



COMMISSION WORK SESSION

MAY 22, 2024, 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/82716714226>

Call-In: (253) 215-8782

Meeting ID: 827 1671 4226

Passcode: 016683

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

- A. Flag Salute
- B. Roll Call

II. ADDITIONS TO AGENDA

III. COMMENTS FROM THE PUBLIC

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

IV. OLD BUSINESS

- A. Imposing the Port Tax: Why It is Needed

Sean P. Clark

V. NEW BUSINESS

- A. Resolution 2024-08
APPROVING WESTSIDE PAVEMENT MAINTENANCE
CENTURY WEST SCOPE OF WORK
- B. Donations Policy Discussion
RESOLUTION 2009-13
2002 DONATIONS POLICY
- C. Supporting Columbia River Anchorages

Lacey Tolles

Gina Sisco

Elliot Levin

VI. EXECUTIVE DIRECTOR'S REPORT

VII. COMMISSIONER REPORTS

VIII. EXECUTIVE SESSION

The Board will hold 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).

IX. ADJOURNMENT



Upcoming Meetings and Events

May 27		Memorial Day – Port Office Closed
June 3	5:00 p.m.	Scappoose Airport Advisory Committee
June 12	8:30 a.m.	Port Commission Meeting
June 19		Juneteenth – Port Office Closed
June 26	TBD	Port Commission Work Session
July 2	5:30 p.m.	Scappoose Bay Marina Advisory Committee

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.

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.



Imposing the Port Tax: Why It Is Needed

STAFF REPORT

DATE: May 22, 2024

TO: Port Commission Board

FROM: Sean P. Clark, Executive Director

RE: **Impose the Port Tax to Improve Public Access to Waterways**

Discussion

Staff strongly recommends that the Commission follow the recommendation of the Budget Committee and reinstate the Port's property tax levy in the FY 2024-25 Adopted Budget.

On May 8, 2024, all citizen members of the Budget Committee unanimously supported reinstatement of the tax levy at a rate of \$0.04 per \$1,000 of assessed value. The annual tax on a home assessed at \$300,000 would be approximately \$12.00.

Recent figures from the County assessor's office show a \$0.04/1,000 assessed rate would generate approximately **\$226,318** in tax revenue in 2024. If the Port levied at the maximum rate of \$0.0886/1,000 the tax would generate approximately **\$501,296**. The tax revenue would provide significant financial support to help the Port cover the rising costs associated with operating, maintaining, and enhancing public access to recreational waterways at Port properties like Scappoose Bay Marine Park and Trestle Beach.

The financial analysis by FCS Group in the 2024 Strategic Business Plan found:

- The Port's current revenues are on track to support "approximately **\$20 million in additional capital project expenditures over the next 10 years**" (pg. 122).
- The Proposed FY 2024-25 Budget identifies over **\$60 million in capital spending over the next 4 years** including **\$29 million** for state-mandated seismic modernization of Beaver Dock.
- "In the event that additional debt is issued, it is recommended that the Port reauthorize the permanent property tax rate" (pg. 121).
- "Without a supplemental source of funding through permanent property tax revenues, there is also a risk to the Port in the event that one or more of its large leasehold tenants cease or scale back operations" (pg. 122).

Recommendation

Port Staff strongly endorses reinstating the maximum property tax levy rate of \$0.0886/1,000 to diversify the Port's budget resources and ensure sustainable funding to maintain and improve public access to our recreational waterways.



Res. 2024-08 STAFF REPORT

West Side Pavement Maintenance Project – Phase II

DATE: May 22, 2024

TO: Port Commission

FROM: Lacey Tolles, Airport Operations Coordinator

RE: Approving Scope of Work for West Side Pavement Maintenance
Port responsible for 10% or \$34,371.37

Discussion

The Scappoose Airport Master Plan identified Westside Pavement Maintenance as a key airport project for 2023-24. The pavement sealing and crack repairs are recommended based upon a 2021 study commissioned by the Oregon Department of Aviation.

Century West, Port Airport Engineer, submitted the attached Scope of Work for design services to take the project to the final design phase. This includes evaluation of crack repairs and surface seal on Taxiway B, five connector taxiways, taxi lanes and aprons. The total cost is \$343,713.70 to prepare a grant for submittal to the Federal Aviation Administration (FAA). The FAA will reimburse 90% (\$309,342.33) and the Port will be responsible for 10% (\$34,371.37)

This scope of work details activities and work elements needed for Century West to perform construction management and project closeout services for the work.

