



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

April 9, 2025

8:30 A.M.

The Port of Columbia County 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/81130792542>

Call-In: (253) 205-0468

Meeting ID: 811 3079 2542

Passcode: 353465

I. CALL MEETING TO ORDER (President, Brian Fawcett)

- A. Flag Salute
- B. Roll Call

II. ADDITIONS TO AGENDA

III. CONSENT AGENDA (Items marked with an asterisk (*) are adopted by a single motion unless a Commissioner requests otherwise.)

- A. *Approval of Minutes: March 5, 2025 and March 26, 2025
- B. *Finance Report: April 2025
- C. *Approval of March Check Register and electronic payments in the total amount of \$ 490,026.03.

IV. COMMENTS FROM THE PUBLIC

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

V. OLD BUSINESS

- A. Airport Update Lacey Tolles
NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS
- B. Lignetics/Neighbors Update Sean P. Clark

VI. NEW BUSINESS

- A. Scappoose Bay Marine Park Study Paul Sorenson
Staff Report
- B. **Resolution 2025-06** Lacey Tolles
Airport Advisory Committee Appointment of Jay Tappan
Staff Report, Resolution and Application
- C. **Resolution 2025-07** Lacey Tolles
Establishing Airport Hangar and Tie Down Fees
Staff Report and Resolution



D. Fiscal Year 2026 Operating Budget Discussion
Staff Report

Guy Glenn, Jr.

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold 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).

X. ADJOURNMENT

Upcoming Meetings & Events

April 23	TBD	Commission Work Session
April 29	10:00 a.m.	Budget Committee Meeting #1
May 6	5:30 p.m.	Scappoose Bay Marina Advisory Committee Mtg.
May 13	TBD	Budget Committee Meeting #2
May 14	8:30 a.m.	Commission Meeting
May 26		Memorial Day – Port Office Closed

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.



COMMISSION MEETING MINUTES

MARCH 5, 2025
100 E. STREET
COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, March 5, 2025 at the Port office via Zoom (*) video conferencing with the following people present:

Commissioners

Brian Fawcett	President
Chip Bubl	Vice President
Nancy Ward	2nd Vice President

Staff

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

Guests

Natasha Parvey	NXT Clean Fuels
Neil Maunu	PNWA
Patrick Harbison	PNWA
Steve Nelson	Lignetics Plant Manager
KJ Lewis*	
Bob Gadotti*	Scappoose
Alta Lynch*	Scappoose
Annon*	

President Brian Fawcett called the Port of Columbia County Commission Meeting to order at 8:30 a.m. Commissioners Fawcett, Ward and Bubl were present. Commissioners Keyser and Sorber were absent.

Additions To Agenda

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

Comments From the Public

There were no public comments.

Old Business

Marina Update

Port Operations Manager Miriam House stated that there was no Marina Update.

Airport Update

Airport Manager Lacey Tolles stated that there was no Airport Update.

Lignetics/Neighbors Update

Port Executive Director Sean P. Clark welcomed Lignetics Plant Manager Steve Nelson to provide an update on the Lignetics cyclone scrubber project. Mr. Nelson stated that the scrubber project is progressing, the equipment has been installed, and the electrical and plumbing connections will be completed this week. He added that the old equipment was structurally unsound and in need of an upgrade. The new system is based on dispersion modeling and is expected to outperform the previous system. Mr. Nelson said he has kept in contact with the City and the neighbors so that they are aware of the progress. He also pointed out that all parties have worked well together and gave credit to the Commission for making this change a priority. The Commission congratulated Mr. Nelson on the new equipment and thanked him for his persistence.



Community Giving Policy

Commissioner Nancy Ward led a discussion on community giving initiatives with a focus on allowing Commissioners to personally donate to local nonprofits in the name of the Port. Ms. Ward explained that this would expand the Port's reach and impact in the community, aligning with organizations outside the Port's usual scope. She stated this policy would look at how to support additional matters in the community that there may not be a budget for. The Commissioners agreed that donations should be unanimous, avoid controversial causes, and utilize Port branding for visibility. They plan to refine the concept further, addressing potential conflicts with existing policies and determining implementation details. The discussion emphasized that this initiative would be Commissioner led and would not require additional Port staff involvement.

New Business

Clatskanie Business Center Discussion

Mr. Clark discussed a potential transfer of Port ownership of the old school building in Clatskanie to the Clatskanie Rural Fire Protection District. The fire district is interested in acquiring ownership while allowing the Port to maintain the office space and handle tenant agreements. The Commission agreed to have Port staff continue looking into the process of the asset transfer.

Executive Director's Report

Mr. Clark reported that he and Gina Sisco, Communications and External Affairs Manager, were in Salem on March 4 to meet with state elected officials Senator Weber, and Representatives Javadi and Edwards. Mr. Clark informed the Commission that the Port received support letters from each of them for grants. He encouraged Commissioners to join him for a future visit. Mr. Clark will be in Washington D.C. from March 9 - 13, however he informed Commissioners that the Special District Association of Oregon (SDAO) Legislative Days in Salem takes place on March 12. Gina Sisco and Port General Counsel Bob Salisbury will be joining Mr. Clark in D.C. for the Mission to Washington. Mr. Clark discussed rescheduling the evening Commission Work Session on March 26 to a morning meeting to accommodate the Budget Committee, with Commissioners expressing flexibility and prioritizing the Budget Committee's convenience.

Commissioner Reports

Chip Bubl reported that he attended the Scappoose Bay Marina Advisory Committee meeting on Monday, March 3 along with Commissioner Fawcett, Miriam House and Elizabeth Millager. He said the Advisory Committee members were in agreement on increasing prices. He also stated that there was a convivial discussion and commented on the great work of Port staff.

