



**COMMISSION MEETING MINUTES**  
**OCTOBER 9, 2024**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, October 9, 2024 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**

Kevin Jones *	Global/CPBR
Frank Stratton *	SDAO
Brian Yablon	Air Sense Avionics
Dan Serres *	Columbia Riverkeeper
Chris Iverson	Hagan Hamilton

David Wasylenko	Hagan Hamilton
Jan Schollenberger	Columbia City
Susan Tolleshaug *	St. Helens
Bob Gadotti *	Scappoose

**Staff**

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Miriam House	Operations Manager
Elliot Levin	North County Ops. & Terminal Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Elizabeth Millager	Property Manager
Christa Burns	Administrative Assistant II
Noelle Linden*	Administrative Assistant

**Guests (cont.)**

Tara Smith *	Columbia Professional Services
Alta Lynch *	Scappoose
Natasha Parvey	NXT Clean Fuels
Mike Fletcher	Columbia 9-1-1 Comm. District

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**

Brian Fawcett asked the Commission if there were any additions to the agenda. Port General Counsel Bob Salisbury announced that ORS 192.660(e), to deliberate with persons designated to negotiate real property transactions, would be added to Executive Session.

**Consent Agenda**

Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A, B, and C: August 14, 2024 Minutes, October 2024 Finance Report, and September 2024 Check Register and electronic payments in the total amount of \$472,068.18. Motion carried unanimously, 5-0.

**Comments From the Public**

Mike Fletcher, Executive Director of the Columbia 9-1-1 Communications District, gave a PowerPoint presentation on Measure 5-303, a local option levy for 9-1-1 emergency services that will be on the November ballot. Mr. Fletcher gave an overview of the organizational structures of 9-1-1 centers in Oregon with a focus on operations and funding of the Columbia 9-1-1 call center as an independent entity with a separate tax base. Mr. Fletcher stated that the Columbia 9-1-1 call center is the sole provider of emergency dispatch in Columbia County and operates 24 hours a day, 365 days per year with an average answer time of 5.38 seconds versus the national average of 20 seconds. He explained that if the levy is passed, the tax rate will remain at \$0.29 per \$1,000 of assessed property value and will provide annual funding of approximately \$1.9 million to the district. Mr. Fletcher also indicated that if the levy does not pass the district would exhaust its limited reserves within a year leading to wait times significantly longer for callers, delays in emergency response, deferred maintenance of aging equipment, elimination of call center positions, and implementation of user fees. Mr. Fletcher would like the community's support on Measure 5-303.



Dan Serres, Advocacy Director for Columbia Riverkeeper commented on the October 8, 2024 Oregon Department of Environmental Quality (DEQ) hearing regarding whether to issue a certification under the 401 Clean Water Act for the proposed NEXT refinery and rail yard at Port Westward. Mr. Serres expressed his concern with the Port's testimony regarding DEQ issuing a draft certification.

### **Old Business** **Marina Update**

Port Operations Manager Miriam House gave an update on projects at the Scappoose Bay Marine Park. Ms. House stated that the Port has confirmed a detailed scope of work for the Marina study and is ready to move forward with a Professional Services Agreement with BST Associates. The Port Operations and Finance departments will be compiling a large amount of data for BST Associates to review and the study is expected to be completed February 2025. Next, Ms. House updated the Commission on the permitting timeline for dredging. Ms. House informed the Commission that the Port's current 10-year cycle of dredging permits has expired, and new permits will be needed to dredge within that timeline. The data acquired from the engineering work and the sediment sampling will no longer be valid after 2026 and it can take up to a year to get new dredge permits. Applying for new permits now will give the Port the flexibility to decide whether to dredge in whole or in part. Ms. House requested the Commission's permission to proceed with acquiring the new dredging permits. Nick Sorber asked about the duration of the new permits and Ms. House confirmed it would be for another 10-year cycle. Brian Fawcett inquired about the costs and fees associated with the permitting process. Ms. House indicated that the Port has already spent approximately \$100,000 to date on engineering fees and sediment sampling. She also emphasized the importance of acquiring the permits now to avoid having to repeat the costly process in the future. Sean Clark recommended pursuing the dredge permitting. The Commission gave consensus to proceed with acquiring dredge permits for the Scappoose Bay Marina Park. Next, Ms. House announced that Phase 1 of the Marina Upland Construction Project is running smoothly, adhering to the schedule and budget, and there have been no change orders to date. She highlighted the quality work by local Scappoose firm, Cornice Construction, noting their impressive processes and communication.