The construction improvements include:

1. Minor crack repair on Taxiway B and one (1) connector taxiway;
2. Surface seal (as needed) on Taxiway B and one (1) connector taxiway;
3. Minor crack repair on taxi lanes;
4. Surface seal (as needed) of taxi lanes;
5. Minor crack repair on aprons;
6. Surface seal (as needed) of aprons;
7. Installation of taxiway, taxi lane and apron markings.

Recommendation

Adopt Resolution 2024-08, approving the West Side Pavement Maintenance Phase II – Scope of Work authorizing expenditures by the Port of \$34,371.37.

RESOLUTION NO 2024-08

A RESOLUTION APPROVING CENTURY WEST SCOPE OF WORK FOR WESTSIDE PAVEMENT MAINTENANCE AT SCAPPOOSE AIRPORT

WHEREAS, the Scappoose Airport has prioritized pavement maintenance in the Airport Master Plan and Capital Improvement Plan; and

WHEREAS, the Oregon Department of Aviation commissioned a 2021 study to evaluate the pavement at the Scappoose Airport and the west side taxiways, taxi lanes, and aprons were determined to require seal coat treatment, minor crack repair, and wide crack repair; and

WHEREAS, Century West, Port Airport Engineer, submitted a Scope of Work for design services to take the project into the final design phase; and

WHEREAS, Port staff finds the Century West Scope of Work reasonable and necessary at \$343,713.70 and recommends approval of the attached Scope of Work in order to submit a grant to the Federal Aviation Administration (FAA). The FAA will reimburse 90% or \$309,342.33 and the Port will be responsible for 10% or \$34,371.37; 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 sign the attached Scope of Work with Century West for Westside Pavement Maintenance at Scappoose Airport in the total amount of \$343,413.70, with FAA reimbursement to the Port of 90% or \$309,342.33 and the Port responsible for 10% or \$34,371.37.

PASSED AND ADOPTED this 22nd day of May 2024, by the following vote:

AYES: _____ **NAYS:** _____

Port of Columbia County

ABSTAIN: _____

By: _____
President

Attested By:

Secretary

**ENGINEERING STATEMENT OF SERVICES
FOR
SCAPPOOSE AIRPORT
WEST SIDE PAVEMENT MAINTENANCE PROJECT
PHASE II - CONSTRUCTION MANAGEMENT SERVICES**

PORT OF COLUMBIA COUNTY (POCC)

February 19, 2024

GENERAL

The general scope of the project is to provide construction management services for the maintenance and surface sealing of airport pavements at the Scappoose Airport. The extents of the sealing are based on deferred maintenance identified in the 2021 Oregon Department of Aviation PEP Report and design work performed in the previous design phase.

This scope of work details activities and work elements needed for Century West Engineering (the Consultant) to perform construction management and project closeout services for the work.

The construction improvements include:

1. Minor crack repair on Taxiway B and one (1) connector taxiway;
2. Surface seal (as needed) of Taxiway B and one (1) connector taxiway;
3. Minor crack repair on taxilanes;
4. Surface seal (as needed) of taxilanes;
5. Minor crack repair on aprons;
6. Surface seal (as needed) of aprons;
7. Installation of taxiway, taxilane, and apron markings.

Services to be performed are as follows:

PHASE I –DESIGN SERVICES

Task 1 Project Management

1. Finalize work scope and negotiate contract.
2. Carry out project administration including, but not limited to monitoring design and project schedules, coordination of project with the POCC and FAA, monitoring and reporting technical and budget issues to the POCC and FAA, preparation of monthly Consultant invoices for submittal to the POCC.

Administrative activity for the project is expected to occur over a 6-month period, an allowance of 3-hours per month of activity is provided.

3. Assist the POCC as necessary with preparation of grant application including updated data sheet and sponsor certifications for the project and submit to the POCC for review and signatures.
4. Provide a project schedule to the POCC and FAA. Up to 2 revisions are anticipated.
5. Coordinate project team
6. Prepare and submit FAA Quarterly Performance Reports throughout the project.

Deliverables:

- **Scope of work**
- **Budget**
- **Project Schedule**
- **Grant Application**
- **Monthly Invoices**
- **Meeting Minutes**

Task 1 Due: August 31, 2024, with invoices and meeting minutes for the project duration

Task 2 Construction Management

1. Organize, conduct and attend a Pre-construction Conference. The Project Manager and Resident Engineer will attend the meeting. Prepare an agenda and meeting notes for the meeting.
2. Prepare materials and provide contractor airfield safety training to include individual modules on general aviation airport knowledge, safety during construction, and aviation radio training.
3. Prepare and submit weekly inspection reports to the FAA and the POCC. 4 weekly reports are anticipated.
4. Provide on-site observation during the project construction period. On-site activities include observing and reviewing Contractor work for conformance with the contract documents, making field measurements, preparation of inspection reports, photographic documentation, addressing field questions, monitoring construction progress, conducting wage rate interviews, and field verification of construction quantities for pay requests.

