

PORT OF HOOD RIVER COMMISSION

Tuesday, April 21, 2015

Marina Center Boardroom

5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - Approve Minutes of April 9, 2015 Spring Planning Work Session and Regular Session (3)
 - Approve Month-to-Month Lease with Perry Platt for Jensen Breezeway Unit No. 5 (9)
 - Approve Addendum to Airport Land Lease with John and Julie Benton (15)
 - Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$5,913 (19)
4. Reports, Presentations and Discussion Items
 - Financial Review Ending March 31, 2015 - *Fred Kowell* (23)
 - Lot 1 Site Disposition Development - *Anne Medenbach* (29)
5. Director's Report
6. Commissioner, Committee Reports
 - Airport Advisory - *Fred Kowell* (51)
 - Waterfront Recreation Committee – *Commissioner McBride*
 - Urban Renewal Agency – *Commissioners Streich and Davies*
 - Marina Ad-hoc Work Session – *Commissioner Shortt*
7. Action Items
 - a. Approve Contract with Gorge Electric for On-Call Services in an Amount Not to Exceed \$20,000 – *Anne Medenbach* (61)
 - b. Authorize Issuance of Notice of Award and Execution of Public Improvement Contract, Contingent Upon No Bid Protests, to S-2 Construction for the E. Port Marina Drive Road Reconstruct Project Not to Exceed \$47,120 Subject to Legal Counsel Review – *Anne Medenbach* (69)
8. Commission Call

9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations

10. Possible Action

11. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541-386-1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

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**Minutes of April 9, 2015 Port of Hood River Commission
Spring Planning Work Session
Marina Center Boardroom 12:00 Noon**

[Materials and handouts are attached to the bound meeting minutes]

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich; Budget Committee members John Benton, Larry Brown, John Everitt, Jeff Nicol, and Rich Truax; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, John Mann, Liz Whitmore, and Laurie Borton

Absent: None

Media: None

President Rich McBride called the Spring Planning Work Session to order at 12:10 p.m. Executive Director Michael McElwee offered some welcoming comments and then introduced Celestino Negrete and Gerardo Bravo Cruz who were acknowledged for their years of service to the Port and recently promoted to the level of Maintenance 3 in the Facilities department.

1. **Overview:** President McBride provided a snapshot of activities of this past fiscal year and commented that caution needs to be exercised on spending as we enter into the 2015-16 fiscal year. McBride expressed his appreciation for the Facilities department who, for the first time, performed a bridge lift that was fully functional and completed entirely by Port staff.
2. **FY 2015/2016 Budget Comments:** Michael McElwee, Executive Director, commented today's Work Session was meant to be informal and he invited questions and comments at any time, and further noted staff position papers would be interspersed at appropriate times throughout financial discussions. The following highlights were noted:

Administration—current staffing skill sets should lessen consultant efforts. Operations/Financial—focus will now shift back to development efforts (i.e. Hanel, Lot 1 upland) since many recreational benefits have been accommodated, although waterfront parking will be an ongoing issue. Tolling system upgrades will be an important operational need for efficiencies. Facilities—significant projects related to either the Marina or Airport are not foreseen in the near term.

3. **Financial Overview and 10-Year Financial Model:** Two financial policies govern the budget and financial planning at the Port—providing reserves at a level of 10% of depreciable assets, and maintaining a debt coverage ratio of 2.0. Fred Kowell, Finance Manager, noted the Financial Model is more robust than the summary pages provided for today's discussions and prefaced the Model has been updated with actual results from the FY 2013-14 audit along with the latest budgetary information available. The 10-Year model is an iterative process guided by Strategic Business Plan key initiatives that juggles use of resources and maintaining good financial results. Highlights reviewed by Kowell: Base Assumptions haven't changed much from last year and will evolve into actuals; and in a discussion about electronic tolling Kowell predicts a change in percentages once new tolling equipment is in place and once tickets go away. Kowell also reported that in discussions with many tolling agencies credit cards are not widely used at booths because of processing time. The Detail Roll Up, broken down at a functional level, is tied to the Capital Projects worksheet. New this year to the General Fund, Administration and Maintenance worksheet is the breakout of professional services. The Strategic Business Plan Key Projects List, which has been modified to show completed projects, was interjected for comment, with McElwee noting the list would be reformulated for the budget process.

The Capital Projects worksheet was then reviewed. Kowell commented that improvements, whether considered major or minor, are an exercise of balance with the 2.0 debt ratio, and reiterated there will now be a shift from trails to investments in buildings. Anne Medenbach, Development/Property Manager, introduced her Leased Asset Performance Assessment Position Paper, which anticipates 10-year investment assumptions and also reviewed capital improvement projects by cost center. There was discussion about the need to begin policy discussions what would consider future decision points, reinvestment options, and ways to finance public/private partnerships as Medenbach introduced her Future Building Development Priorities paper.

President McBride recessed the work session for a break at 2:05 p.m. The meeting resumed at 2:15 p.m. with discussions continuing on capital projects.

The next discussion outline related to Tolling Technology. Kowell informed the Commission proposals will be brought to the Board in FY 2015-16 for software upgrades that will provide more functionality and applications, and hardware upgrades will occur FY 2016-17. The Bridge Replacement Actions paper brought forth the question on whether or not it makes sense to start allocating funds for bridge replacement efforts and bring recognition to a long-term strategy? The Waterfront Recreation Expenses and Revenue discussion, with projections to 2018 was led by Waterfront Coordinator Liz Whitmore. Expenses are still shown to exceed revenues and the question was asked if policies need to be taken on regarding subsidization. Commissioner McBride commented that he does not foresee this going to zero and the Port's return is realized by the quality of life added value to the community. Because of this added value consideration the question was asked if a percentage contribution to recreation fees should be contributed by all cost centers. The Port's involvement in Local Education Partnerships continues to be limited by Oregon Revised Statute 777. Giving young people ownership in the development of their community is a benefit, and any educational effort will need to consider ORS guidelines. Embedding a requirement into professional services contracts or leases for consultants/tenants to provide an exposure of their expertise in the classroom was mentioned as an option. Genevieve Scholl, Communications & Special Projects Manager, then introduced the Regional Advocacy & Lobbying position paper. She stated the OneGorge coalition is starting to become quite effective with more partners being pulled in for increased contributions. It was also noted the shift from Ball Janik to Summit Strategies for state and federal lobbying efforts has been a seamless transition. There was also Commission consensus to maintain funding at the current levels.

4. **Other:** Commissioner Streich inquired of Kowell if he was concerned about cash on cash returns, asking if sale prices or rents were too low, and did he consider the Port was investing wisely enough. Kowell responded the Port is in a good position; however, capital spending did need to be monitored.

McElwee thanked the Commission and Budget Committee for their participation in the Work Session. President McBride adjourned the work session at 4:50 p.m. The Regular Meeting of the Port Commission immediately followed.

Respectfully Submitted:

 Laurie Borton

ATTEST:

 Rich McBride, President, Port Commission

 Hoby Streich, Secretary, Port Commission

Action/Discussion Items

1. Community economic impact: Track FTE in buildings once owned by the Port but now privately owned to illustrate the Port's continued economic impact to the community.
2. Key Projects List from Strategic Business Plan: Update list to as needed for use in budget process and for SBP document itself.
3. Capital Investments: Policy discussions need to begin with consideration for decision points in the future. Engage in focused discussion on reinvestment strategy/options (properties or ventures).
4. Maritime Building: Discuss with Hood River Distillers their request for a 2-year lease extension to 2021 related to the condition to the roof (extend at their risk, or at their cost?).
5. Future Development: Provide variations on Port's fiscal abilities to finance public/private partnerships (immediate, near-term, and long-term).
6. Airport: Identify if FAA funding is available for stopway maintenance.
7. Bridge: What is the true cost of tickets (printing, accounting, labor, etc.)? Is it 3 times the cost of BreezeBy?
8. Bridge: Is it feasible to have spare deck sections that can be put in place so that welding can be done in a more controlled shop environment?
9. Bridge Replacement: Do we start an annual allocation in the budget for bridge replacement? Develop communication piece for local partners (OneGorge, 'big players' like Boeing who support local employers and suppliers, SR 35 group.)
10. Bridge Life: Can engineers provide an estimated end date of the repair lifeline to say when the bridge, if not replaced, needs to be closed for safety?
11. Recreation: With expenses exceeding revenues, do any policies need to be considered regarding subsidization? Should Marina Green expenses be separated to see what the spreadsheet looks like? Take a percentage of all cost centers as a contribution to recreational fee expenses, since it's a benefit that brings more to the area for overall economic development.
12. Educational Partnerships: Embed a placeholder in the proposed budget? Write requirement into Personal Services contract or tenant leases, that consultants/tenants would provide an exposure of their expertise in the classroom? Continued Legal Counsel guidance will be needed regarding any program(s) planned by the Port, whether for vocational or more advanced (STEM), as allowed by ORS 777. Budget Committee member Rich Truax expressed his interest in discussing this further; and Budget Committee member Jeff Nicol referred to the Columbia Gorge Community College's Columbia Gorge Internship program (<http://www.cgcc.edu/gorge-internship-network/>).
13. Regional Advocacy: Determine if funding levels are appropriate. Lobbying effort success stories need to be told, and include the return on investment to alleviate any issues ratepayers may have about lobbying funds.

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**Port of Hood River Commission
 Regular Session Meeting Minutes of April 9, 2015
 Marina Center Boardroom**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich; Port Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, Liz Whitmore, and Laurie Borton

Absent: None

Media: None

1. Call to Order: Upon the conclusion of the Spring Planning Work Session, President McBride called the meeting to order at 4:51 p.m.

a. Modifications, Additions to Agenda: None.

2. Public Comment: None.

3. Consent Agenda:

- o Approve Minutes of March 24, 2015 Regular Session

Motion: Move to approve Consent Agenda

Move: Duckwall

Second: Shortt

Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich

MOTION CARRIED

4. Action Items:

a. Approve Fees for 2015 Event Site Parking Passes: Liz Whitmore, Waterfront Coordinator, commented that action taken by the Commission would formalize previous discussions on parking pass increases for the 2015 season. It was the opinion of Commissioner McBride that the proposed increase was not high enough and recommended the below pricing. Whitmore was concerned that the Daily Oversize fee of \$17.00 would be in conflict with Oregon recreational immunity law. Commissioner Davies called for a better on-street and Lot 1 parking plan; Commissioner Streich commented Lot 1 parking will need to be enforced and that prices need to be high enough to offset labor costs. There was consensus that parking fees for Lot 1 would be brought to the Commission for consideration at a later meeting and the following fees be established for 2015:

Daily: \$7.00	Annual Pre-season: \$60.00	Annual: \$75.00
Daily Oversize: \$17.00 \$15.00	Annual Oversize Pre-season: \$135.00	Annual Family: \$40.00 (additional pass)
		Annual Oversize: \$175.00

Motion: Move to approve fees for 2015 Event Site parking passes, with the daily oversize fee subject to legal counsel review, and with Lot 1 fees to be determined

Move: Duckwall

Second: Shortt

Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich

MOTION CARRIED

b. Approve Transfer of \$10,573.39 Into Port’s LGIP for Pedestrian Bridge Trail: Whitmore reported that the Oregon Department of Transportation (ODOT) had closed out the account for the project and informed the Port that additional funds would be required to be deposited into the Local Government Investment Pool (LGIP) as a local match to cover construction costs. Funds that are not used for the project would be returned to the Port.

Motion: Move to approve transfer of \$10,573.39 into Port’s account with the Local Government Investment Pool (LGIP) for Pedestrian Bridge Trail project

Move: Streich

Second: Shortt

Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich

MOTION CARRIED

5. Commission Call: Streich thanked Anne Medenbach and Liz Whitmore for last week’s property tour. Davies thanked Laurie Borton for the spring planning work session food. McBride said he’d had an opportunity to visit the Hearts of Gold space in the Marina Park Building and commented on how nice the remodel had turned out.

6. Adjourn: President McBride adjourned the meeting at 5:12 p.m.

Respectfully submitted,

 Laurie Borton

ATTEST:

 Rich McBride, President, Port Commission

 Hoby Streich, Secretary, Port Commission

Port of Hood River

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: April 21, 2015
Re: Perry Platt-Lease Addendum #1

Perry Platt has leased Unit 5 (516sf) in the Jensen Breezeway since 2013. The power to that space has been disconnected. Mr. Platt would like to continue to lease the space, but at a lower rate. This is a month to month lease.

- Current rate: \$0.50/sf + utilities and tax assessment
- Recommended rate: \$0.25/sf + utilities and tax assessment
- The new recommended rate is the same rate we are charging Northwave Sails.

RECOMMENDATION: Approve Lease Addendum #1 with Perry Platt for Unit 5 of the Jensen Breezeway, subject to legal counsel review.

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ADDENDUM NO. 1 TO LEASE

Whereas, the Port of Hood River (“Lessor”) and Perry Platt, (“Lessee”), a sole proprietor, entered into a month-to-month lease of the Port’s Jensen Breezeway Unit 5 under a lease dated March 1, 2013; and,

Whereas, Lessor has disconnected the power service to the building and the Lessee desires to remain in Breezeway Unit 5 with a reduced monthly rate of \$0.25 per s.f.,

Therefore, the parties agree as follows:

1. The lease rate shall be reduced from \$0.50 per s.f. to \$0.25 per s.f.
2. Except as modified by this Lease Addendum No. 1, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____, 2015

PORT OF HOOD RIVER,

By: _____
Michael, McElwee, Port of Hood River Executive Director

Perry Platt

By: _____
Perry Platt

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“EXHII

Jensen Building Breezeway Units, 400 Portway Avenue, Hood River OR 97031
(not to scale)



Unit 8 288 sf Northwave	Unit 7 192 sf	Unit 6 192 sf	Unit 5 516 sf Platt	Unit 4 324 sf	Unit 3 732 sf	Unit 2 144 sf	Unit 1 348 sf
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Commission Memo

To: Commissioners
From: Anne Medenbach
Date: April 21, 2015
Re: John Benton-Airport Lease Addendum #2

John and Julie Benton have had a lease with the Port since 2010 for agricultural use of a portion of the Airfield. That lease allows a certain amount of annual lease reduction in exchange for mowing of the airfield, permanent irrigation improvements, and new orchard plantings.

