



**MINUTES FOR AUGUST 9, 2023 MEETING**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**  
**\*\*MEETING HELD AT SCAPPOOSE AIRPORT\*\***

The Port of Columbia County held a Board meeting at 6:00 p.m. on Wednesday, August 9, 2023, at the Scappoose Airport, 34090 Skyway Drive, Scappoose, OR 97056, with the following present:

**Commissioners**

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

**Guests**

Alta Lynch	Scappoose Citizen
Natasha Parvey	NEXT
Jan Schollenberger	Columbia City Citizen
Finos Lunsford	Columbia City Citizen
Paul Vogel	Columbia Economic Team
Ashley Sauer	Battle Ground Citizen
Joe Backus	Scappoose Mayor
Carl Brogli	NWAAC
Kris Anderson	Precision Composites
Steve Nelson	Lignetics
Guy Auker	Scappoose Citizen
Brady Preheim	St. Helens Citizen
Doug Bean	Doug Bean & Assoc.
Betsy Johnson	Transwestern Aviation

**Staff**

Sean P Clark	Executive Director
Robert Salisbury	Port General Counsel
Bob Gadotti	Executive Finance Mgr. (Ret.)
Miriam House	Operations Mgr.
Elliot Levin	N. County Terminal Mgr.
Brittany Scott	Exec. Assistant
Elizabeth Millager	Operations Coordinator
Guy Glenn, Jr.	Executive Finance Manager
Gina Sisco	External Affairs Mgr.
Amy Bynum	Real Est. & Bus. Dev. Mgr.
Lacey Tolles	Data Res. & Projects Spec.
Christa Burns	Administrative Asst. II

**Continued Guests**

Ron Ems	Hangar Tenant
Norman Grusy	Portland Citizen
Elaine Lunsford	Columbia City Citizen
Branden Staehely	CRPUD
Pat & Peggy Castellanos	Columbia City Citizens
Jim Vanek	SportCopter
Eric Laurance	Lignetics

President Robert Keyser called the Port of Columbia County Commission Meeting to order at 6:01 p.m.

**Additions To the Agenda**

Robert Keyser asked the Commission if there were any changes to the agenda. The Fixed Based Operator (FBO) Update was moved to the beginning of the meeting.

**Consent Agenda**

Nancy Ward moved; Brian Fawcett seconded a motion to adopt the consent agenda item A; July 12<sup>th</sup> minutes. The motion carried unanimously.

**Comments From Visitors**

Guy Auker said he appreciates being able to come up and speak even though he forgot to sign up. Mr. Acker would like to encourage more people to go to the meetings.

Brady Preheim said he appreciates having a night meeting and wants to see more of it.

Doug Bean mentioned he is a commercial real estate broker, and he represents the Columbia Commerce Center. He provided marketing flyers to the commission and reported he had distributed them to approximately 3,500 aviation-related businesses. Mr. Bean would like the Port's support with Through-The-Fence (TTF) access. He wants to help the Port lease the hangar building and would like to work together with the Port to facilitate investment in the Columbia Commerce Center and further economic development activities at the airport. Mr. Bean was glad he could attend this meeting and see the hangar building.

**Fixed Based Operator (FBO) Update:**

Betsy Johnson stated she has been at Scappoose Airport since 1976, employs 50 people, and has a long institutional history locally. Ms. Johnson said she ran the Aurora airport for five years. Ms. Johnson believes the Scappoose Airport has the same potential as the Aurora Airport regarding a Through-The-Fence (TTF) policy for the use of the runway. Ms. Johnson also stated that she had two other prospects: a gentleman relocating from Kelso and local developer Ed Freeman. She asked the Commissioners to act nimbly and quickly to encourage investment in TTF. She believes there is an enormous opportunity at the airport. Ms. Johnson gave highlights of the afternoon airport tour with the Port staff and two Commissioners. They looked at Transwestern, and various other businesses located at the airport. Ms. Johnson said the East side hangars are not in the greatest of shape. She expressed concern about raising hangar rates to generate additional fees to make up for lost revenue on two of the empty corporate hangar buildings.