Nancy Ward stated that she attended the Wyden, Bonamici and Merkley Town Halls and they were well attended with engaged groups of people. She said there were a lot of people with concerns and questions, and she was impressed by the majority of people who held onto their decorum. Ms. Ward also expressed her appreciation for the differing viewpoints and the fact that people were given an opportunity to share.

Brian Fawcett reported that he virtually attended the Scappoose Bay Marina Advisory Committee meeting where the main topic was marina rates and the willingness to increase them. He also echoed Mr. Bubl's comments about the work of Port staff.



Executive Session

There was no Executive Session.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 9:08 A.M.**

President

April 9, 2024
Date Adopted

Secretary



COMMISSION WORK SESSION MINUTES

MARCH 26, 2025

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, March 26, 2025 at the Port office 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

Bob Gadotti	Scappoose
Paul Langner	Rainier
Brady Preheim	St. Helens
Susan Tolleshaug*	St. Helens

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
Sydell Cotton*	Assistant Finance Manager
Brittany Scott*	Finance Assistant

Vice President Chip Bubl called the Port of Columbia County Commission Work Session to order at 8:30 a.m. Commissioners Bubl, Ward and Sorber were present in person. Commissioners Fawcett and Keyser attended remotely.

Additions To Agenda

Chip Bubl asked the Commission if there were any additions to the agenda. There were no additions.

Consent Agenda

Nancy Ward moved; Nick Sorber seconded a motion to adopt consent agenda items A, B, and C: February 12, 2025 Minutes, March 2025 Finance Report, and February 2025 Check Register and electronic payments in the total amount of \$1,085,797.53. Robert Keyser abstained due to a conflict of interest. Motion carried, 4-0

Comments From the Public

Brady Preheim, St. Helens, commented on the Port's financial situation and said the Port could reconsider a decision on a previous lease deferment to collect on revenue or cancel the lease. He also stated that he would be applying to attend the Port's Executive Sessions as news media.

New Business

FY26 Capital Budget Priorities

Executive Finance Manager Guy Glenn presented a PowerPoint on the Port's Fiscal Year 2026 (FY26) budget process with a focus on capital and major maintenance budget priorities. Mr. Glenn began by providing an overview of the annual budget process and timeline. The operating budget priorities will be presented in April 2025 followed by the Budget Committee meetings in April and May. In June 2025, there will be a public hearing prior to the adoption of the budget. Mr. Glenn pointed out the focus on aligning the Port's budget priorities with the Strategic Business Plan (SBP). Goal 1 of the Financial Plan from the Port's SBP is "Supporting the financial performance of the Port and Port business lines through regular monitoring and coordination." Mr. Glenn emphasized the importance of maintaining the Port's financial reserves to mitigate risks, plan for future investments and strategically manage liquidity and resources. He discussed the need for a multi-

year plan for each site for larger projects which can take three to five years to complete. The current Local Government Investment Pool (LGIP) balances were reviewed with \$9.6 million allotted to the general fund, \$2.5 million to Pope & Talbot and \$2.2 million to Port Westward totaling \$14.3 million as of February 28, 2025. Mr. Glenn outlined his recommendations on a Reserve Policy for FY26 with some alternatives to consider for flexibility. He recommended a 6-month operating reserve of \$2.5 million - \$3.5 million based on annual operating expenses of \$5.8 million as of June 30, 2024, and a strategic reserve range of \$7 million to \$9 million for future projects. The remaining funds of \$4.2 million would be allocated towards capital and major maintenance projects for FY26. Overall, Mr. Glenn's recommendations are \$8 million for strategic reserves, \$3 million for operating reserves, and \$4 million for the capital budget. Mr. Glenn also outlined capital and major maintenance budgeting for some of the Port's anticipated capital projects. He noted that over 90% of the Port's capital projects at Scappoose Airport are largely funded by the Federal Aviation Association (FAA) and the Oregon Department of Aviation (ODAV), only requiring 1-2% Port cash. In summary, the Port's proposed FY26 capital and major maintenance budget includes \$3.3 million for capital and \$913,500 for major maintenance which totals \$4.218 million.

Mr. Bubl asked if the Port's income budget is broken down at some point and Mr. Glenn replied that the operating budget includes revenue and will be included in the next budget discussion. Mr. Sorber asked for confirmation on the facility maintenance numbers and whether they have been bid on yet. Mr. Glenn confirmed the figures are estimates, some more firm than others, for going into the next fiscal year, and the Port needs to be strategic moving forward. Ms. Ward pointed out that unforeseen circumstances can be challenging when planning the budget. She asked if there was a formula or ranking order on deciding which projects to fund. Mr. Glenn agreed that escalating costs are a challenge for public agencies and business in general. He emphasized the importance of prioritizing projects based on factors such as grants and other types of funding and permitting issues. Mr. Clark added that the Port's mantra has been safety first, revenue generation second, and preventative maintenance third as it relates to maintenance numbers as opposed to capital. Mr. Glenn welcomes ongoing feedback and discussion from the Commission to help guide Port staff in developing the proposed FY26 budget. He will present the operating budget and revenue projections at the next Commission meeting on April 9.

