



COMMISSION MEETING MINUTES

Budget Hearing and Board Meeting

June 11, 2025, 8:30 am

100 E. STREET, COLUMBIA CITY, OREGON 97018

The Port of Columbia County held both a Budget Hearing at 8:30 am and then a Board meeting immediately after the Budget Hearing concluded on Wednesday, June 11, 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 |

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 |
| Noelle Linden* | Administrative Assistant |

Guests

| | |
|--------------------|------------------------|
| Steve Nelson | Lignetics |
| Sarah Stephenson | Humane Resources |
| Paul Vogel* | Columbia Economic Team |
| Bob Gadotti* | Scappoose |
| Denis Mouterde* | American Jet Center |
| Jasmine Lillich* | Clatskanie |
| Brendan Clarke* | FL500 Inc. |
| Aaron Jones* | IPS Global |
| Betsy Johnson | Scappoose |
| Mark Smith | Kelso |
| Ralph Culpepper | Scappoose |
| John Helm | Scappoose |
| Natasha Parvey | NXT Clean Fuels |
| Henry Schulte | Scappoose |
| Brady Preheim | St. Helens |
| Jan Schollenberger | Columbia City |
| Kim Karber | Columbia City, City |
| Jason Moon | Scappoose |
| Mike Sykes | Columbia River P.U.D |

Commission President Brian Fawcett called the Port of Columbia County Budget Hearing to order at 8:30 a.m. Commissioners Bubl, Sorber and Fawcett were present in person. Commissioners Ward and Keyser attended via Zoom.

Budget Hearing

President Brian Fawcett opened the Budget Hearing to take comments from the public.

Public Comment

Brady Preheim, St. Helens, opined that the Port previously made a mistake by removing the tax and that he supports restoring it going forward. Mr. Preheim also voiced his concern that NXT Energy has deferred their rent to a later date.

Mike Sykes, Columbia River PUD, spoke in favor of the Port tax. Mr. Sykes stated that the work of the Port is some of the most critical work for the economy and we are all in a tough situation. Mr. Sykes pointed out that the tax gives the Port seed money to grow through grants, constructing new SPEC buildings and creating more jobs. He added that it is the responsibility and leadership of the Board to invest.

The Budget Hearing closed at 8:35 a.m. The Port of Columbia County regular Board meeting was then called to order at 8:36 a.m. by Mr. Fawcett.



Additions To Agenda

Brian Fawcett asked the Commission if there were any additions to the agenda. There were no additions.

Consent Agenda

Chip Bubl moved, Nick Sorber seconded a motion to adopt consent agenda items A, B, and C: April 29, 2025 Budget Committee Minutes, May 14, 2025 Commission Meeting Minutes, June 2025 Finance Report, and May 2025 Check Register and electronic payments in the total amount of \$453,954.91. Motion carried, 5-0.

Comments From the Public

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

New Business

Resolutions 2025-15

REINSTATING THE PORT TAX

Port Executive Finance Manager Guy Glenn presented Resolution 2025-15. Mr. Glenn explained that the budget process started late last year with internal staff meetings in which priority projects were identified and staff projected upcoming revenue and expenses. Several Commission meetings earlier this year focused on priorities for fiscal year (FY) 2026. In April, the Budget Committee met, discussed, and approved the proposed budget with a tax rate of \$0.0886 per \$1,000 of assessed value. Commissioners expressed mixed feelings about reinstating the tax and several acknowledged the financial necessity due to obligations like the Oregon Department of Environmental Quality (DEQ) compliance, seismic upgrades at Port Westward, and improvements at Scappoose Bay Marine Park (SBMP) and Railroad Avenue. However, concerns were raised about inadequate public outreach and transparency. Some Commissioners expressed regret over how the tax was previously removed and emphasized the importance of being efficient with public funds. Robert Keyser asked if the funds from the tax could be isolated and tracked, requiring Commission approval for use. Mr. Glenn agreed and offered to work with the Commission on a method for regular reporting.

Chip Bubl moved, Nick Sorber seconded a motion to adopt Resolution 2025-15 to set the Port tax at the rate of \$0.0886 per \$1,000 of assessed value. Commissioners Fawcett, Bubl, Sorber and Keyser voted yes. Commissioner Ward voted no. The motion carried 4-1.

Resolution 2025-16

ADOPTING THE FY 2025-26 BUDGET, MAKING APPROPRIATIONS

Mr. Glenn presented Resolution 2025-16 and explained that the Port has followed the legal budget process. The Budget Committee met on April 29, 2025 including public comment and then a Budget Hearing was held at the start of today's meeting and public comment was taken on the Budget. Following the Commission's approval of the FY 2025-26 budget, the adopted budget will be submitted to the County by the required June 30, 2025 deadline.

