



COMMISSION MEETING MINUTES

August 13, 2025
100 E. STREET, COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, August 13, 2025 at the Port office and via Zoom (*) video conferencing with the following people present:

Commissioners

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

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
Lindsay Wilson*	Communications/Grants Mgr.

Guests

Steve Ruege	Composites Universal Group
Mitch Gatzke	Composites Universal Group
Cody James	Scappoose / The Paddle Shack
Jan Schollenberger	Columbia City
Ralph Culpepper	Scappoose
Natasha Parvey	NXT Clean Fuels
Alta Lynch*	Scappoose
Brady Preheim*	St. Helens
Jasmine Lillich	Clatskanie

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

Additions To Agenda

Nick Sorber asked the Commission if there were any additions to the agenda. There were no additions. Item G under New Business was removed.

Consent Agenda

Robert Keyser moved, Chip Bubl seconded a motion to adopt consent agenda items A, B, C, D and E: June 25, 2025 Minutes, July 9 2025 Minutes, and July 21, 2025 Minutes, Plan of Action Letter, August 2025 Finance Report, and June 2025 Check Register and electronic payments in the total amount of \$624,994.51 and July 2025 Check Register and electronic payments in the total amount of \$499,617.31. Commissioners Bubl, Ward, Keyser, Fawcett and Sorber voted aye. Motion carried unanimously, 5-0.

Comments from the Public

Steve Ruege with Composites Universal Group (CUG) commented that CUG is expanding and requested the Port's assistance with building E upgrades to meet National Aerospace and Defense Contractors Accreditation Program (NADCAP) requirements. The requested funds would cover HVAC upgrades, air handling systems, and an electrical panel expansion to achieve Class 9 clean room standards. Their sales are at \$9-10 million right now with a target goal of \$15-18 million over the next 5-7 years. CUG currently has 68-70 full-time employees and expects to add 10-12 jobs in the next five quarters, with further growth projected through 2027-28. Mr. Ruege stated that CUG has already invested in infrastructure but exhausted their capital budget. He proposed the Port invest approximately \$50,000 and revise their lease so that CUG can repay the cost in full over the remaining 11-year lease term.



Cody James Pace introduced himself to the Commission as the potential new owner of Next Adventure with plans to change the name of the business to The Paddle Shack. Mr. Pace stated that he and his wife are working to preserve the resource in our community. He gave an update on plans to take over operations at Scappoose Bay and stated they are still finalizing insurance and financing for the kayak fleet and boathouse. They have enough operating capital to make it through the winter but face challenges securing loans due to limited business history. Mr. Pace emphasized his long-term commitment, plans to retain key staff, and hopes to drive revenue and expand services at Scappoose Bay. He also acknowledged that a lease transfer will require the written consent of the Port.

Brady Preheim gave public comment supporting the Paddle Shack proposal, urging Commissioner Bubl to take the Commission President role next year, and addressing an open position on the Airport Advisory Committee (AAC).

Jasmine Lillich raised concerns about drone-sprayed crops near a neighboring, long-standing organic blueberry patch without clear communication. Ms. Lillich emphasized the importance of considering existing community farms and ecosystems when introducing new agricultural activities to the Dike lands. North County Operations and Terminal Manager Elliot Levin explained that pesticide use is permitted within limits, and Mr. Bubl explained that drones can actually provide more precise application than traditional aerial spraying methods. Port staff agreed to look into the situation and follow up with the neighbor if needed.

Old Business **Marina Update**

Port Executive Director Sean P. Clark stated that there was no marina update, but the strategic planning process for the marina will be discussed later in the meeting.

Airport Update

Airport Manager Lacey Tolles stated that there was no airport update.

Lignetics/Neighbors Update

Mr. Clark invited Columbia City resident Jan Schollenberger to come forward. Mr. Clark stated that a recent Columbia City Community Meeting was held on July 29, 2025. Mr. Clark, Port Commissioners Nancy Ward and Brian Fawcett, Miriam House and Elizabeth Millager and Columbia City Manager Kim Karber were in attendance with Lignetics Plant Manager Steve Nelson leading the discussion. Ms. Schollenberger was unfortunately unable to attend. Mr. Clark stated that around 15–18 residents attended, with several voicing strong frustration that the dust problems have not improved as much as expected, despite the company's investment of over \$1,000,000 in a scrubber system and other upgrades. At the Community Meeting, Mr. Nelson explained progress and ongoing plans, including a hammer mill upgrade and installation of a baghouse system, though permitting delays with DEQ are slowing the process. Ms. Schollenberger acknowledged that while conditions seem somewhat improved, the results fell short of expectations. She does appreciate Lignetics' investments and responsiveness but stressed the need to push DEQ to act faster so the final improvements can move forward.