Resolution 2025-05

APPROVAL OF CONNECT OREGON GRANT AGREEMENT

North County Operations and Terminal Manager Elliot Levin presented Resolution 2025-05 authorizing the Executive Director to execute a Connect Oregon Grant Agreement with the Oregon Department of Transportation (ODOT). Mr. Levin stated that in February 2024 the Port applied for a \$2.7 million Connect Oregon Grant to plan, design and permit the modernization and seismic improvements to the Beaver Dock. Because ODOT requires a significant construction element, the Port will place the piles and caps necessary to extend the new pipe bridge, built last year, to Berth 1. Mr. Levin displayed a depiction showing Berth 1 with a vessel alongside Berth 2, the new pipe bridge, and the pipe bridge extension. He explained that Phase 1 consists of placing the piles and caps for the pipe bridge extension. This will allow the product lines to be relocated, which will significantly address the pipeline's seismic vulnerability. Mr. Levin pointed out that the Capital Reserve Fund, as mentioned in Mr. Glenn's presentation, has sufficient funds to meet the Port's 30% grant match requirement of \$1.17 million. Once Phase 1 is complete, the remaining work at Berth 1 will consist of relocating the pipelines, groundwork at the upward approach and base of the new pipe bridge and upgrading the unimproved sections of Berth 1 and the upstream approach. In addition, Berth 2 will also need to be modernized. Mr. Levin added that the sequencing of future phases is somewhat flexible and will be made easier by extending the pipe bridge to avoid having to build around active product lines. Port staff recommend approving Resolution 2025-05 to execute



the Grant Agreement allowing the Port to proceed with the first phase of modernizing and seismically improving the Beaver Dock.

Nancy Ward moved; Nick Sorber seconded a motion to adopt Resolution 2025-05. The motion carried unanimously, 5-0.

Executive Director's Report

Executive Director Mr. Clark reported that he went on the Mission to Washington D.C. March 9 – 13 with Port General Counsel Bob Salisbury and Communications and External Affairs Manager Gina Sisco. They met with the U.S. Department of Transportation (DOT) on the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (P.R.O.T.E.C.T.) infrastructure grant. Unfortunately, the Notice of Funding Opportunity (NOFO) has not been released. Mr. Clark commented that it was a good trip, and the Port received several support letters. The Manager Reports will go out to Commissioners ahead of the next regular Commission meeting on April 9, 2025. Mr. Clark informed the Commission about some ongoing issues with guests at the Bayport RV Park who will potentially be trespassed from the property due to theft of services, overstaying the allowed time and breaking rules. The Commission asked about the process and Mr. Clark responded that they are given multiple warnings and then sent a letter. Operations Manager Miriam House added that it starts with a verbal warning and following that Public Facilities Representative Marshall Simmons will alert Ms. House and Property Manager Elizabeth Millager to determine the seriousness of the issue. Following that, the guest(s) will be given a phone call and a letter. The Operations department wants to ensure the rights of guests are being considered. They will discuss in-house to make sure that the process is fair and efficient. Mr. Sorber asked what the maximum length of stay is at the RV Park and Ms. House responded that guests are allowed to stay for up to fourteen days and then may vacate for three days and come back for another fourteen days, not to exceed sixty days total in a calendar year. Mr. Clark encouraged Commissioners to attend the Oregon Public Ports Association (OPPA) "Port's Day at the Capitol" in Salem on April 10 and inform staff if they would like to set up appointments with legislators in advance.

Commissioner Reports

Nancy Ward announced that she will attend the Scappoose Annual Town Hall on April 5, 2025 along with Port Communications and External Affairs Manager Gina Sisco. She expressed her appreciation for the way Scappoose informs their citizens and encouraged others to attend. She shared her interest in the Port Commissioners taking part in the National Alliance on Mental Illness (NAMI) event that is coming up in June. She will be sending an email out to Commissioners with the more information including costs and details and would like their support in moving forward on that.

Nick Sorber commended Port staff for their hard work on the capital budget and applauded the team's effort.

Brian Fawcett echoed Commissioner Sorber's comments on the hard work of staff and Commissioner Ward's comments on the NAMI event. He thanked Ms. Ward for coordinating it with the Commission.

Chip Bubl stated that he read the Agenda materials for today's meeting. He thanked Port staff in terms of their work on the Port Westward project, the grant and the budget, and said the Port has a lot going on.



The Commission asked if there were any questions or comments from the Budget Committee members in attendance. Bob Gadotti commented that it is a tough budget time and there are things that need to be accomplished. He said Mr. Glenn will be putting together the other pieces that feed into the budget as far as operational and expense, which the revenue side somewhat dictates. He commended Mr. Glenn for his good work on the budget.

Robert Keyser reported that he is anxious to review the Department of Environmental Quality (DEQ) Ability to Pay analysis. Commissioner Bubl asked if it is an addendum. Mr. Levin clarified that the analysis is an update to a previous determination by DEQ. Commissioner Sorber asked if there was a timeline on that. Mr. Levin explained that the \$500,000 in the budget was based on the Port's match for the Environmental Protection Agency (EPA) grant. He pointed out that DEQ is cognizant of the Port's limitations and the importance of not spending all of the insurance funds on Phase 1 and to retain it for grant matches. The Port expects to have the results of the DEQ Ability to Pay analysis by May 2025.

Executive Session

There was no Executive Session.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 9:17 A.M.**

President

April 9, 2025
Date Adopted

Secretary



STAFF REPORT

DATE: April 9, 2025
TO: Port Commission Board
FROM: Guy Glenn
Executive Finance Manager
RE: March 2025 Financial Update

Finance Report

Discussion:

Income Statement and Check Register: The March Preliminary Income Statement, March 31, 2025 Balance Sheet and March check register are attached for your reference.

Please review the notes on the preliminary income statement.

