



**COMMISSION MEETING MINUTES**  
**OCTOBER 11, 2023**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, October 11, 2023, at the Port office and via Zoom video conferencing with the following present:

**Commissioners**

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

**Guests**

Robert Campbell	
Warren Seely	Seely Mint
Caryn Seely	Seely Mint
Jenny Erhardt	Scappoose Citizen
David Erhardt	Scappoose Citizen
Natasha Parvey	NEXT
Jan	Columbia City
Schollenberger	Citizen
Mark Landauer	Oregon Public Ports Association
Alta	Zoom
Dan Serres	Zoom
Jasmine Lillich	Zoom
Kay Brown	Zoom
S. Nelson	Zoom

**Staff**

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

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

**Additions To Agenda**

Robert Keyser asked the Commission if there were any additions to the agenda. There were no additions.

**Consent Agenda**

Mr. Keyser motioned to approve the consent agenda. Chip Bubl moved; Nick Sorber seconded a motion to adopt the consent agenda items A, B & C: September 13, 2023 Minutes, Financial Reports for September 2023, and September 2023 Check Register (A) in the total amount of \$452,798.36. The motion carried unanimously.

### **Comments From the Public**

Jenny Erhardt, Scappoose citizen, stated her September lease payment was placed in the Port office drop box after hours on September 4, 2023, and the check was misplaced. Therefore, Ms. Erhardt received late notice; it was escalated, and the late fee was removed. She suggested the Port have protocols and practices in place so that drop box payments are not lost or stolen. She has since heard that the Port drop box will be reinstalled more securely, and the Port will be moving its camera for a better view of the drop box. Ms. Erhardt hopes the Port will follow through with these best practices.

### **Old Business**

#### **Seely Agricultural Lease Update**

Warren Seely and Caryn Seely updated the Commission on the Seely Mint leasehold with the Port. The 200-acre co-lease is comprised of 50 acres of peppermint for oil production, 75 acres of oats for hay and seed, 25 acres of silage corn, and 50 acres of cattle pasture. Mr. Seely intended to share photos with the Commission today but could not due to an email error. Nancy Ward suggested he send the photos by email. Mr. Seely said he would email the photos and he also hopes to get some videos of the corn harvest. Port Executive Director Sean Clark added there is an updated Google Earth image of the site, which shows the change in the property over the last three years. The Seely's will be making improvements to the pastureland. Caryn Seely stated the plan is to work up the pasture ground this fall before it gets completely soaked. Ms. Ward asked how many head of cattle they have. Ms. Seely responded they have about 150 cattle. Mr. Clark noted that prior to the Seely's taking over those 200 acres, the land had issues with flooding, and Mr. Seely helped with ditch maintenance for the property drain better. The Seely's also plan to work on building up the ruts caused by the tree harvest.

Ms. Ward inquired about how many gallons of mint are produced from 50 acres. Mr. Seely responded that it depends on the crop and temperature, as hot temperatures in the triple digits are good for the peppermint. They get about 80 pints, or approximately 10 gallons per acre on average. They sell peppermint by the pound, typically in 55-gallon drums. Nancy Ward inquired about who their customers are, and Mr. Seely replied that one of their long-term customers and primary buyers is Labeemint. Nick Sorber asked if the ditches were a result of years of sediment. Mr. Seely replied it is due to sediment, cattle and beaver damage. He has a 30,000-pound machine for cleaning the ditches in the area.

Mr. Keyser asked if the corn they produce is a commercial crop or if it is for their cows. Ms. Seely responded it is silage corn for a dairy in Brownsmead. Mr. Sorber inquired about putting the corn into bales, and Mr. Seely said they store it in 150 ft. long 8x8 foot bags rather than silage bales. Mr. Sorber thanked the Seely's for the update and Ms. Ward also thanked them for taking such good care of the land.

#### **Marina Update**

Miriam House, Port Operations Manager, updated the Commission on the dredging and upland construction marina improvement projects. Ms. House stated the Marina Improvements Project is moving along on schedule and slightly under budget. The Request for Proposal (RFP) for construction work is ready to go out to bid. The Port is submitting the building permit application and expects to solicit contractors in the next few weeks. Mr. Keyser asked if the in-water work is included, and Ms. House responded that it is not included in this phase. The Port has applied for a water quality permit and is waiting for the state agencies to respond.

### **Airport Update**

Amy Bynum, Deputy Executive Director and Scappoose Airport Manager for the Port, informed the Commission that the Port's Operations department is working on quotes for demolition of the east side open-sided hangers. These quotes are expected around the end of October, and the Port will cost compare those quotes versus doing the work in-house by our maintenance staff. Ms. Bynum said the Port received a quote of \$67,830 for the track replacement on the E-05 hangars. These are old buildings from the World War II era, so it is likely a deferred maintenance project the Port will review for the June 2024 Capital Improvement Plan. Mr. Sorber explained that the high cost is due to the door tracks having to be re-poured in concrete. He asked if there would be any peril to the buildings if the work does not get done this year. Ms. Bynum replied that it is mostly just inconvenient to open and close the doors. Ms. Ward inquired about better ways to retrofit this with a different system and would like to look at other options.

