I. CALL MEETING TO ORDER (President, Mike Avent)
   A. Flag Salute
   B. Roll Call

II. CONSENT AGENDA (The Board has agreed to implement a Consent Agenda. Implementation of the Consent Agenda means that all items marked with an asterisk (*) are adopted by a single motion, unless a Member of the Board requests that such item be removed from the Consent Agenda and voted upon separately. Generally, Consent Agenda items are routine in nature and enable the Board to focus on other matters on the Agenda.)
   A.* Approval of Minutes; July 26, 2017
   B.* Financial Reports – July 2017

III. COMMENTS FROM VISITORS (Limited to 2 min. per person unless prior authority is obtained)
   A. SIA Advisory Committee Meeting Update – Keith Forsythe

IV. UNFINISHED BUSINESS
   A. Columbia Pacific Bio Refinery (Global) Quarterly Update

V. NEW BUSINESS
   A. Resolution 2017-46 RS
      A RESOLUTION TO ADD A CHAPTER TO THE POLICY MANUAL TO REFLECT PROCEDURES ASSOCIATED WITH REIMBURSEMENT FOR REASONABLE EXPENSES INCURRED BY PORT COMMISSIONERS
   B. Resolution 2017-47 MH
      A RESOLUTION REAPPOINTING TWO MEMBERS TO THE SCAPPOOSE INDUSTRIAL AIRPARK ADVISORY COMMITTEE
   C. Resolution 2017-48 SJ
      A RESOLUTION AUTHORIZING THE PORT OF ST HELENS TO ENTER INTO AN INTER-GOVERNMENTAL AGREEMENT WITH THE CITY OF SCAPPOOSE FOR THE PURPOSE OF SHARING GEOGRAPHIC INFORMATION SYSTEM DATA
   D. Resolution 2017-49 CA
      A RESOLUTION APPROVING WHPACIFIC TASK ORDER #8 FOR THE SCAPPOOSE INDUSTRIAL AIRPARK TAXIWAY RELLOCATION PROJECT (PHASE TWO)
   E. Resolution 2017-50 CA
      A RESOLUTION AUTHORIZING THE PORT TO EXECUTE A LANDLORD’S RELEASE AND CONSENT, WITH FIRST ADDENDUM, TO THE NATIONAL BANK OF ARIZONA FOR THE BENEFIT OF FOREST ENERGY OREGON LLC

VI. EXECUTIVE DIRECTOR’S REPORT

VII. COMMISSIONER’S REPORTS

VIII. ADJOURNMENT

Pursuant to ORS 192.640 (1) the Port of St. Helens Board of Commissioners reserves the right to consider and discuss, in either Open Session or Executive Session, additional subjects which may arise after the agenda is published.

Next Regularly Scheduled Meetings
Aug. 23rd at 8:30 a.m. (Port Office) Work Session-TBD
Sept. 13th at 8:30 a.m. (Port Office) Commission Mtg.

Upcoming Events
Sept. 5th at 5:30 p.m. SBM Advisory Committee Mtg.
Sept. 25th 5:00 p.m. SIA Advisory Committee Mtg.

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.
RESOLUTION NO. 2017-46

A RESOLUTION TO ADD A CHAPTER TO THE POLICY MANUAL TO REFLECT PROCEDURES ASSOCIATED WITH REIMBURSEMENT FOR REASONABLE EXPENSES INCURRED BY PORT COMMISSIONERS.