Cash and Investments as of March 31, 2025: \$ 14,450,146.94

- BMO - \$ 150,550.89
- LGIP - \$ 9,552,419.88
- LGIP - \$ 2,518,989.95
- LGIP - \$ 2,228,186.22

Checks and electronic payments issued in March of 2025 total: \$490,026.03

March Highlights:

- FY26 Finance and Budget Prep
- Marina Study Coordination
- A/P Process Enhancements
- Project Management and Grant Support

Port of Columbia County

Income Statement for the period ending March 31, 2025

		Current	Yr To Date	Annual	%	Prior YTD	Increase
		Actual	Actual	Budget	Remaining	Actual	(Decrease)
Resources							
Property Taxes		55	203	-	0.0%	8,191	(7,988)
Licenses and Permits		47,952	423,901	559,057	24.2%	421,736	2,165
Rents and Reimbursements		445,106	6,646,596	4,528,546	-46.8%	5,169,886	1,476,710
Terminal Services		46,235	459,568	730,000	37.0%	319,463	140,105
Bayport RVPark		10,015	98,231	147,860	33.6%	88,233	9,998
Parking Fees		3,425	74,038	-	0.0%	27,317	46,721
Launch Fees		-	-	91,000	100.0%	22,393	(22,393)
Other Marina Fees		400	2,621	5,400	51.5%	1,910	711
Grants		2,249	163,749	1,305,000	87.5%	377,292	(213,543)
Loan Proceeds		-	-	-	0.0%	0	-
Interest Earnings		56,114	533,161	376,757	-41.5%	367,343	165,818
InterGovernmental Income		-	-	-	0.0%	0	-
Contributions		-	-	-	0.0%	0	-
Miscellaneous Income		26,665	218,613	50,000	-337.2%	77,515	141,099
					0.0%		
Total Resources		638,216	8,620,681	7,793,620	-10.6%	6,881,278	1,739,403
Requirements							
Personnel Services		146,831	1,866,816	2,906,505	35.8%	1,836,203	30,614
Materials and Services		87,737	1,691,331	3,771,568	55.2%	1,785,797	(94,466)
Capital Outlay		53,989	1,937,697	4,152,000	53.3%	623,115	1,314,581
Debt Service		53,602	574,023	386,742	-48.4%	695,851	(121,828)
Contingency		-	-	6,439,958	100.0%	0	-
Total Requirements		342,158	6,069,866	17,656,773	65.6%	4,940,966	1,128,900
Change in Net Position		296,057	2,550,814		0.0%	1,940,312	610,503

Note: Rents & Reimbursements - includes 1.) \$1.75 million in non-recurring insurance recovery, and 2.) approximately \$2.15 million in Accts Receivable and late fees, assuming full recovery, not adjusted for any uncollectible portion. Net Position reported does not adjust for these two factors, totaling roughly \$3.90 million.

Port of Columbia County
Balance Sheet – March 31, 2025

		Mar	Mar
		2025	2024
ASSETS			
Current assets			
Cash and Investment		14,621,036	9,975,952
Cash restricted for debt payments		-	1,291,950
Receivables, net of allowances		1,274,507	148,609
Prepaid Expenses		-	27,796
Total current assets		15,895,543	11,444,307
Noncurrent assets			
Capital Assets		-	-
Depreciable capital assets		64,116,527	63,908,238
Non depreciable capital assets		12,573,851	12,090,960
Accumulated depreciation		(36,265,424)	(34,062,558)
Capital assets, net		40,424,954	41,936,640
Receivables from other organizations		1,455,969	1,593,711
Total noncurrent assets		41,880,923	43,530,351
Deferred outflows of resources		285,578	285,578
Total Assets and deferred outflows		58,062,044	55,260,236
LIABILITIES AND NET POSITION			
Current liabilities			
Accounts payable		(1,507)	(3,851)
Accrued interest payable		90,738	77,291
Retainage Payable		-	-
Accrued payroll costs		507	-
Compensated balances		199,969	169,742
Deferred revenue		(26,998)	(108)
Deposits		435,562	681,298
Notes payable and assessment debt - current		372,072	268,196
Total current liabilities		1,070,342	1,192,568
Noncurrent liabilities			
Notes Payable		4,431,351	4,702,099
Special assessment debt with government commitment		1,310,253	1,455,970
Environmental Clean-up Liab. RR Ave		22,100,000	19,600,000
Net pension liability		865,616	865,616
Total noncurrent liabilities		28,707,220	26,623,685
Deferred inflows of resources		-	-
Net position			
Investment in capital assets, net of related debt		29,519,113	29,519,113
Unrestricted		(3,807,180)	(5,330,676)
Restricted for debt payments		-	1,291,950
Current Year Income (loss)		2,572,549	1,963,596
Total net position		28,284,482	27,443,982
Total liabilities, deferred inflows and net position		58,062,044	55,260,236

