



**PORT COMMISSION MEETING**  
**SEPTEMBER 13, 2023 8:30 A.M.**  
**100 E STREET**  
**COLUMBIA CITY, OR 97018**

The Port Commission Meeting will be in person. In accordance with state law, the meeting will be accessible via telephone or Zoom. Members of the public may attend the meeting electronically by:

<https://us02web.zoom.us/j/88556304021>

**Call-In (253) 215-8782      Meeting ID: 885 5630 4021      Passcode: 688581**

**I. CALL MEETING TO ORDER (President, Robert Keyser)**

- A. Flag Salute**
- B. Roll Call**

**II. ADDITIONS TO AGENDA**

**III. CONSENT AGENDA** (The Board has agreed to implement a Consent Agenda. Implementation of the Consent Agenda means that all items marked with an asterisk (\*) are adopted by a single motion unless a Member of the Board requests that such item be removed from the Consent Agenda and voted upon separately. Generally, Consent Agenda items are routine in nature and enable the Board to focus on other matters on the agenda.)

- A.\* Approval of Minutes: August 9, 2023**
- B.\* Financial Reports: August 2023**
- C.\* Approval of August Check Registers (A) in the total amount of \$ 502,341.70**

**IV. COMMENTS FROM VISITORS**

(Limited to 2 min. per person unless prior authorization is obtained)

**V. OLD BUSINESS**

- |  |                    |
|--|--------------------|
| <b>A. Columbia Pacific Bio-Refinery Quarterly Update</b>   | <b>Dan Lockett</b> |
| <b>B. Dredging Project Update</b>  | <b>MH</b>          |
| <b>C. Marina Improvement Project Update</b>  | <b>MH &amp; LT</b> |
| <b>D. Airport Update</b>   | <b>AB</b>          |
| NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS  |                    |
| <b>E. Lignetics/Neighbors Update</b>   | <b>SPC</b>         |
| <b>F. Scheduling Portland General Electric (PGE) meeting on Port Westward Use Agreements with PGE, NEXT and CPBR</b> | <b>EL</b>          |

**VI. NEW BUSINESS**

- |  |            |
|--|------------|
| <b>A. Ordinance 2023-02** (Second Reading)</b>               | <b>RLS</b> |
| AMENDING PERSONAL SERVICES CONTRACTING RULES                 |            |
| <b>B. Resolution 2023-23</b>                                 | <b>AB</b>  |
| APPOINTING CLAYTON EVELAND TO THE AIRPORT ADVISORY COMMITTEE |            |

- C. Resolution 2023-24** **AB**  
ALLOWING AIRPORT USE PERMITS TO BE ISSUED FOR 30 YEARS
- D. Resolution 2023-25** **AB**  
APPROVING A FIRST AMENDMENT TO THE STELLA-JONES LEASE AT  
MULTNOMAH INDUSTRIAL PARK

## **VII. EXECUTIVE DIRECTOR’S REPORT**

## **VIII. COMMISSIONER REPORTS**

## **IX. EXECUTIVE SESSION**

The Board will hold an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660 (2)(e) and to consult with legal counsel concerning rights and duties with regard to current litigation or litigation likely to be filed under ORS 192.660 (2)(h).

## **X. ADJOURNMENT**

<p>Pursuant to ORS 192.640 (1) the Port of Columbia County Commission reserves the right to consider and discuss, in either Open Session or Executive Session, additional subjects which may arise after the agenda is published.</p>
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### **Next Regularly Scheduled Meetings**

September 27<sup>th</sup> Port Commission Work Session (TBD)  
October 11<sup>th</sup> Port Commission Mtg. at 8:30 a.m.

### **Upcoming Events**

September 25<sup>th</sup> at 11:30 a.m. Ag. Info. Comm. Mtg.  
September 25<sup>th</sup> at 5:00 p.m. Airport Advisory Mtg.  
November 7<sup>th</sup> at 5:30 p.m. Marina Advisory Mtg.

**\*\* Copies available at the Port Office.**

***Agenda times and order of items listed are estimated and are subject to change without notice. This facility is ADA-accessible. If you need special accommodation, please contact the Port office at (503) 397-2888 or TTY (800) 735-1232, at least 48 hours before the meeting.***



**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

\_\_\_\_\_  
Secretary

September 13, 2023  
Date Adopted by Commission



## Finance Update August 2023

### STAFF REPORT

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DATE: September 13, 2023  
TO: Commission Board  
FROM: Guy Glenn  
Executive Finance Manager  
RE: Finance Update as of August 31, 2023

#### Discussion:

This agenda item is a preliminary report of the Port's current financials as of August 31, 2023.