WHEREAS, pursuant to Oregon Revised Statute (ORS) 198.190, the Port of St Helens Commission may provide for reimbursement of an individual Port Commissioner for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties; and

WHEREAS, since ORS 198.190 has not been changed since 1995, it is necessary to provide additional reimbursement for monthly expenses for each Port Commissioner, so that each individual Port Commissioner is adequately compensated for reasonable expenses incurred in the performance of their duties; and

WHEREAS, the Commission finds that an additional $150.00 per month per Commissioner is a reasonable reimbursement for expenses incurred, in addition to fees listed in ORS 198.190 as compensation for services performed as a member of the governing body; and

WHEREAS, the Commission shall, by resolution, provide for the Port’s payment of $150.00 per Port Commissioner per month, to be used by each Port Commissioner at their individual discretion, and this reimbursement may only be used to pay reasonable expenses incurred in the performance of their duties as a Port Commissioner; Now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

That Policy number ____ be established to outline Reimbursement for Reasonable Expenses Incurred by Port Commissioners, such that each individual Port Commissioner will receive $150.00 per month on an ongoing monthly basis, separate and distinct from the fees listed in ORS 198.190 as compensation for services performed, and this $150.00 monthly reimbursement shall be included in the Port of St Helens Policy Manual.

PASSED AND ADOPTED this ____ day of ___________________, by the following vote:

AYES: _____             NAYS: _____ Port of St. Helens

By:  __________________________
     President

Attested By:

__________________________
Secretary
RESOLUTION NO. 2017-47

A RESOLUTION REAPPOINTING TWO MEMBERS TO THE SCAPPOOSE INDUSTRIAL AIRPARK ADVISORY COMMITTEE.

WHEREAS, the Port of St. Helens maintains an Advisory Committee for matters related to the Scappoose Industrial Airpark; and

WHEREAS, each member of the Advisory Committee has a term of three years; and

WHEREAS, the terms of two of the members, Keith Forsythe and Shirley Parsons recently expired; and

WHEREAS, Mr. Forsythe and Mrs. Parsons would like to continue to serve as members of the Advisory Committee; and

WHEREAS, the Commission wishes to reappoint them and express its appreciation for their continued service; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

Keith Forsythe and Shirley Parsons are hereby reappointed to the Scappoose Industrial Airpark Advisory Committee.

BE IT FURTHER RESOLVED that:

The Commission offers its appreciation and thanks them for their important contributions as members of the Advisory Committee.

PASSED AND ADOPTED this 9th day of August, 2017, by the following vote:

AYES: _____ NAYS: _____

Port of St. Helens

By: __________________________

President

Attested By:

__________________________

Secretary
RESOLUTION NO. 2017-48

A RESOLUTION AUTHORIZING THE PORT OF ST HELENS TO ENTER INTO AN INTER-GOVERNMENTAL AGREEMENT WITH THE CITY OF SCAPPOOSE FOR THE PURPOSE OF SHARING GEOGRAPHIC INFORMATION SYSTEM DATA.

WHEREAS, the Port of St. Helens (‘Port’) and the City of Scappoose (‘City’) are authorized under ORS 190.003 to 190.030 to enter into intergovernmental agreements for the performance of any and all functions that the Port and City have authority to perform; and

WHEREAS, the City is looking to improve their Geographic Information System (‘GIS’) data for areas around the airport; and

WHEREAS, the Port, through our airport engineer of record, has GIS data useful to the City to ensure the compatibility and safety of development around the airport; and

WHEREAS, this intergovernmental agreement is reciprocal to the one authorized by Resolution 2014-40 that allowed the City to share GIS data with the Port; and

WHEREAS, consensus has been reached with the City on the terms and conditions of the IGA; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

That the Board authorizes the Executive Director to enter into the Inter-Governmental Agreement to share GIS data with the City of Scappoose.

PASSED AND ADOPTED this 9th day of August, 2017, by the following vote:

AYES: _____ NAYS: _____ Port of St. Helens

By: __________________________

President

Attested By:

__________________________

Secretary
STAFF REPORT

SIA WHP Task Order #8

DATE: August 9, 2017
TO: Port Commission
FROM: Craig Allison
    Property and Operations Manager
RE: SIA WH Pacific Task Order #8 – Taxiway B Relocation Phase II

Discussion
We're wrapping up Phase I of the SIA Taxiway B Relocation Project, which included the necessary environmental review and design and engineering work to 60%, and which so far has remained on track from a timeline perspective. The FAA has awarded us a grant for the Phase II portion, which the Port Commission approved last month. The next step in the process is to consider WH Pacific’s Scope of Work (SOW) and Fee Estimate (FE) for Phase II, attached here as Exhibit I, collectively grouped together as Task Order #8. Included are the SOW and FE for the grant-eligible Phase II work, at $97,627.03, as well as the SOW and FE for some non-grant-eligible work we would like to accomplish at the same time, at $3,386.16. The latter work is design and engineering for new wind cones and runway end identifier (REIL) lights, both of which the FAA has approved for inclusion in the overall scope, but which we will have to pay for as part of the Phase II work.