**Port of Columbia County
Voucher Approval List - March 2025**

Check No	Vendor ID	Vendor Name	Check Date	Amount	Voided
46246	AMBI001	Ambient IT Solutions	3/6/2025	\$43.75	No
46247	BSTA001	BST Associates	3/6/2025	\$13,300.00	No
46248	BYNU001	Amy Bynum	3/6/2025	\$369.94	No
46249	CABL001	Cable Huston	3/6/2025	\$6,962.00	No
46250	CHRI002	Chris O Janitorial LLC	3/6/2025	\$1,711.66	No
46251	CITY001	City of Columbia City	3/6/2025	\$258.49	No
46252	CITY005	City of Clatskanie	3/6/2025	\$86.52	No
46253	CMGO001	CMG Oregon LLC	3/6/2025	\$30.00	No
46254	CONS001	Conсор North America, Inc	3/6/2025	\$5,311.00	No
46255	DAHL001	VASA Hldgs LLC dba	3/6/2025	\$883.54	No
46256	DONS001	Dons Rental	3/6/2025	\$168.30	No
46257	KINN001	Kinnear Specialties Inc.	3/6/2025	\$72.94	No
46258	LAWR001	Lawrence Oil Company	3/6/2025	\$63.00	No
46259	LOOPN001	LoopNet	3/6/2025	\$677.82	No
46260	MARI004	Marine Floats Corporation	3/6/2025	\$250.00	No
46261	MYSY001	My System Shield LLC	3/6/2025	\$3,106.00	No
46262	PACI005	Pacific Office Automation	3/6/2025	\$357.00	No
46263	PACI006	Pacific Energy Group LLC	3/6/2025	\$1,484.39	No
46264	QUIL001	Staples Inc dba	3/6/2025	\$255.43	No
46265	SCAP002	Scappoose Sand and Gravel	3/6/2025	\$47.69	No
46266	SDIS001	SDIS	3/6/2025	\$1,088.70	No
46267	SHRE001	Shred Northwest, Inc	3/6/2025	\$60.00	No
46268	SISC001	Gina Sisco	3/6/2025	\$84.00	No
46269	SUNS001	Sunset Auto Parts	3/6/2025	\$85.49	No
46270	TITA001	Titan Tree Care, LLC	3/6/2025	\$3,599.00	No
46271	TOLL001	Lacey Tolles	3/6/2025	\$128.67	No
46272	VOYA001	Voya - State of Oregon	3/6/2025	\$4,834.00	No
46273	WARD001	Nancy Ward	3/6/2025	\$179.20	No
46274	WILC001	Wilson Oil Inc dba	3/6/2025	\$321.22	No
46275	ACEH001	Ace Hardware - St Helens	3/12/2025	\$424.55	No
46276	ACEH002	Ace Hardware - Scappoose	3/12/2025	\$159.99	No
46277	AMBI001	Ambient IT Solutions	3/12/2025	\$1,392.00	No
46278	ATTM001	AT&T Mobility	3/12/2025	\$1,044.74	No
46279	BUBL001	Chip Bubl	3/12/2025	\$150.00	No
46280	CENT001	CenturyLink	3/12/2025	\$251.59	No
46281	CLAT003	Clatskanie Builders Supply	3/12/2025	\$58.97	No
46282	COMC003	Comcast Business-Ethernet	3/12/2025	\$2,144.90	No
46283	DAIL001	Daily Journal of Commerce	3/12/2025	\$179.80	No
46284	FAWC001	Brian Fawcett	3/12/2025	\$150.00	No
46285	FELT001	Felton's Heating and Cooling	3/12/2025	\$481.20	No
46286	GLEN001	Guy Glenn	3/12/2025	\$220.78	No
46287	HUDS001	Hudson Garbage Service	3/12/2025	\$654.12	No
46288	HUDS002	Hudson Portable Toilet Service	3/12/2025	\$607.00	No
46289	IPNG001	Inland Ports & Navigation Group	3/12/2025	\$10,000.00	No
46290	KEYS001	Robert Keyser	3/12/2025	\$150.00	No
46291	KPFF001	KPFF, Inc	3/12/2025	\$2,722.50	No
46292	MATS001	Matsuda & Associates LLC	3/12/2025	\$2,500.00	No
46293	NFPA001	National Fire Protection Association	3/12/2025	\$225.00	No
46294	OREI001	O'Reilly Auto Enterprises LLC	3/12/2025	\$71.91	No

46295	ROBE001	Douglas Roberts	3/12/2025	\$174.00	No
46296	SDIS001	SDIS	3/12/2025	\$63.00	No
46297	SORB001	Nick Sorber	3/12/2025	\$150.00	No
46298	SUNS002	watkins Tractor & Supply dba	3/12/2025	\$125.46	No
46299	SUPP002	SupplyWorks	3/12/2025	\$53.24	No
46300	WARD001	Nancy Ward	3/12/2025	\$150.00	No
46301	ZIPL001	Ziply Fiber	3/12/2025	\$139.20	No
46302	WARR001	Warren Country Inn - S&S Restaurant Group LLC	3/17/2025	\$570.00	No
46303	BUSI001	Business Oregon	3/19/2025	\$47,667.18	No
46304	CENT001	CenturyLink	3/19/2025	\$107.30	No
46305	CENT002	Century West Engineering	3/19/2025	\$45,515.00	No
46306	CLAT003	Clatskanie Builders Supply	3/19/2025	\$58.97	No
46307	COBR001	Cobra Management Services-Accrue	3/19/2025	\$95.00	No
46308	CONS001	Conсор North America, Inc	3/19/2025	\$1,247.50	No
46309	FAST002	Fast-Mat - Summit LLC	3/19/2025	\$50.00	No
46310	GADO001	Robert Gadotti	3/19/2025	\$472.50	No
46311	KOLD001	Culligan	3/19/2025	\$142.95	No
46312	NEXT001	Next Adventure	3/19/2025	\$7,000.00	No
46313	PITN001	Pitney Bowes- Purchase Power	3/19/2025	\$186.54	No
46314	PORT002	Portland General Electric	3/19/2025	\$7,494.82	No
46315	QUIL001	Staples Inc dba	3/19/2025	\$371.72	No
46316	SHRE001	Shred Northwest, Inc	3/19/2025	\$60.00	No
46317	TCMS	Trotter & Morton	3/19/2025	\$712.25	No
46318	VOYA001	Voya - State of Oregon	3/19/2025	\$4,834.00	No
46319	WILC001	Wilson Oil Inc dba	3/19/2025	\$600.79	No
46320	BURN001	Christa Burns	3/19/2025	\$39.01	No
46321	BUSI001	Business Oregon	3/19/2025	\$5,934.72	No
46322	MILL004	Elizabeth Millager	3/19/2025	\$495.00	No
46323	TAYL001	Taylor Metal Products	3/19/2025	\$499.20	No
46324	CENT003	CenturyLink	3/26/2025	\$56.60	No
46325	COMC001	Comcast	3/26/2025	\$2,663.54	No
46326	COMC002	Comcast Business-Office Phones	3/26/2025	\$1,144.53	No
46327	COTT001	Sydell Cotton	3/26/2025	\$50.00	No
46328	CSAP001	CSA Planning Ltd.	3/26/2025	\$157.50	No
46329	DAIL001	Daily Journal of Commerce	3/26/2025	\$199.00	No
46330	KPFF001	KPFF, Inc	3/26/2025	\$4,801.12	No
46331	NORT008	Northwest Hazmat, Inc	3/26/2025	\$7,192.38	No
46332	SCOT001	Brittany Scott	3/26/2025	\$57.56	No
46333	SOLU001	Solutions Yes, LLC	3/26/2025	\$522.00	No
46334	SUPP002	SupplyWorks	3/26/2025	\$161.37	No
46335	TOLL001	Lacey Tolles	3/26/2025	\$181.43	No
46336	WETL001	Wetland Solutions Northwest	3/26/2025	\$700.00	No