Chip Bubl moved, Nick Sorber seconded a motion to adopt Resolution 2025-16, adopting the fiscal year 2025-26 budget in the total amount of \$23,108,209. Commissioners Fawcett, Bubl, Sorber and Keyser voted yes. Commissioner Ward voted no. The motion carried 4-1.



Old Business

Lignetics/Neighbors Update

Lignetics Plant Manager Steve Nelson provided an update on recent equipment installations and operational progress of the plant. Mr. Nelson explained that a new press system and scrubber were installed in early 2024. There were some initial startup issues like calibration errors and communication problems between meters which have been resolved. The system is now functioning well with some control upgrades still in progress. Mr. Nelson stated that the bag house, a key dust control component, is in the FY26 budget starting July 1, but installation is likely delayed until fall or spring 2026. Most components are on hand, but DEQ permitting and final installation are pending and expected in the next few weeks. Columbia City Manager Kim Karber and Columbia City resident Jan Schollenberger came forward to report that, despite system improvements, residents continue to experience dust issues and multiple complaints have been received. Although conditions are marginally better, expectations for cleaner air have not been fully met. Ms. Schollenberger shared a photo of a birdbath coated in dust as evidence of ongoing particulate issues, especially when the dust mixes with moisture and hardens. There was also mention of improperly stored material and debris blowing during dry, windy conditions. Road watering and ductwork improvements are being implemented, but full resolution awaits the bag house completion. Ms. Schollenberger acknowledged the need for a community meeting to provide updates and manage expectations, particularly since some residents feel over-promised results. While technical upgrades have improved operations overall, community concerns remain, and further communication and dust mitigation efforts are necessary. The Commission agreed that such outreach is important moving forward.

Marina Update

Port Operations Manager Miriam House provided an update on recent and upcoming maintenance and improvement projects at Scappoose Bay Marine Park (SBMP). Ms. House explained that as a major recreation destination, it is imperative to protect the marina infrastructure. The Port is conducting routine asphalt maintenance, including crack sealing, seal coating, and restriping as part of a regular 3-year cycle. This project includes Bayport RV Park, boat ramp, and car and trailer parking areas, as well as painting and maintenance to the public restrooms. The project is supported by a \$45,597.48 grant from the Oregon State Marine Board (OSMB) with a \$15,199.16 Port grant match, for a total project cost of \$60,796.64. Ms. House went over the project timeline and displayed two depictions showing Phase 1 and Phase 2 with a traffic flow plan. The boat launch is planned to be closed only on June 16 and 17. Extensive outreach was done via signage, mail, phone calls, and posting to the Port's website and Facebook page. Weather permitting, the project is expected to be completed by June 17, 2025.

The Commission decided to vote on Resolutions 2025-09, 2025-10, 2025-11 and 2025-12 collectively, and the results are reflected below.

New Business (cont.)

Resolution 2025-09

MARINA MOORAGE RATES

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-09. The motion carried unanimously, 5-0.

Resolution 2025-10

MARINA MOORAGE FEES

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-10. The motion carried unanimously, 5-0.

**Resolution 2025-11****MARINA RV PARK & DUMP STATION FEES**

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-11. The motion carried unanimously, 5-0.

Resolution 2025-12**MARINA: OSMB GRANT FOR PAVEMENT MAINTENANCE**

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-12. The motion carried unanimously, 5-0.

Resolution 2025-13**AIRPORT: RUNWAY REHAB CONSTRUCTION CONTRACT**

Airport Manager Lacey Tolles stated that the Oregon Department of Aviation (ODAV) commissioned a 2021 study to evaluate the pavement at Scappoose Airport and the runway condition was determined to need rehabilitation by 2026. In 2025, Airport Engineer Century West submitted a Federal Aviation Administration (FAA) grant on behalf of the Port for Phase 3 of the Runway Rehabilitation Project. Following a public Invitation to Bid (ITB) process, the Port selected Western United Civil Group, LLC as the lowest cost, most responsible bidder. Ms. Tolles explained that the FAA would fund 95%, or \$3,571,135.55, with ODAV and the Port funding the remaining 5%. ODAV will match \$147,200.00 and the Port will be responsible for \$40,754.00. The total project cost amounts to \$3,759,089.00. Ms. Tolles recommended the adoption of Resolution 2025-13 authorizing Mr. Clark to sign the contract with Western United Civil Group, LLC, to be completed in summer 2026. Airport Advisory Committee member Betsy Johnson asked the Commission to request that Port staff continue efforts to develop innovative solutions to avoid business closures during the planned two-month runway closure. Commissioners and Port staff confirmed their commitment to considering other options. The Commission decided to vote together on Resolutions 2025-13 and 2025-14, which is reflected below.

