



**COMMISSION MEETING MINUTES**  
**MAY 14, 2025**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, May 14, 2025 at the Port office and via Zoom (\*) video conferencing with the following people present:

**Commissioners**

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

**Guests**

Sarah Stephenson	Humane Resources
Betsy Johnson	Scappoose
Mark Smith	
Jay Tappan	St. Helens
Jason Moon	
Helen Johnson	Columbia City
Bob Gadotti*	Scappoose
Susan Tolleshaug*	St. Helens
Jasmine Lillich*	Clatskanie
Kyle Melton*	Bare Roots Land & Home

**Staff**

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn	Executive Finance Manager
Miriam House	Operations Manager
Elliot Levin	North County Ops. & Terminal Mgr.
Elizabeth Millager*	Property Manager
Lacey Tolles	Airport Manager
Christa Burns	Administrative Assistant II
Brittany Scott*	Finance Assistant
Noelle Linden*	Administrative Assistant

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. There were no additions.

**Consent Agenda**

Robert Keyser moved, Nick Sorber seconded a motion to adopt consent agenda items A, B, and C: April 9, 2025 Minutes, May 2025 Finance Report, and April 2025 Check Register and electronic payments in the total amount of \$463,940.42. Motion carried, 5-0.

**Comments From the Public**

Betsy Johnson asked to reserve her comment for later in the meeting. The Commission agreed.

**New Business**

**Executive Director Review Discussion**

The Commission held a discussion on the Executive Director review process. Port General Counsel Bob Salisbury outlined the current policy which states that the Commission President and one other Commissioner conduct the final review. However, historically all five Commissioners have participated in the review process. HR Consultant Sarah Stephenson will help to guide the process this year to include input from all Commissioners, with the Chair and one other Commissioner synthesizing the feedback into one final version. This is a more efficient method for refining the Executive Director review. The Commission gave consensus for all Commissioners to be involved



in the review process. Mr. Salisbury also informed the Commission that a new evaluation form for all staff was created with assistance from Ms. Stephenson and input from Port staff. The evaluation now includes a two-step process consisting of a staff self-evaluation followed by a supervisor review. Ms. Stephenson will facilitate the process but will not evaluate or influence content directly. This process aims for a streamlined and consistent review approach involving all Commissioners. The next regular Commission meeting will include an Executive Session to review the Executive Director's evaluation. Mr. Salisbury stated that he will send the evaluation form to Commissioners ahead of the meeting for review. The Commission agreed to have Ms. Stephenson join the Executive Session. Mr. Keyser will call in and submit input ahead of time. Mr. Clark also mentioned a board self-assessment offered through the Special Districts Association of Oregon (SDAO) that the Port Commission could potentially incorporate in upcoming assessments.

### **Old Business**

#### **Marina Update: Marina Study Sub-Committee**

Port Executive Director Sean Clark provided an update on the Scappoose Bay Marine Park (SBMP) following the recent study by BST Associates. At the Marina Advisory Committee on March 4, many ideas were brought up to address marina challenges, including forming a Marina Study Sub-Committee to guide the next phase of action. There was consensus that the subcommittee should include a mix of stakeholders including two Port Commissioners, members of the Marina Advisory Committee, and outside community members to bring diverse perspectives. Commissioner Bubl and Commissioner Sorber will join the subcommittee on behalf of the Port Commission. Mr. Keyser suggested reaching out to former Port Commissioner Chris Iverson to gauge his interest in joining. Commissioners all expressed interest in being directly involved in the planning and decisions that will shape the future of the marina, and pointed out the broad impact the marina has on the local community. There was discussion about community engagement and holding an appreciation event for marina volunteers. The Commission suggested inviting BST Associates and Mr. Glenn said Port staff will be meeting with them on May 15. Port tenant Next Adventure announced they will be closing all of their locations this year. They plan to continue operating the Scappoose Bay site through at least September. Port staff have started contacting local tourism and travel organizations about maintaining services.