**Cash and Investments:** \$10,137,285.

**YTD Revenues Collected:** \$1,221,955, which is 15% of the annual budget of \$8,169,368.

**YTD Expenses:** \$788,373, which is 4.8% of the annual budget of \$16,263,413. The annual expense budget includes \$3,062,743 of contingency that will not be utilized.

August 2023 checks and electronic payments issued totaled \$502,341,70.

#### August Highlights

Year-end Audit in process with Auditors. Admin. II position filled. Grant reports filled. Grant draws are in process.

Bob G. and Guy G. working on transitioning Executive Finance Manager duties.



Income Statement							
For the period ending							
August 31,2023							
			Current Actual	Yr To Date Actual	Annual Budget	% Remaining	Prior YTD Actual
<b>Resources</b>							
Property Taxes			249	745	10,000	92.5%	605
Licenses and Permits			46,023	91,865	607,905	84.9%	93,797
Rents and Reimbursements			360,685	854,419	5,539,770	84.6%	826,937
Terminal Services			43,709	127,938	718,925	82.2%	32,988
Bayport RVPark			12,923	24,445	161,757	84.9%	29,336
Parking Fees			4,587	9,887	35,191	71.9%	11,648
Launch Fees			5,160	9,310	59,264	84.3%	10,446
Other Marina Fees			355	665	6,556	89.9%	871
Grants			-	22,250	400,000	94.4%	7,035
Loan Proceeds			-	-	400,000	100.0%	-
Interest Earnings			35,982	69,049	200,000	65.5%	20,162
InterGovernmental Income			-	-	-	0.0%	-
Contributions			-	-	-	0.0%	-
Miscellaneous Income			4,688	11,382	30,000	62.1%	2,396
						0.0%	
<b>Total Resources</b>			514,361	1,221,955	8,169,368	85.0%	1,036,221
						0.0%	
						0.0%	
<b>Requirements</b>						0.0%	
						0.0%	
Personnel Services			217,494	395,267	2,824,265	86.0%	289,497
Materials and Services			218,446	327,806	2,295,741	85.7%	196,589
Capital Outlay			59,008	65,299	7,295,000	99.1%	75,726
Debt Service			-	-	785,664	100.0%	26,801
Contingency			-	-	3,062,743	100.0%	-
						0.0%	
<b>Total Requirements</b>			494,948	788,373	16,263,413	95.2%	588,614
						0.0%	
<b>Ending Fund Balance</b>			19,412	433,582	(8,094,045)	105.4%	447,607
						0.0%	

Port of Columbia County					
Vendor Check Register Report - A					
Check No.	Vendor ID	Vendor Name	Check Date	CheckAmount	Voided
44129	ASSO001	Association of Pacific Ports	8/4/2023	\$3,085.00	No
44130	CENT003	CenturyLink	8/4/2023	\$53.66	No
44131	CITY001	City of Columbia City	8/4/2023	\$263.19	No
44132	CITY002	City of Scappoose	8/4/2023	\$1,107.67	No
44133	CITY003	City of St. Helens	8/4/2023	\$10,870.57	No
44134	CITY005	City of Clatskanie	8/4/2023	\$79.53	No
44135	COLU001	Columbia County Economic Team	8/4/2023	\$5,750.00	No
44136	COLU008	Columbia River PUD	8/4/2023	\$3,412.99	No
44137	COMC001	Comcast	8/4/2023	\$2,172.00	No
44138	DELL001	Dell Financial Services LLC	8/4/2023	\$5,150.95	No
44139	FINE001	Encore Business Solutions	8/4/2023	\$225.00	No
44140	HAGA001	MJI Inc dba Hagan Hamilton Ins Solutions	8/4/2023	\$2,864.17	No
44141	MYSY001	My System Shield LLC	8/4/2023	\$3,186.00	No
44142	PITN001	Pitney Bowes	8/4/2023	\$402.50	No
44143	SONI001	Sound Security, Inc	8/4/2023	\$501.32	No
44144	STAN002	The Standard	8/4/2023	\$1,924.64	No
44145	VOYA001	Voya - State of Oregon	8/4/2023	\$3,915.00	No
44146	SDIS001	SDIS	8/4/2023	\$518.00	No
44147	SDIS001	SDIS	8/7/2023	\$33.08	No
44148	AAPA001	American Assoc of Port Authorities	8/14/2023	\$5,325.00	No
44149	ACEH001	Ace Hardware - St Helens	8/14/2023	\$492.76	No
44150	AMBI001	Ambient IT Solutions	8/14/2023	\$1,307.00	No
44151	BANK001	Bank of the West	8/14/2023	\$9,647.37	No
44152	BEMI001	Bemis Printing & Graphics	8/14/2023	\$20.25	No
44153	BLUE001	Blue Heron Septic and Drain Service	8/14/2023	\$6,050.00	No
44154	BUBL001	Chip Bubl	8/14/2023	\$150.00	No
44155	CABL001	Cable Huston	8/14/2023	\$330.00	No
44156	CARQ001	General Parts Distribution	8/14/2023	\$39.94	No
44157	CENT001	CenturyLink	8/14/2023	\$235.80	No
44158	CINT002	Cintas Corporation No 3	8/14/2023	\$78.18	No
44159	CLAT002	Clatskanie PUD	8/14/2023	\$490.40	No
44160	COLU011	Columbia County Dept.of Community Justice Adult	8/14/2023	\$1,125.00	No
44161	COUN001	Country Media	8/14/2023	\$842.85	No
44162	CSAP001	CSA Planning Ltd.	8/14/2023	\$26,250.01	No
44163	DAHL001	VASA Hldgs LLC dba	8/14/2023	\$281.57	No
44164	DEPA001	Department of Environmental Quality	8/14/2023	\$604.00	No
44165	EATO001	Eaton's Tire and Auto Repair LLC	8/14/2023	\$65.00	No
44166	FAWC001	Brian Fawcett	8/14/2023	\$150.00	No
44167	FINE001	Encore Business Solutions	8/14/2023	\$787.50	No
44168	FPRE001	F. Preston	8/14/2023	\$2,800.00	No
44169	GEOE001	GeoEngineers	8/14/2023	\$265.00	No
44170	GLOB001	Global Security	8/14/2023	\$194.85	No