The allowances for these items have been:

1. Plantings and irrigation improvements: Up to \$3,000 per year rent reduction.
2. Mowing of the Airfield: Up to 5 times per year at a rate of \$600 per mow rent reduction.

This Addendum #2 would increase the mow rate from \$600 to \$1,000 per mow. John and Julie have not increased this amount in five years and labor costs have increased.

Staff has looked into the option of Port crews doing this work. Currently a mow of the entire airfield can be completed by our crew in thirty hours. We could reduce that time significantly if we had a mower deck that was larger. We are looking into purchase of a larger mower deck for the FY 2015/16 budget.

RECOMMENDATION: Approve Lease Addendum #2 with John and Julie Benton for land lease at Ken Jernstedt Airfield, subject to legal counsel review.

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ADDENDUM NO. 2 TO LEASE

Whereas, the Port of Hood River ("Lessor") and John & Julie Benton ("Lessee") entered into a lease of 28.4 acres at the Ken Jernstedt Airfield, effective November 1, 2010 and expiring October 31, 2015 ("lease"); and,

Whereas, the lease was amended effective on March 6, 2013, to reduce the amount of acreage leased to 19.0 acres and decreased the annual rent payment; and,

Whereas, the Lessee would like to increase the rental offset given for each grass mowing from \$600 to \$1,000,

Therefore, Lessor and Lessee agree that the present Lease is modified, effective on April 1, 2015, as follows:

Rent Offsets paragraph

“Lessee may also reduce Lessee’s annual lease payment obligation by \$1,000 for each time Lessee mows portions of Lessor’s Airfield near the Leased Premises, up to five times per lease year, provided prior to each time Lessee mows, Lessor gives Lessee prior written consent to do so and Lessee complies with any Lessor conditions related to mowing.”

Except as modified by this Lease Addendum No. 2, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____ 2015.

By: _____
Michael McElwee, Port of Hood River Executive Director

By: _____
John Benton

By: _____
Julie Benton

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Port of Hood River

Commission Memo

To: Commissioners
From: Fred Kowell
Date: April 21, 2015
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp Attorneys at Law	\$5,913.00
Attorney services per attached summary	
TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$5,913.00</u>

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JAQUES SHARP

— ATTORNEYS AT LAW —
205 3RD STREET / PO BOX 457
HOOD RIVER, OR 97031
(Phone) 541-386-1311 (Fax) 541-386-8771

RECEI
APR 10 2015

CREDIT CARDS ACCEPTED

HOOD RIVER, PORT OF
1000 E. PORT MARINA DRIVE
HOOD RIVER OR 97031

Page: 1
April 07, 2015
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE / 38.00	319.00	0.00	0.00	-38.00	\$319.00
CONTRACT (Marina Moorage Rules) 665.00	0.00	0.00	0.00	-665.00	\$0.00
MISCELLANEOUS MATTERS JJ 228.00	171.00	0.00	0.00	-228.00	\$171.00
PORT WAY AVENUE REPAYMENT AGREEMENT 0.00	57.00	0.00	0.00	0.00	\$57.00
FBO AIRPORT AGREEMENT (Gifford/Classic Wings) 76.00	0.00	0.00	0.00	-76.00	\$0.00
LEASE (Pfriem Brewing) 114.00	0.00	0.00	0.00	-114.00	\$0.00
PROPERTY SALE (Bob Naito; NBW Hood River) 19.00	0.00	0.00	0.00	-19.00	\$0.00
LEASE (PocketFuel) 18.00	0.00	0.00	0.00	-18.00	\$0.00
ODELL PROPERTY (Robert Hanel) 817.00	722.00	0.00	0.00	-817.00	\$722.00

HOOD RIVER, PORT OF

Account No: Ap
PC

Previous Balance	Fees	Expenses	Advances	Payments	Balance
EXPO SITE DEVELOPMENT (Key Development; Pickhardt)					
418.00	760.00	0.00	0.00	-418.00	\$760.00
WATERFRONT TRAIL					
456.00	0.00	0.00	0.00	-456.00	\$0.00
LEASE (Hood River County Sheriff)					
38.00	19.00	0.00	0.00	-38.00	\$19.00
PROPERTY PURCHASE (Craig W. Sheppard)					
0.00	1,691.00	0.00	0.00	0.00	\$1,691.00
PUBLIC CONTRACT RULES (Updated)					
1,986.00	844.00	0.00	0.00	-1,986.00	\$844.00
SLURRY & CRACK SEAL CONTRACT					
0.00	95.00	0.00	0.00	0.00	\$95.00
PAVEMENT OVERLAY CONTRACT					
0.00	304.00	0.00	0.00	0.00	\$304.00
LEASE (Big Winds & Hood River, Inc.)					
0.00	209.00	0.00	0.00	0.00	\$209.00
CONTRACT (Gorge Electric)					
0.00	342.00	0.00	0.00	0.00	\$342.00
LEASE (Gorge Paddling Center/Todd Anderson)					
0.00	19.00	0.00	0.00	0.00	\$19.00
SHERIFF WATERFRONT IGA					
0.00	171.00	0.00	0.00	0.00	\$171.00
LEASE AMENDMENT (Electronic Assemblers, Inc.)					
JJ					
0.00	171.00	0.00	0.00	0.00	\$171.00
BALL JANIK CONTRACT-INTERGOV'TL AGT. (Ball Janik)					
JJJ					
266.00	19.00	0.00	0.00	-266.00	\$19.00
<u>5,139.00</u>	<u>5,913.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-5,139.00</u>	<u>\$5,913.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF MARCH UNLESS OTHERWISE STATED

Commission Memo

To: Commissioners
From: Fred Kowell
Date: April 21, 2015
Re: Financial Review—Nine Months Ended March 31, 2015

The financial expenditure schedule which depicts budget versus actual activity is 75% through the fiscal year.

With respect to the Revenue Fund personnel services is 65% of the budget for being nine months through the year. This will increase as the summer season approaches. There will be a slight budget adjustment in June to the Airport, Waterfront Industrial Land, and Port Office cost centers due to seasonal work that occurred in the summer of 2014.

Overall, Materials & Services (M&S) is slightly below budget for the nine months ended March 31, 2015. The following nine areas are presented for discussion, as they will need to have a budget adjustment in June.

- The Big 7 had maintenance items that on an individual basis did not meet the capitalization policy of the Port, and were therefore expensed. These items were painting and HVAC work. The budget is over, under the Capital Outlay category.
- The Expo Center did not have utilities and property taxes in its budget, since the property was scheduled to be sold before June 30th. Also, the planning concerns that generated professional services costs were not contemplated when the budget was adopted.
- The Halyard Building is incurring a higher utility usage since taking over more space. This additional expense is offset by a corresponding increase in revenues.
- The Wasco Building had maintenance activities that did not meet the capitalization threshold, thus were expensed. The budget is under Capital Outlay and will be moved over in June when a budget transfer will occur.
- The Port Office and Event Site Capital Outlay will be adjusted in the same fashion with regard to costs being expensed versus capitalized.

- The Marina capital projects (i.e. Boathouse docks and electrical) were budgeted in FY 2013-14, with a lesser amount being held over for this year. The timing of the work slid more than budgeted, thus an adjustment will be made to Capital Outlay from its M&S budget.

On the revenue side, Bridge revenues are tracking to our forecast as well as most of our lease properties. There are exceptions such as the vacancy at Big 7 from Insitu leaving, PocketFuel leaving the Halyard, and the deferred sale of the Expo Center. The utility billings for the Airport are in process, thus the variance. Grant reimbursements are lower than the budget for now as work is starting to move forward.

Capital projects are under budget as certain projects are now through the contract phase and into the construction phase. This includes the Nichols Basin West Edge Trail and the ODOT Pedestrian Bridge Trail. Bridge improvements were made with regard to the approaches, as well as a significant portion of the deck welding. Some additional deck welding will occur when the weather warms up. Lift Span inspection and planning is being expensed such that a budget transfer from Capital Outlay will need to occur in June. The toll equipment upgrade is proceeding forward with a development contract to be presented before year end.

Overall, the Port is in line with its financial forecast with respect to revenues when you factor in the reimbursable portion of a grant and the Expo Center sale. Expenditures are tracking within budget when you consider both Capital Outlay and Materials & Services.

Port staff will need to be diligent with respect to controlling O&M costs to the end of the fiscal year and monitoring any change orders with respect to the capital projects underway. The Port will need to do a Budget Transfer at year end to shore up any budget variance with respect to Materials & Services and Capital Outlay.

RECOMMENDATION: Discussion

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE NINE MONTHS ENDED MARCH 31, 2015

	REVENUE FUND							GENERAL FUND	BRIDGE REPAIR & REPLACEMENT FUND	TOTAL	
	Bridge	Industrial Buildings	Commercial Buildings	Waterfront Land	Waterfront Recreation	Marina	Airport				Administration Maintenance
OPERATING REVENUES											
Tolls	\$ 2,632,427									\$ 2,632,427	
Leases		\$ 886,371	\$ 116,073	\$ 7,263	\$ 4,680	\$ 243,709	\$ 139,833			1,397,929	
Reimbursements		338,969	18,513	1,184	450	11,231	10,924			381,270	
Fees, Events, Passes and Concessions					48,553					48,553	
Property taxes								59,345		59,345	
Total Operating Revenues	2,632,427	1,225,340	134,586	8,446	53,683	254,940	150,758	-	59,345	-	4,519,524
Operating Expenses											
Personnel Services	516,998	194,391	51,398	33,426	204,765	87,559	56,954	-	49,184	14,259	1,208,932
Materials & Services	267,217	592,801	52,154	45,668	82,333	59,911	79,225	106,765	230,861	49,845	1,566,781
Total Operating Expenses	784,215	787,192	103,551	79,095	287,097	147,470	136,179	106,765	280,045	64,103	2,775,713
Operating income/(Loss)	1,848,212	438,148	31,034	(70,649)	(233,415)	107,470	14,579	(106,765)	(220,700)	(64,103)	1,743,811
Other Resources											
Income from other sources	-	-	-	-	-	-	-	20,429	240	2,710	23,379
Grants	-	-	-	67,371	65,250	6,244	49,698	-	-	-	188,563
Sale of land	-	-	-	-	-	-	-	-	-	-	-
Note receivables	-	25,485	-	82,056	-	-	-	-	-	-	107,541
Total Other Resources	-	25,485	-	149,427	65,250	6,244	49,698	20,429	240	2,710	319,482
Other (Uses)											
Capital projects	(998)	(112,940)	(6,683)	(229,876)	(114,315)	(94,157)	(89,506)	(67,663)	-	(317,427)	(1,033,565)
Debt service	-	(108,706)	-	-	-	(72,744)	-	-	-	(37,263)	(218,713)
Total Other (Uses)	(998)	(221,647)	(6,683)	(229,876)	(114,315)	(166,901)	(89,506)	(67,663)	-	(354,690)	(1,252,278)
Transfers In/(Out)	(418,793)							(244,380)	244,380	418,793	-
Net Cashflow	\$ 1,428,421	\$ 241,986	\$ 24,352	\$ (151,098)	\$ (282,480)	\$ (53,187)	\$ (25,229)	\$ (398,379)	\$ 23,920	\$ 2,710	\$ 811,015
BUDGET VS ACTUAL PERFORMANCE											
FY 2014-15 Budget											
Operating revenues - Budget	\$ 3,521,607	\$ 3,531,014	\$ 176,384	\$ 1,200	\$ 120,064	\$ 273,797	\$ 172,130	\$ -	\$ 59,101	\$ -	\$ 7,855,297
Operating revenues - Actuals	2,632,427	1,225,340	134,586	8,446	53,683	254,940	150,758	-	59,345	-	4,519,524
Actuals greater/(Less) than budget	(889,180)	(2,305,674)	(41,798)	7,246	(66,381)	(18,857)	(21,372)	-	244	-	(3,335,773)
	75%	35%	76%	704%	45%	93%	88%		100%	#DIV/0!	58%
Operating expenses - Budget	1,138,700	991,590	143,598	206,726	496,678	291,213	217,965	192,247	398,970	65,172	4,142,859
Operating expenses - Actuals	784,215	787,192	103,551	79,095	287,097	147,470	136,179	106,765	280,045	64,103	2,775,713
Actuals (greater)/Less than budget	354,485	204,398	40,047	127,631	209,581	143,743	81,786	85,482	118,925	1,069	1,367,146
	69%	79%	72%	38%	58%	51%	62%		70%	98%	67%
Other Resources - Budget	8,774	33,980	-	680,682	560,000	6,100	183,600	10,000	100	5,000	1,488,236
Other Resources - Actuals	-	25,485	-	149,427	65,250	6,244	49,698	20,429	240	2,710	319,482
Actuals greater/(Less) than budget	(8,774)	(8,495)	-	(531,255)	(494,750)	144	(133,902)	10,429	140	(2,290)	(1,168,754)
Other (Uses) - Budget	105,800	1,402,000	116,935	1,029,255	838,122	149,896	224,000	178,900	-	1,354,322	\$ 5,399,230
Other (Uses) - Actuals	998	221,647	6,683	229,876	114,315	166,901	89,506	67,663	-	354,690	\$ 1,252,278
Actuals (greater)/Less than budget	104,803	1,180,353	110,252	799,379	723,807	(17,005)	134,494	111,237	-	999,632	4,146,952
	1%	16%	6%	22%	14%	111%	40%	38%	#DIV/0!	26%	23%
Net Position - Budget vs Actuals @ 100%	\$ (438,667)	\$ (929,418)	\$ 108,501	\$ 403,001	\$ 372,256	\$ (25) 108,025	\$ 61,006	\$ 207,148	\$ 119,309	\$ 998,411	\$ 1,009,571

