



**COMMISSION MEETING MINUTES
DECEMBER 18, 2024
100 E. STREET
COLUMBIA CITY, OREGON 9701**

The Port of Columbia County held a Board meeting at 8:30a.m. on Wednesday, December 18,2024, at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

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 |
| Sydell Cotton* | Assistant Finance Manager |
| Noelle Linden | Administrative Assistant |

Guests

| | | |
|-------------------|-----------------|-----------------|
| Eric Zehntbauer* | Kern & Thompson | Rachel Barry* |
| Cass Martinez* | | Natasha Parvey* |
| Susan Tolleshaug* | | Dan Serres* |
| Robert Salisbury* | | Alta Lynch* |
| Lease Something* | | |
| Carroll Sweet* | | |
| 503-705-0333* | | |

Call Meeting to Order

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

Additions To Agenda

Mr. Fawcett asked the Commission if there were any additions to the agenda. The Commissioners agreed to move up the Audit Presentation to just after public comment.

Consent Agenda

Nancy Ward moved; Nick Sorber seconded a motion to adopt consent agenda items A, B, and C, November 2024 Minutes, November 2024 Finance Report, and November 2024 Check Register and electronic payments in the total amount of \$611,027.60. Motion carried unanimously, 5-0.

Comments From the Public

There were no comments from the public.

New Business

Fiscal Year 2024 Audit Report: A Clean Audit

Eric Zehntbauer, Certified Public Accountant from Kern Thompson, gave a presentation via Zoom on the Fiscal Year 2024 Audit Report. The Port received an overall clean audit.

Kern Thompson performed an annual audit of the Port's financial statements for the fiscal year that ended June 30, 2024. Mr. Zehntbauer began with the Governance Letter, which gave an overview of the audit report. The auditors provided a qualified overall opinion of the Port's finances based on generally accepted United States accounting standards. The Port's financial statements were found to be neutral, consistent, and clear. There were no difficulties or disagreements with management. Mr. Keyser moved to accept the audit report, with an update to correct Mr. Bubl's term date. Mr. Sorber seconded. Motion carried unanimously, 5-0.

The Fiscal Year 2024 Audit Report is on file at the Port Office and on the Port Website.

Old Business

Marina Update

Port Operations Manager Miriam House gave an update with an accompanying PowerPoint presentation on projects at the Scappoose Bay Marine Park. Ms. House stated that construction work on the Upland Improvement Project at the Marina has been a great success and is nearing completion.

The PowerPoint presentation is on file at the Port office.

Airport Update

Airport Manager Lacey Tolles gave an update with a PowerPoint presentation. Ms. Tolles stated that the Columbia Soil and Water Conservation District (CWSD) has been working on the Oak Tree Preservation project near the Airport. Ms. Tolles said that she and Deputy Executive Director Amy Bynum met with Jake Baker from Oregon State University Extension Service (OSU) and learned about an Air Curtain Incinerator (ACI), a device designed for burning wood waste such as trees and brushes. The ACI generates less smoke and particulate matter during incineration. In partnership with OSU, Oregon Department of Forestry, and CSWD, the Port is planning a demonstration of the innovative technology to foster residual disposal of waste near the Airport. The incineration is currently scheduled for April 30, 2025. Ms. Bynum also advised the Commission that the new airport hangar has two active prospects and she will be showing Building 70 of the Oregon Aero leasehold to a different prospect.

The PowerPoint presentation is on file at the Port office.

Lignetics Update

Port Executive Director Sean Clark shared that the Port completed a purchase agreement for the transformer. The Port is purchasing the transformer and Lignetics will repay their portion through lease payments over the term of their lease and subsequent renewal.

Approval of Commission 2025 Meeting Dates

Mr. Fawcett noted that we adjusted the December 2025 meeting date for the holiday season. Nancy Ward moved; Nick Sorber seconded. Motion carried unanimously, 5-0.