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Sub Total Check Payments

\$212,305.18

Electronic Payments - March 2025

Vendor Code	Vendor Name	Transaction Number	Document Date	Document Amount	Voided
NWNA001	NW Natural Gas Company dba	00011324	3/3/2025	73.54	Yes
CITY003	City of St. Helens	ACH031025-5	3/3/2025	22,207.86	No
CLAT002	Clatskanie PUD	ACH020725	3/6/2025	57.37	No
NWNA001	NW Natural Gas Company dba	00011325	3/6/2025	403.43	Yes
STAN002	The Standard	ACH030625-4	3/6/2025	2,340.60	No
REGE001	Regence BlueCross BlueShield of Oregon	ACH250460000845	3/6/2025	30,066.56	No
NWNA001	NW Natural Gas Company dba	ACH4159304200	3/6/2025	193.26	No
CINT002	Cintas Corporation No 3	ACH9310797453	3/6/2025	216.00	No
AMAZ001	Amazon Capital Services	ACH1DX9NNK9YK9M	3/10/2025	434.12	No
PERS001	Oregon Public Employees Retirement System	ACH031225	3/11/2025	10,024.31	No
BANK001	BMO Financial Group	ACH032125	3/11/2025	7,718.27	No
CLAT002	Clatskanie PUD	ACH11033501031625	3/17/2025	1,067.51	No
CLAT002	Clatskanie PUD	ACH4090007030325	3/17/2025	57.37	Yes
CLAT002	Clatskanie PUD	ACH5102503031625	3/17/2025	28.77	No
CLAT002	Clatskanie PUD	ACH5102603031625	3/17/2025	16.38	No
CLAT002	Clatskanie PUD	ACH5103600031625	3/17/2025	232.54	No
CLAT002	Clatskanie PUD	ACH5111001031625	3/17/2025	126.87	No
CLAT002	Clatskanie PUD	ACH90057300031625	3/17/2025	199.72	No
CINT002	Cintas Corporation No 3	ACH032625	3/26/2025	56.41	No
CITY002	City of Scappoose	ACH001700-001 031525	3/27/2025	114.56	No
CITY002	City of Scappoose	ACH003061-000 031525	3/27/2025	1,864.74	No
CITY002	City of Scappoose	ACH003061-001 031525	3/27/2025	41.77	No
PERS001	Oregon Public Employees Retirement System	ACH032725	3/27/2025	10,077.14	No
CITY003	City of St. Helens	ACH20-05669-000 0325	3/27/2025	24.10	No
CITY003	City of St. Helens	ACH20-05670-000 0325	3/27/2025	127.22	No
CITY003	City of St. Helens	ACH20-05705-000 0325	3/27/2025	15,810.17	No
CITY003	City of St. Helens	ACH23-05551-000 0325	3/27/2025	894.80	No
CITY003	City of St. Helens	ACH23-05703-000 0325	3/27/2025	308.36	No
CLAT002	Clatskanie PUD	ACH4090007 030525	3/27/2025	48.68	No
CINT002	Cintas Corporation No 3	ACH4222956855	3/27/2025	56.41	No
CINT002	Cintas Corporation No 3	ACH4223729826	3/27/2025	56.41	No
NWNA001	NW Natural Gas Company dba	ACH510229-0 040725	3/27/2025	209.00	No
CINT002	Cintas Corporation No 3	ACH5259474903	3/27/2025	31.33	No
COLU008	Columbia River PUD	ACH5621 031725	3/27/2025	3,874.45	No
CINT001	Cintas First Aid & Safety	ACH8407339667	3/27/2025	108.00	No
COLU008	Columbia River PUD	ACH84198 031725	3/27/2025	178.27	No
REGE001	Regence BlueCross BlueShield of Oregon	ACH250740000871	3/28/2025	30,066.56	No
NWNA001	NW Natural Gas Company dba	ACH2651864-7 040225	3/28/2025	129.05	No
NWNA001	NW Natural Gas Company dba	ACH4433228-2 040425	3/28/2025	23.15	No
NWNA001	NW Natural Gas Company dba	ACH4611348-6 040425	3/28/2025	363.67	No
			Subtotal ACH Payments	139,394.39	