PORT OF HOOD RIVER
SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
BUDGET AND ACTUAL - 75% THROUGH THE BUDGET
FOR THE NINE MONTHS ENDED MARCH 31, 2015

EXPENDITURES	Cost Centers	Personal Services				Materials & Services				Capital Outlay					Debt Service				Total Appropriation		
		Budget	Actual	Unspent	85%	Budget	Actual	Unspent	%	Budget	Actual	Total	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Unspent
<i>Toll Bridge</i>	100	737,749	516,998	220,751	70%	400,951	267,217	133,734	67%	105,800	998	998	104,803	1%	-	-	-	-	1,244,500	785,213	459,287
<i>Industrial Facilities</i>																					
Big 7	200/205	39,015	28,884	10,131	74%	128,625	110,273	18,352	86%	107,000	-	-	107,000	0%	-	-	-	-	274,640	139,157	135,483
Jensen Property	302	59,239	39,928	19,312	67%	190,657	135,918	54,739	71%	110,000	52,133	52,133	57,867	47%	145,000	108,706	36,294	75%	504,896	336,684	168,212
Maritime Building	303	30,932	21,961	8,971	71%	96,042	58,220	37,822	61%	35,000	-	-	35,000	0%	-	-	-	-	161,974	80,181	81,793
Halyard Building	307	54,363	39,171	15,192	72%	127,852	137,089	(9,237)	107%	17,000	20,796	20,796	(3,796)	122%	-	-	-	-	199,215	197,056	2,159
Expo Center	401	12,364	8,653	3,711	70%	4,145	55,384	(51,239)	1336%	-	-	-	-	#DIV/0!	-	-	-	-	16,509	64,037	(47,528)
Timberline Incubator Building	702	29,181	20,794	8,387	71%	28,498	19,897	8,601	70%	43,000	9,115	9,115	33,885	-	-	-	-	100,679	49,806	50,873	
Wasco Building	800	48,668	35,001	13,667	72%	82,009	76,019	5,990	93%	30,000	-	-	30,000	-	-	-	-	160,677	111,020	49,657	
Hanel Site		12,000	-	12,000	0%	48,000	-	48,000	0%	915,000	30,897	30,897	884,103	3%	-	-	-	-	975,000	30,897	944,103
		285,762	194,391	91,371	68%	705,828	592,801	113,027	84%	1,257,000	112,940	112,940	1,144,060	9%	145,000	108,706	36,294	75%	2,393,590	1,008,839	440,648
<i>Commercial Facilities</i>																					
State Office (DMV) Building	501	20,857	14,755	6,102	71%	24,453	14,651	9,802	60%	44,845	-	-	44,845	-	-	-	-	-	90,155	29,406	60,749
Marina Office Building	506	32,999	23,599	9,400	72%	33,782	25,122	8,660	74%	57,090	-	-	57,090	0%	-	-	-	-	123,871	48,721	75,150
Port Office Building	502	17,257	13,044	4,213	76%	14,250	12,381	1,869	87%	15,000	6,683	6,683	8,317	45%	-	-	-	-	46,507	32,107	14,400
		71,113	51,398	19,715	72%	72,485	52,154	20,331	72%	116,935	6,683	6,683	110,252	6%	-	-	-	-	260,533	110,234	150,299
								(63,430)													
<i>Waterfront Industrial Land</i>	300/301	44,092	33,426	10,666	76%	162,634	45,668	116,966	28%	1,029,255	229,876	229,876	799,379	22%	-	-	-	-	1,235,981	308,971	927,010
<i>Waterfront Recreation</i>																					
Eventsite	402	119,207	42,796	76,411	36%	37,196	30,612	6,584	82%	10,000	-	-	10,000	0%	-	-	-	-	166,403	73,408	92,995
Hook/Spit	306/505	43,798	30,026	13,772	69%	15,595	5,428	10,167	35%	246,000	107,690	107,690	138,310	44%	-	-	-	-	305,393	143,143	162,250
Marina Park	504	212,277	131,943	80,334	62%	68,605	46,293	22,312	67%	582,122	6,626	6,626	575,496	1%	-	-	-	-	863,004	184,862	678,142
		375,282	204,765	170,517	55%	121,396	82,333	39,063	68%	838,122	114,315	114,315	723,807	14%	-	-	-	-	1,334,800	401,413	933,387
<i>Marina</i>	503	151,912	87,559	64,353	58%	139,301	59,911	79,390	43%	60,000	94,157	94,157	(34,157)	157%	89,896	72,744	17,152	81%	441,109	314,370	126,739
<i>Airport</i>	600	74,667	56,954	17,713	76%	143,298	79,225	64,073	55%	224,000	89,506	89,506	134,494	40%	-	-	-	-	441,965	225,685	216,280
Administration		23,000	-	23,000		80,847	49,491	31,356	61%	103,900	-	-	103,900	0%	-	-	-	-	207,747	49,491	158,256
Maintenance		-	-	-		88,400	57,275	31,125	65%	75,000	67,663	67,663	7,337	90%	-	-	-	-	163,400	124,938	38,462
<i>Total Expenditures</i>		1,763,577	1,145,490	618,087	65%	1,915,140	1,286,075	629,065	67%	3,810,012	716,137	716,137	3,093,875	19%	234,896	181,450	53,446	77%	7,723,625	3,329,153	3,450,369
Bridge Repair & Replacement Fund		20,511	14,259	6,252	70%	44,661	49,845	(5,184)	112%	630,000	317,427	317,427	312,573	50%	724,322	37,263	687,059	5%	1,419,494	418,793	1,000,701
General Fund		69,595	49,184	20,411	71%	329,375	230,861	98,514	70%										398,970	280,045	118,925

Unfavorable Variance - Expenditures

The following facilities have an unfavorable budget variance in Materials & Services.

Big 7 had costs that do not meet the capitalization thresholds and as such will underspend in CIP. Will do a budget transfer from CIP to M&S in June.

Halyard Building unfavorable Materials & Services variance is due to higher utilities which is reflected in the favorable variance in reimburseable revenues, and property taxes.

Expo Center unfavorable Materials & Services variance is due to property taxes of \$13,045 and legal costs of \$10,592 that were not budgeted since the Expo should have transferred ownership.

Wasco Building has higher than anticipated M&S due to costs not meeting the \$5000 capitalization threshold. Will do a budget transfer to M&S in June

Port Office Building encountered plumbing issues that are reflected in its Materials & Services. Will do a budget transfer from CIP to M&S in June.

Bridge Repair & Replacement fund has budgeted in CIP the lift span inspection work. This will need to be reclassified into M&S with the budget being transferred as well.

PORT OF HOOD RIVER
 Schedule of Revenues by Cost Center By Fund
 Budget to Actuals - 75% Through Budget
 For the Nine Months Ended March 31, 2015

REVENUE FUND	REVENUES				
	Budget	Actual	Total	Variance	%
Toll Bridge					
Bridge Tolls	\$ 3,511,607	\$ 2,622,427	\$ 2,622,427	\$ (889,180)	75%
Cable Crossing Leases	10,000	10,000	10,000	-	100%
Other	8,774	-	-	(8,774)	0%
	<u>3,530,381</u>	<u>2,632,427</u>	<u>2,632,427</u>	<u>(897,954)</u>	<u>75%</u>
Industrial Facilities					
Big 7					
Lease Revenues	290,388	169,542	\$ 169,542	(120,846)	58%
Reimbursements	74,467	41,588	\$ 41,588	(32,879)	56%
Jensen Property					
Lease Revenues	331,388	246,948	246,948	(84,440)	75%
Reimbursements	123,470	104,585	104,585	(18,885)	85%
Maritime Building					
Lease Revenues	224,591	169,848	169,848	(54,743)	76%
Reimbursements	33,190	37,352	37,352	4,162	113%
Halyard Building					
Lease Revenues	195,360	129,509	129,509	(65,851)	66%
Reimbursements	63,548	97,191	97,191	33,643	153%
Note Receivable	19,550	14,663	14,663	(4,887)	75%
Other	-	-	-	-	-
Expo Center					
Lease Revenues	-	8,694	8,694	8,694	#DIV/0!
Reimbursements	-	1,966	1,966	1,966	#DIV/0!
Other Financing Sources	1,936,660	-	-	(1,936,660)	-
Timberline Incubator Building					
Lease Revenues	48,840	47,755	47,755	(1,085)	98%
Reimbursements	5,119	10,995	10,995	5,876	215%
Wasco Building					
Lease Revenues	151,816	114,076	114,076	(37,740)	75%
Reimbursements	52,177	45,291	45,291	(6,886)	87%
Note Receivable	14,430	10,822	10,822	(3,608)	75%
	<u>3,564,994</u>	<u>1,250,825</u>	<u>1,250,825</u>	<u>(2,314,169)</u>	<u>35%</u>
Commercial Facilities					
State Office (DMV) Building					
Lease Revenues	40,061	29,768	29,768	(10,293)	74%
Reimbursements	2,168	100	100	(2,068)	5%
Marina Office Building					
Lease Revenues	64,920	48,229	48,229	(16,691)	74%
Reimbursements	11,107	17,527	17,527	6,420	158%
Port Office Building					
Lease Revenues	57,058	38,076	38,076	(18,982)	67%
Reimbursements	1,070	886	886	(184)	83%
	<u>176,384</u>	<u>134,586</u>	<u>134,586</u>	<u>(41,798)</u>	<u>76%</u>
Waterfront Industrial Land					
Lease Revenues	1,200	7,263	7,263	6,063	605%
Reimbursements	-	1,184	1,184	1,184	0%
Income from Grants	575,000	67,371	67,371	(507,629)	12%
URA Payments	105,682	82,056	82,056	(23,626)	78%
	<u>681,882</u>	<u>157,873</u>	<u>157,873</u>	<u>(524,009)</u>	<u>23%</u>
Waterfront Recreation					
Eventsite, Hook and Spit					
Events, Passes, Permits and Concessions	102,459	44,976	44,976	(57,483)	44%
Grant	170,000	65,250	65,250	(104,750)	38%
Marina Park					
Sailing Schools, Showers and Events	8,812	3,577	3,577	(5,235)	41%
Lease Revenues	5,860	4,680	4,680	(1,180)	80%
Reimbursements	2,933	450	450	(2,483)	15%
Grant	390,000	-	-	(390,000)	0%
	<u>680,064</u>	<u>118,933</u>	<u>118,933</u>	<u>(561,131)</u>	<u>17%</u>
Marina					
Lease Revenues	258,854	243,709	243,709	(15,145)	94%
Reimbursements	14,943	11,231	11,231	(3,712)	75%
Grant	6,100	6,244	6,244	144	102%
Other Financing Sources	-	-	-	-	#DIV/0!
	<u>279,897</u>	<u>261,184</u>	<u>261,184</u>	<u>(18,713)</u>	<u>93%</u>
Airport					
Lease Revenues	145,419	139,833	139,833	(5,586)	96%
Reimbursements	26,711	10,924	10,924	(15,787)	41%
Grant	183,600	49,698	49,698	(133,902)	27%
	<u>355,730</u>	<u>200,456</u>	<u>200,456</u>	<u>(155,274)</u>	<u>56%</u>
Budget to Actual Revenues	9,269,332	4,756,283	4,598,410	(3,989,040)	51%
Revenues less Other financing sources	7,974,970	4,525,429	4,525,429	(3,449,541)	57%
GENERAL FUND					
Property taxes	59,101	59,345	59,345	244	100%
Transfers from other funds	339,869	244,380	244,380	(95,489)	72%
	<u>\$ 398,970</u>	<u>\$ 303,725</u>	<u>\$ 303,725</u>	<u>\$ (95,245)</u>	<u>76%</u>
BRIDGE REPAIR & REPLACEMENT FUND					
Transfers from other funds	\$ 1,919,494	\$ 418,793	418,793	(1,500,701)	22%

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April 21, 2015

Waterfront Development: Lot #1 & Nichols Basin West Edge

Background

A preliminary subdivision plan for Lot 1 will be prepared with consultant Walker/Macy over the course of the next few months with completion this summer. The starting point for their work will be the combination of two concept plans: the 2012 layout of Lot #1 by Group Mackenzie (attached) and the 2014 NBWE plan in combination with the recently approved Waterfront Refinement Plan. The current concept plans show up to five industrial buildings on Lot #1 and up to five small structures adjacent to the Nichols Basin edge. Infrastructure for future build-out will need to happen in phases—our current financial model shows road and utility construction complete by 2020.

With an industrial subdivision plan for Lot #1 on the horizon, the Port should identify an appropriate policy to guide disposition and development of Lot #1 in the coming years. Such a policy would have similar considerations as the 2008 policy regarding property on the edge of the Columbia River. At that time the Commission decided that the Port would not consider any sale of such property. This discussion item is intended to be an opportunity for focused discussion about a similar policy for Lot #1.