44171	HUDS001	Hudson Garbage Service	8/14/2023	\$935.12	No
44172	HUDS002	Hudson Portable Toilet Service	8/14/2023	\$767.00	No
44173	JOHN001	Alan Johnson	8/14/2023	\$99.00	No
44174	KEYS001	Robert Keyser	8/14/2023	\$150.00	No
44175	KOLD001	Culligan	8/14/2023	\$40.85	No
44176	KPFF001	KPFF, Inc	8/14/2023	\$500.00	No
44177	LAWR001	Lawrence Oil Company	8/14/2023	\$47.50	No
44178	LEVI001	Elliot Levin	8/14/2023	\$344.53	No
44179	LOOPN001	LoopNet	8/14/2023	\$738.00	No
44180	MCMU002	McMullen Water System	8/14/2023	\$940.00	No
44181	METR002	MetroWatch	8/14/2023	\$7,804.25	No
44182	MILL004	Elizabeth Millager	8/14/2023	\$44.80	No
44183	MYSY001	My System Shield LLC	8/14/2023	\$2,350.00	No
44184	NORW001	Norwest Engineering, Inc	8/14/2023	\$160.00	No
44185	PACI003	Pacific Fence & Wire Company	8/14/2023	\$59.20	No
44186	PACI005	Pacific Office Automation	8/14/2023	\$357.00	No
44187	PAMP001	Oregon Publication Corporation	8/14/2023	\$112.50	No
44188	QUIL001	Staples Inc dba	8/14/2023	\$96.95	No
44189	SHRE001	Shred Northwest, Inc	8/14/2023	\$120.00	No
44190	SINE001	Sines Construction	8/14/2023	\$1,500.00	No
44191	SORB001	Nick Sorber	8/14/2023	\$150.00	No
44192	STEL001	Richard Stellner	8/14/2023	\$3,788.46	No
44193	SUNS001	Sunset Auto Parts	8/14/2023	\$57.52	No
44194	SUPP002	SupplyWorks	8/14/2023	\$91.86	No
44195	TITA001	Titan Tree Care, LLC	8/14/2023	\$2,600.00	No
44196	TOLL001	Lacey Tolles	8/14/2023	\$109.14	No
44197	VOYA001	Voya - State of Oregon	8/14/2023	\$3,915.00	No
44198	WARD001	Nancy Ward	8/14/2023	\$150.00	No
44199	WAST002	Waste Management of OR, Inc.	8/14/2023	\$33.45	No
44200	WILC001	Wilson Oil Inc dba	8/14/2023	\$596.95	No
44201	XENO001	Xenotsolutions LLC	8/14/2023	\$700.00	No
44202	ZIPL001	ZiPLY Fiber	8/14/2023	\$120.86	No
44203	ARCH001	ArchiveSocial Inc	8/22/2023	\$2,988.00	No
44204	ATTM001	AT&T Mobility	8/22/2023	\$1,116.37	No
44205	CINT002	Cintas Corporation No 3	8/22/2023	\$78.18	No
44206	COLU026	Columbia County Transfer Station	8/22/2023	\$324.41	No
44207	FINE001	Encore Business Solutions	8/22/2023	\$225.00	No
44208	KEYS001	Robert Keyser	8/22/2023	\$157.20	No
44209	LOWE001	Lower Columbia Engineering	8/22/2023	\$17,479.48	No
44210	METR002	MetroWatch	8/22/2023	\$2,604.00	No
44211	NUIS001	John A. Norvell dba	8/22/2023	\$175.00	No
44212	NWNA001	NW Natural Gas Company dba	8/22/2023	\$77.94	No
44213	OREG012	Oregon Dept. of Aviation	8/22/2023	\$500.00	No
44214	PORT002	Portland General Electric	8/22/2023	\$6,842.69	No
44215	QUIL001	Staples Inc dba	8/22/2023	\$152.01	No