Ms. Johnson emphasized the need for water and a robust generator at the airport. Ms. Johnson shared a vision of the Scappoose Airport becoming a military and emergency response center. Ms. Johnson also talked about infrastructure improvements at Transwestern including the cost of their fuel tank upgrade. She toured Mr. Freeman's property, with two hundred-plus acres shovel-ready for industrial customers. Ms. Johnson mentioned there may be 500 acres that could be put into play for recruitment and retention of businesses and the creation of local jobs. Ms. Johnson said the FBO is the front door to the Airport. They are there seven days per week from dusk until dawn, 360 days per year. Ms. Johnson said the FBO also provides cars, bathrooms, computer services, fuel, and cleans up wrecks on the runway. The FBO is the cheerleader and recruiter for the airport. Robert Keyser thanked Ms. Johnson for her time on the tour.

#### **Old Business**

##### **Dredging Project Update**

Miriam House, Port Operations Manager, updated the Commissioners on the Dredging Project at Scappoose Bay Marina. Ms. House mentioned the Port has received approval letters from Oregon State Marine Board (OSMB) and has been awarded just under \$1 million to assist with funding to support marina dredging and upland improvements. Ms. House stated that the Portland Sediment Evaluation Team (PSET) approved the Sediment Analysis Plan. She will schedule a pre-sampling meeting and bring a resolution to approve the OSMB grant contract to the Commission at the next meeting.

##### **Marina Improvement Project Update**

Miriam House additionally informed the Commission that our contract engineer (KPFF) will have their design and engineering completed within the next three weeks. Ms. House also informed the Commission that the cost of the upland portion was reduced by \$161,884.

##### **Airport Use Permit Update**

Amy Bynum, Scappoose Airport Manager, thanked the Commission for holding this meeting at Scappoose Airport. Ms. Bynum also thanked Jim Vanek for bringing out the gyrocopter to the pre-meeting Social Hour. Ms. Bynum informed the Commission that the airport will be closed from Tuesday to Friday this week for geotechnical testing and topographic surveying. Ms. Bynum said that the Airport Advisory Board met last week to review Resolution 2023-21. Three new members have been invited to the Airport Advisory Board who are Betsy Johnson, Paul Vogel, and Clayton Eveland. Ms. Bynum said the Port has not received any applications for TTF. Robert Keyser would like to change the language in the Resolution regarding TTF to lengthen the time period and clearly state that renewals of TTF permits are presumed. Doug Bean suggested a fifteen-year agreement with a 15-year renewal option. Robert Salisbury recommended setting up a meeting with Mr. Eveland, with a follow-up at a future Commission meeting.

##### **Lignetics/Neighbors Update**

Sean Clark, Port Executive Director, introduced Eric Laurance, Environmental Health & Safety Director from Lignetics. Mr. Laurance spoke to the Commission regarding the emissions generated by their Forest Energy plant on Port property in Columbia City. First, Mr. Laurance mentioned that they are aware of the problem, and they are working on it. Mr. Laurance explained fugitive emissions are a result of truck dumps and raw materials such as dust coming from vehicles, unpaved roads, plant process leaks, and emissions. Lignetics is no longer taking in dry materials since they identified the concern over a year ago. Lignetics purchased new equipment two days ago. Mr. Laurance showed the Commission pictures of the new Big Red Machine, which will spray mist over the piles and reduce the amount of dust. The Big Red Machine is expected to arrive in a couple of weeks. Mr. Laurance said they want to be good neighbors and will meet with the Port staff and neighbors to resolve the issue. They are also committed to maintaining local jobs. Nancy Ward asked if this situation was a common problem. Mr. Laurance answered the main problem is the proximity of the plant to the neighborhood. Jan Schollenberger stated that she would like to meet sooner than later. Nancy Ward asked if Ms. Schollenberger would like an in-person meeting. Ms. Schollenberger said absolutely.