Considerations

- The Port will not be in a position to capitalize an investment in a new building on Lot #1 for 3-5 years.
- Lot #1 is a very significant and prominent site, therefore quality of design and construction will be of paramount importance to the community and to the Port.
- There is existing interest by some businesses in buying land and building an industrial building on parts of Lot #1.
- Some Commissioners have expressed the opinion that it is reasonable to take the long view of Lot #1 and not be in a hurry to cause development to occur.
- However, there does appear to be a way to allow development to occur on the west side of Lot #1 without the need for significant road infrastructure.
- Alternative development approaches include land sales, build to suit, spec and long term land leases.
- Other public/private development options may be available.
- The Port has a limited land supply on the waterfront and needs to consider maintaining and increasing revenue from its leased property portfolio.

Discussion

Commission discussion and direction as staff begins preparation of a draft Disposition & Development Policy for Lot #1.



PRELIMINARY CONCEPT PLAN

The Preliminary Concept Plan presents an integrated set of industrial and commercial uses that are complementary to the public open space area that provides recreational access to Nichols Basin. The Plan is based on

Executive Director's Report

April 21, 2015

Staff & Administrative

- Thank you for your participation in the Spring Planning meeting on April 9. Your input is extremely helpful in staff preparation of the proposed budget. Please note the Budget Committee will meet on Tuesday, May 5 at 5:00 PM. We will have a short regular meeting following adjournment of the Budget Committee.
- A meeting of the OneGorge Advocacy Group was held on April 8 in Hood River. Several position letters were discussed and one, supporting bi-state reciprocity for EMS professionals was approved. Michelle Giguere attended and provided an update on federal legislative issues.
- Representatives Johnson and Huffman, and Senator Thomsen and their staffs sponsored and produced an evening reception in Salem on April 7 promoting Gorge region products and priorities – the “Gorge(ous) Night Out.” I spoke briefly, along with the Port of Cascade Locks, MCEDD, the Gorge Tech Alliance, Regional Solutions and others. Genevieve assisted in promoting the event locally, gathering promotional materials and giveaway items from DaKine, PocketFuel, Camp 1805, the Fruit Company, Tofurkey and others. She also prepared a slideshow featuring a broad array of Port tenant and Gorge regional features and businesses. The evening was lively and attended by about 100 people.
- I have been asked to submit an application for Governor’s appointment to the Infrastructure Finance Authority board. This is a public board overseeing capital finance programs administered by Business Oregon.
- Jean Hadley has coordinated completion of a significant revision to the Port’s Emergency Action Plan. The plan is required by OSHA. A final version is attached.
- The PNWA Summer Conference will occur in Hood River this year. Genevieve is preparing a presentation and helping coordinate some of the events. The conference will run June 22-24, lodging provided at the Best Western Hood River Inn. Conference registration is now open. Connect with Laurie if you would like to attend.
- I have approved payment of the Port’s MCEDD dues for 2015. The attached letter accompanied the Port’s payment.
- The Hood River News has published articles or photos featuring Port projects in three issues since our March 24 meeting, (*Hanel purchase, Airfield safety upgrades, trail project construction, and lane closures for deck welding*). The Blossom time Panorama special feature also included our ½ page full color ad.

- May 1 is Ports Day at the Capitol, and OPPA is again organizing a reception/exhibition area. Genevieve will develop display materials and procure giveaway items for the Port's booth.

Recreation

- Marina Green has experienced a high level of youth lacrosse activity this spring and there is significant wear and tear in some localized areas. We are encouraging the Lacrosse coaches to move the location of their goals during practice sessions and will consider other solutions after the season ends in about a month. Again this year, we have received a call from the History Museum staff expressing concern about the number of Lacrosse participants using their restrooms.



- Construction continues ahead of schedule on the NBWE and Pedestrian Bridge Trail projects. Some vandalism has occurred on the new concrete at the south end of the Pedestrian Bridge. The issue regarding the connection at the south end of the NBWE trail to the Naito portion of the trail has not been resolved. Resolution will likely require an expanded easement from Mr. Hattenhauer, a re-designed walkway connection on the Naito road plans and a funding source. I have indicated to the City and Friends of the Waterfront that the Port should not be relied upon for funding.



- Port crews completed an extensive re-grading of the Hook and Spit roads respectively.
- Please note that one of the parking fees for the Event Site approved on April 9 was modified by staff after legal review. According to Jerry, if the Port limits parking fees to \$15 or less per day the Port is protected against damage claims under Oregon law. More specifically, ORS 105.682 (1) says an owner of property who does not "charge" for entry or



parking is “not liable in contract or tort for various injuries or damages. Under ORS 105.672 (1) (c) Definitions, the word “charge” “does not include...any...parking fee for \$15 or less per day.” Consequently, the oversize daily pass needs to be reduced from \$17 to \$15.

- The City and Hood River Valley Parks & Rec are seeking to move ahead with construction of a Dog Park on City and Port property west of the sewer plant. The Commission has recently indicated a willingness to accept this use with the caveat that the Port will not be in a position to incur maintenance or capital costs.
- Hood River Valley Parks & Rec has budgeted for \$20,000 in SDC’s toward the Hook Waterfront Trail project and looks forward to future partnership with the Port on the development of a dog park between the Hook and wastewater treatment plant.

Development

- The Sheppard’s DDA is in final draft form. I expect to meet with Ben Sheppard by April 24 to discuss and attempt to reach resolution on final issues. This is expected to come before the Commission in June.
- Anne is preparing an application for DEQ funds for the Hanel property. We should receive a response in about 8 weeks.
- Attached is the CEDS list recently approved by the MCEDD board.

Airport

- The Airport Advisory Committee met on April 1 with David Miller of Century West to further discuss the master plan site options. We have invited David to attend a Commission meeting in May to present these options to the Commission and receive input.

Bridge/Transportation

- Welding on the Bridge deck is being carried out by staff as work windows open up.
- Fred is currently working with our consultant to negotiate an agreement to move forward with a software upgrade of our tolling system(s). An agreement should be finalized in the coming month.
- Facilities Department is planning to carry out monthly maintenance bridge lifts each month at 4:30 a.m.; we anticipate these lifts will last approximately 15 minutes.
- Genevieve is preparing a press release for a limited-scope promotion of the Bike on Board partnership with MATS and GorgeTransLink Alliance. Sharon Carter (MATS)

reports very limited use of the bike rack amenity, but equally limited capacity to provide the service on a schedule that is favorable to bike commuters. Thus, program partners have requested a low-key promotion to include distribution of existing brochures and a media release.



Port of
Hood River

Providing for the region's economic future

COMMISSIONERS

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REPORT

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

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April 10, 2015

Amanda Hoey
Executive Director
Mid-Columbia Economic Development District
515 East Second Street
The Dalles, OR 97058

Dear Amanda:

I am pleased to enclose a check for \$1,760 representing the current dues for the Port of Hood River.

This Port has been an enthusiastic member of MCEDD for many years. We strongly support the many fine programs that MCEDD manages. At the same time, my Board is increasingly interested in seeing more sustained and rigorous regional advocacy to advance legislative change and project funding for initiatives that affect the Columbia Gorge region. In fact, we see this as vital to ensuring our region's long-term economic and community health.

Such regional advocacy, carried out through a group such as the OneGorge coalition, can bring significant, long-term benefits. I have appreciated MCEDD's constructive input over the last year as OneGorge was organized and went through the inevitable fits and starts of a new organization. We particularly welcome your recent invitation to attend the MCEDD board meeting in June, discuss the OneGorge advocacy coalition in more detail and answer any questions that board members may have.

Respectfully,

Michael S. McElwee
Executive Director

Enclosure
cc: Port Commissioners

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March 24, 2015

Mr. Michael McElwee
Port of Hood River
1000 East Port Marine Drive
Hood River, OR 97031

Dear Michael,

We are pleased to present the 2015 Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategy (CEDDS) project ranking, which includes your project(s). The MCEDD board met on March 19, 2015 to finalize the prioritization of a regional projects prioritization list based on lists submitted through county economic developers.

The MCEDD staff and board reviewed all the information you provided and prioritized the list based on the project's economic impact, regional impact, readiness to proceed, the need for the project, the level of local funding available and the level of local capacity. The list of top ten priorities for both Oregon and Washington can be found attached to this letter. In addition, the board voted to include all projects listed on the county priority lists in the CEDDS.

A full project list, including your submission(s), will therefore be incorporated into the 2015 Comprehensive Economic Development Strategy which can be cited to show local support when seeking grants and loans. We recommend keeping your projects up to date on the Agora Platform (agora-platform.com).

Thank you again for participating in this process. If you have any questions about the Comprehensive Economic Development Strategy or project ranking you are welcome to contact me at 541-296-2266 or amanda@mcedd.org.

Sincerely,



Amanda Hoey
Executive Director

RECEIVED
APR 01 2015

cc: Michael, Genevieve
Amae

CEDS Priority Rankings 2015

Washington Technical Assistance/Public Works	
Rank	Project
1	Bingen Point Access Analysis and Grade Separated Crossing (Klickitat EDA)
2	Pumped Storage Project (KPUD)
3	Discovery III (Port of Skamania)
3	DIP Cornerstone (Port of Klickitat)
5	Airport Terminal Building Design (Columbia Gorge Regional Airport)
6	Carson Reservoir (Skamania PUD)
7	Cascade Business Park (Port of Skamania)
8	Bingen Point Flex Building (Port of Klickitat)
9	Russell Avenue Upgrade (City of Stevenson)
10	Lift Station Replacement (North Bonneville)

Oregon Technical Assistance/Public Works	
Rank	Project
1	Hood River and Sherman Workforce Housing (Hood River and Sherman Co)
2	Regional Wetland Strategy (Port of The Dalles)
3	Cascade Locks Business Park (Port and City of Cascade Locks)
4	Bridge of the Gods Maintenance (Port of Cascade Locks)
4	Hood River Bridge Repairs (Port of Hood River)
6	Biggs Water System (Biggs Service District)
7	Sherman County Last Mile Fiber (Sherman County) and South Wasco County broadband
8	City of Dufur Water Systems Needs Analysis (City of Dufur)
9	Giles French Park Study (Sherman County)
10	Wasco County libraries (City of Maupin and The Dalles-Wasco County Library)

PORT OF HOOD RIVER Emergency Action Plan

A. Application

All employees of the Port of Hood River.

B. Purpose

To outline procedures in the event of a fire, natural disaster, work-place violence, intruder, or other emergencies.

This plan is a preparedness document. It is the **RESPONSIBILITY OF ALL EMPLOYEES AND VOLUNTEERS** to read and understand this information **BEFORE** an emergency. In the event of a major emergency or disaster the plan becomes an emergency management guide.

Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

Because personnel and telephone numbers frequently change, this plan should be reviewed on a regular basis and updated as often as necessary. **(Revised April 2015)**

C. When to Use the Plan

This emergency plan should be used during situations that require immediate response to protect lives or property as a result of an emergency or disaster at the Port of Hood River.

Consider this plan to be officially activated when:

- Serious or life threatening injury occurs.
 - Fire or smoke is discovered in a facility.
 - Natural events such as a storm or earthquake have damaged the facility or threatened the safety of its occupants.
 - Any toxic fumes or smoke may enter the facility.
 - Intruder/Active Shooter present
- (NOTE: Sometimes the best course of action to take is to not evacuate but to prevent entry of smoke and fumes through mechanical means – Shelter-In-Place).
- Emergency response authorities believe it is necessary to do so.

D. Authority to Evacuate

When the need to evacuate the building arises, the decision to evacuate may be made by the **Executive Director as Incident Commander, unless unavailable, then the Chief Financial Officer or Maintenance Supervisor.**

HOWEVER: All employees are expected to use common sense and good judgment. If evacuation is clearly, immediately necessary and the Executive Director, Chief Financial Officer or Maintenance Supervisor are not immediately present, do not hesitate to call for an evacuation yourself.

The person making the decision to evacuate shall act as the Incident Commander (IC) for that incident, for the duration of the evacuation or until they hand off, or are relieved of, the responsibility.

The IC will make the decision to evacuate, with help, from the Police or Fire Department.

The IC's responsibilities will be (IC may delegate if needed):

- Decide if the **Port of Hood River Office Building (Marina Center), Maintenance, and/or Toll booth,** needs to be evacuated or should Shelter-In-Place. (See Earthquake response)
- Make the final decision regarding allowing people to return to the buildings, or have them sent home depending on the event.

- Receive and respond to reports from the building monitors (see J. for Building Monitor duties). duty may be delegated to another supervisor as needed. If delegated, the designee will report to the IC when the evacuation has been completed and give updates as conditions change.
- Act as official contact person for the Law enforcement or Fire incident commander.
- Coordinate communications with the media.
- Notify any other organizations in the building of evacuations and medical emergency events that are happening within the building.

E. Evacuation Guidelines

The decision whether to initiate a total evacuation, or a partial evacuation, should take into account the consideration of employee safety and business impact.

1. Total Evacuation

The need for a total evacuation of the building should be evaluated on a case-by-case basis. In some events, the protection of the employees and citizens within the building may be better served by keeping them in place. Below are some examples of times when the entire building may be evacuated.

- Law Enforcement or Fire Incident Commanders order the full evacuation of the building.
- In the event of a major fire where substantial structural damage could occur.
- A bomb threat
- After a bomb has been detonated and there is significant structural damage, poor air quality created by the blast or the possibility of another device being present.
- Intentional or accidental release of air borne hazardous chemicals.
- In the event of a fire that has compromised the quality of the air space throughout the entire building.
- **During an Earthquake:** Evacuation is what is recommended. For the magnitude of **earthquake** expected; shelter-in-place is **NOT an option**.