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-13. The motion carried unanimously, 5-0.

Resolution 2025-14**AIRPORT: EASTSIDE PAVEMENT MAINTENANCE SCOPE OF WORK**

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-14. The motion carried unanimously, 5-0.

Resolution 2025-19**INTERGOVERNMENTAL AGREEMENT WITH CLATSKANIE FIRE DISTRICT**

Port General Counsel Bob Salisbury introduced Resolution 2025-19 which would authorize Mr. Clark to sign an Intergovernmental Agreement (IGA) with the Clatskanie Fire District to take over ownership and maintenance of the Clatskanie Business Center in "AS IS" condition. Mr. Salisbury indicated that the building will be used as a training center for fire and emergency services. Additionally, the facility has drawn interest from other agencies for training purposes, and improvements are planned for summer. Mr. Salisbury explained that if the building is sold within five years, sale proceeds will be split between the Port and the fire district, excluding up to \$200,000 in capital improvements made by the fire district. By owning the property, Clatskanie Fire District will be better able to serve the citizens of Clatskanie and the surrounding area. Mr. Salisbury stated that the IGA has already been signed by the fire district.

Nick Sorber moved, Chip Bubl seconded a motion to adopt Resolution 2025-19. The motion carried unanimously, 5-0.



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).

THE COMMISSION RETURNED TO OPEN SESSION AT 9:24 A.M.

New Business (cont.)

Resolution 2025-17

AIRPORT: AMERICAN JET CENTER PURCHASE & SALE AGREEMENT

Port Deputy Executive Director Amy Bynum presented Resolutions 2025-17 and 2025-18 which would authorize Mr. Clark to sign a Purchase & Sale Agreement and Ground Lease with American Jet Center (AJC). Ms. Bynum explained that in 2021, the Port completed construction of a 13,500 square foot hangar as a build-to-suit project. The original tenant went out of business during COVID, and the building remained vacant for over two years. The Port hired aviation real estate expert Brendan Clarke to market the building for sale and for lease. In April, AJC expressed interest in purchasing the hangar and quickly submitted a competitive offer of \$3.76 million. AJC found the hangar to be well-suited for its needs, primarily health transportation. They operate in lower-traffic secondary and tertiary airports, making Scappoose Airport a good fit. AJC has seven locations nationwide and operates business lines including jet maintenance, upgrades, drone services, fueling, and fire safety. Ms. Bynum explained that AJC plans to make the Scappoose location its West Coast hub for health transportation, eventually housing surgical staff and performing on-site medical procedures as necessary. They will operate 24/7 and employ over twenty (20) staff initially. Ms. Tolles is working with AJC and other workforce community partners to hold a job fair to aid in the recruitment of those positions. Port staff negotiated fuel-flowage fees of six cents per gallon of jet fuel delivered to the premises. Ms. Bynum indicated to the Commission that those details are outlined in the Ground Lease which includes a 30-year term with two 10-year extensions. At lease end, ownership of the building reverts to the Port, in line with FAA grant requirements. Ms. Bynum coordinated with Business Oregon to ensure compliance with their loan terms, and the loan must be paid off before the title transfer. Ms. Bynum stated that the agreement includes protections for the Port. One example of that is in the case of any default, the building reverts to the Port and payments made are non-refundable. Ms. Bynum remarked on the professionalism and collaborative negotiation process with AJC.

Ms. Bynum introduced Dennis Mouterde, CEO of American Jet Center, and Airport Realtor Brendan Clarke to join the discussion via Zoom. Mr. Mouterde gave a brief introduction and stated that AJC is a family business dedicated to the mission of helping families by saving and transporting human organs that would otherwise be discarded. He explained that about 23,000 human organs go to waste every year due to lack of transportation and AJC can help to solve this problem. Mr. Mouterde expressed that he and his team have had a very positive experience in Scappoose and that the Port of Columbia County has been one of the smartest and most pragmatic government agencies they have ever worked with in the efficient and professional way that Port staff handled the whole transaction. They are happy to be a part of the Scappoose Airport community. Brenden Clark added that this is a good deal in terms of a big ramp up with the promissory note and a solid ground lease adding in more land to the south of the building and increasing ramp space. AJC is going to offer something Scappoose has not had, which is jet fuel sales and the ability for other jets to fly in and out of the Scappoose Airport. Ms. Johnson stated that Transwestern has been fueling jets successfully at Scappoose Airport for a long time. She asked for clarification on the transportation of human organs and performing medical procedures at the airport and a discussion followed. Port staff, including legal counsel Mr. Salisbury, confirmed that the Lease requires AJC to follow all state and federal laws. Mr.



