CRPUD) meetings. Finally, Mr. Clark asked Commissioners to let him know if they were interested in attending any of the other listed meetings.

2024 Strategic Business Plan Implementation

Communications & External Affairs Manager Gina Sisco and Deputy Executive Director Amy Bynum presented a PowerPoint on the 2024 Strategic Business Plan (SBP) Implementation. Ms. Sisco reviewed the three strategic priorities identified in the SBP: (1) Invest in development and modernization of existing properties; (2) development of projects at Port Westward; and (3) Purchase additional industrial property throughout the Port district. The five elements of the SBP are a Capital Improvement Plan (CIP), Management Plan, Financial Plan, Environmental Plan, and Marketing Plan.

Ms. Bynum discussed Goal 3 of the CIP, which is to “maintain Scappoose Airport and Scappoose Bay Marina as key assets to meet market demand and improve revenue streams.” Ms. Bynum reviewed the Scappoose Airport projects that are ongoing and reminded the Commission that the marina projects are on hold until we receive the results of the marina feasibility study.

Ms. Sisco and Ms. Bynum discussed Goal 4 of the CIP, which is to “modernize and continue to develop existing Port assets that lead to economic resiliency and the Port’s capacity to carry out its mission of economic development.” Current priority projects for Goal 4 are:

- Port Westward Beaver Dock Modernization Project to bring the dock into full compliance with the Oregon seismic resiliency requirements. The Port was recently awarded a \$2.7 million grant from Connect Oregon to begin this work and is applying for additional federal funding.
- Former Pope & Talbot Wood Treating Site Cleanup - Port has applied for an EPA Brownfield Cleanup Grant to fund the cleanup of upland area 1 and will learn in May if project is selected for funding.
- Columbia City Dock Operational Improvements - 8-11 piles need replaced along with repaving of the pier surface.
- Scappoose Airport Generator Project
- Scappoose Airport Runway Rehabilitation
- McNulty Industrial Park

Ms. Bynum reviewed Environmental Plan Goal 1, “maintain compliance with all applicable environmental laws and regulations,” and Goal 2, “uphold environmental stewardship as the Port develops and manages its land and marine facilities,” along with the strategies under each. The PowerPoint is on file at the Port office.

Resolution 2025-01: Community Giving Policy

Communications & External Affairs Manager Gina Sisco introduced and explained the various aspects of Resolution 2025-01 and Attachments A, B, C and D. This Resolution creates a new policy which will allow the Port to annually budget funds for community giving in the form of events and donations which support the Port's mission. The Port would also create a Community Giving Committee comprised of 2 Port Commissioners and Port staff to review and evaluate donation requests and recommend donation recipients for the Commission's approval in a public meeting. Robert Keyser moved; Nick Sorber seconded. Motion carried, 5-0.

Executive Director Report

Mr. Clark stated that on January 10, 2025, the City of St. Helens Municipal Court held a jury trial related to criminal trespassing charges at Railroad Avenue against Bryan Ehrenfeld. The charges were dismissed and instead the parties settled with Mr. Ehrenfeld signing an Exclusion Agreement excluding him from the Railroad Avenue property forever. Mr. Clark also advised that the Rezone proceedings were postponed until a later date. NXC Clean Fuels got their 401 Water Quality Certificate from the Oregon Department of Environmental Quality (DEQ), which is a big step for the project. All major state permits are now complete for NXC Clean Fuels. On the federal permitting side for NXC Clean Fuels, an Environmental Impact Study (EIS) draft is expected from the US Army Corps of Engineers by spring 2025. Mr. Clark further advised the Commission that the Port office will be closed in observance of Martin Luther King Jr. Day on January 20, 2025. The Commission all agreed to reschedule the first March Commission meeting to March 5, 2025.

Commissioner Reports

Nick Sorber expressed appreciation for Port staff and the informative updates given at the meeting.

Robert Keyser opined that he appreciates receiving the manager's reports. He also expressed appreciation for Ms. Tolles' knowledge of Scappoose Airport.

Chip Bubl remarked that the Port staff updates and presentations are very thorough and well done.

Nancy Ward shared information she found interesting from the Pacific Northwest Waterways Association (PNWA) around disaster preparedness. She is glad the Port is already starting to work on it as it is vital to be ready for any kind of natural disaster.

Brian Fawcett thanked Port staff for all the information, and he especially appreciates the manager's reports and all the hard work by Port staff in the last month.


Executive Session

The Board held an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660(2)(e) and also to consider exempt public records, including written legal advice from Port General Counsel, which is privileged under ORS 40.225 and exempt from disclosure under ORS 192.355(9)(a) and ORS 192.660(2)(f).

Return to Open Session

Robert Keyser made a motion that the Commission amend Resolution 2024-04 (*A Resolution Declaring the Dock Incident an Emergency for Public Contracting Purposes and Approving \$1 million for Dock Repairs*) to increase the authorization from \$1 million to \$1.1 million, Nancy Ward seconded. Motion carried unanimously, 5-0.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 9:38 AM.



President

2/12/2025
Date Adopted



Secretary