2. Partial Evacuation

The need for a total evacuation of the building may not always be necessary and, in some cases, can actually put people in more risk than if they remain in place. Some points to consider when making the decision to do a partial evacuation instead of a total evacuation are:

- Magnitude or size of event
- Potential impact of the event
- Area affected
- Likely duration of the event
- Safety of Evacuation route: Has the evacuation area become a danger?

Examples of when a partial evacuation may be appropriate:

- The event is isolated to one floor in one particular area of the building. The potential for the event spreading is unlikely.
- A hostage act or intruder is occurring and evacuation of the total building would place people in more danger than keeping them in place.
- A small fire has occurred and been extinguished with minimal damage and no air quality issues would affect the rest of the building.
- A hazardous chemical release has occurred outside the building making it unsafe for people to leave. Shelter In-Place would be appropriate.

3. Procedures for Evacuation

The IC should follow these procedures when an event occurs that calls for either a total or partial evacuation of the building. **Employees are expected to use common sense and good judgment.**

- a. Emergency Responders are notified. (911)
- b. Assess the situation and remove employees from immediate danger.
- c. Notify all Office Staff of the need for evacuation of the buildings.
- d. Decide which type of evacuation (partial or total) would be appropriate for the event.
- e. Physical contact, by voice, by intercom or phone will be used to notify people that an evacuation is in progress.
- f. If a partial evacuation, the IC will notify other patrons of the building (if any) of the circumstances.
- g. Building Monitors (see J.) will perform assigned duties and report to the IC.
- h. Employees and citizens are evacuated to designated evacuation areas.
- i. IC performs assigned duties until event is over or relieved of duty.

5. Evacuation Notification Message

Physical contact, by voice, by phone, alarm, and/or instructions from emergency responders will be used to notify people that an evacuation is in progress.

F. Evacuation Gathering Location

1. Total or Partial Evacuation Gathering Location(s):
Marina Parking Lot at the top of the boat launch.

Always be sure people can be moved to the Evacuation Gathering location without placing them in further danger. Always consider the possibility of the event changing and be ready to move people to the primary location.

G. Duties of Employees During an Evacuation

- Any employee that has a visitor with them during the event will escort them out of the building and to the designated Evacuation Gathering Location during the evacuation.
- All employees will assist in notifying any disabled person(s) of the need to evacuate the building and escort them to the nearest safe location (see F. I.).

H. General Rules to Follow During an Evacuation

- Stay calm
- Secure cash/important documents
- Collect personal valuables
- Close and lock all doors (unless it is a bomb threat)
- Evacuate using posted emergency routes, unless instructed otherwise by a building monitor
- DO NOT USE elevators
- Go directly to designated gathering area

I. Care of Disabled Employees or Customers During an Evacuation

Employees or customers who are unable to use the stairs will be moved to the closest safe area and wait there until Fire or Law Enforcement personnel rescue them. Building monitors will notify Fire and Law Enforcement personnel of the need for a rescue.

J. Duties of Building Monitors During an Evacuation

Building monitors will do a sweep of their assigned areas making sure that all people have evacuated the area. Building monitors will notify emergency responders of any rescues that are needed. . Building monitors will take roll of the employees and visitors that are present and report to the IC. All employees shall be accounted for.

K. After Hours Responsibility

In the event of an emergency after business hours:

- 1-Contact, Executive Director – (541) 380-0109**
- 2-Contact, Maintenance Manager – (541) 399-9228**

The Executive Director or Maintenance Manager will determine who will respond depending upon the type of emergency. Marina spills have a specific action plan.

L. Specific Hazard Response Procedures**1. Bomb/Chemical/Biological Threat**

Objective: To establish consistent procedures for all employees in the event of a significant threat being received by telephone, fax, US mail, e-mail, intruder, or any other method.

Employees are expected to use common sense and good judgment.

a. General

The majority of threats are received by means of the telephone. It is important that each employee be aware of the possibility of significant threats and takes each occurrence seriously.

b. Employee Responsibility

If you receive a threatening call, notify local law enforcement (911) as soon as possible. Follow the directions of law enforcement. If an evacuation is to be conducted, as determined by law enforcement personnel, building monitors shall ensure that all employees and visitors evacuate the building.

c. Receipt of Significant Threat

If you receive a threat by phone call, it is important to have the caller stay on the line as long as possible and to obtain as much information as possible. The information obtained could greatly assist safety and law enforcement officials in evaluating the seriousness of the call and possibly reduce personal injury and property damage.

Do not leave your work site or start conversations that may lead to panic among your fellow employees. In all discussions regarding the threat, do not use the word "BOMB". The use of this word may cause unwarranted panic, which could lead to injury of your fellow employees. Refer to the threat as a DEVICE.

d. Threat Device Search

A search of the facility must be made whenever a threat is received. The type of search or evacuation to be made can be either total or partial. Law enforcement and fire officials will make the decision as to the type of search or evacuation on the scene.

Upon arrival, the Law Enforcement Bomb Squad/Fire or HazMat teams shall become joint Incident Command. All employees shall follow their direction.

If a device is found, the location of the device shall be noted only. The device is not to be touched or moved by any Port of Hood River personnel for any reason.

e. Evacuation

The decision to evacuate will be made by the Incident Commander after consulting with emergency response personnel – (Law Enforcement, Fire Department).

f. Notification of Evacuation

Physical contact, by voice, by phone, alarm, and/or instructions from emergency responders will be used to notify people that an evacuation is in progress.

When an evacuation is ordered employees shall immediately:

- Leave the building in a calm, safe manner and assemble as directed by the Incident Commander.
- Take with them any personal items they need.
- Conduct a very quick visual check for any suspicious objects or anything out of the ordinary and report it to the Building Monitor.
- The Building Monitors will work with the Police and Fire Departments to ensure no unauthorized personnel re-enter the building.

2. Earthquake

a. General

Earthquakes occur without warning and can be of any magnitude. They can be very frightening. The damage done by an earthquake generally encompasses most of the scenarios addressed in this procedure (medical emergencies, fires, hazardous material, etc.).

b. Preparation for an Earthquake

It is the responsibility for all employees to ensure that their immediate work area is kept in a clean, orderly state with all material secured that can potentially become dangerous during an earthquake.

Therefore, in preparation for a possible earthquake, all employees should:

- Mentally prepare for an earthquake disaster. Our buildings more than likely will not withstand a 6.0+ quake.
- Identify safe locations: under sturdy tables, desks, doorframes, or against inside walls.
- Identify items to fix: Tall bookshelves and file cabinets that are not secured, light fixtures that are not supported by diagonal wires, etc. (these items should be reported to Facilities Maintenance or your safety committee representative for repair)
- Practice your plan. All employees should develop a plan for their immediate work area (i.e. where to duck and cover, etc.)

Outside safe locations include open areas away from buildings, trees, light poles and overhead electric wires.

c. Response during an Earthquake (SEE: Section E. & F.)

It is important for all employees to know how to respond properly to an earthquake in order to minimize panic and confusion. Normal emergency response systems will generally be overloaded in the event of a significant earthquake. As discussed below, all employees must plan to be self reliant in the early stages of the emergency.

The following are basic actions to follow during the shaking, regardless of where you are when the earthquake hits:

REMAIN CALM

- Earthquakes can be very frightening. Remaining calm will make it easier to respond appropriately.
- If you are indoors, stay there. **DO NOT RUN OUTDOORS.** Most deaths and injuries occur as people leave buildings. All employees should get under a desk or table or stand in a corner of an interior wall or doorframe. In a significant earthquake, movement will be very difficult. If you cannot get under something sturdy, duck and cover your head with your hands.

STAY WHERE YOU ARE

- If you are outdoors, get into an open area, away from trees, buildings, walls and power lines.

- If you are indoors, stay away from windows and outside walls.
- When driving, pull over to the side of the road and stop; but not under overpasses or power lines. Remain inside the vehicle until the shaking is over.

d. After an Earthquake/Aftershock

After the shaking has ceased, the following actions shall take place:

- Be aware of damage that may have occurred.
- Check for persons remaining in your area.
- Begin planning the evacuation procedures.

e. Event Evaluation

If initial inspections indicate damage to the facility or its contents, the following shall occur:

- All Building Monitors should remain in their areas of responsibility, assisting any injured personnel, and rendering first aid as needed. The Building Monitors should also check with visitors in the facility to see if they require assistance. Seriously injured persons should not be moved unless they are in danger of further injury.
- Follow the Port of Hood River evacuation procedures. When employees evacuate the facility they should watch for objects that may fall off the outside of the building such as pieces of concrete or window glass. If significant damage to the structure has occurred, the building should not be re-entered until inspected by a building inspector, structural engineer, or other authorized persons.
- If an employee or visitor is unaccounted for, the Incident Commander may direct a search and rescue of the facility.

All employees should be prepared to assist as necessary. While employees are not expected to take on any tasks that may endanger their safety, they may assist with first aid, to the level of their training.

3. Fire and Smoke Emergency

a. General

Fires in buildings produce extreme heat and toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke. Even small amounts of gases and smoke can be fatal and must be avoided.

b. Alarm System

The sprinkler system in the Administrative Office will activate; reducing water pressure and causing an exterior audio alarm system to sound and a strobe light directed at the Toll House to bring attention to the Toll House.

c. Fire Scene Priorities

- **Call 911** - Upon observance of any fire or smoke conditions in the facility, employees must report the condition to **911** first.
- **Evacuate** – Remove anyone in immediate danger. Follow the Port of Hood River evacuation procedures. **STAY LOW** (crawl if necessary), to avoid breathing the smoke.
- **Report** – Notify the **Executive Director, Chief Financial Officer, Incident Commander**
- **Confine** – Close off room/area burning.

LIFE SAFETY IS ALWAYS THE NUMBER ONE PRIORITY

4. Medical Emergency

a. General

Medical emergencies are the most common event experienced by employees. Being prepared is the key to a quick response. Heart attack, stroke or any other life threatening event needs immediate attention so preplanning is a must for all employees.

b. Procedure

- Check the area that you find the sick or injured person to make sure it is safe for you to enter.
- Call for a coworker to come and help.
- Assess the persons condition (Air way open, breathing, bleeding, circulation)
- Call **911** to report a medical emergency.
- Notify the Maintenance Supervisor or Office Manager of the event.
- Send someone to meet the Paramedics and escort them to the person.

c. Bodily Fluid Spills

- Only certified maintenance crew is allowed to clean up any blood or other bodily fluid spills.
- Notify the Maintenance Supervisor or Office Manager of the bodily fluid spill.
- Report all exposure to blood or bodily fluids containing blood.
- Document the exposure route and try to identify the source individual.

5. Intruder/Active Shooter

A threat posed by an intruder could prevent the evacuation from the building. Staff should be prepared to take steps to isolate people from danger by instituting a lockdown.

A lockdown can serve several functions during an emergency, including the following:

- Removing people from the threat;
- Isolating the dangerous situation;
- Allowing for an accurate accounting of people; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

- a. **Lockdown with warning:** The threat is outside the building.
- b. **Lockdown with intruder:** The threat or intruder is inside the building.

1. Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is **outside** of the building:

- Building administrator orders and announces "lockdown with warning." Be direct. DO NOT USE CODES. This announcement should be repeated several times.

Important:

- Special attention should be paid to people outside of the building, due to lunches or breaks, who should be given notice to not approach the area.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if people can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover windows.
- Move all persons away from the windows.

2. Suggested Lockdown with Intruder Procedures

The following procedures should be followed when the threat or intruder is ***inside*** the building:

- Building administrator orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all staff and visitors into the nearest room or secured space.
- People that are outside of the building SHOULD NOT enter the building.
- Move outside people to the primary evacuation site.
- Lock room doors if possible.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Sit on the floor, and turn off the lights.
- Make list of all people present include missing and extra people in the room.
- Prepare to take this list with you once you are directed to leave the building.
- DO NOT respond to anyone at the door until “all clear” is announced by Administrator or law enforcement.
- Keep out of sight.

6. Fuel/Oil Spills

a. Fuel Spill in the water

- **Gasoline:**

For small quantities that can be readily dispersed/evaporated

- 1) Do not contain
- 2) Shut off electrical power to area
- 3) Guard the area until safe from fumes and fire
- 4) Report spill to US Coast Guard (1-800-424-8802) and State response agency (1-800-OILS911)

If gasoline has spilled into boat and poses an explosive threat

- 1) Do not energize bilge pump or engines
- 2) Shut off all electrical power in area
- 3) Evacuate area
- 4) Call 911, and notify US Coast Guard (1-800-424-8802 and State response agency (1-800-OILS911) if imminent risk of pollution or fire
- 5) If possible and safe, push boat away from fuel dock to isolated area.

For larger quantities spilled into water

- 1) Shut off electrical power to area
- 2) Evacuate all people and keep boat traffic away from area
- 3) Call 911 for assistance
- 4) Report details to US Coast Guard (1-800 424-8802) and State response agency (1-800-OILS911)
- 5) If possible and safe, deploy boom to keep gasoline from drifting under docks or around other boats
- 6) Guard the area until area cleaned and cleared of fumes

- **Diesel/Oil:**

Any quantity that produces a sheen.

- 1) Report details to U S Coast Guard (1-800-424-8802) and State response dept. (1-800-OILS911)
- 2) Remove boats and swimmers from contaminated area and stop anyone else from entering area.
- 3) Deploy spill boom to contain, deflect and/or absorb as necessary, add pillows/pads or use skimming device
- 4) Dispose of contaminated debris/absorbents safely

For larger quantities that cannot be contained and removed by trained marina staff, notify pre-designated spill response contractor:

Belfor Environmental 24-hour Emergency 800-930-0011.

b. Fuel spill on Land:

Any petroleum product – if quantity is over 25 gallons* – must be reported to the USCG National Response Center (1-800-424-8802) and state/local agencies, as required.