44216	SHRE001	Shred Northwest, Inc	8/22/2023	\$60.00	No
44217	SORB001	Nick Sorber	8/22/2023	\$7.86	No
44218	SUPP002	SupplyWorks	8/22/2023	\$143.73	No
44219	TVW0001	TVW	8/22/2023	\$884.75	No
44220	WILC001	Wilson Oil Inc dba	8/22/2023	\$1,088.88	No
44221	CENT001	CenturyLink	8/25/2023	\$98.91	No
44222	CENT003	CenturyLink	8/25/2023	\$53.66	No
44223	CHAR001	Charter Communications	8/25/2023	\$227.30	No
44224	CINT002	Cintas Corporation No 3	8/25/2023	\$39.09	No
44225	CITY001	City of Columbia City	8/25/2023	\$652.24	No
44226	CITY003	City of St. Helens	8/25/2023	\$28,755.16	No
44227	CLAT002	Clatskanie PUD	8/25/2023	\$28.00	No
44228	COLU008	Columbia River PUD	8/25/2023	\$63.90	No
44229	COLU011	Columbia County Dept.of Community Justice Adult	8/25/2023	\$1,500.00	No
44230	KOHI001	Mtn. Broadcasting, dba	8/25/2023	\$240.00	No
44231	LAWR001	Lawrence Oil Company	8/25/2023	\$102.52	No
44232	MACK001	Mackenzie	8/25/2023	\$3,075.00	No
44233	METR002	MetroWatch	8/25/2023	\$2,604.00	No
44234	MKDI001	MK Diversity Group	8/25/2023	\$875.00	No
44235	NWNA001	NW Natural Gas Company dba	8/25/2023	\$33.22	No
44236	OAMA001	OAMA	8/25/2023	\$195.00	No
44237	PITN001	Pitney Bowes	8/25/2023	\$454.47	No
44238	PREC001	Precision Approach Engineering	8/25/2023	\$2,500.00	No
44239	QUIL001	Staples Inc dba	8/25/2023	\$135.96	No
44240	SHRE001	Shred Northwest, Inc	8/25/2023	\$60.00	No
44241	SIER001	Sierra Springs	8/25/2023	\$116.11	No
44242	SOLU001	Solutions Yes, LLC	8/25/2023	\$249.00	No
44243	STAN002	The Standard	8/25/2023	\$1,924.64	No
44244	VOYA001	Voya - State of Oregon	8/25/2023	\$3,915.00	No
44245	BREC001	Breckenridge Storefronts & Entrances	8/29/2023	\$2,073.80	No
44246	BREC001	Breckenridge Storefronts & Entrances	8/29/2023	\$15,453.89	No
44247	CARD001	Cardinal Services	8/29/2023	\$2,201.10	No
44248	CENT002	Century West Engineering	8/29/2023	\$4,840.00	No
44249	CINT002	Cintas Corporation No 3	8/29/2023	\$216.00	No
44250	CITY002	City of Scappoose	8/29/2023	\$2,264.05	No
44251	CITY003	City of St. Helens	8/29/2023	\$31.45	No
44252	COLU008	Columbia River PUD	8/29/2023	\$3,151.32	No
44253	COMC001	Comcast	8/29/2023	\$2,235.19	No
44254	FINE001	Encore Business Solutions	8/29/2023	\$112.50	No
44255	KPFF001	KPFF, Inc	8/29/2023	\$28,701.25	No
44256	MCMU002	McMullen Water System	8/29/2023	\$1,622.00	No
44257	METR002	MetroWatch	8/29/2023	\$2,604.00	No
44258	NORW001	Norwest Engineering, Inc	8/29/2023	\$19,345.00	No
44259	NUIS001	John A. Norvell dba	8/29/2023	\$370.00	No
44260	ORKI001	Orkin LLC	8/29/2023	\$81.99	No