New Business **Resolution 2025-20**

APPROVING A LEASE WITH COLUMBIA RIVER RANCH

Elliot Levin, North County Operations and Terminal Manager, presented Resolution 2025-20 which would authorize a new 5-year agricultural lease with Columbia River Ranch (CRR) for 243 acres at Port Westward. Mr. Levin displayed a depiction of the CRR leasehold and explained that the land



was first leased in 2020 for cattle grazing to limit regrowth of hybrid poplar trees. In addition to grazing cattle, they have added corn and are considering other crops which should also improve utilization of the property and better control the trees than grazing cattle alone. The new lease increases the rent from \$30 to \$50 per acre per year, escalating to \$80 in the final year, and allows for up to two 5-year renewal options. Mr. Levin indicated that CRR has been a reliable and responsive tenant, and the Port would like to continue its relationship with CRR. Commissioners discussed cattle operations, noting that CRR manages cattle and leases across multiple sites in the area. Ms. Ward asked how many cattle they run, and Mr. Levin advised that we do not track their cattle figures, but they do keep about 20 cattle under a permit for our land in the Clatskanie Drainage District.

Robert Keyser moved, Chip Bubl seconded a motion to adopt Resolution 2025-20. Commissioners Bubl, Ward, Keyser, Fawcett and Sorber voted aye. The motion carried unanimously, 5-0.

Resolution 2025-22

REAPPOINTING BRANDON GLASS TO THE MARINA ADVISORY COMMITTEE

Property Manager Elizabeth Millager presented Resolution 2025-22 to reappoint Brandon Glass to the Scappoose Bay Marine Park Advisory Committee. Ms. Millager stated that Mr. Glass was originally appointed in 2022 and his term expired on June 30, 2025. Port staff contacted Mr. Glass, and he expressed interest in continuing. The Committee voted on the reappointment and the motion passed unanimously. Ms. Millager recommends the adoption of Resolution 2025-22, extending Mr. Glass' appointment for another 3-year term through June 2028.

Robert Keyser moved, Nancy Ward seconded a motion to adopt Resolution 2025-22. Commissioners Bubl, Ward, Keyser, Fawcett and Sorber voted aye. The motion carried unanimously, 5-0.

Resolution 2025-23

SCAPPOOSE AIRPORT RUNWAY REHAB PHASE 3 CONSTRUCTION

Ms. Tolles presented Resolution 2025-23 which would authorize acceptance of FAA grant funding and authorizing Mr. Clark to review and sign the Grant Agreement for Phase 3 of the runway rehabilitation construction at Scappoose Airport. Ms. Tolles explained that new FAA guidelines require a 48-hour turnaround to review and return grant agreements. The total for this project amounts to \$4,043,703 with the FAA covering approximately 95%, or \$3.84 million. Mr. Salisbury raised a concern over the 48-hour requirement for a government agency. Mr. Clark suggested sending a letter to the FAA. Mr. Keyser stated that his preference would be to have one of the trade associations write the letter. The Commission agreed that the Port should send a letter expressing concerns about the unreasonable FAA timeline.

Robert Keyser moved, Chip Bubl seconded a motion to adopt Resolution 2025-23. Commissioners Bubl, Ward, Keyser, Fawcett and Sorber voted aye. The motion carried unanimously, 5-0.

Resolution 2025-24

SCAPPOOSE AIRPORT EAST SIDE PAVEMENT PHASE 1 DESIGN

Ms. Tolles presented Resolution 2025-24 authorizing acceptance of FAA grant funding and authorizing Mr. Clark to sign the Grant Agreement along with all other necessary and related documents. With there being no further discussion, Mr. Sorber asked for a motion.