*The reporting threshold-under federal law, CERCLA, exempts spills less than 25 gallons unless they threaten navigable waters. State laws vary and impose differing reporting requirements.

DO NOT USE SOAPS OR CHEMICAL DISPERSANTS TO CLEAN UP SPILLS

ALL MARINA STAFF (OR ANYONE EMPLOYED OR ASSISTING) MUST HAVE APPROPRIATE HAZWOPER CERTIFIED TRAINING TO RESPOND TO SPILLS

- **How to Report**

Reporting a hazardous substance release or oil spill takes only a few minutes. To report a release or spill, contact the National Response Center (NRC) at 1-800-424-8802.

If possible, you should be ready to report the following:

- Your name, location, organization, and telephone number
- Name and address of the party responsible for the incident
- Date and time of the incident
- Location of the incident
- Source and size of the release or spill
- Types of material(s) released or spilled
- Quantity of materials released or spilled
- Danger or threat posed by the release or spill
- Number and types of injuries (if any)
- Weather conditions at the incident location
- Any other information that may help emergency personnel respond to the incident

7. Fire at or on Dock - CALL 911

- a. Give Operator Marina Address: West Side of Marina Basin and include Ramp location
- b. Give Operator exact location of fire on the dock i.e.: Dock A, Dock B, Dock C-North, Dock 3-South, Boat Houses, North Dock, Transient Dock or Fuel Dock.
- d. Alert all people to evacuate the dock immediately.

- e. Assign someone to direct emergency vehicles in from the main road.
- f. Consider notifying boaters to stand off on Channel 16 VHF or CB 9.
- g. Consider stepped-up security in remainder of complex during the emergency.
- h. Electrical cutoff switch is located: Boat Docks-Top of Ramp; Transient Dock-Top of Boat Launch Ramp; Fuel Dock-Top of Ramp.
- i. Fuel cutoff switch is located: Top of Fuel Dock Ramp.
- j. Fire extinguishers are located: Boat Docks-One at the end of each dock; Fuel Dock-At storage building on dock.
- k. Fire hydrant that serves this dock is located: Boat Docks-West of gate; Transient Dock & Fuel Dock- East in Boat Parking Lot.
- l. Hazardous materials on this dock include: None.

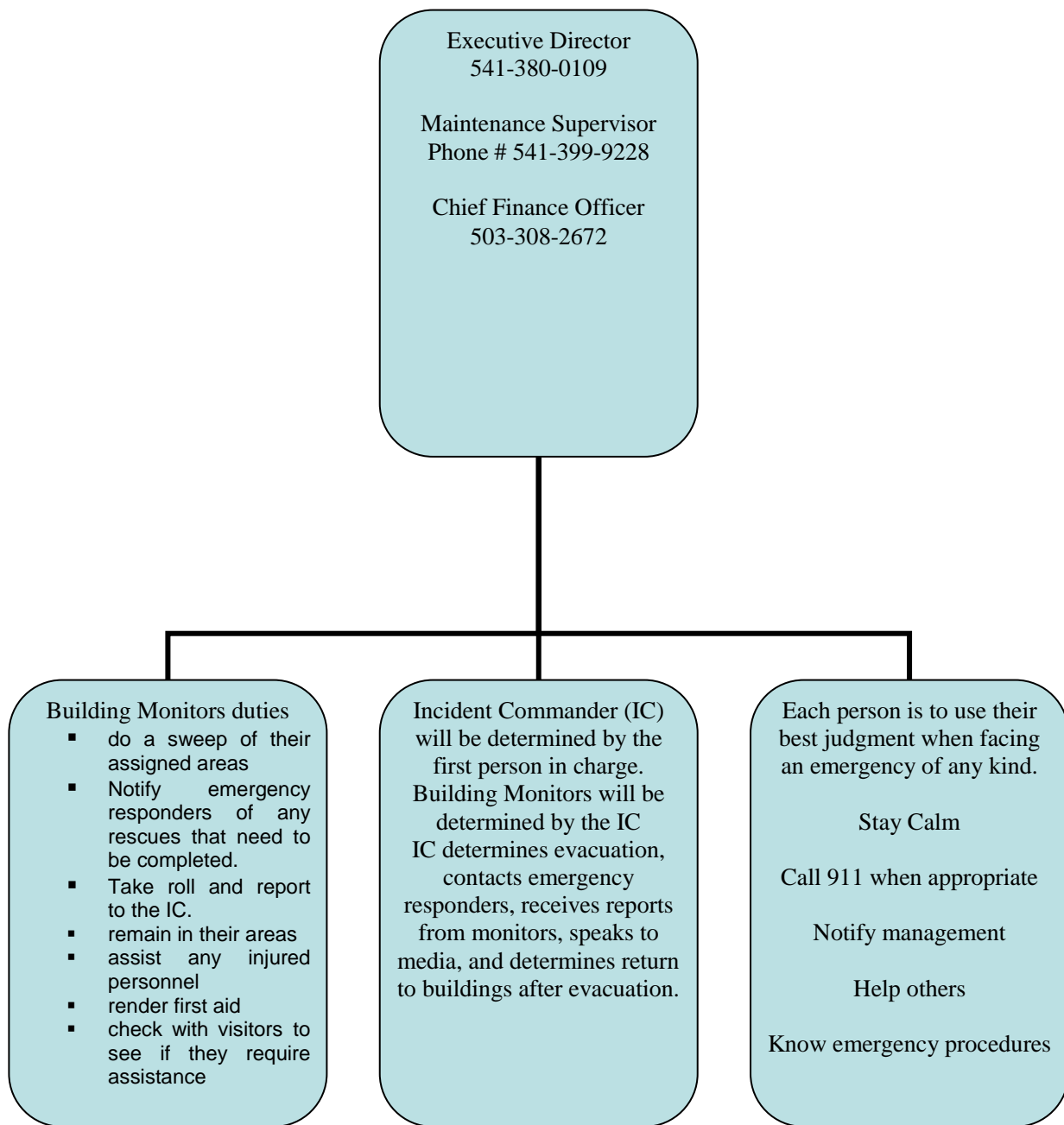
M. Orientation

1. **The Port Executive Staff** or designee will conduct the employee orientation. Each employee attending an orientation session shall sign a form (included with this document) acknowledging receipt of orientation which will be placed in the employee's personnel file.

Adopted Date: 07/21/2009

Signed By: Executive Director Michael S. McElwee

Revised 4/2015



By signing below, you indicate that you have received a copy of the revised Emergency Action Plan from the Port of Hood River. The Port provided orientation, and you read and understand the procedures.

Signature: _____

Print name: _____

Date: _____

This document will be placed in your personnel file.

Commission Memo

To: Commissioners
From: Fred Kowell
Date: April 21, 2015
Re: Airport Advisory Committee Update

The Airport Advisory Committee (AAC) met on April 1, 2015 at WAAAM to provide input on airport master planning issues. The following items were discussed and supporting materials are attached.

- Master Plan Key Issues
- Option A – South Side Taxiway
- Option B – South Side Taxiway
- Option A – North Side Improvements
- Option B – North Side Improvements
- Southeast Corner Option

The result of the AAC meeting was direction to address the following:

- Create a Stopway for runway 25. The FAA will pay for this and it allows for a safety component to the runway.
- Option A – South Side Taxiway is preferred but we need to ensure there is a way to move across Airport Drive to the south. This will allow development of the parcels to the south if County planning allows for it in the future.
- Ensure the scheduling for the South side is done in a manner that will have the smallest amount of disruption to the FBO's operation. The FBO is not a large profit center and any disruption will be significant to its bottom line.
- Recommendation to swap the land that WAAAM would like to have with another piece that is owned by its owner. WAAAM has expressed interest in negotiating for the parcel the Port owns at the end of Air Museum Road, for a swap with something that would be helpful for the Port.

- When a new FBO is considered for the North Side improvements, it may be necessary to have a temporary structure until the other improvements are made like a Jet-Fuel tank.

The purpose of this discussion is to provide an update with regard to the current discussions that are being considered by the AAC, PAC, Port staff and planning consultants.

RECOMMENDATION: Discussion.

Ken Jernstedt Airfield

Airport Master Plan Key Issues Update

INTRODUCTION

The Airport Master Plan is now at its approximate midway point, with the current effort focused on the evaluation of airport development alternatives. Once a preferred alternative is selected by the Port, the airport's capital improvement program (CIP) and the airport layout plan (ALP) will be updated and the remaining elements of the master plan will be completed. Below is a brief summary of key issues or findings identified to this point:

INVENTORY

Many of the airfield facilities have been constructed new or reconstructed in the last few years.

- The runway shift and north parallel taxiway project were designed to meet FAA Airplane Design Group II (ADG II) standards.
- The development of the turf landing area was completed since the last master plan.
- No hangars have been constructed on the airport since last master plan.
- The Western Antique Aeroplane and Automobile Museum (WAAAM) facility was developed and became operational since the last master plan was completed.

FORECASTS

The updated forecasts of aviation activity project modest growth in based aircraft and annual operations (takeoffs and landings) that reflects the area's underlying economic activity, demand for aviation facilities and the FAA's long term expectations for general aviation. The forecasts are "unconstrained" and the airport's ability to accommodate demand moving forward is a key forecast assumption. However, it is recognized that the ability to accommodate demand for hangar space (tenant constructed or Port constructed) in recent years has affected activity. The Port maintains a hangar waiting list (currently 40 individuals listed).

WAAAM representatives indicate that their active aircraft collection is expected to grow at a steady rate for the foreseeable future and will continue to be accommodated off airport property.

FACILITY REQUIREMENTS

The runway and the major taxiways on the airfield are designed to accommodate ADG II aircraft. The existing aircraft parking aprons accommodate primarily ADG I aircraft. Demand for hangar space appears strong based on the current Port waiting list. Existing aircraft aprons will require

reconfiguration/expansion to meet projected demand for airplane parking, helicopter parking, aircraft fueling, FBO services, and compliance with FAA design standards (apron taxilane clearances, etc.).

DEVELOPMENT OPTIONS

The evaluation of development options is focused on maximizing the utilization of existing airport property to accommodate current and projected facility demands. Options for off-airport development will also be discussed.

Airside Options

Proposed improvements to the runway taxiway system related to operational safety. The relocation of the south parallel taxiway (western section) is the only airside project remaining to be completed to meet ADG II standards. Runway extensions are not being proposed.

South Landside Area

Proposed redevelopment options for the south landside area in conjunction with planned relocation of the south parallel taxiway (to meet ADG II standards) and the reduction of usable area on the south apron created by increased development setbacks.

North Landside Area

Proposed expansion and reconfiguration options for the north landside area, consistent with the last several airport master plans. Options to accommodate additional facilities including a new FBO building, hangars, aircraft fueling facilities, large airplane parking, helicopter parking, and vehicle parking.

Southeast Area

Proposed hangar development options for the southeast landside area near the end of Runway 25 that became accessible with the runway shift.

THROUGH-THE-FENCE ACCESS TO AIRPORT

The FAA requires airports with existing “through-the-fence” access to meet FAA standards for access agreements, terms and conditions, and user fees. Century West is working with Port staff to evaluate existing user agreements, active access points, and all FAA requirements to ensure continued Port compliance with all FAA grant assurances and related polices.