### **Airport Update**

Port Deputy Executive Director Amy Bynum informed the Commission that the Westside Pavement Maintenance Project at Scappoose Airport is underway, and Airport Manager Lacey Tolles is on site to address some tenant concerns and take drone footage of the construction. Due to weather, the paving will likely be delayed until Friday. Ms. Bynum stated that the paving and electrical projects require closure of the runway and were scheduled to take place at the same time. However, the Emergency Generator Project requires coordination with Columbia River PUD, so they will move forward with the scheduled electrical shutdown this afternoon. Ms. Bynum explained that tentatively the plan is to open the runway today until 2:30 p.m. and, once the electrical shutdown is over, the runway will open back up until the pavement work is able to progress. Ms. Tolles has been communicating with all airport tenants throughout the process and will continue to email updates. Construction delays and runway closures will also be posted on social media and the Port website. Ms. Bynum indicated that there are no pending Through-the-Fence applications. Hangar inspections are scheduled for October 21 – 24 and tenants have been notified via emails, letters, website and social media posts. Lastly, Ms. Bynum stated that the Port will be executing a contract with Bare Roots Land & Home to demolish the East side open-sided hangars.

### **Lignetics/Neighbors Update**

Port Executive Director Sean Clark and Columbia City resident Jan Schollenberger came forward to discuss the progress on the Lignetics upgrades and status of the Oregon DEQ permitting process. Mr. Clark began by reading a message from Lignetics Plant Manager Steve Nelson stating, "the dispersion protocol has been updated and approved by DEQ. The Notice to Construct documents have been sent to DEQ electronically and by mail, and they anticipate approval to construct by early November. The new



tower components and duct work are completed and will ship out this week. Engineering for the pad is in process and they are planning for a January installation.” Mr. Clark clarified that those components are for the cyclone and the scrubber. Mr. Clark also indicated that the Port is working with Lignetics on pursuing the purchase of a transformer from the Columbia River PUD, as well as the need to work out payment details. Ms. Schollenberger said she is pleased with that information and is mostly interested in the transformer. She expressed her appreciation to the Port and for the Lignetics plant being closed on the weekends this summer. She stated that the neighborhood, however, still experienced a lot of saw dust even with the sprayers being under cover. Ms. Schollenberger hopes the Port and Lignetics will agree on payment details for the transformer. Mr. Clark stated that the cost for the transformer is estimated at \$43,000-\$45,000, which is within his signing authority. Port staff will work with Lignetics on the payment details. Brian Fawcett would like to know the all-in cost of the transformer. Nancy Ward commended Ms. Schollenberger for her advocacy and said it has been a pleasure to work with her. Ms. Schollenberger thanked Ms. Ward and expressed her appreciation for the Commissioners, emphasizing that it made a big difference with Lignetics to have their support. Mr. Clark also thanked the Commission for their leadership.

### **New Business**

#### **Columbia Pacific Bio-Refinery (CPBR) Quarterly Update**

Kevin Jones, Sr. Director of Business Development with CPBR, gave an update on third-quarter facility operations, safety and environmental compliance, on-site inspections, permitting, terminal upgrades, maintenance, and business development. Mr. Jones stated that CPBR has 22 employees on site and primarily handles renewable diesel transloading operations. They have received over 14,500 rail cars to date, equivalent to 125 unit trains, and have transferred product to over 70 vessels without incident. Their health and safety record indicates that there have been no injuries or loss time, and they have over 4,700 days of operation without incident, which Mr. Jones said is a significant achievement in his experience. Mr. Jones stated that all required environmental tasks, activities, updates, and regulatory compliance are up to date throughout the terminal. There have been a total of 275 inspections on site with no violations or significant incidents. Mr. Jones also indicated that 100 percent of unit trains received have been properly marked and placarded, and outbound cars have been inspected and released to meet all Federal Railroad Association (FRA) requirements. All federal, state and local permits are in place for current operations and CPBR continues to be in compliance with permitting. Next, Mr. Jones said that CPBR and the Port continue to have discussions regarding dock maintenance and terminal upgrades to ensure compliance with Oregon Senate Bill 1567 and seismic resiliency requirements. CPBR has submitted a list of onsite inspections to bring the facility in compliance to meet those standards. From a business development standpoint, Mr. Jones stated that they are responding accordingly to a current ethanol inquiry and are actively seeking a client interested in growing with them at the terminal. Commissioner Keyser asked about the status of the new tanks. Mr. Jones responded that the new tanks are fully permitted for the allowable products, and they are shovel ready to build tanks and infrastructure to support new business. Mr. Clark asked for clarification on which commodities the facility is currently permitted to handle. Mr. Jones confirmed the facility is currently permitted to handle renewable diesel, ethanol, and Crude Bakken. Commissioner Bubl inquired about the rail car counts and Mr. Clark mentioned that the Port has limits in place for that facility which are defined in Resolution 2013-81 and stated that CPBR has not come close to hitting those caps. The Commission thanked Mr. Jones for his report.