Fawcett confirmed that it also extends to anyone that they allow into the building. Port staff also highlighted that the Ground Lease on today's public Agenda does include the mention of medical transportation by AJC. Mr. Mouterde ensured that AJC and their medical partner will comply with all relevant regulations for organ transportation and medical procedures. Ms. Johnson requested a list of aircrafts be provided and Mr. Mouterde indicated that AJC will provide a list of aircraft types that will be operating at Scappoose Airport. Ms. Johnson asked who their medical partner is, and Mr. Mouterde responded that it is a nonprofit organization called House Transplant and Cancer. Mr. Mouterde also clarified that AJC only provides the space and transportation and would not be performing any medical procedures. Ms. Bynum offered to have Port staff arrange a visit for Commissioners to the AJC facility at Scappoose Airport. The Commission thanked Mr. Mouterde for bringing a valuable service to Scappoose and Columbia County.

Chip Bubl moved, Nick Sorber seconded a motion to adopt Resolution 2025-17. The motion carried unanimously, 5-0.

Resolution 2025-18

AIRPORT: AMERICAN JET CENTER GROUND LEASE

Chip Bubl moved, Nick Sorber seconded a motion to adopt Resolution 2025-18. The motion carried unanimously, 5-0.

Executive Director's Report

Executive Director Sean P. Clark reported that Port staff met earlier this month for an internal discussion on strategic planning for the Marina. Mr. Clark attended a meeting and tour with NEXTClean Fuels on site at Port Westward on June 3 followed by an event at Colvin's on June 4. The Columbia Pacific Economic Development District (Col-Pac) / Northwest Oregon Economic Alliance (NOEA) Board will meet on June 12 followed by the Northwest Oregon Area Commission on Transportation (NWACT) meeting on the same day. Mr. Clark will be presenting at the Infrastructure Finance Authority meeting on June 13 in Albany. Columbia Economic Team is holding a special board meeting on June 17 and Col-Pac will be having a Mass Timber webinar, both of which Mr. Clark will attend. The Port office will be closed on June 19 for the Juneteenth holiday. Mr. Clark will attend a Marine Highway 84 workshop at the Port of Kalama on June 24, and the Marina Advisory Committee will meet at the Port office on July 1.

Commissioner Reports

Robert Keyser thanked Port staff for working together on the Clatskanie Business Center (CBC) project which he said will do good things for the community and the fire district.

Nancy Ward thanked Mr. Keyser for making the CBC project happen as well and added that it will be important for both the Port and community and she is anxious to see what is going to come of the building. Ms. Ward reported that she is currently in Bellingham, WA attending the Pacific Northwest Waterways Association (PNWA) Summer Conference. She looks forward to sharing information from the PNWA conference and the Port of Vancouver's community informational meetings with Port staff and Commissioners.

Chip Bubl attended the Marina Advisory Committee meeting on June 2 and said that despite the challenges, it is a good property, and the Port needs to figure out how to make it work. Mr. Bubl also acknowledged the transfer of the CBC building is a great success and said he hopes it works well for everyone involved.

Nick Sorber echoed the previous comments about the CBC building being great for the community and said he appreciates the hard work that goes into all of the Marina and Airport projects.



Brian Fawcett echoed previous Commissioner comments as well. Mr. Fawcett also recognized the hard work that goes into preparing the budget, stating that it was a difficult decision and hopefully the Port will be able to make good use of the money and learn more going forward through public outreach. He thinks it will set the Port up well for the future and the revenue will be impactful for the Port. Mr. Fawcett also thanked Mr. Keyser for helping with the CBC building in Clatskanie. He thinks it will be a good partnership and looks forward to seeing how it goes. Mr. Fawcett provided a detailed list of the Port's summer outreach events and encouraged Commissioners to attend when possible.

Executive Session

The Board held an Executive Session to review and evaluate the employment-related performance of the Port Executive Director pursuant to ORS 192.660(2)(i).


THE COMMISSION RETURNED TO OPEN SESSION AT 11:27 A.M.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 11:30 A.M.



President

July 9, 2025
Date Adopted



Secretary