##### **Resolution 2023-17**

**A RESOLUTION ESTABLISHING MOORAGE RATES AT THE SCAPPOOSE BAY MARINE PARK, AND REPEALING RESOLUTION 2021-14**

Elizabeth Millager, Port Operations Coordinator, presented the Resolution. Nancy Ward mentioned in previous years the rates for the marina and airport have been discussed and approved at the same time, which makes them seem like they go together. Ms. Millager confirmed that is how it has been done in the past, but it is apparent that the marina and airport are two separate and distinct business units. Brian Fawcett agreed that they are separate business units and pointed out that the cost of improvements at the marina is very different than at the airport. Amy Bynum joined Ms. Millager in front of the Commission to add that the airport often receives up to 90% funding from the Federal Aviation Administration (FAA) and the marina does not consistently receive that level of funding from the Oregon State Marine Board (OSMB), which also makes the marina and airport a bit different. Sean Clark introduced the idea of potentially developing a new type of financial model for the marina

and airport, as suggested by Executive Finance Manager Guy Glenn, Jr., which Port Staff will review and discuss with Commission later.

Brian Fawcett moved, Chip Bubl seconded a motion to adopt Resolution 2023-17, establishing new moorage rates, as presented. Motion carried unanimously 5-0.

#### **Resolution 2023-21**

**A RESOLUTION ESTABLISHING HANGAR AND TIE-DOWN FEES AT THE SCAPPOOSE AIRPORT, AND REPEALING RESOLUTION 2021-16**

Amy Bynum, Port Deputy Executive Director, presented the Resolution. Nick Sorber asked how our airport compares to other facilities. Ms. Bynum answered that the East side hangars are less than ideal, but the West side hangars are in good shape.

Chip Bubl moved, Brian Fawcett seconded a motion to adopt Resolution 2023-21, establishing new hangar and tie-down fees as presented. Motion carried unanimously 5-0.

#### **New Business**

##### **Ordinance 2023-01 (Second Reading)**

**AN ORDINANCE AMENDING ORDINANCE 2005-01 REGARDING PROCEDURES FOR PUBLIC CONTRACTING TO ALLOW DISPOSITION OF PERSONAL PROPERTY WITH MINIMAL TO NO VALUE**

Robert Salisbury, Port General Counsel, presented the Ordinance for a Second Reading by the Commission. This Ordinance adds a new Section 7(E) to Ordinance 2005-01 as follows: **Disposition of Property with Minimal to No Value.** *Personal property which has a value of less than \$1,000.00, or for which the costs of sale are likely to exceed sales proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste, so long as the disposal is approved by the Executive Director. Port staff making the disposal shall make a written record of the approximate value of the item and the manner of disposal.* Chip Bubl recalled that former Port Commissioner Chris Iverson was concerned about the language in the Ordinance. Mr. Salisbury responded that to alleviate those concerns, the Executive Director is now required to approve any disposal of surplus property. With this change, the Commission was satisfied that the Ordinance is ready for approval.

Nancy Ward moved, Nick Sorber seconded a motion to adopt Ordinance 2023-01. Motion carried unanimously 5-0.