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

Mr. Clark noted that Lignetics Plant Manager Steve Nelson was unable to attend the meeting, but Mr. Nelson reported that he spoke with Columbia City resident Jan Schollenberger who had experienced some dust issues. Mr. Nelson speculated that the dust was likely from road traffic rather than the facility itself. Mr. Nelson visited Ms. Schollenberger to investigate and said the dust had different characteristics than previous incidents. Mr. Clark said they would follow up with her to ensure everything is satisfactory. Once Lignetics upgrades their transformer, they plan to replace the hammermill which should help to further reduce the dust. Lignetics continues to produce pellets and is operating within its permit. Mr. Clark said more updates are to follow.

### **New Business**

#### **Berry Global Rail Agreement**

Port Deputy Executive Director Amy Bynum informed the Commission that the Port recently signed a Rail Agreement with Berry Global outlining their share of future maintenance costs of the Multnomah rail spur. Berry Global utilizes a small portion of the Multnomah Spur for transporting their products. Ms. Ward asked how it has been working with Berry Global. Ms. Bynum responded that they have been a longstanding user of the Multnomah Spur and a good community partner for the Port.



### **Budget Discussion & Community Giving Program**

Mr. Clark stated that Executive Finance Manager Guy Glenn was available to answer any questions about the budget. Mr. Clark also requested that the Commission decide on an amount to budget for the Community Giving Program. Mr. Salisbury stated that Resolution 2025-01 implemented a new Community Giving Policy to offer two awards throughout the year in August and February. The program allows entities to submit applications for support which are then reviewed by a Committee comprised of two Port Commissioners and Port staff. A brief discussion was held to determine how much to allocate in the budget for the total yearly amount. The Commission agreed to move forward with \$2,000 to be split among multiple requests, not given as a single reward.

### **Resolution 2025-08**

APPROVING CENTURY WEST SCOPE OF WORK FOR RUNWAY REHABILITATION PHASE III – BIDDING AND CONSTRUCTION SERVICES

Airport Manager Lacey Tolles presented Resolution 2025-08 for approval to submit a grant application to the Federal Aviation Administration (FAA) for the Century West scope of work for Runway Rehabilitation Phase III in the amount of \$279,614.00. Ms. Tolles reported that in 2021 the Oregon Department of Aviation (ODAV) commissioned a pavement evaluation study which indicated the Scappoose Airport runway surface needed rehabilitation by 2026. The FAA will reimburse 95 percent, or \$2,650,633.00 and the Port will be responsible for 5 percent, or \$13,980.00. Mr. Fawcett inquired about mitigation options for the runway closure. Ms. Tolles responded that Port staff are studying other airports and considering alternative solutions such as converting the taxiway to a temporary runway, an adjacent grass strip, or night work. She clarified that the FAA would need to approve any change orders and would not fund additional costs for mitigation measures taken. The bid for a contractor closes on May 15 at 3:00 p.m. and the lowest responsible bidder will be selected. The grant award is expected in August 2025 and construction is targeted for Summer 2026. Ms. Tolles also noted that weather restricts the project to summer months. Tenants will be formally notified once the Port receives grant confirmation. Ms. Tolles also provided an update on the April 25 Airport Advisory Committee (AAC). The Committee and Port Staff reviewed and discussed feedback on two key documents: the Airport Use Permit, or Through the Fence (TTF) agreement, and the Airport Minimum Standards. Ms. Tolles explained that the Minimum Standards provide guidelines for airport operations. Port staff are still working on fine-tuning those documents. Mr. Keyser stated that Advisory Committees are appointed by the Commission to provide feedback to the Commission, and he wants to ensure that all of the Committee's comments are heard. Ms. Tolles said she welcomes all feedback from the AAC and the Port Commission.