Robert Keyser moved, Chip Bubl seconded a motion to adopt Resolution 2025-24. Commissioners Bubl, Ward, Keyser, Fawcett and Sorber voted aye. The motion carried unanimously, 5-0.



Outreach Plan Discussion

Mr. Clark gave a PowerPoint presentation outlining the Port's draft Outreach Plan for the coming year and stated that current outreach efforts are extensive. These include monthly articles in the Columbia County Spotlight, social media posts, community updates and staff involvement in local councils and organizations. Mr. Clark proposed several new outreach ideas including expanding use of the Port's YouTube channel with short highlight videos, creating a podcast for KOHI radio or other media, leveraging social media for greater visibility and engagement, and enhancing lobbying efforts in Salem. He also discussed the Port Compass Newsletter, noting last year's \$15,000 direct mail approach and seeking feedback from the Commission on whether to continue the newsletter, potentially combining print and digital distribution. Mr. Clark announced that the Port has hired a new Communications and Grants Manager, Lindsay Wilson, and will be expanding its communications strategy across multiple media channels. He emphasized ongoing communication, creative marketing, content creation, integrating staff input, and exploring innovative ways to reach the community. Mr. Clark asked for any additions to the Outreach Plan from the Commission for the coming year. Mr. Fawcett suggested including the Chambers of Commerce in community updates and expressed support for expanding outreach while being mindful of costs and effectiveness. The Commission did not provide any specific direction to Mr. Clark other than including the Chambers of Commerce in the community updates and were in favor of continuing to distribute the Compass Newsletter once per year.

Marina Work Session Planning

Mr. Clark led a discussion around planning an upcoming Marina Work Session to review the results of the marina feasibility study, develop an attainable strategy, collect input from tenants and users, and establish a Strategic Planning Committee. The marina work session would ideally include a slideshow presentation, a walking tour of the marina and possibly kayaking. Mr. Clark proposed postponing the work session to September due to logistical challenges, ongoing activity at the marina, and the need to involve the newly formed Strategic Planning Committee. Commissioners debated whether to hold the meeting at the marina or at the Port office, with concerns about splitting locations. Mr. Clark stated that the Strategic Planning Committee is composed of eleven members and some adjustments to the Agenda order were recommended, such as collecting input from tenants and users before finalizing the strategy. The group agreed to pursue a September meeting date and will follow up to finalize plans.

Executive Director Report

Mr. Clark shared his upcoming schedule and priorities, with key items including preparing a strong Port Infrastructure Development Program (PIDP) grant application for the seismic retrofitting of Beaver Dock, with a September 10th deadline. Port staff plans to request letters of support and are working closely with a consultant. Staff recently met with Congresswoman Bonamici alongside other regional port directors to discuss infrastructure needs, navigation channel maintenance, and the importance of PIDP grants. Mr. Clark encouraged Commissioners to review department reports and reach out with any questions. The Executive Director Report is on file at the Port office.

Commissioner Reports

Mr. Fawcett reported that he attended the Lignetics community meeting and found the feedback and opinions interesting. He appreciates Jan Schollenberger's comments at today's meeting as well. He also thanked Port staff for their efforts, especially on Outreach, and said he looks forward to meeting the new Communications and Grants Manager.



Ms. Ward also attended the Lignetics community meeting, recognizing the community frustration in Columbia City over the sawdust issues with minimal visible improvements so far. She also reported that she met with Abbi Russell from Maul Foster regarding potential environmental process improvements.

Mr. Bubl had nothing to report.

Mr. Keyer commented on the general challenges of dust near industrial areas and acknowledged progress from the baghouse plan and Lignetics' support initiatives, though noted improvements are not yet highly visible to residents.

Mr. Sorber stated that he is excited about the expansion of tenants and expressed appreciation for Port staff.

THE COMMISSION WENT INTO TO EXECUTIVE SESSION AT 9:47 A.M.

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, exempt from disclosure under ORS 192.355(9)(a), and pursuant to ORS 192.660(2)(f), and to consult with Port General Counsel regarding pending litigation or litigation likely to be filed under ORS 192.660(2)(h).

THE COMMISSION RETURNED TO OPEN SESSION AT 11:37 A.M.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 11:38 A.M.



President

September 24, 2025
Date Adopted



Secretary