Bank Transactions

3-3-25 Merchant Fee 8888	3/3/2025	\$179.99	No
3-3-25 Merchant Fee 8904	3/3/2025	\$184.61	No
3-3-25 Merchant Fee 3111	3/3/2025	\$451.87	No
ADP PPE 030125 PPD 030725	3/6/2025	\$67,986.08	No
3-11-25 MO Merch Fee 3111	3/11/2025	\$190.00	No
3-12-25 Accrue	3/12/2025	\$376.69	No
3/14/25 ADP Payroll Fee	3/14/2025	\$383.49	No
ADP PPE 031525 PPD 032125	3/20/2025	\$67,616.17	No
3-20-25 Mo Merch Fee 3111	3/20/2025	\$170.00	No
3-24-25 MO Bank Fee	3/24/2025	\$420.64	No
3-28-25 ADP Payroll Fee	3/28/2025	\$366.92	No
	Subtotal - Bank Transactions	\$138,326.46	

Total Payments - March 2025

\$490,026.03



Scappoose Bay Marine Park Study

STAFF REPORT

DATE: April 9, 2025
TO: Port Commission
FROM: Guy Glenn, Jr., Executive Finance Manager
RE: **Scappoose Bay Marine Park - BST Associates Study**

Discussion

Scappoose Bay Marine Park is a recreational area owned and operated by the Port of Columbia County. The marina offers a public boat launch with access to the Columbia River and a separate dock for launching hand powered watercraft.

Scappoose Bay is a body of water of the Multnomah Channel and influenced by the Lower Columbia River. Located one mile upstream of the Columbia River where it enters the Multnomah Channel, Scappoose Bay also offers easy access to fishing and power boat activity. Some of the other public amenities at Scappoose Bay Marine Park include:

- 3-lane boat ramp with access to the Columbia River and Multnomah Channel
- Vehicle parking for trucks and boat trailers
- Paved 0.7-mile loop nature trail
- Gazebo picnic area (available on a first come, first served basis)
- Public restroom

In addition to Scappoose Bay Marine Park, the Port also owns and operates Bayport RV Park & Campground adjacent to the Marine Park. The Port has partnered with BST Associates to provide a Marina study that is inclusive of both operations and their combined financial performance.

BST Associates is an economic research and strategic planning group with significant experience in evaluating both public and private marina facilities, and associated market research, in the Pacific Northwest. Their study will provide a review of past performance and evaluate options for future consideration.



RESOLUTION 2025-06 STAFF REPORT

DATE: April 9, 2025

TO: Board of Port Commissioners

FROM: Lacey Tolles, Airport Manager & Project Specialist

RE: Appointment of Jay Tappan to Scappoose Airport Advisory Committee

Discussion

The Port of Columbia County maintains a volunteer advisory committee for the Scappoose Airport. Advisory committees have authority to recommend actions to the Port but may not obligate the Port in any way. Advisory committees have no legal authority and therefore, all their responsibilities are assigned at the discretion of the Executive Director, his designee or by the Port Commission.

The Committee currently has one vacancy. Jay Tappan submitted an application which was reviewed at the most recent advisory committee meeting on March 31, 2025. After a discussion of Mr. Tappan's interest and background, which includes many years of aviation industry expertise, the airport committee unanimously voted to recommend Mr. Tappan to join the advisory board.

After appointment by the Port Commission, Scappoose Airport Advisory Committee members serve for three years. If approved, Mr. Tappan's term will be up for renewal in April 2028.

Recommendation

Adoption of Resolution 2025-06 appointing Jay Tappan to the Scappoose Airport Advisory Committee.

RESOLUTION NO. 2025-06

A RESOLUTION TO APPOINT JAY TAPPAN TO THE SCAPPOOSE AIRPORT ADVISORY COMMITTEE

WHEREAS, the Port of Columbia County maintains a volunteer Advisory Committee for matters related to the Scappoose Airport and there are currently one opening on the Committee for new members; and

WHEREAS, Advisory Committees may recommend actions to the Port Commission. All responsibilities of Advisory Committees are assigned at the discretion of the Executive Director or his designee or the Port Commission; and

WHEREAS, Jay Tappan applied and the application was reviewed by the members of the Advisory Committee at their most recent meeting on March 31, 2025; and

WHEREAS, the Committee and Port Staff recommend that Jay Tappan be appointed by the Port Commission to fill one of the open positions for a term of three years; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of Columbia County as follows:

Jay Tappan is hereby appointed to the Scappoose Airport Advisory Committee.

PASSED AND ADOPTED this 9th day of April 2025 by the following vote:

AYES: _____ **NAYS:** _____

ABSTAIN: _____

PORT OF COLUMBIA COUNTY

By: _____
President

Attested By:

Secretary



P.O. Box 190
Columbia City, OR 9718
(503) 397-2888

APPLICATION FORM

Date: Feb 24, 2025

JAY MUNSON TAPPAN
Full Name

[REDACTED]
Day Telephone Number

[REDACTED]
Address (Applicant must be a resident of the Port District)

[REDACTED]
Evening Telephone Number

[REDACTED]
City State Zip Code

[REDACTED]
E-Mail Address

Are you 18 years of age or older?

☒ Y ☐ N

Please state the reason you wish to serve on the Scappoose Airport Advisory Committee:

I have a keen desire to assist and advise the Port in maintaining a strong and vibrant airfield here in Columbia County. As a tenant of the Port, I have sincerely appreciated the outstanding management of the field and would like to assist in future planning.