Recommendation
Approval of Resolution No. 2017-49, authorizing work by WHPacific for the airport Taxiway B Relocation Project, Phase II.
WHEREAS, the Federal Aviation Administration (FAA) has recently awarded a grant to the Port to facilitate a construction project at the Airpark (the Taxiway B Relocation Project, Phase II); and

WHEREAS, the Port has engaged WHPacific, Inc. to provide design, engineering, and project management services at the Scappoose Industrial Airpark, most specifically for projects such as this one; and

WHEREAS, in preparation for the project and grant application, WHPacific provided a specific Statement of Work and Fee Schedule, and is now requesting consideration of the attached Task Order #8 to authorize their work on Phase II; and

WHEREAS, the total cost of this WHPacific contract is $101,013.19, including a non-grant-eligible portion of $3,386.16; and

WHEREAS, Port Staff recommends approval of Task Order #8 to authorize the work and the expenses involved; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

That the Board approves WHPacific Task Order #8 for $101,013.19, attached hereto as Exhibit 1.

PASSED AND ADOPTED this 9th day of August 2017, by the following vote:

AYES: _____ NAYS: _____ PORT OF ST. HELENS

By: ___________________________
   President

Attested By:

______________________________
Secretary
STAFF REPORT  
FEO Landlord’s Release

DATE: August 9, 2017
TO: Port Commission
FROM: Craig Allison
   Property and Operations Manager
RE: Forest Energy Oregon - Landlord’s Release and Consent

Discussion
Our tenant that took over the pellet facility in Columbia City last year, Forest Energy
Oregon (FEO), has approached us again for a Landlord’s Release and Consent
agreement to enable some new operating financing. The form that the new bank
presented to us is very similar to the standard templates we’ve seen for these requests
in the past, including the one from FEO last year. As before, I drafted a First Addendum
to the Release that strengthens various protections that we like to see with regard to
these agreements, and that better protects the Port’s position. With that, I believe we
can safely enter into the Release and Consent Agreement without unacceptable
exposure. Both documents are attached for your review.

Recommendation
Approval of Resolution No. 2017-50, agreeing to a Landlord’s Release and Consent
with First Addendum to benefit FEO.
RESOLUTION NO. 2017-50

A RESOLUTION AUTHORIZING THE PORT TO EXECUTE A LANDLORD’S RELEASE AND CONSENT, WITH FIRST ADDENDUM, TO THE NATIONAL BANK OF ARIZONA FOR THE BENEFIT OF FOREST ENERGY OREGON LLC.

WHEREAS, Forest Energy Oregon LLC (FEO) is a tenant in good standing with the Port at the Columbia City Industrial Park, under a long-term lease; and

WHEREAS, FEO has applied to the National Bank of Arizona (NBA) of Flagstaff, Arizona to obtain financing for operating purposes; and

WHEREAS, NBA requires the execution of a Landlord’s Release and Consent in order to provide such financing; and

WHEREAS, the Port wishes to condition its provision of such consent with a First Addendum that more substantially protects its interests; now, therefore

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

That the Board authorizes the Executive Director to execute a Landlord’s Release and Consent, and First Addendum, attached here as Exhibits 1 and 2 respectively, with minor changes as needed at his discretion.

PASSED AND ADOPTED this 9th day of August 2017, by the following vote:

AYES: _____ NAYS: _____ PORT OF ST. HELENS

By:
_____________________________
President

Attested By:
_____________________________
Secretary