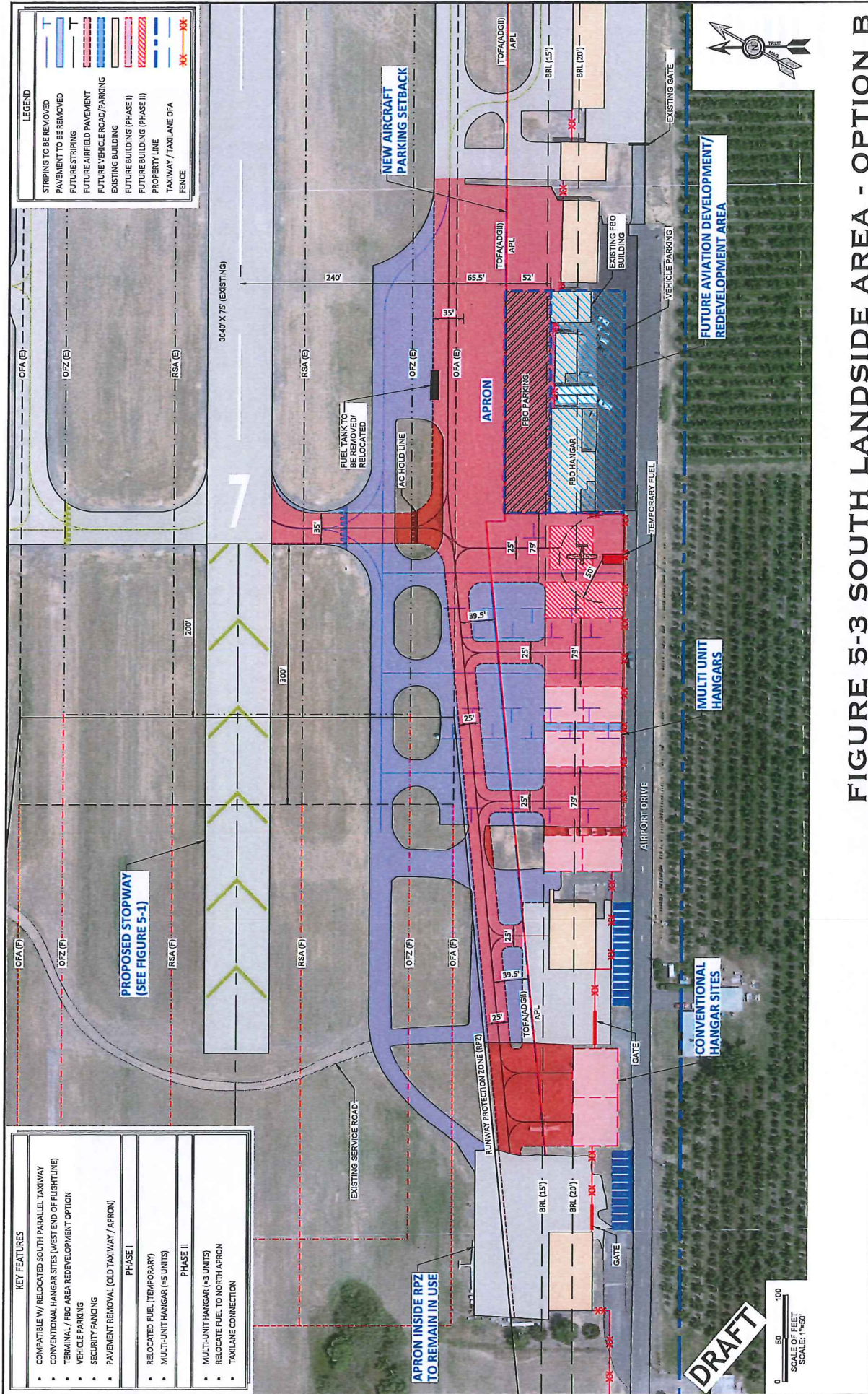
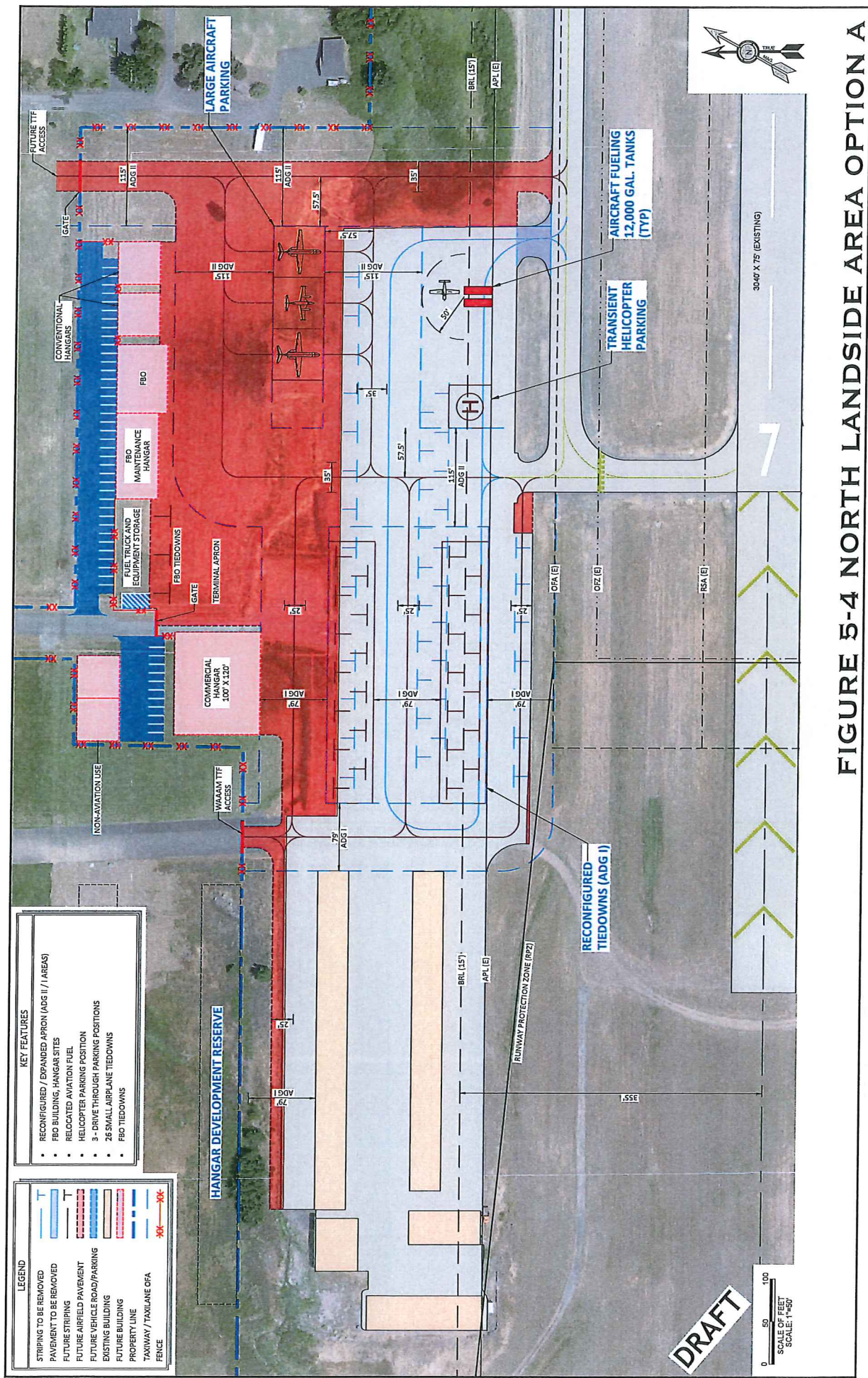


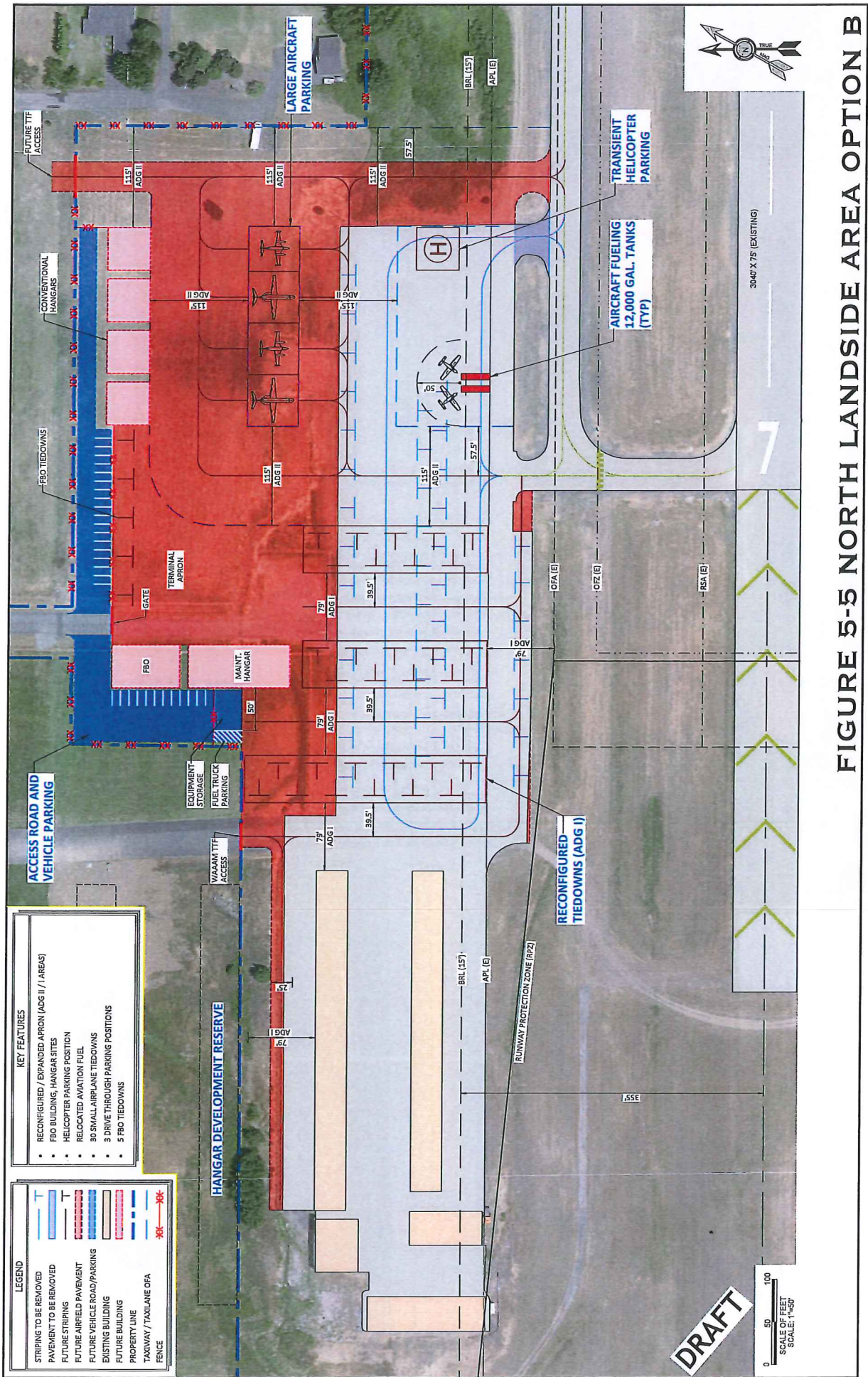
FIGURE 5-3 SOUTH LANDSIDE AREA - OPTION B

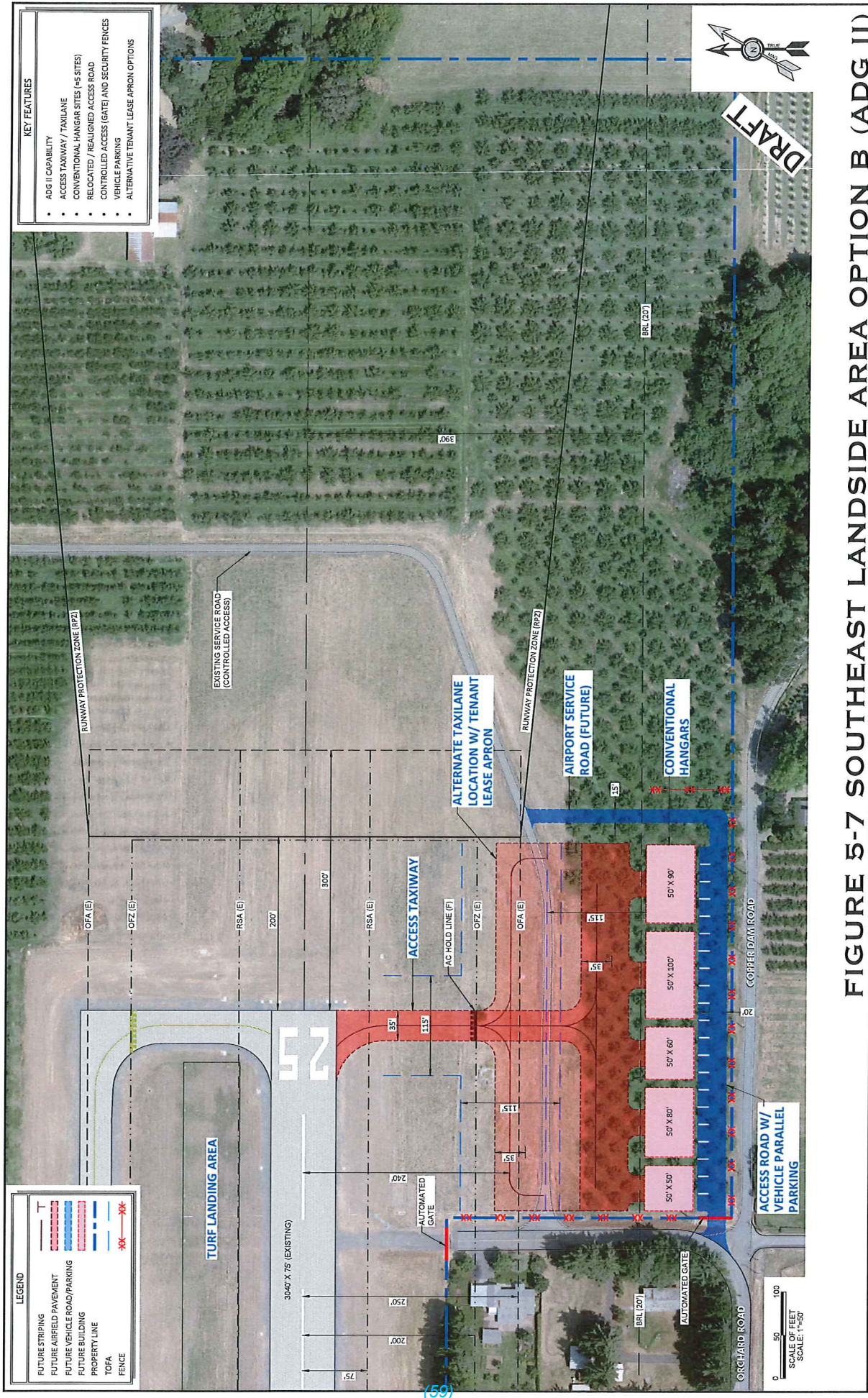


- KEY FEATURES**
- RECONFIGURED / EXPANDED APRON (ADG I / AREAS)
 - FBO BUILDING, HANGAR SITES
 - RELOCATED AVIATION FUEL
 - HELICOPTER AVIATION FUEL
 - 3 - DRIVE THROUGH PARKING POSITIONS
 - 26 SMALL AIRPLANE TIEDOWNS
 - FBO TIEDOWNS

- LEGEND**
- STRIPING TO BE REMOVED
 - PAVEMENT TO BE REMOVED
 - FUTURE STRIPING
 - FUTURE AIRFIELD PAVEMENT
 - FUTURE VEHICLE ROAD/PARKING
 - EXISTING BUILDING
 - FUTURE BUILDING
 - PROPERTY LINE
 - TAXIWAY / TAXILANE OFA
 - FENCE

FIGURE 5-4 NORTH LANDSIDE AREA OPTION A





- KEY FEATURES**
- ADG II CAPABILITY
 - ACCESS TAXIWAY / TAXILANE
 - CONVENTIONAL HANGAR SITES (4-5 SITES)
 - RELOCATED / REALIGNED ACCESS ROAD
 - CONTROLLED ACCESS (GATE) AND SECURITY FENCES
 - VEHICLE PARKING
 - ALTERNATIVE TENANT LEASE APRON OPTIONS

- LEGEND**
- T — FUTURE STRIPING
 - FUTURE AIRFIELD PAVEMENT
 - FUTURE VEHICLE ROAD/PARKING
 - FUTURE BUILDING
 - PROPERTY LINE
 - TOFA
 - FENCE

FIGURE 5-7 SOUTHEAST LANDSIDE AREA OPTION B (ADG II)

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Commission Memo

To: Commissioners
From: Anne Medenbach
Date: April 21, 2015
Re: Gorge Electric - Contract for Electrical Bridge Services

Gorge Electric has been doing electrical work for the Port for years. They have expressed interest in working on the Hood River Bridge's electrical componentry.