Please list any business, volunteer, or governmental experience:

Please refer to the attached resume.

Please list any special skills useful to this position:

Extensive management and financial experience coupled with a long history of public sector board and committee involvement.

Please describe your time availability:

As a retired person, I have great control of my schedule. I should be readily available for meetings as noted on the Port website.

Please describe your vision of the future for the Scappoose Airport:

I envision the Scappoose Airport as being a vital hub for commerce in Columbia County. I anticipate it will continue to grow and attract quality tenants for the foreseeable future. My primary desire is for the airport to remain a vibrant GA community.

Please describe how you would contribute to your vision described above:

As a member of the Advisory Committee, I would stay engaged in monitoring activities and conditions at the airport and liaise with the Airport Manager and Board of Directors as needed/requested.

Please provide any additional material or information pertinent to the Advisory Committee position:

Please refer to the attached resume.

Feel free to attach a resume or other information that might be useful in making our decision.

The Port of Columbia County is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, marital status, national origin, handicap or veteran status.

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications that may be received, not everyone who applies for the position will be interviewed.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation of this application will result in my being eliminated from further consideration.

I authorize the employers, supervisors, and references listed above to give Port of Columbia County representatives any and all information regarding my previous employment and any pertinent information they may have regarding me.

I release the Port of Columbia County and previous employers, supervisors, or references from liability of any damage that may result from furnishing information to the Port of Columbia County.

I agree to a criminal background check.

In consideration of my application, I agree to conform to the instructions, rules and policies of the Port of Columbia County.

Signature

J. M. Tappin

Date

Feb 24, 2025



RESOLUTION 2025-07

STAFF REPORT

DATE: April 9, 2025
TO: Board of Port Commissioners
FROM: Lacey Tolles – Airport Manager & Project Specialist
RE: Scappoose Airport Hangar Rate and Tie Down Fee Adjustments – Effective July 1, 2025

Discussion

The rental rates for the Scappoose Airport non-commercial tenants have traditionally been adjusted by resolution every other year. The last adjustment occurred in October 2023. In this cycle, Port Finance calculated the two-year Consumer Price Index (CPI) amounted to a 6.3% increase.

This 6.3% increase was presented to the Airport Advisory Committee at their March 31st meeting. The new rates were presented to the committee. After a conversation the Committee ultimately voted to recommend the 6.3% increase of rental rates for non-commercial tenants.

Staff recommends a 6.3% increase to all Airport non-commercial tenants hangar rates. This increase will better position the Airport compared to neighboring airport's current rates and the additional revenue will help fund future airport improvement projects.

Recommendation

Adoption of Resolution 2025-07 adjusting Scappoose Airport t-hangar rates by 6.3% effective July 1, 2025

RESOLUTION NO. 2025-07

A RESOLUTION ESTABLISHING HANGAR AND TIE-DOWN FEES AT SCAPPOOSE AIRPORT AND REPEALING RESOLUTION 2023-21

WHEREAS, the Port adopted a hangar and tie-down fee schedule in Resolution 2023-21; and

WHEREAS, historically, the Port has adjusted the fee schedule according to the Consumer Price Index (CPI) every other year with input and a recommendation in support from the Scappoose Airport Advisory Committee; and

WHEREAS, the Board of Commissioners finds that, in this cycle, the CPI adjustment would amount to a 6.3% increase in the rates; Now, therefore

BE IT RESOLVED that the following are established as hangar and tie-down fees at the Scappoose Airport, reflecting a 6.3% increase in rates:

Hangar Type	2023-2025 Rate	6.3% Adjustment	2025/26 Rate
West Side T-Hangars	\$249.00	\$15.69	\$265.00
West Side L-Hangars	\$278.00	\$17.51	\$295.00
East Side T-Hangars	\$204.00	\$12.85	\$222.00
East Side L-Hangars	\$248.00	\$15.62	\$264.00
Tie Down	\$45.00	\$2.84	\$48.00

BE IT FURTHER RESOLVED that Resolution No. 2023-21 is repealed and the fees established herein take effect on July 1, 2025.

PASSED AND ADOPTED this 9th day of April 2025 by the following vote:

AYES: _____ **NAYS:** _____

ABSTAIN: _____

PORT OF COLUMBIA COUNTY

Attested By:

By:

Secretary

President



Fiscal Year 2026 Operating Budget

STAFF REPORT

DATE: April 9, 2025
TO: Port Commission
FROM: Guy Glenn, Jr., Executive Finance Manager
RE: **FY 2026 Operating Budget**

Discussion

At our last Commission meeting, on March 26, 2025, we focused on our Capital and Major Maintenance Budget. The next step is to look more closely at our operating budget. It is important for us to be aligned with the priorities and standards contained within our strategic business plan, approved in 2024. As part of the plan, financial performance metrics and strategic priorities were identified, the top three priorities being:

- Investment in developing and modernizing existing properties
- Development of projects at Port Westward
- Purchasing additional industrial property throughout the Port district

Integrating risk management into budgeting involves identifying potential risks, assessing their impact, and allocating resources to mitigate them. As stewards of public funds, it is important for the Port to safeguard our resources, ensure service continuity, uphold public trust and meet legal and ethical standards.

Your feedback is essential during the budgeting process. Following this meeting, I will be preparing our proposed budget to present to our Budget Committee for their review and approval. Our Budget Committee meetings are scheduled to be on April 29th and, if needed, May 13th. Please note, these two meetings are not on the same days as our Commission meetings.