Ms. Bynum also received a \$300,000 estimate on the roof repair of the E-10 hangers. The estimate does not include a new roof or engineering costs. Ms. Bynum would like to create a cost-benefit analysis spreadsheet of fixing versus replacing the hangars.

Ms. Bynum is also working with Aron Faegre to finalize a consulting contract to review the Airport minimum standards, airport use permits, and fee schedule. There are no current pending airport use applications. Ms. Bynum shared that she recently attended the Oregon Airport Managers Association Conference in Newport, OR. Ms. Bynum will meet with the FAA (Federal Aviation Administration) to discuss the 2024-2029 Capital Improvement Plan on October 12, 2023 with the Seattle regional office to discuss the Port's airport improvement priorities for the next five years and how to access future FAA grant funding for those projects. The Critical Oregon Airport Relief (COAR) Grant program through the Oregon Department of Aviation is accepting applications to reimburse projects that are ongoing. The Port can also apply for the FAA grant match for the current runway rehabilitation and west-side pavement maintenance projects. The Port's maintenance team has been out at Scappoose Airport cleaning gutters and replacing the taxiway lights. Mr. Clark mentioned the memorial service to honor the late Diane Dillard, which was held at Scappoose Airport and went smoothly. Ms. Bynum also brought up the potential of having an Airport Manager stationed on site, which would help with tenancy, the Port-Airport relationship, and the community's knowledge of the Port's ownership of Scappoose Airport.

### **New Business**

#### **Oregon Public Ports & Legislative Update**

Mark Landauer, Executive Director of the Oregon Public Ports Association (OPPA) updated the Commission on the 2023 Oregon Legislative Session. First and foremost was the work put in by Port staff Sean Clark and Robert Salisbury in drafting new legislation to help northwest Ports.

For background on the need for this newly drafted legislation, Mr. Landauer stated that as a member of the Northwest Terminal Association (NWTA), for many decades the Port of Columbia County was granted federal antitrust immunity which allowed various public ports the ability to speak with other ports about rates, fees, and best practices. This federal antitrust immunity was taken away by the Federal Maritime Commission (FMC) in recent years, resulting in the affected northwest Ports not being allowed to participate in the NWTA annual discussions about settings rates and tariffs. Mr. Landauer advised the Commission on the arduous work by Mr. Clark and especially Mr. Salisbury in drafting the new legislation and testifying before the Oregon Legislature. Mr. Landauer wanted to make sure the Commission knew that Mr. Clark and Mr. Salisbury were instrumental in the legislation being passed into law. This new law went into effect in June 2023 and will be a vital and lasting benefit to all the members Ports of the NWTA. Mr. Landauer further updated the Commission on other newly passed legislation, including removal of Abandoned and Derelict Vessels (ADV's). \$18.76 million dollars have been designated by the Oregon Legislature to remove ADVs, money which is already being spent to remove these eyesore vessels off the river. After that discussion, Mr. Salisbury inquired about

the new public meetings training required of the Port Commissioners. Mr. Landauer advised that Port Commissioners will now be required to undergo one additional public meeting training during their term of office. The Special Districts Association of Oregon (SDAO) will be one of those approved bodies to provide training for Commissioners. Mr. Landauer told Commissioners not to worry because all the new legislative information will be put into a written handout and provided to Port Commissioners and Port staff soon.

### **Old Business (cont.)**

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

Jan Schollenberger of Columbia City provided an update and brief chronology on the local neighborhood's concerns with Lignetics previously discussed at the Commission meeting on July 12, 2023. Another meeting was held at the Port office on August 21 between the Port, local residents, and Eric Laurance, Environmental Health & Safety Director from Lignetics. Following that meeting, the community received a letter from Lignetics dated September 11, and a neighborhood meeting was held with Lignetics on September 12 at Columbia City Community Hall. This meeting was to update the community and discuss alternatives on how to improve the situation. On September 14, the neighbors met with Mike Sale, Vice President of Operations for Lignetics. At this meeting, the neighbors expressed that the September 11 letter does not work for them because it was presented as a goal rather than a commitment. The anticipated date of improvement and the timeline do not work for the neighbors either, as it means another summer of dealing with the issue. After the September 14 meeting, Ms. Schollenberger received a subsequent letter from Mr. Sale dated September 29 that also shows the project timeline from Lignetics' engineer, which still goes out to September 2024. She stated that with all these meetings there has been no visible, measurable improvement in the situation. Ms. Schollenberger stated that because there has been no improvement in what Lignetics has offered, there will be another neighborhood meeting on October 12 to look at the next steps. If those next steps are determined to be taking legal action, doing their own testing, or finding a way to shut the plant down, she believes the neighborhood is in line with proceeding. The community residents want to be able to be outside and enjoy clean air.