Port crews are now conducting all bridge lifts, however, occasionally there is a need for an electrician to be on-site during a lift. There are also small electrical repairs and lighting repairs that are needed on the bridge. One of the issues with using contractors on the bridge is that specific insurance is required under the Jones Act, that covers working over Federal waterways. Gorge Electric has secured this insurance and Port staff and insurance agent have reviewed and feel comfortable with the coverage as outlined in the attached contract.

The contract will allow Gorge Electric to work on an "on call" basis and requires them to respond to emergencies in addition to working during normal business hours. Gorge Electric employees have/will have training on the specific bridge electrical systems, and will always be working on the bridge with a Port employee or representative.

The Port has agreed to pay for the insurance annual premium up front and normal working rates thereafter.

RECOMMENDATION: Approve Contract with Gorge Electric for on-call services on the Hood River Interstate Bridge, in an amount not to exceed \$20,000.

Intermediate Procurement Contract For On Call Bridge Electrical Services

This contract is entered into between the Port of Hood River ("Port") and Gorge Electric, Inc. an Oregon corporation ("Contractor").

Contractor agrees to perform the Scope of Work described in attached Exhibit A ("work") to Port's satisfaction, to comply with the terms of this Contract, including attached Exhibit A and Exhibit B, and to charge the Port for work at the rates listed in attached Exhibit C. Port agrees to comply with the terms of this Contract, including attached Exhibits, and to pay the rates listed in Exhibit C for Contractor's work.

CONTRACT TERMS:

1. This Contract shall be in effect from the last date each party has signed this Contract through April 1, 2016. Either Contractor or Port may terminate this Contract in the event of a material breach of the Contract by giving written notice to the other party at the address listed below. Port may terminate this Contract for any reason by giving 15 days prior written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done prior to the Contract termination date.
2. All work products which result from this Contract are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
3. Contractor will apply skill and knowledge with care and diligence to perform the work in a professional manner in accordance with standards prevalent in Contractor's trade. Contractor will at all times during the term of the Contract be qualified and duly licensed to perform the work.
4. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated in this Contract.
5. Contractor shall provide and keep in effect during the term of this Contract insurance in accordance with attached Exhibit B and as required by the Jones Act when performing work over water.
6. This Contract may be executed in counterparts, and any separate counterpart when signed by both parties hereto shall constitute a full and original instrument.
7. This Contract shall be governed by the laws of the State of Oregon. Contractor agrees to comply with requirements of ORS 279B, including: ORS 279B.220 (prompt payment for labor and material; payment of all amounts due to Industrial Accident Fund; not permit any lien or claim to be filed against the Port; pay withholding to the Oregon Department of Revenue under ORS 316.167); ORS 279B.230 (promptly pay for medical, surgical and hospital care services for sickness or injury to Contractor employees required by any law, contract or agreement; compliance with ORS 656.017 concerning workers' compensation coverage when working out of state) and ORS 279B.235 (conditions concerning hours of labor and payment of overtime, and providing written notice to employees who work on a public contract of the number of hours per day and days per week that employees may be required to work).
8. Contractor shall comply with all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
9. Any litigation involving this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the illegal or unenforceable provision shall be stricken.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written agreements or oral discussions. Any modification to this Contract must be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. Each person signing below on behalf of Contractor and the Port warrants they have authority to sign for and bind that party.

Contractor:	Port of Hood River
Signed Title	Michael S. McElwee, Executive Director
Po Box 806, Hood River, OR 97031	1000 E. Port Marina Drive, Hood River, OR 97031
(541) 386-8944/ gorge.elec@gorge.net	(541) 386-1645/ porthr@gorge.net
CCB # 111706	

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**Intermediate Procurement Contract
For On Call Bridge Electrical Services**

Exhibit A

I. SCOPE OF WORK:

1. **Location of work-** Hood River Interstate Bridge ("bridge")
2. Contractor shall perform work on the bridge in accordance with the terms stated below:
 - i. Contractor will provide routine maintenance and repair of the lift span and lighting systems when requested by the Port.
 - ii. Contractor will be available to support bridge lifts and do electrical work on the bridge at any time.
 - iii. Contractor will not operate the bridge lift span.
 - iv. Contractor will only perform work on the bridge when accompanied by a Port employee or Port designated representative.
 - v. Contractor will provide licensed electricians who have been trained to do bridge work when requested by the Port, to do routine or emergency work on the bridge.
 - vi. Contractor will provide the Port with phone and email contact information so the Port can reach Contractor bridge electricians when needed.
 - vii. Contractor will provide the Port with names and contact information of Contractor employees who will do bridge work, stating who to contact first and if not available who to contact.
 - viii. Contractor shall be available for bridge lift support at all times, day or night.
 - ix. Contractor will not design or modify any component or part of any bridge system. Any design, part or component modification shall be specified by the Port's engineer and provided to the Contractor for installation.

3. Guarantee

After completing any bridge work, Contractor shall guarantee the work for a period of one year from date of final acceptance of the work by the Port. Neither Port payment for work nor any provision in Contract documents shall relieve Contractor of responsibility for poor workmanship, negligence or faulty materials. Upon written notice from the Port Contractor shall promptly remedy any work defects at Contractor's expense during the one year guarantee period.

4. Inspection of work

Contractor shall permit and facilitate inspection of work by any representative of the Port at all times. Contractor shall have any work requiring a permit be inspected by an authorized state or municipal inspector, and shall provide the Port with all inspection results.

5. Protection of workers, property and the public

Contractor shall take necessary precautions for the safety of all persons at or near the work site, and shall comply with all applicable provisions of federal, state and municipal safety laws to prevent accidents or injury to persons on or near the location where the work is being performed. Work site safety is the responsibility of the Contractor. When contacted by the Port to do work, Contractor shall request the Port to temporarily halt or re-route bridge traffic to perform work if Contractor deems that to be necessary to protect persons or property.

Contractor shall at all times work in a way that minimizes adverse effects on the environment. When handling materials Contractor will assure that no release will occur that may pollute air or water or become hazardous.

In an emergency affecting the safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from the Port's authorized representative, shall act reasonably to prevent such threatened loss or injury, and shall also so act if instructed by the Port's authorized representative to do so.

II. DELIVERABLES AND TIMEFRAME:

Contractor shall be scheduled for work by the Port as maintenance and other electrical work identified by the Port. If Contractor is contacted by the Port to respond to a condition deemed the Port to be an emergency, Contractor shall respond immediately to do necessary work.

III. CONSIDERATION:

Contract work shall be done on an on call basis. Contractor shall be paid for labor at rates listed in Exhibit C. The total amount of work performed during the term of this Contract shall not exceed \$20,000.

If materials or equipment are provided by Contractor to the Port as part of a work product, the Port shall pay Contractor a reasonable amount for such materials or equipment.

In addition to paying Contractor for work performed, at the outset of the Contract the Port shall pay Contractor \$2,887.58 to cover Contractor's annual premium for insurance coverage required by the Jones Act, for over water work. Contractor shall promptly provide the Port with proof that Contractor has Jones Act coverage. Contractor shall keep the Jones Act coverage in effect during the term of this agreement.

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied
- Equipment or materials billed for, if any

Invoices for services will be submitted on a monthly basis.

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

Intermediate Procurement Contract Exhibit B

INSURANCE

INSURANCE

Worker's Compensation: All employers, including Contractor, that employ subject workers who work under this contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers Compensation coverage, unless such employers are exempt under ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$100,000 for each accident. Contractors who perform the Work without the assistance or labor of any employee need not obtain such coverage if the Contractor certifies so in writing. Contractor shall ensure that each of its subcontractors complies with these requirements. The Contractor shall require proof of such Workers' Compensation by receiving and keeping on file a certificate of insurance from each Subcontractor or anyone else directly employed by either the Contractor or Subcontractors.

Commercial General Liability Insurance: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to the Port. This insurance shall include personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under this Contract (to the extent contractual liability coverage for the indemnity is available in the marketplace), and shall be issued on an occurrence basis. Combined single limit per occurrence shall not be less than \$1,000,000 for each job site or location. Each aggregate limit shall not be less than \$1,000,000.

Automobile Liability: Contractor shall obtain, at Contractors expense, and keep in effect during the term of this Contract, Automobile Liability Insurance owned, non-owned and/or hired vehicles, as applicable. The coverage may be written in combination with the Commercial General Liability Insurance. Combined single limit per occurrence shall not be less than \$1,000,000, or the equivalent.

Additional Insured: The liability Insurance coverage required for this Contract shall include the Port, its officers, commissioners and employees, as Additional Insureds but only with respect to the Contractor's activities to be performed under this Contract.

There shall be no cancellation, material change, or potential exhaustion of any coverage without thirty (30) Days' written notice from the Contractor or its insurer(s) to the Port.

As evidence of coverage, Contractor shall furnish a certificate of insurance to Port prior to issuance of a Port request for Contractor to perform work. The certificate will specify all of the parties who are Additional Insureds or Loss Payees. Insurance coverages required under this Contract shall be obtained from insurance companies or entities acceptable to the Port allowed to provide such insurance under Oregon law. The certificate will also specify that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverages without thirty (30) Days' written notice from the insurer(s) to the Port. The Contractor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder. Any deductible, self-insured retention and/or self insurance in excess of \$50,000 shall be approved by the Port in writing prior to Contractor performing work, and is subject to Port's approval.

Waiver of Subrogation. Port of Hood River shall obtain and/or maintain at all times while the is Agreement is in effect a commercial general liability (CGL) policy or policies (occurrence form) with minimum limits of liability of United States \$5,000,000 aggregate, \$1,000,000 per occurrence, to protect the interests of the Port of Hood River from and against any and all actual or alleged losses and/or liabilities (including economic loss resulting from loss of use and/or revenues) arising out of Port of Hood River's operations on the Hood River Bridge, and/or the contractual relationship of the parties as delimited by this Agreement. The Port of Hood River shall cause such insurance to be primary to all purchased insurance and/or self-insurance otherwise available to GORGE ELECTRIC or GORGE ELECTRIC's affiliates; and will cause such insurance policy to contain a waiver of such insurers' rights of subrogation against GORGE ELECTRIC and GORGE ELECTRIC's affiliates. Port of Hood River shall be solely responsible for all deductible amounts or self-insured retentions. Any failure by Port of Hood River to obtain such insurance shall be deemed a material breach of this Agreement. GORGE ELECTRIC is not obligated to remind Port of Hood River of its obligations hereunder, and no waiver shall be implied or construed to be effective in the event GORGE ELECTRIC does not remind Port of Hood River of such obligations. The insurance referenced above shall in no way be construed to affect Port of Hood River's obligations under the remainder of this Agreement, nor shall any limitation expressed in this Agreement or imposed by law be construed to affect said insurance.

Jones Act: Contractor must be aware of the requirements of the Jones Act, and maintain Jones Act insurance coverage necessary to perform work on or over water at all times during the term of this Contract.

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Exhibit C

Labor Rates
Gorge Electric Inc.

Emergency Service Call \$130.

Industrial/Commercial \$94.

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Commission Memo

To: Commissioners
From: Anne Medenbach
Date: April 21, 2015
Re: Contract Approval- S-2 Contractors

Port staff has just completed bid process for FY 2015/16 asphalt work. The work is being contracted now but will not begin until September 2015. Bidding early ensures the best pricing and availability of contractors.

We split our bids into three separate maintenance items: Slurry and Crack seals, asphalt overlays and road reconstructs. Different companies have expertise in these areas and therefore they cannot be bid together. These projects also should be grouped in large enough quantities to ensure the best pricing.

We had planned on doing the Reconstruct this fiscal year. However, we have shifted the Reconstruct to 2015/16 and the Overlay work to 2016/17. The following bids were received:

Bidder	Bid amount
S-2 Contractors	\$47,120.00
Crestline Construction	\$51,649.00
Knife River	\$53,389.50
Granite Construction	\$57,045.00
Hoss Paving	\$61,920.96

Staff recommends the Commission approve both the notice of award and the contract with S-2 Contractors at this time. If there is a protest to the award, then staff return to the Commission in May. If not, we will award the contract on April 30, 2015.

RECOMMENDATION: Authorize issuance of Notice of Award and execution of Public Improvement Contract, contingent upon no bid protests, to S-2 Contractors for the E. Port Marina Drive Road Reconstruct Project, not to exceed \$47,120.00, subject to legal counsel review.

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