



COMMISSION MEETING MINUTES

July 9, 2025

100 E. STREET, COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, July 9, 2025 at the Port office and via Zoom (*) video conferencing with the following people present:

Commissioners

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

Guests

Kevin Jones	CPBR / Global
Bob Gadotti*	Scappoose
Natasha Parvey	NXTClean Fuels
Ralph Culpepper	Scappoose
Susan Tolleshaug	St. Helens
Jasmine Lillich	Clatskanie

Staff

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

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

Oath of Office

Port General Counsel Bob Salisbury administered the Oath of Office to Commissioners Robert Keyser and Brian Fawcett and they were sworn into office.

Election of Officers

The Port Commission elected officers for upcoming fiscal year 2025-26. According to policy, nominations are rotated to ensure that each member of the Commission has an opportunity to serve as President. The first nomination for President would go to Chip Bubl since he has been on the Commission for the longest time and has never served as President. Mr. Bubl declined, so the nomination for President then went to Nick Sorber. Mr. Sorber accepted the nomination, and Mr. Bubl was nominated for Vice President. The Commission then briefly discussed officer appointments for 2nd Vice President, Treasurer and Secretary.

There being no further nominations, Brian Fawcett called for a vote to elect Nick Sorber as President, Chip Bubl as Vice President, Nancy Ward as 2nd Vice President, Brian Fawcett as Treasurer and Robert Keyser as Secretary.

Nancy Ward moved, Chip Bubl seconded all nominations for the panel as described. All Commissioners were in favor, and the vote was unanimous, 5-0.

Additions To Agenda

Nick Sorber asked the Commission if there were any changes to the agenda. There were no additions. Item C under New Business (Columbia River Ranch Lease) was removed from the agenda.



Consent Agenda

Brian Fawcett moved, Chip Bubl seconded a motion to adopt consent agenda item A: June 11, 2025 Minutes. Motion carried, 5-0.

Comments from the Public

There were no public comments.

Old Business

Airport Update

Airport Manager Lacey Tolles gave a PowerPoint presentation to provide an update on airport documents, grants, airport communications and our new tenant (American Jet Center) at Scappoose Airport. Ms. Tolles stated that the airport document review process began in November 2024 to update the Airport Minimum Standards, Airport Use Permit template, also referred to as a Through-the-Fence (TTF) Agreement, and the T-Hangar License Agreement. Port staff, Aron Faegre & Associates, the Airport's Engineer of record, Century West, and Port General Counsel have completed multiple reviews, and the drafts were also reviewed by the Airport Advisory Committee (AAC) in February 2025. This was followed by an AAC meeting on March 31, 2025 and an AAC work session on April 25, 2025. Ms. Tolles will ask the Committee for a recommendation on the Airport Minimum Standards to bring to the Commission as a Resolution. Ms. Tolles pointed out that Scappoose Airport does not currently charge fuel flowage or landing fees, which are opportunities for future revenue. The next regular AAC meeting is scheduled for July 28, 2025. Ms. Tolles stated that applications have been submitted for two Federal Aviation Administration (FAA) grants for the East Side Pavement Maintenance design phase and the Runway Rehabilitation Phase 3 Construction. The cost for the runway rehab construction totals \$4,043,703 which includes crack seal and slurry, edge lighting, and precision approach path indicator (PAPI) lights. The East Side Pavement design cost is \$98,000 for taxiway maintenance planning. Ms. Tolles provided a timeline for capital improvement planning including completion of the Runway Rehabilitation project in 2026, East Side Pavement maintenance in 2027, and Taxiway Alpha reconfiguration in 2029. She announced that past that point, there are no more major pavement projects expected until 2040. Ms. Tolles also shared that the AAC requested Port staff to research mitigation options for the 2026 airport runway closure. She researched various options for managing airport operations during rehabilitation work, including looking at other comparable airports and speaking with several airport engineers and contractors. Some of the options she found include closing the airport, utilizing a displaced runway threshold, a grass or other alternative runway, a NOTAM for runway closure, or extended contractor work hours. She noted that using the taxiway as a temporary runway is not ideal for larger aircraft. Extended work hours would be the most expensive but potentially feasible solution at around \$650,000, though this would require FAA approval, an updated safety plan, and coordination with multiple contractors. The FAA would not pay the additional cost, so this would be the responsibility of the Port and airport tenants potentially. Ms. Tolles is having ongoing conversations with Century West about safety plans and costs associated with the different options. The AAC meeting also touched on the need to balance the interests of current tenants with the needs of a growing commercial facility. Ms. Tolles emphasized that safety and impact to Port tenants and businesses are the highest priorities. To increase the Port's presence and improve communication at Scappoose Airport, there is now a dedicated Airport News section on the Port website where Ms. Tolles will post quarterly newsletters and bulletins. Ms. Tolles also has an office at the airport now where she works part-time. New airport tenant American Jet Center has moved onsite July 8. They are planning a Young Eagles Youth Aviation event tentatively in late August. There will also be a Pie & Fly-In by Northwest Antique Airplane Club on August 16. The presentation is on file at the Port office.