##### **Ordinance 2023-02 (First Reading)**

**AN ORDINANCE AMENDING PORT PUBLIC CONTRACTING RULES REGARDING PERSONAL SERVICES CONTRACTS**

Robert Salisbury appeared again to present a First Reading of Ordinance 2023-02 regarding Personal Services Contracts. Mr. Salisbury explained that the amounts we use for such contracts have not changed in 17 years. Mr. Salisbury recommended raising the amount from \$50,000 to \$100,000 so that direct appointments of personal services contracts may occur for such contracts under \$100,000 per annum. For personal services contracts more than \$100,000 per annum (also raised up from \$50,000), the only other notable change is that language requiring Port staff to "solicit at least three" prospective contractors was replaced with language to "attempt to solicit up to three" prospective contractors. Brian Fawcett asked if there was a maximum that the limit can be raised to. Mr. Salisbury answered that there was no maximum because by law the Port has the authority to adopt our own rules related to personal services contracts. Nancy Ward mentioned it worries her that this amount of discretion can be a double edge sword. Mr. Salisbury responded that the legislature has given local governments broad authority and discretion to adopt our own rules in personal services contracts. The Commission approved the language in the Ordinance for a First Reading and expects to approve the Ordinance after a Second Reading at our next Port Commission meeting.

##### **Resolution 2023-20**

**A RESOLUTION INCREASING EXECUTIVE DIRECTOR'S SPENDING AUTHORITY FROM \$25,000 TO \$100,000**

Guy Glenn, Jr., Port Executive Finance Manager, joined Mr. Salisbury in front of the Commission and informed the Commission that raising the Executive Director's spending authority to \$100,000 has many advantages, including speeding up the purchasing process and making the Port more efficient. It also aligns with the Personal Service Contract Ordinance just discussed. Mr. Glenn pointed out how this would reduce the administrative burden and provide a more cost-effective process. With the added checks and balances of the Executive Director notifying each Commissioner by email in advance of any spending decision over \$50,000 and notifying the Commission in a public meeting of these expenditures, this Resolution will serve to increase transparency and accountability in public spending.

Brian Fawcett moved, Nick Sorber seconded a motion to adopt Resolution 2023-20, increasing the Executive Directors' spending authority from \$25,000 to \$100,000. Motion carried unanimously 5-0.

**Resolution 2023-22**

A RESOLUTION APPROVING THE SELECTION OF USA ROOFING and WATERPROOFING, LLC., FOR SCAPPOOSE AIRPORT HANGAR A AND HANGAR B ROOFING PROJECT

Miriam House, Port Operations Manager, stepped forward and presented the Resolution, which outlined that this is a personal services contract due to the complexity of the PVC membrane roofing process requiring special certification and that we received six quotes from different vendors. Brian Fawcett asked if he could see a comparison of all the quotes. Miriam House was ready for the question and promptly provided all the Commissioners with a well-organized chart showing detailed comparisons of all the quotes, which the Commissioners then reviewed before voting.

Nancy Ward moved, Chip Bubl seconded a motion to adopt Resolution 2023-22, authorizing the Executive Director, or his designee, to execute a contract for the specified roofing work with USA Roofing and Waterproofing, LLC., at a not-to-exceed amount of \$169,916.00 with contractual provisions for a 10% contingency for additional costs, for a not-to-exceed total of \$186,907.00, to be approved by the Executive Director or his designee. Motion carried unanimously 5-0.

**Electric Vehicle Charging Stations at Marina (Discussion Only)**

Lacey Tolles, Port Data Resource and Project Specialist, presented this Electric Vehicle opportunity for discussion by the Commission. Ms. Tolles advised the Commission that the Columbia River People's Utility District (CRPUD) recently approached the Port about the Port receiving a 100% grant to fund Electric Vehicle (EV) charging stations at Scappoose Bay Marina. Ms. Tolles then introduced Branden Staehely, Engineering Manager for CRPUD. Mr. Staehely mentioned that this grant would fully fund the addition of two Direct Current Fast-Charging (DCFC) stations and one single, Level Two charger. These charging stations would be sited in front of a 45-foot parking spot at the north end of the parking lot near the restrooms. CRPUD would also be responsible for the maintenance of the units and installing these EV charging units will help accommodate the continued expansion at the Marina. Brian Fawcett asked if there will be a stand-by rate. Mr. Staehely answered that they have not set a rate yet. Nick Sorber asked if there was a debit card reader on the system. Mr. Staehely answered yes there is. Sean Clark suggested that we run this through the Scappoose Bay Advisory Committee for approval. Mr. Fawcett agreed. Mr. Fawcett asked if there will be an easement. Mr. Staehely answered yes. Nancy Ward asked how long it takes to make the cost back for the equipment. Mr. Staehely said a very long time. Robert Salisbury asked if there were any other agreements with other governments. Mr. Staehely said no. Ms. Ward asked who made the charge stations. Mr. Staehely answered Charge Point. Nick Sorber asked if the stations could be placed anywhere else at the marina. Mr. Staehely answered no because the location is near the electric source and is the most cost-effective.