Finance Update

Port Executive Director Sean Clark and Executive Finance Manager Guy Glenn, Jr. gave a PowerPoint presentation with a general overview of the Port financial position entitled "Navigating the Course." Mr. Clark and Mr. Glenn noted that just as a ship navigates, it is important for the Port to monitor and adjust to be good financial stewards of public resources. Good stewardship builds public trust in government by demonstrating accountability and responsible use of taxpayer funds. Over the past year, Mr. Clark pointed out that the Commission has done an excellent job of managing our financial resources and making prudent decisions to reprioritize Port resources. Mr. Glenn continued noting that the Port is now completing a Marina Study which will give us more information to evaluate and prioritize resources at the Marina. The Port is working on numerous grants including the Connect Oregon Grant for the Beaver Dock at Port Westward. The Port continues to work with the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODAV) to do capital projects at the Scappoose Airport, and funding from these agencies usually covers over 90% of the costs for projects. Mr. Glenn presented several charts which showed that the Port's operating revenue has increased by approximately \$700,000 over 7 years, equivalent to an average of 1.9% per year. This increase falls short of the annual rate of inflation over the same period when the average inflation between 2018 and 2024 was 3.76% a year. Finally, Mr. Glenn also showed that operating expenses are increasing by an average of 14% per year over the same period when revenue increased by an average of only 1.9% per year. Mr. Glenn noted that it is important for the Commission to regularly review, monitor and recognize operational issues as they relate to our financial performance. This was highlighted in the 2024 Strategic Business Plan Update. The Port must also invest in revenue generating projects that result in positive cash flow and diversify our revenue to mitigate against concentration risk and bring in predictable non-operating tax revenue. This will provide for a more resilient budget. Finally, completing capital projects will depend on our ability to strategically allocate our cash over the long term. Mr. Clark finished the presentation by emphasizing that our Strategic Business Plan should be used like a chart to clarify our goals, while our Budget should be part of our overall strategy to utilize our resources to achieve goals. A coordinated and disciplined approach will serve the Port and the people of Columbia County well.

The PowerPoint presentation entitled "Navigating the Course" is on file at the Port Office.

Executive Director's Report

Executive Director Sean P. Clark provided an update on important meetings for the month. Mr. Clark stated that he would be attending the Oregon Public Ports Association (OPPA) business meeting as he is the current President of the OPPA. Mr. Clark will be meeting with the President of ORPET to discuss their upcoming expansion and demolition of the Port Maintenance Shop. Mr. Clark will also be speaking with our consultant KPFF on alternative designs for the Beaver Dock.

Mr. Clark's Executive Director Report is on file at the Port office.

Commissioner Reports

Nancy Ward said she attended a positive Airport Advisory Committee meeting and will continue to attend that and the Scappoose Economic Development meeting. She mentioned the inherent challenges in attracting business to Columbia County, but she is hopeful because everyone is working together to find solutions.

Chip Bubl expressed his appreciation for Mr. Clark and Mr. Glenn's Finance Update today. Mr. Bubl said that he, Commissioner Fawcett, and Communications & External Affairs Manager Gina Sisco have been working on the Donation Policy and will be bringing a new policy to Commission soon.

Robert Keyser said he is pleased that the Port has worked hard to answer community concerns about Lignetics, our tenant in Columbia City. It was a difficult problem and Port staff provided solutions for the community by partnering with our tenant and community members like Columbia City resident Jan Schollenberger. Mr. Keyser has also been working with Transwestern at Scappoose Airport on the resiliency project for communication lines and it is going well. Currently it will not require any funding support or assistance from Port staff.


Nick Sorber thanked Mr. Glenn and Mr. Clark for all of the work they put into the Finance Update. He also enjoyed the PowerPoint presentation regarding the Upland Improvement Project at the Marina.

Brian Fawcett said the Finance Update today was excellent. Mr. Fawcett also stated the Marina Upland Construction looked great, and he looked forward to seeing it in person. He is happy that the Donation Policy is moving along and thanked Gina Sisco.

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)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 10:57AM.**



President


Secretary

1/15/2025
Date Adopted