Activities related to this task are expected to occur over 15 working days within a 60 consecutive calendar day period. Century West will assign a staff member to the site during construction for this task. Full-time, on-site inspection is assumed to include 12 hours per working day, plus time for round trips to the site.

The actual amount of time for on-site observation is dependent on the Contractor's work plan and schedule. The POCC and Engineer agree to adjust this level of effort, if necessary, due to a Contractor schedule that requires more observation than the assumed allowances.

5. Answer questions, provide clarifications, and prepare change orders or field orders, as necessary. An allowance of 8 hours will be made to accommodate this effort.
6. Conduct weekly construction coordination meetings by phone with the Contractor and the POCC (up to 4 anticipated). The Project Manager and Resident Engineer will attend the meetings.
7. Review Contractor-provided submittals and shop drawings.
8. Coordinate required closures and Notice(s) to Airmen ("NOTAM's") with the POCC, users, and tenants.
9. Prepare and confirm monthly construction payment estimates and submit those estimates to the POCC. 2 monthly pay requests are anticipated.
10. Conduct and document periodic wage rate interviews.
11. Conduct an inspection at substantial completion with the POCC, and Contractor. Prepare punch list as necessary. The Resident Engineer will attend.
12. Conduct a final inspection once all punch list items are complete. 1 site visit by the Project Manager is allocated.

Deliverables:

- **Pre-Construction Sign-in Sheet, Agenda and Meeting notes**
- **Pre-Construction Contractor Training and Materials**
- **Weekly Progress Reports**
- **Daily Field Reports**
- **Progress Photos**
- **Quantity tabulation**
- **Field conversation records**
- **RFIs, Field Orders and Change Orders as necessary**
- **NOTAM coordination and confirmation**
- **Monthly Pay Estimates**
- **Schedule tracking and updates**

Task 2 Due: December 15, 2024

Task 3 Grant Closeout

1. Prepare a final Construction Report in accordance ANM-620-05, Standard Handout for Final Reports available at:

https://www.faa.gov/sites/faa.gov/files/airports/northwest_mountain/sponsor_guide/standard-handout-for-final-reports.zip

Prepare administrative FAA forms, project close out, and the POCC certification forms for submittal to FAA by the POCC.

2. Provide record drawings and as constructed information to the POCC in hardcopy (11"x17") and electronic format (AutoCad and PDF).
3. Complete the Annual Uniform DBE Report and submit to the POCC

Deliverables:

- **Final Closeout Report**
- **Record Drawings (PDF and CAD formats)**
- **DBE Report**

Task 3 Due: December 15, 2024



STAFF REPORT

Donations Policy

DATE: May 22, 2024
TO: Port Commission Board
FROM: Gina Sisco, Communications & External Affairs Manager
RE: **Donations Policy - Commission request to review the policy**

Discussion

In 2002, the Board adopted a "Request for Donations Policy." The policy was in response to a growing number of groups asking for donations. At the time, the Board found that it was improper to use Port district revenues to donate to only those organizations which requested a donation. The Board further found that "either every organization should receive equitable support, or no organization should be supported." As a result, the Board decided to prohibit contribution of money or items of cash value for charitable organizations. The two exceptions to that were (1) if the contribution pertained to recycled technology or (2) if the Board found that the donation is made under unusual or extraordinary circumstances.

In 2009, the Board adopted Resolution 2009-13 which repealed the previous donations policy. Resolution 2009-13 still "found and continues to find that despite good intentions it is improper to use district revenues and taxes to support only a few organizations that request a donation" and that "either every organization should receive equitable support, or no organization should be supported." However, the policy was revised to grant donations to organizations that "provide direct benefit to the Port district and its property, and therefore, donations to those organizations should be permissible as an exception, to be determined on a case-by-case basis" and found that "except for that situation all other conditions of terms of the 2002 policy should remain in force." The example given for the revision was a donation request from Columbia Emergency Planning Association (CEPA) since it directly provided a benefit to the Port.

The Commission has requested to review the Port's Donations Policy and discuss the possibility of revising Resolution 2009-13 to create a fund to distribute Port funds to support non-profit donation requests.