Brian Fawcett moved, Nick Sorber seconded a motion to allow the Executive Director to execute the necessary documents with CRPUD after working with the Scappoose Bay Advisory Committee. Motion carried unanimously 5-0.

**Annex of Port Shop Property**

Miriam House requested authorization from the Commission to annex the Port Shop Property at Multnomah Industrial Park. Ms. House stated for us to proceed with the Port shop building project, the City of St. Helens require that we annex the property to connect to city sewer and water. Robert Keyser asked if this would force anyone else to annex. Ms. House answered not that she is aware. Sean Clark mentioned that the Port shop could be an entrance to another business park. The Commission gave full approval for the annexation. Nancy Ward moved; Nick Sorber seconded a motion to authorize the Executive Director to take the steps necessary to allow for the annexation of the property. Motion carried unanimously 5-0.

**Executive Director's Report**

Provided and read by Sean Clark. The Report is on file at the Port Office.

**Commissioner Reports**

Chip Bubl mentioned that this meeting unraveled a lot of knots we have had at the Port. Mr. Bubl also congratulated Port Staff for doing an excellent job and stated that he enjoyed this meeting.

Brian Fawcett also mentioned this meeting had gone well and he thinks the format is good for an evening meeting. Mr. Fawcett also enjoyed the Strategic Business Plan meeting this morning because he enjoys the Strengths Weaknesses Opportunities Threats analysis otherwise known as "SWOT." Mr. Fawcett attended the Black Tie and Blue Jeans charity fundraiser event and mentioned it was excellent as usual, with a large amount of money raised for scholarships in our community.

Nick Sorber thanked the staff for the eventful day today, which included the meeting this morning and this meeting tonight. Mr. Sorber also learned a lot on the airport tour today. Mr. Sorber attended the Black Tie and Blue Jeans event and mentioned that it was a great function. Mr. Sorber also said that he supports having meetings in different locations.

Nancy Ward mentioned she really liked having this meeting at the airport. Ms. Ward also agrees rotating meeting locations is important to get around to the different communities within the Port

District. Ms. Ward is hopeful that the Port can overcome the limitations of not having Zoom access at this meeting.

Robert Keyser remarked that the best thing about the Black Tie and Blue Jeans event was the amount of money raised. Mr. Keyser specifically thanked Betsy Johnson for her monumental efforts to get Portland Community College (PCC) to have a presence at the airport. Mr. Keyser mentioned that the neighbors of Lignetics thought that setting up a meeting with Lignetics was a good idea. Mr. Keyser would also offer the neighbors a spot on the agenda at next month's Port meeting. Mr. Keyser mentioned the SWOT analysis this morning was a very good process. He said it was a wonderful opportunity for dialogue between Commissioners. Mr. Keyser mentioned one area of discussion which was the strength of Port Staff. Mr. Keyser stated the Port has a great team ready to take the field and get things done.

Chip Bubl asked if we will have another meeting in August. Robert Keyser said likely not unless there is business to attend to, but if we do hold a meeting, it would be on August 30, 2023.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING  
ADJOURNED AT 8:05 P.M.**

President

*Robert Keyser*  
*Chip Bubl*

September 13, 2023

Date Adopted by Commission

Secretary