Committee member Betsy Johnson provided public comment. Ms. Johnson stated that Airport Use Permits, or TTF agreements, should be negotiable and not based on a one-size-fits-all approach. Ms. Johnson proposed that the Airport Use Permit template be clearly communicated as guidance rather than a contract. She also expressed concern over whether attaching the Minimum Standards to contracts makes them enforceable as legal terms. Ms. Johnson said opinions were mixed on pre-submitting questions and comments. She commended Port staff for their recent progress and willingness to explore options. Ms. Johnson also accentuated the need for timely responses to prospective tenants, avoiding bureaucratic language in documents, and supporting a welcoming business environment. There are also concerns over the proposed 60-day full runway closure. Ms. Johnson reported on the ongoing pursuit of Project Spice, a major economic development initiative narrowed down to two possible locations: Scappoose and Quebec. She emphasized the significance of the Columbia Commerce Center as an industrial development opportunity, with \$70 million in investment and large potential to drive long-term economic growth. Ms. Johnson



expressed her appreciation to Port staff and the Committee on behalf of the Airport community. Port staff and Commissioners acknowledged the need for a collaborative approach and flexibility in agreements to help attract more business to the Scappoose Airport.

Nancy Ward moved, Chip Bubl seconded a motion to adopt Resolution 2025-08. The motion carried unanimously, 5-0.

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

Executive Director Sean P. Clark gave an update on the Port's recent outreach efforts related to the Port tax. Mr. Clark and Ms. Bynum presented at several local civic events including the Scappoose Economic Development Committee on April 17, St. Helens Kiwanis on May 2, Scappoose Bay Marine Park Advisory Committee on May 6, Columbia County Rotary on May 7 and Rainier Chamber on May 8. Upcoming presentations will be at Clatskanie Kiwanis on May 27, the Scappoose Airport Advisory Committee on June 2 and Clatskanie Chamber on June 5. Mr. Clark said the Port updates have been well received with a positive response to reassessing the Port tax. Mr. Clark indicated that the tax is necessary for the Port to pay for its environmental remediation and seismic resiliency obligations. Ms. Ward inquired about outreach targeted to the broader sector and suggested attending the local political organization meetings. The Port has renewed its partnership with Metro Watch for security at Trestle Beach, which has helped reduce incidents by ensuring the area is cleared before the gate closes at 7:00 p.m. Port staff met with the St. Helens Parks and Trails Commission on April 22 to discuss a potential future trail loop. Mr. Clark went on a tour of the Port's South County facilities with County Commissioner Kellie Jo Smith on April 23 and took a tour of the Scappoose Drainage Improvement Company (SDIC) on May 13 with their General Manager Chase Christenson. Mr. Clark, along with Commissioners Fawcett and Ward, will participate in the National Alliance on Mental Illness (NAMI) walk on Saturday, May 17. Other upcoming events include Clatskanie Kiwanis on May 27, the Scappoose Adventure Fest on May 31 and the Scappoose Airport Advisory Committee meeting on June 2. The Executive Director Report is on file at the Port office.

#### **Commissioner Reports**

Nancy Ward reported that her and Mr. Fawcett are sponsoring the NAMI walk and hoping other Commissioners will join them at McCormick Park. She stated that she was impressed with the SDIC tour and Mr. Christenson's knowledge and professionalism.

Chip Bubl attended the Marina Advisory Committee meeting on May 4.

Nick Sorber did not have a report.

Robert Keyser stated he will be presenting the Intergovernmental Agreement (IGA) to the Clatskanie Fire District at tonight's meeting.

Brian Fawcett said he is excited to be part of the upcoming NAMI walk and confirmed that it starts at 10am.

#### **Executive Session**

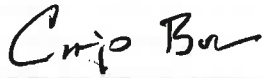
The Board held an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660(2)(e) and to consider exempt public records, including written legal advice from Port General Counsel, which is privileged under ORS 40.225, exempt from disclosure under ORS 192.355(9)(a), and pursuant to ORS 192.660(2)(f).



**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
ADJOURNED AT 10:43 A.M.**

  
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President

June 11, 2025  
Date Adopted

  
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Secretary