44261	PEAK001	Peak Electric Group, LLC	8/29/2023	\$4,773.67	No
44262	PORT003	Portland Community College Foundation	8/29/2023	\$2,000.00	No
44263	QUIL001	Staples Inc dba	8/29/2023	\$87.97	No
44264	SALI002	Robert Salisbury	8/29/2023	\$40.61	No
44265	SHER001	Sherwin-Williams	8/29/2023	\$16.89	No
44266	TOLL001	Lacey Tolles	8/29/2023	\$1,116.40	No
44267	WSPU001	WSP USA Inc	8/29/2023	\$5,254.38	No
WD5507	Rege001	Regence Blue Cross	8/16/2023	\$57,176.98	
WD5512	ADP001	ADP Payroll	8/11/2023	\$64,264.77	
WD5595	ADP001	ADP Payroll	8/25/2023	\$66,405.26	
WD5594	OREG012	Oregon Dept of Rev	8/23/2023	\$569.86	
		<b>TOTALS</b>		<b>\$502,341.70</b>	

To P/R

**PORT OF COLUMBIA COUNTY  
Request for Reimbursement and Commissioner Stipend**

It is the policy of the Port of Columbia County to reimburse commissioners for legitimate expenses made or costs incurred by commissioners in the course of conducting Port business. All requests for reimbursement must include receipts or other adequate documentation. Vehicle reimbursement may be made for the use of a personal vehicle for official business only.

Commissioner Robert Keyser

Date of Request 8/08/23

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				Total
			Miles Driven	2023 Rate	Mileage	Meals and Other	
4/12/23	Commission Meeting		60	0.6550	39.30	\$ -	#VALUE!
4/13/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
5/08/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
5/10/23	Commission Meeting	\$ -	60	0.6550	39.30		\$ -
5/22/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
5/23/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
5/24/23	Budget Meeting	\$ -	60	0.6550	39.30		\$ -
6/01/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
6/12/23	Port issues	\$ -	—	0.6550	\$ -		\$ -
6/14/23	Commission Meeting	\$ -	60	0.6550	39.30		\$ -
6/30/23	Port issues		—	0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
	(4)			0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ -			\$ 157.20		#VALUE!

I certify that the expenses sought to be reimbursed were incurred in the course of official PORT business and were paid by me from my own funds. I affirm the accuracy of this information.

**POSTED**

Robert Keyser  
Signature

600-6705-01-014

Reviewed By:  
J.S.

To P/R

**PORT OF COLUMBIA COUNTY  
Request for Reimbursement and Commissioner Stipend**

It is the policy of the Port of Columbia County to reimburse commissioners for legitimate expenses made or costs incurred by commissioners in the course of conducting Port business. All requests for reimbursement must include receipts or other adequate documentation. Vehicle reimbursement may be made for the use of a personal vehicle for official business only.

Commissioner Sorber

Date of Request 8-9-23

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				Total
			Miles Driven	2023 Rate	Mileage	Meals and Other	
7-12	Commission Meeting		6	0.6550	3.93	\$ -	#VALUE!
8-9	Commission Meeting	\$ -	6	0.6550	\$3.93		\$ -
7-20	Phone calls	\$ -		0.6550	\$ -		\$ -
		\$ -	0	0.6550	\$ -		\$ -
		\$ -		0.6550	\$ -		\$ -
		\$ -		0.6550	\$ -		\$ -
	2	\$ -	0	0.6550	\$ -		\$ -
		\$ -		0.6550	\$ -		\$ -
		\$ -	0	0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
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				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ -			\$ 7.86	\$ -	#VALUE!

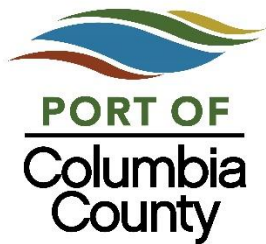
I certify that the expenses sought to be reimbursed were incurred in the course of official PORT business and were paid by me from my own funds. I affirm the accuracy of this information.

