

**Port of Hood River Commission**  
**Meeting Minutes of September 19, 2023 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 p.m.**

---

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

---

**Regular Session**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring, Mike Fox, and Tor Bieker. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, Daryl Stafford, and Patty Rosas. **HNTB:** Michael Shannon. **Guests:** Katherine Buck, ECONorthwest (via Zoom); and Chris Blakney, ECONorthwest (via Zoom).

**ABSENT:** Ben Sheppard

**MEDIA:** Noah Noteboom, Columbia Gorge News (via Zoom)

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 4:59 p.m.

a. **Modifications or additions to the agenda:** None

b. **Public Comment:** None

**2. CONSENT AGENDA:**

- a. Approve Minutes from September 5, 2023 Regular Session
- b. Approve SaaS Agreement with Tyler Technologies for Financial Accounting Software
- c. Approve Resolution 2023-24-6 Establishing Monthly Meeting Schedule
- d. Approve Accounts Payable to Campbell Phillips in the Amount of \$8,373.00

**Motion:** Move to approve Consent Agenda.

**Move:** Fox

**Second:** Gehring

**Discussion:** None

**Vote:** **Aye:** Chapman, Gehring, Fox, and Bieker

**Absent:** Sheppard

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:** None

**4. PRESENTATIONS & DISCUSSION ITEMS:**

- a. **Market Analysis Report for Lower Mill Redevelopment Site, ECONorthwest** – Greg Hagbery, Development/Property Manager, introduced Katherine Buck and Chris Blakney from ECONorthwest for a presentation on the Market Analysis for Lower Mill Redevelopment Site Parcels. Blakney discussed the market analysis and highest best use, financial feasibility analysis, and optimal deal structure assessment. Three final recommendations were provided to the Commission. The first recommendation was for the Port of Hood River (“Port”) to develop the space itself. Another recommendation was to stagger the development of the overall site, this would increase the financial feasibility of development. Tax Lot 1015 should be the first building/lot that the Port considers for development. Finally, the Port could sell specific tax lots as part of the phasing strategy. Ground leases are not likely a viable option for the tax lots. A discussion ensued regarding the analysis. Commissioner Mike Fox suggested temporary housing such as an RV Park on Tax Lot 902 to help accommodate the workers for the Bridge Replacement Project. The Commission requested clarity from ECONorthwest on opportunities with the Special Public Works Fund through Business Oregon. The Commission also requested that staff follow up with Hood River County on the feasibility of temporary uses for Tax Lot 902.

- b. **Participation of Legal Counsel at Board Meetings** – Kevin Greenwood, Executive Director, led a group discussion on the best use for legal counsel to help lower legal costs. Greenwood also posed the question of whether legal counsel should attend all board meetings. The discussion concluded with consensus from the Commission to have legal counsel attend all board meetings and revisit this in the next 6-12 months. Staff was also directed to implement an internal process when seeking help from legal counsel and making sure that specific questions are asked.
5. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that Special District Association of Oregon (SDAO) is reviewing the Ports Emergency Action Plan and will be working with staff to update the document. Greenwood completed an Emergency and Disaster Preparedness course through SDAO and will be taking additional courses in the future to help implement the plan. Hood River Valley Parks & Recreation (HRVPR) has invited the Port to attend a workshop on October 3 to review the results of a public survey. The Commission was also invited to attend. Representative Blumenauer’s staff will be in Hood River on September 21 to hear various presentations related to the bridge, airport, and other Port properties. Greenwood noted that the Columbia River Keeper will be conducting a Waterfront cleanup on September 30. Greenwood reviewed the agenda items for Fall Planning and requested feedback. Commissioner Fox requested an update on the airport North Apron Memorandum of Understanding (MOU) and asked when the deadline was. Hagbery provided an update and noted that it was still in process. Staff will follow up on the deadline date for the MOU. Commissioner Tor Bieker commented that there are funding opportunities through the Federal Emergency Management Agency (FEMA). Commissioner Bieker added that those funds could be used to build an emergency readiness center at the airport north ramp, and requested that the Commission reserve the option to be able to do something like this in the future. Commissioner Bieker added that the Port could potentially lease part of the development as a hangar. This topic will be added to Fall Planning for further discussion.
6. **COMMISSIONER, COMMITTEE REPORTS:**
- a. **Hood River County Energy Council (HRCEC)** – Hagbery summarized the HRCEC meeting and reported that they are seeking two additional members. HRCEC is working with the City of Hood River on their Emergency Management Plan and a Resilience Plan. Hagbery added that there is FEMA funding available for development if the project meets their requirements. HRCEC will be providing a decision on which existing spaces are best situated for grant projects.
- b. **Commissioner Bieker** inquired if there was a lease on the Hoby Streich hangar. Hagbery noted that an extension was granted on the lease while the Fixed Base Operator (FBO) agreement is finalized. A discussion ensued regarding the lease on the hangar. Staff will follow up on the lease.
7. **ACTION ITEMS:**
- a. **Approve Contract with James Dean Construction for Lower Mill Wetland Mitigation and Site Grading Project.**
- Motion:** Move to approve contract with James Dean Construction, Inc. for the Lower Mill Wetland Mitigation and Site Grading Project, not to exceed \$246,460.50, subject to legal review.
- Move:** Bieker
- Second:** Fox
- Discussion:** Commissioner Fox posed the question on whether this was the best use of their funds after listening to the Lower Mill presentation. A discussion followed and it was determined that the wetland mitigation was necessary.

**Vote:**                   **Aye:** Chapman, Gehring, Fox, and Bieker  
**Absent:** Sheppard  
**MOTION CARRIED**

**8. COMMISSION CALL:** None

**9. CONFIRMATION OF DIRECTIVES:**

- a. ECONorthwest to provide clarity on opportunities with the Special Public Works Fund through Business Oregon.
- b. Staff to follow up with Hood River County on the feasibility of temporary uses for Tax Lot 902 at Lower Mill.
- c. Staff to implement an internal process when seeking help from legal counsel and making sure that specific questions are asked.
- d. Staff to follow up on the deadline date for the North Apron MOU.
- e. Staff to research available funding for emergency readiness center at the airport and add this topic to Fall Planning.
- f. Staff to follow up on the Hoby Streich hangar lease.
- g. Staff to tentatively schedule Fall Planning for November 14 followed by Regular Session.

**10. EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 7:04 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) – Real Property Transactions.


**11. POSSIBLE ACTION:** The Commission was called back into Regular Session at 7:14 p.m. No action was taken as a result of Executive Session.

**12. ADJOURN:** The meeting was adjourned by unanimous consent at 7:15 p.m.

**ATTEST:**

DocuSigned by:  
  
00DEADE439F8421...

Kristi Chapman, President

DocuSigned by:  
  
1D968775DD2542A...

Michael Fox, Secretary