#### **Special Districts Association of Oregon (SDAO) Update**

Frank Stratton, Executive Director for the Special Districts Association of Oregon, presented a brief overview of the SDAO. Mr. Stratton explained the history and purpose of the organization, as well as the programs and services they provide. SDAO is a nonprofit public corporation formed in 1979 to give special districts such as ports a stronger legislative voice. The SDAO provides education and training,



newsletters, technical assistance, management consulting and advisory services to member districts. Mr. Stratton also mentioned that SDAO is the number one municipal advisor in Oregon. Next, Mr. Stratton discussed the Special Districts Insurance Services (SDIS), a separate entity created by SDAO in 1985. The SDIS offers property and liability coverage, employee benefit programs, human resources assistance, pre-loss legal services, risk management and consulting resources, including eight hours of free management consulting services. The SDIS partners with SAIF to offer workers' compensation coverage. Robert Keyser asked if the services offered by SDAO change with the agent used to purchase them. Mr. Stratton responded that they do not, and that any independent agent qualified to work with SDIS can be chosen as long as there is a signed agency agreement. He acknowledged Chris Iverson with Hagan Hamilton Insurance as one of the most long-standing and impressive insurance agents with the program. Nick Sorber asked about the length of time for insurance payouts regarding the dock liability situation. Mr. Stratton confirmed that payouts and reimbursements could take years and that it is the obligation of SDIS under the property side to pay and then seek reimbursement. The Commission thanked Mr. Stratton for the update.

#### **Resolution 2024-24**

##### **MARINA PARKING VIOLATION FINE**

Property Manager Elizabeth Millager presented Resolution 2024-24 requesting approval for Port staff to implement a new parking violation fine for the short-term parking spaces at Scappoose Bay Marine Park. Ms. Millager stated that the Marina Advisory Committee and Port staff discussed the proposed fine of fifty-dollars for the purpose of maintaining proper use of the parking spaces, not for generating revenue. The short-term parking spaces are intended only for brief use by patrons assessing the restrooms or marine park facilities. Ms. Millager informed the Commission that signs will be posted at the parking spaces to clearly communicate the fine to the public. If adopted, Resolution 2024-24 will go into effect January 1, 2025.

Nick Sorber moved; Chip Bubl seconded a motion to adopt Resolution 2024-24. Motion carried unanimously, 5-0.

#### **Resolution 2024-25**

##### **AIR SENSE AVIONICS LEASE**

Deputy Executive Director Amy Bynum presented Resolution 2024-25 requesting permission for the Executive Director to execute a new Lease with Air Sense Avionics for a 6,000 square foot hangar and office space at Scappoose Airport. Ms. Bynum stated that Air Sense is an avionics repair and installation company that has been doing business at the Scappoose airport since 2021 when they began subleasing from a former tenant. Air Sense has been on a month-to-month based License Agreement until now and a Lease represents a positive step toward a long-term partnership with the business. Ms. Bynum then introduced the Brian Yablon, President of Air Sense Avionics, as a safety-conscious individual who has been an invaluable partner on the airfield. Mr. Yablon explained that Air Sense is a Federal Aviation Administration (FAA) Part 145 repair station rated by the FAA to do avionics installations in small aircraft. Mr. Yablon described avionics as aviation electronics, which is navigation equipment, radios, and other items pertaining to aviation electrical systems. Their primary clientele are small single-engine aircraft and smaller private jets used for private business and commercial aviation. Mr. Yablon stated they are not certified to do transport work or work on larger jets. They employ four full-time aircraft repair and installations technicians, and their business is growing. Mr. Yablon said he looks forward to a productive relationship moving forward. Sean Clark thanked Mr. Yablon for his help post-crash and said he appreciates all of his efforts at the Airport.

Nick Sorber moved; Nancy Ward seconded a motion to adopt Resolution 2024-25. Motion carried unanimously, 5-0.