**POSTED**

600-6705-01-013

Nick  
Signature

Reviewed By:  
J.J.



## Ord. 2023-02 STAFF REPORT

### Amendment to Personal Services Contracting Rules

DATE: September 13, 2023

TO: Port Commission

FROM: Bob Salisbury, Port General Counsel

RE: Amendment to Ordinance 2006-01 regarding personal services contracts

#### **Discussion**

ORS (Oregon Revised Statutes) 279A.065 gives the Port the authority to adopt our own rules related to personal or professional services contracts. With some exceptions, typical examples of personal services contracts are those with accountants, attorneys, consultants, physicians, artists, architects, and engineers.

Port staff recommends raising the amount from \$50,000 (which has been in place for 17 years) 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 significant 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.

Raising the amount from \$50,000 to \$100,000 will allow the Port to be more efficient and cost-effective in the use of staff time and will reduce administrative burden. For transparency and accountability, the Port Executive Director is required to notify each Port Commissioner by email in advance of any spending decision over \$50,000. The Executive Director will also continue the current practice of notifying the Commission in a public meeting of these expenditures during the Executive Director’s Report.

The First Reading by the Commission occurred August 9, 2023. Upon this Second Reading, this ordinance is ready for passage.

#### **Recommendation**

Adopt Ordinance 2023-02, amending Ordinance 2006-01, Section 6(A)(5)(a)-(b) regarding personal services contracts.



# ORDINANCE NO. 2023-02

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

**WHEREAS**, ORS 279A.065 gives the Port the authority to adopt rules related to personal or professional services contracts; and

**WHEREAS**, the framework for personal services contracts was established in 2006 at \$50,000 and it is appropriate to make changes after 17 years; and

**WHEREAS**, raising the amount from \$50,000 to \$100,000 will make the Port more efficient, cost-effective and reduce administrative burden; Now, therefore

**BE IT ORDAINED** by the Board of Commissioners of the Port of Columbia County that Ordinance 2006-01 is hereby amended in the following particulars:

Section 6(A)(5)(a)-(b) is hereby deleted in its entirety and replaced with the following:

- a) For personal services contracts involving an anticipated fee of \$100,000 or less per annum, the Contracting Agency or its designated officer may negotiate a contract for such services by direct appointment of any qualified contractor.
- b) For personal services contracts involving an anticipated fee of more than \$100,000 per annum, the Contracting Agency or its designated officer shall attempt to solicit up to three (3) prospective contractors who shall appear to have at least minimum qualifications for the proposed assignment, notify the prospective contractor in reasonable detail of the proposed assignment, and determine the prospective contractor's interest and ability to perform the proposed assignment. The Executive Director will notify each Port Commissioner by email in advance of any spending decision over \$50,000 related to the award of personal service contracts and will also notify the Commission in a public meeting of these expenditures during the Executive Director's Report.

First Reading: August 9, 2023.

Second Reading: September 13, 2023.

**PASSED AND ADOPTED** this 13th day of September 2023 by the following vote:

**AYES:**            **NAYS:**

**ABSTAIN:**

**Port of Columbia County**

**By:** \_\_\_\_\_

**President**

**Attested By:** \_\_\_\_\_

**Secretary**



## **Resolution 2023-23**

# **STAFF REPORT**

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### **Scappoose Airport Advisory Committee Appointment**

DATE: September 13, 2023

TO: Board of Port Commissioners

FROM: Amy Bynum, Deputy Executive Director

RE: Appointment of Clayton Eveland to the Scappoose Airport Advisory Committee

#### **Discussion**

The Port of Columbia County maintains a volunteer advisory committee for the Scappoose Airport. Advisory committees have authority to recommend actions to the Port but may not obligate the Port in any way. Advisory committees have no legal authority and therefore, all their responsibilities are assigned at the discretion of the Executive Director, his designee or by the Port Commission.

The Committee currently has three vacancies. Clayton Eveland submitted an application and was introduced at the most recent advisory committee meeting on July 31, 2023. After a discussion of Mr. Eveland's interest and background, which includes many years of aviation industry expertise, the airport committee unanimously voted to recommend Mr. Eveland to join the advisory board.

After appointment by the Port Commission, Scappoose Airport Advisory Committee members serve for three years. If approved, Mr. Eveland's term will be up for renewal in August of 2026.

#### **Recommendation**

Adoption of Resolution 2023-23 appointing Clayton Eveland to the Scappoose Airport Advisory Committee.