RESOLUTION NO. 2009-13

**A RESOLUTION ADOPTING A DONATIONS POLICY AND
REPEALING THE DONATIONS POLICY DATED AUGUST 8, 2002.**

WHEREAS, the Board of Port Commissioners enacted a donations policy on August 8, 2002; and

WHEREAS, the policy was brought about because groups approached the Port seeking donations; and

WHEREAS, the Board found these requests for donations were made with good intentions to make a positive impact in the community and across the Port district; and

WHEREAS, the Board found and continues to find that despite the good intentions it is improper to use district revenues and taxes to support only a few organizations that request a donation; and

WHEREAS, the Board found and continues to find that either every organization should receive equitable support, or no organization should be supported; and

WHEREAS, the 2002 policy had exceptions, which allowed donations to be made when the donations pertained to recycled technology or were made under unusual or extraordinary circumstances determined on a case-by-case basis; and

WHEREAS, the Board finds some organizations provide a direct benefit to the Port district and its property, and therefore, donations to those organizations should be permissible as an exception, to be determined on a case-by-case basis; and

WHEREAS, the Board finds that except for that situation all other conditions and terms in the 2002 policy should remain in force as restated in this Resolution; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

Section 1. The Port of St. Helens shall not contribute money or items of cash value to support charitable organizations, except when the donations to be made (1) pertain to recycled technology, addressed further in the Port's Recycling policy, (2) are under unusual or extraordinary circumstances to be determined on a case-by-case basis, or (3) are to an organization that provides a direct benefit to the Port district and its properties to be determined on a case-by-case basis.

Section 2. Staff shall inform organizations or groups requesting a donation of this policy and explain this policy applies to everyone.

Section 3. This Resolution does not apply to personal donations made by Port employees or commissioners who choose to support soliciting organizations or groups.

Section 4. The Executive Director shall inform the Commission of all requests for donations in his written briefing report.

Section 5. The 2002 Policy is hereby repealed.

PASSED AND ADOPTED this 11th day of June, 2009, by the following vote:

AYES: 4

NAYS: 0

Port of St. Helens

By:

Robert Keyser
President

Attested By:

Devin L. Mitchell
Secretary

2002 Port Donations Policy

Port of St Helens Request for Donations Policy

Purpose

To provide policy for Port of St Helens staff in response to requests for donations of money or items of value in support of community, non-profit, or other charitable organizations in their operation or fundraising.

Discussion

The Port is often approached by charitable organizations and non-profit groups seeking items of donation to support their operation. These are well meaning organizations that make a positive impact in our community and across the Port District.

The Port of St. Helens is a municipal corporation organized under ORS 777, sustained with taxes levied on property within the port district. The investment of taxes collected in acquiring and managing property is the crux of the Port's overarching mission to create and sustain jobs and diversify our local economy.

It is improper to use revenues generated from the investments made or taxes collected from the properties across the entire Port district to support just the few organizations or groups that request a donation. Either every organization should receive equitable support, or no organization should be supported. With a charge to be the best possible stewards of the taxes collected or of the returns from taxes invested, it is difficult to distribute funds equitably and fairly to the communities.

POLICY

1. It shall be the policy of the Port of St. Helens to **not** contribute money or items of cash value to support charitable organizations.
2. This policy does not apply to the donation of recycled technology, addressed further in the Port of St. Helens' Recycling policy.
3. Staff shall inform organizations or groups requesting a donation of this policy and explain this policy applies to everyone.
4. This policy does not apply to personal donations made by Port employees or commissioners who choose to support soliciting organizations or groups.
5. The Port of St. Helens Board of Commissioners reserves the right to make donations under unusual or extraordinary circumstances to be determined on a case-by-case basis.
6. The Executive Director shall inform the Commission of all requests for donations in his written briefing report.

Adopted by:

BOARD OF COMMISSIONERS
PORT OF ST HELENS:

Adopted 8/28/02

President / Date



Supporting Columbia River Anchorages

STAFF REPORT

DATE: May 22, 2024
TO: Port Commission
FROM: Elliot Levin, North County Operations & Terminal Manager
RE: **Federal designation of Port Westward Anchorage**

Discussion

The Columbia River Pilots, Ports, Terminals, and others operating on the Columbia River have led an effort over the past ten years to add anchorage capacity to the lower Columbia River.

These anchorages will provide vessels with a secure place to safely wait out bad weather, standby for berths, and to move more efficiently on the river.

The three anchorages are Crims Island, Port Westward, and Rice Island. All three have been used since 2016. This effort by the USCG would re-categorize these anchorages as federally designated anchorages which would allow priority to be given to Commercial Vessels, make them subject to USCG rules such as noise controls, and would allow stern buoys to be installed.

It is important to note that this project will not increase the number of vessels calling the Columbia River, but they will allow those vessels to move more efficiently and safely while they are here.

Recommendation

Port Staff would like the Port Commission to authorize a letter from the Port supporting this project. The deadline to submit comments is June 7, 2024.