### **Approval of EPA \$4M Grant Application**

Gina Sisco and Elliot Levin came forward to discuss a cleanup plan for the Pope & Talbot site at the Port's Railroad Avenue property. Mr. Levin informed the Commission that the Port and DEQ have been working together for many years to study the 42-acre former Pope & Talbot site and determine a plan to clean up the creosote contamination. The contamination was caused prior to the Port's purchase of the site in 1963 and after Pope & Talbot had ceased operations. Pope & Talbot went bankrupt in 2008 and left the Port and the citizens of Columbia County responsible for the cleanup. Mr. Levin indicated that Port staff have looked into funding through COLPAC, DEQ and the EPA and is preparing an application for a \$4 million EPA Brownfield Cleanup Grant. There is no match required, however the Port and DEQ will be responsible for cleanup costs that exceed the \$4 million dollars. Mr. Levin stated that grant applications are due on November 14 and that the Port has hired two consultants to assist with the application. Mr. Levin gave a PowerPoint presentation showing five Priority Action Areas, with Area 2 Dock being the most suitable site for cleanup. The total cost to clean up the site is now estimated to be around \$30 million with the cost for cleaning up Area 2 Dock estimated at around \$5 million, leaving a shortfall of \$1 million. Oregon DEQ has agreed to commit \$500,000 of orphan funds and the Port would be responsible for the remaining \$500,000. Mr. Levin also discussed the proposed City of St. Helens Milton Creek Trail project, a new trail system that would loop around both city and Port property close to the cleanup site. He also mentioned a meeting with John Walsh and the Public Works department about temporary access for the Bailey bridge and paving of the gravel driveway. Ms. Sisco stated that she plans to give a project overview at the St. Helens City Council Parks and Trails Commission meeting on October 14. There was a brief discussion about the Port hosting an open house for community outreach. The Commission expressed gratitude for Port staff for their efforts in securing these grants and gave consensus to move forward with submitting the \$4 million EPA grant application by November 14, 2024. The PowerPoint presentation is on file at the Port office.

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

Executive Director Sean P. Clark stated that he attended the Greater Portland Inc. Economic Summit and the Oregon Infrastructure Summit in Portland where he spoke with representatives from Oregon DEQ and the EPA. Mr. Clark then traveled to Hood River for the Oregon Public Ports Association (OPPA) Annual Meeting where he was named President of the OPPA. He stated that Mark Landauer is the Executive Director of OPPA under the Oregon chapter of SDAO and also our Port lobbyist. Mr. Landauer worked with Port General Counsel Mr. Salisbury to get ORS 777.133 signed into law. Mr. Clark went on a tour of the Dalles dam and indicated there is a lot going on behind the scenes to keep that reliable power source. He said the Port is tuned in to the Columbia River Treaty, the potential removal of the lower Snake River dams, and the seriousness of the power issues. Mr. Clark also attended Columbia County Manufacturing Day at PCC-OMIC and stated that the event was well attended. Mr. Clark praised the efforts of Interim Executive Director Sarah Lu Heath with COLPAC for her work on facilitating EPA grant funding throughout the Port district and also for helping to facilitate a call with the EPA and Port grant team. Mr. Clark stated that he and Commissioner Ward attended the Pacific Northwest Waterways Association (PNWA) Annual Conference in Vancouver, WA. He commented on the quality of the presentations and stated that he will send some of the presentations from the conference to Commissioners. Mr. Clark attended the John Gumm building ribbon cutting with Amy Bynum and Commissioner Fawcett. Mr. Clark announced that he will be attending the upcoming City-County Dinner at the Scappoose Senior Center on October 22 with Commissioners Ward and Fawcett. He encouraged others to let him know if they would like to attend. Lastly, Mr. Clark informed Commissioners that the upcoming hearing for NEXT takes place on October 10 and public comment will be taken until October 25. The Executive Director's Report is on file at the Port Office.





### Commissioner Reports

Nancy Ward attended the Pacific Northwest Waterways Association (PNWA) conference in Vancouver, WA. She commented on the quality of people and informative presentations, and said the Benton PUD, NOAA Fisheries, and the Columbia River Inter-Tribal Fish Commission (CRITFC) specifically stood out. Ms. Ward stated that Jennifer Quan with NOAA spoke about the decreasing salmon population in the Columbia River, and that NOAA is investing in fish hatcheries. Ms. Ward indicated that the CRIFC represents four tribes and advocates for native fishing and fisheries. She also conveyed that three of the four tribes are not in favor of the dam removal. Ms. Ward would like the Port to pursue hosting an informative public event to hear the views of both NOAA and the tribes about where they stand on salmon in particular. She also stated her concern about the salmon and power issues.

Chip Bubl stated that he read through the Agenda packet including the Air Sense Avionics lease.

Nick Sorber commended Port staff for their work on the EPA grant and said it is a huge deal after being an issue for over twenty years.

Robert Keyser stated we should hear from folks at the airport about the discussion on utilities and internet service to the Eastside. Mr. Keyser also mentioned having a discussion about possibly transferring the Clatskanie Business Center to the Clatskanie Fire District and thinks that it will be worked out before the end of the next budget cycle.

Brian Fawcett stated that he came across an interesting piece of information that there are more fish returning to the Columbia River this year than in 1938 when the Bonneville Dam was built. He said that as a fisherman he knows those numbers have gone up and down and that some of the narratives do not necessarily match up with the data that is out there. Mr. Fawcett agreed on hosting a public forum to learn more about this issue and educate the public for a better understanding of the impacts.

### Executive Session

The Board held an Executive Session 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)(e) and 2(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
ADJOURNED AT 11:07 A.M.**

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President

November 13, 2024  
Date Adopted

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Secretary