## **RESOLUTION NO. 2023-23**

### **A RESOLUTION TO APPOINT CLAYTON EVELAND TO THE SCAPPOOSE AIRPORT ADVISORY COMMITTEE**

**WHEREAS**, the Port of Columbia County maintains a volunteer Advisory Committee for matters related to the Scappoose Airport and there are currently three openings on the Committee for new members; and

**WHEREAS**, Advisory Committees may recommend actions to the Port Commission. All responsibilities of Advisory Committees are assigned at the discretion of the Executive Director or his designee or the Port Commission; and

**WHEREAS**, Clayton Eveland applied and discussed the roles and responsibilities with members of the Advisory Committee at their most recent meeting; and

**WHEREAS**, the Committee and Port Staff recommend that Clayton Eveland be appointed by the Port Commission to fill one of the open positions for a term of three years; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of the Port of Columbia County as follows:

Clayton Eveland is hereby appointed to the Scappoose Airport Advisory Committee.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of September 2023 by the following vote:

**AYES:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**PORT OF COLUMBIA COUNTY**

**By:** \_\_\_\_\_  
**President**

**Attested By:**

\_\_\_\_\_  
**Secretary**



## Resolution 2023-24 STAFF REPORT

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### Allowing Airport Use Permits to be Issued for **30 Years**

DATE: September 13, 2023

TO: Port Commission

FROM: Amy Bynum, Deputy Executive Director

RE: Amending Resolution 2005-003 to Allow Airport Use Permits (including TTF) to be Issued for **30 Years**

#### Discussion

Resolution 2005-003 established rules, regulations, and procedures to be followed regarding access to Scappoose Airport from adjacent property by requiring an application for a permit known as an Airport Use Permit. An Airport Use Permit is required for any Through-The-Fence (TTF) aeronautical activity to take place and the Resolution stipulates that the Permit may be granted for a 15-year period.

Since the adoption of Resolution 2005-003, Port staff have received feedback from prospective Airport Use Permit applicants that the 15-year period imposed is too short and does not match current financial circumstances. Therefore, staff recommends increasing the specified period in the Resolution from 15 to 30 years.

#### Recommendation

Adoption of Resolution No. 2023-24, authorizing the Board President to amend Resolution 2005-003, altering Airport Use Permit time periods (including TTF) from 15 years to 30 years.

## RESOLUTION NO 2023-24

### A RESOLUTION AMENDING RESOLUTION 2005-003 TO ALLOW AIRPORT USE PERMITS TO BE ISSUED FOR 30 YEARS

**WHEREAS**, Resolution 2005-003 established rules, regulations, and procedures to be followed regarding access to the Scappoose Airport from adjacent property by requiring an application for a permit known as an Airport Use Permit; and

**WHEREAS**, there is a rule established under Section 1 of Resolution 2005-003 setting a 15-year period an Airport Use Permit may be issued; and

**WHEREAS**, current market and financial conditions deem that period to be too short and the appropriate period to be 30 years, therefore

**BE IT RESOLVED** by the Board of Commissioners of the Port of Columbia County as follows:

Section 1 is deleted in its entirety and replaced with the following:

**Section 1. PERMIT REQUIRED.** No person, firm, corporation, or other entity who desires to use or be served by the Airport runway/taxiway system or who desires direct aircraft access to the runway/taxiway system shall engage in any Through the Fence (TTF) activity or business without first obtaining an Airport Use Permit from the Port of Columbia County. Unless the applicant requests a shorter period of time, Airport Use Permits shall be issued for a period of 30 years. Airport Use Permits are subject to periodic reviews for compliance with this Resolution and all other rules and regulations of the Scappoose Airport. No application for a Permit shall be denied for arbitrary, capricious, unreasonable, or unjustly discriminatory reasons.

**PASSED AND ADOPTED** this 13th day of September 2023, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

Port of Columbia County

ABSTAINED: \_\_\_\_\_

By: \_\_\_\_\_  
President

Attested By:

\_\_\_\_\_  
Secretary



## Resolution 2023-25

# STAFF REPORT

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### First Amendment to Stella-Jones Corporation Lease

DATE: September 13, 2023  
TO: Port Commission  
FROM: Amy Bynum, Deputy Executive Director  
RE: Reconfigure Leasehold, No Change in Square Footage

#### Discussion

Stella-Jones Corporation has been a tenant in good standing at the Port of Columbia County's Multnomah Industrial Park since 1995. The Lease between the Port and Stella-Jones was recently executed earlier in 2023. Since the adoption of the Lease, Stella-Jones has requested an alteration of **Exhibit A**, depicting their leasehold.