Marina Update

Port Executive Director Sean P. Clark provided an update on Scappoose Bay Marine Park (SBMP). Mr. Clark reported that the Port is in the process of hiring a Communications and Grants Manager, with interviews underway. The outcome will determine whether the new hire can take on Marina project responsibilities or if part-time help will be needed. Mr. Clark also discussed plans for a strategic committee meeting and tentative plans for a second Commission meeting in August to discuss the Marina, with a goal of formerly launching a strategic committee. Mr. Clark indicated that around eleven potential members have been identified for the strategic committee, including some Advisory Committee members and a former Commissioner. Commissioners agreed that while the decision on the direction of the marina seems clear, the implementation will be complex and requires community engagement and thoughtful planning. There was interest in hosting the August meeting at SBMP if space and logistics allow, with some alternatives being the Scappoose Airport or possibly the Soil and Water District facilities if necessary. Mr. Clark stated that the Marina plan is moving forward deliberately with strategy and stakeholder engagement as the next key steps.

Lignetics/Neighbors Update

Mr. Clark reported that he spoke with Lignetics Plant Manager Steve Nelson, and they are still monitoring the plant's activity while anticipating additional improvements for this next fiscal year. Mr. Clark also announced an upcoming Columbia City Community Meeting at City Hall on July 29, 2025 at 6:30 p.m. and invited Commissioners to attend.

New Business

Columbia Pacific Bio-Refinery (CPBR, Global) Update

Kevin Jones, Sr. Director of Business Development with CPBR, provided an update on operations at Port Westward. Mr. Jones stated that CPBR has been transloading renewable diesel at the terminal for 4.5 years and currently has 21 employees onsite. They have received over 17,563 rail cars to date, equivalent to 149 unit trains, and product has been transferred to 85 vessels at the dock without incident. Their safety record indicates that there have been zero contractor or employee injuries in over 14 years, resulting in no loss time and no recordable incidents. This amounts to 2,828 consecutive days without incident. All required environmental, regulatory and safety reporting is up to date. There have been a total of 298 inspections on site, all passed without major issues. They have met 100% compliance with inbound and outbound railcar inspections by the Federal Railroad Association (FRA). CPBR is working with the Port to meet the seismic resiliency requirements for Oregon Senate Bill 1567. Mr. Jones informed the Commission that CPBR's renewable diesel contract expires on December 1, 2025 and has not been renewed. They will be transitioning from renewable diesel back to ethanol which will require cleaning and inspecting the tanks and piping to meet the standards required to handle ethanol. Ethanol operations will resume in the first quarter (Q1) of 2026 after the tank and system cleaning and inspection, with ethanol volume expected to equal or exceed renewable diesel levels within a year, and possibly double by 2030, driven by Japanese fuel blending mandates requiring a 10% ethanol to fuel ratio. Mr. Jones stated that ethanol will be export-focused and shipped overseas to Japan, Korea, and Indonesia. Permits for 6 new tanks are active and ready for use if needed. Each tank has capacity to hold 120,000 barrels each. Mr. Jones also indicated that CPBR is exploring dry bulk commodities, some including bentonite, copper concentrate, and aggregates, and there is strong customer interest. Planning includes the use of existing ethanol plant assets. Mr. Jones added that commodities like bentonite clay have previously shipped through the region and are used in auto manufacturing. Mr. Fawcett inquired about an increase in jobs and Mr. Jones replied that they anticipate job growth of 5-8 positions, an increase of about a third, due to ethanol expansion and 24/7 operations. Mr. Keyser asked what the rail car activity will look like with the switch to ethanol from renewable diesel. Mr. Jones responded



that it would start out at about half but is expected to meet the same capacity within 1 year of operation and potentially double by 2030. Mr. Keyser also wanted to know if the permits for the current tanks would be for both renewable diesel and ethanol. Mr. Jones stated that their permit would allow up to six new tanks, but CPBR's focus is still on renewable products. Mr. Clark asked if their bulk products would be in storage or transloaded and Mr. Jones responded that ethanol and dry bulk materials would involve storage before being exported. Mr. Keyser asked if there would be any affect to their MARSEC (Maritime Security) level. Mr. Jones responded that there are no expected changes with the shift to foreign-flag vessels. Mr. Sorber inquired about their other products such as bentonite clay and Mr. Jones replied that dry bulk products would require new ship loader construction at the dock in a similar design to EGT's dry bulk loaders in Longview, WA. CPBR is still in the early stage with permits, design, and cost estimates in progress. Mr. Jones stated that although the facility is permitted for crude, diesel, ethanol and renewable diesel, their focus remains on renewable products. The Commission thanked Mr. Jones for his report. The report is on file at the Port Office.