Ms. Ward said Ms. Schollenberger has been meticulous in this process. Mr. Clark stated he had a phone call with DEQ (Department of Environmental Quality), and they are scheduled to come out later this year for an unannounced inspection. Mr. Clark asked DEQ if they could provide a Statement of Compliance. DEQ responded they could, but it is only for the snapshot of time in the report provided to them by Lignetics without DEQ first coming out to do an inspection. Mr. Clark provided some clarification on the DEQ report discussed at the last Commission meeting, stating the numbers from the table in the report are based on a 12-month average, and Lignetics was within compliance. Mr. Clark indicated if we do not want to wait for DEQ testing, the Port could potentially engage in having some testing done at its expense. Mr. Keyser asked Ms. Schollenberger if she would check back with Port staff after the meeting. She replied she would be happy to and thanked the Commission for listening and said they appreciate anything the Port can do to help. Ms. Ward asked if the neighborhood would appreciate having someone from the Port attend their next meeting on October 12. Ms. Schollenberger said the Port is welcome to attend the meeting, which will be held at Community Hall on October 12 at 6:00 P.M.

#### **Strategic Business Plan Open Houses**

Gina Sisco, Port External Affairs Manager, announced two upcoming open houses for the Port's Strategic Business Plan Update. The North County Open House will take place in Rainier on October 18, 2023 at the Rainier Senior Center from 4:00 P.M. to 5:30 P.M. The South County Open House will also be held on October 18, 2023 in St. Helens at Meriwether Place from 6:30 P.M. to 8:00 P.M. The Port will be updating its Strategic Business Plan to guide development at



the Port over the next 5 to 10 years. The community is encouraged to join these events to share input to help guide the Port's planning process. There is also an online survey to gather feedback from the community. The Port will hold a Commission Work Session with the strategic business consultants on October 25, 2023 to provide a recap of the two Open Houses held on October 18.

#### **New Business (cont.)**

##### **Resolution 2023-26**

APPOINTING BETSY JOHNSON TO THE AIRPORT ADVISORY COMMITTEE

Amy Bynum presented the Resolution.

Nancy Ward moved; Nick Sorber seconded a motion to adopt Resolution 2023-26, appointing Betsy Johnson to the Airport Advisory Committee. Motion carried unanimously 4-0.

##### **Resolution 2023-27**

APPROVING AN OREGON STATE MARINE BOARD GRANT OF \$407,912 WITH PORT MATCH OF \$407,912 FOR UPLAND CONSTRUCTION AT SCAPPOOSE BAY MARINA

Lacey Tolles, Data Research & Project Specialist for the Port, presented the Resolution.

Nick Sorber moved; Chip Bubl seconded a motion to adopt Resolution 2023-27, approving an Oregon State Marine Board Grant of \$407,912 with Port match of \$407,912 for upland construction at Scappoose Bar Marina. Motion carried unanimously 4-0.

##### **Resolution 2023-28**

APPROVING AN OREGON STATE MARINE BOARD GRANT OF \$485,000 WITH PORT MATCH OF \$1,455,000 FOR DREDGING AT SCAPPOOSE BAY MARINA

Lacey Tolles presented the Resolution.

Nick Sorber moved; Chip Bubl seconded a motion to approve an Oregon State Marine Board Grant of \$485,000 with Port match of \$1,455,000 for dredging at Scappoose Bay Marina. Motion carried unanimously 4-0.

#### **Executive Director's Report**

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

#### **Commissioner Reports**

Nancy Ward attended the City County Dinner on October 10, 2023. Ms. Ward stated this event was particularly interesting as a community member. There was a focus on the recent legislation that decriminalized drug use and the thought that a lot of help would be available. She mentioned that this has not taken place due to a lack of funding, beds, and staffing. She mentioned two of our mayors who have been through the process themselves stressed how important it is to have good in-house care in treatment programs. She inquired about what the Port can do as an organization to help in this regard.

Nick Sorber has been staying up-to-speed on use agreements and having phone calls with Mr. Clark and Mr. Salisbury regarding those documents. He thanked the Port staff for their hard work.

Chip Bubl attended the Agricultural Information Committee meeting with Nancy Ward and Elliot Levin, and he agrees that the Port has a great staff.


Robert Keyser has received a lot of feedback from the community about what a great job the Port did preparing for the Diane Dillard Celebration of Life service. Mr. Keyser also reported that the Oregon Manufacturing Innovation Center (OMIC) Manufacturing Day that took place at Scappoose Airport on October 6 created a lot of excitement among teachers and students. Composites Group also hires students for CNC (Computer Numerical Control) Operator jobs.

Mr. Keyser will be out of town for the NEXT meeting on October 18. He also pointed out that the PGE (Portland General Electric) meeting on the same day is important because, without a Use Agreement, there is no project. Mr. Keyser recognized that October 18 will be a busy day for the Port.

**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 to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed under ORS 192.660(2)(h).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING  
ADJOURNED AT 11:29 A.M.**

  
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President

November 29, 2023

Date Adopted by Commission

  
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Secretary