The facility operates a timber utility pole processing, production, and shipping facility and wishes to reconfigure the leasehold to best optimize onsite storage out of the way and in a more accessible location than originally depicted. This First Amendment reconfigures the leasehold but does not change the square footage.

#### Recommendation

Adoption of Resolution No. 2023-25, authorizing the Executive Director to execute a First Amendment to Stella-Jones Corporation's lease with the Port of Columbia County and replace the existing **Exhibit A** with a new, updated version.

**RESOLUTION NO 2023-25**

**A RESOLUTION APPROVING A FIRST AMENDMENT TO STELLA-JONES CORPORATION'S LEASE AT THE MULTNOMAH INDUSTRIAL PARK**

**WHEREAS**, Stella-Jones Corporation ("Stella-Jones") a timber utility pole processing, production, and shipping facility and existing tenant at the Multnomah Industrial Park, has been working with Port Staff to support continued long-term tenancy to facilitate their business operations; and

**WHEREAS**, Stella-Jones has been a tenant in good standing with the Port since 1995 and is interested in changing their leasehold depiction to optimize the best use of space and flow; and

**WHEREAS**, the First Amendment ("First Amendment") alters Stella-Jones lease with a new Exhibit A with a different configuration, but does not change the total square footage leased; now, therefore

**BE IT RESOLVED** by the Board of Commissioners of the Port of Columbia County as follows:

The Board authorizes the Executive Director to execute a First Amendment with Stella-Jones Corporation and replace the existing Exhibit A with the new version attached.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of September 2023, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

Port of Columbia County

ABSTAINED: \_\_\_\_\_

By: \_\_\_\_\_  
President

Attested By:

\_\_\_\_\_  
Secretary

**FIRST AMENDMENT  
OF LEASE BETWEEN THE PORT OF COLUMBIA COUNTY  
AND STELLA-JONES CORPORATION**

This **First Amendment to Lease** ("First Amendment") is made effective as of September 13, 2023 ("Effective Date") by and between the Port of Columbia County, a municipal corporation of the State of Oregon ("the Port"), and Stella-Jones Corporation, a Delaware corporation (the "Lessee") (collectively, "the Parties").

**RECITALS**

- A. **Lease 06/14/123**. On June 14, 2023, Lessee entered into a Lease with the Port where Lessee leased a portion of real property totaling approximately 20.3 acres located at 58144 Old Portland Rd., St. Helens Oregon 97051 within the Port-owned property known as the Multnomah Industrial Park ("the Lease").
- B. **Purpose of First Amendment 9/13/2023**. This First Amendment authorizes Lessee to lease the same amount of property from the Port (20.3 acres) with a slightly different footprint, as depicted in a new **Exhibit A ("Exhibit A")**

**AMENDMENTS**

NOW, THEREFORE, in consideration of the premises and other valuable considerations, the Parties acknowledge and agree that the above-stated Recitals are true and correct to the best of their knowledge and are incorporated into this First Amendment as though fully set forth herein. and the Parties further agree as follows:

Item 1. **Exhibit A** shall be replaced with the new **Exhibit A** attached hereto and fully incorporated to represent the Premises for purposes of the Lease.

Except as otherwise set forth in this Amendment, all the other terms, provisions, and conditions as set forth in the Lease shall remain in full force and effect, and in the event of any conflict between the terms, conditions and provisions of the Lease and this First Amendment, the terms, conditions, and provisions of this First Amendment shall prevail.

**Counterparts; Facsimile Execution.** This First Amendment may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. Facsimile or e-mail signatures shall operate as original signatures for this First Amendment.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment as of the Effective Date listed above. No other amendment or modification is made or intended to be made to the Lease. The Lease, as modified hereby, is affirmed, and reaffirmed by the parties and shall remain in full force and effect. Executed in multiple counterparts effective as of the Effective Date listed above.



**CAPACITY TO EXECUTE**, The Port and Lessee each warrant and represent to one another that this First Amendment constitutes a legal, valid, and binding obligation and the individuals executing this First Amendment personally warrant that they have full authority to execute this First Amendment on behalf of the entity for whom they purport to be acting.

**THE PORT:**

THE PORT OF COLUMBIA COUNTY, a  
municipal corporation of the State of Oregon

By:

Name: Sean P. Clark

Title: Executive Director

**LESSEE:**

STELLA-JONES CORPORATION, a  
Delaware Corporation

By: 

Name: DENNIS OLSEN

Title: DIRECTOR

**EXHIBIT A**



- Land & Parking
- Office