Annual Code of Ethics Acknowledgement and Ethics Program 2025

Port General Counsel Bob Salisbury gave a PowerPoint presentation on the annual Code of Ethics Acknowledgement to reinforce best practices and legal obligations. The annual ethics program covered four key areas: prohibitions on using office for financial gain, gift restrictions, conflicts of interest, and cases from the Oregon Government Ethics Commission. Mr. Salisbury explained that ethics laws apply to all elected and appointed officials, employees and volunteers in Oregon government, including nonprofit boards and advisory committees. The use of office for financial gain is prohibited, meaning that officials may not use their position to obtain financial benefit or avoid loss for themselves, their relatives, household members, or associated businesses. Mr. Salisbury went over the \$50 gift limit rule, which states that no gifts over \$50 can be accepted from entities with a legislative or administrative interest. However, there are many exceptions that include but are not limited to: food and drink at official events, reimbursements, and gifts from relatives or household members. Mr. Salisbury stated that the best practice for private meals is to pay your own way. Each official is personally responsible for complying with the Code of Ethics. Mr. Salisbury then asked all of the Commissioners to acknowledge the Code of Ethics, and all five Commissioners nodded in acknowledgement. Conflicts of interest were discussed, with Mr. Salisbury highlighting the importance of handling them responsibly by disclosing all actual and potential conflicts of interest. There are two types of conflicts which include potential and actual conflicts. Potential conflicts "could" have an impact and should still be disclosed but allows for participation in actions and decisions. Actual conflicts "would" have an impact and should also be disclosed; however, participation is not allowed for actual conflicts unless quorum rules apply. Mr. Salisbury added that staff must report conflicts to their supervisor in writing, who must respond in writing and document it. Having a conflict is not unethical, but failing to disclose it is. Mr. Salisbury also explained the appropriate way to go into Executive Session by announcing the correct statute from the Oregon Revised Statutes (ORS). A good rule of thumb is to be specific, pay attention and speak up if something seems wrong. Mr. Salisbury gave examples of several ethics cases that resulted in fines and penalties from the Oregon Government Ethics Commission (OGEC). Mr. Salisbury indicated that 2024-25 saw more fines than past years where most cases resulted in Letters of Education. In the past year, 74 cases were dismissed, 56 final orders were issued, and penalties were increased for serious violations. Mr. Salisbury gave examples of some key cases that received fines including the Port of Morrow, a former Lane County School Superintendent, former Secretary of State Shamia Fagan, former First Lady Sylvia Hayes, and the Oregon Liquor Control Commission (OLCC) Pappy Van Winkle case. Mr. Salisbury noted that there is no penalty for actions taken in Executive Session on advice of legal counsel. Ethics laws exist to build public trust and to ensure transparency and



fairness. Mr. Keyser asked if this ethics presentation would count toward the state training requirements and insurance discount. Mr. Salisbury replied that he will look into this and find out. Mr. Clark stated that Port staff who are not in attendance will be asked to view the recording. The presentation is on file at the Port office.

Executive Director Report

Mr. Clark announced that the Port will be hosting a booth at upcoming Community Events including Rainier Days in the Park on July 11, the Columbia County Fair & Rodeo on July 17, 13 Nights on the River on July 31 (with a performance by local fan favorite band Acoustic Flash Mob), and the Columbia City Celebration on August 9. The Columbia City neighbors, Lignetics, and the Port will be holding a Community Meeting on July 29 at 6:30 p.m. He also stated that he sent Department Reports out to Commissioners last Thursday, July 3. The Executive Director Report is on file at the Port office.

Commissioner Reports

Brian Fawcett stated that he has been reviewing Scappoose Airport matters, including listening to the recording of the March 31, 2025 AAC meeting. Mr. Fawcett commended Port staff for handling the feedback with patience and professionalism. He also expressed interest in Global's potential new developments at Port Westward.

Robert Keyser reported that he attended a meeting with PGE leadership, including the new VP of Utility Operations, Debbie Powell. He found the meeting valuable and noted that PGE is interested in more frequent communication. Mr. Keyser also shared that PGE plans to dismantle the tank farm at Port Westward next year and raised concerns about potential tax revenue impacts due to devaluation after the tanks are removed. He also mentioned work on improving emergency access at Port Westward.

Nancy Ward had nothing to report.

Chip Bubl had nothing to report.

Nick Sorber also shared his enthusiasm about Global's potential development, acknowledging the complexity of co-locating fuel and other operations. He thanked staff involved in the airport work for handling a difficult issue thoroughly.

Mr. Clark said it has been a pleasure working with Mr. Fawcett as President of the Commission this past year and that he looks forward to working with Mr. Sorber. Mr. Clark and the Commission thanked Mr. Fawcett for his leadership.

Executive Session

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

THE COMMISSION RETURNED TO OPEN SESSION AT 11:04 A.M.

Public Meeting

President Sorber announced that the Port Commission will hold a public meeting on July 21, 2025 at 1:00 p.m.



THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 11:05 A.M.

Nick
President

August 13, 2025
Date Adopted

Haunt Heysen
Secretary