

Port of Hood River Commission
Meeting Minutes of October 17, 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, Ben Sheppard, Heather Gehring, Mike Fox, and Tor Bieker. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Greg Hagbery, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon. **Guests:** Curt Vanderzanden, KPFF; Paul Schmidtke, KPFF.

ABSENT: Debbie Smith-Wagar

MEDIA: None

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 5:00 p.m.

a. **Modifications or additions to the agenda:**

- 1) Move Consent Agenda Item 2(d) to Action Item 7(b) – Contract with Coffman Engineering.
- 2) Move Consent Agenda Item 2(c) to Action Item 7(c) – FBO Agreement with Hood Tech.

b. **Public Comment:** None

2. CONSENT AGENDA:

- a. Approve Minutes from September 19, 2023 Regular Session and September 29, 2023 Special Meeting
- b. Approve Lease with Columbia River Acupuncture in the Marina Park #1 Building
- ~~c. Approve Amendment No. 3 to FBO Agreement with Hood Tech Corp., Aero Inc.~~
- ~~d. Approve Contract with Coffman Engineering in the Amount of \$62,777.20~~
- e. Approve Accounts Payable to Campbell Phillips in the Amount of \$2,185.00

Motion: Move to approve Consent Agenda as modified eliminating item C and D.

Move: Fox

Second: Bieker

Discussion: None

Vote: **Ayes:** Chapman, Sheppard, Gehring, Fox, and Bieker

MOTION CARRIED

3. INFORMATIONAL REPORTS: None

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **Lot 1 Development Traffic Assessment Report, KPFF** – Greg Hagbery, Development/Property Manager, introduced Curt Vanderzanden and Paul Schmidtke from KPFF for a presentation on 1st Street and Anchor Way Extension. Vanderzanden noted that the question has been raised whether the extension of Anchor Way is the right solution or if the proposed extension of Anchor Way might hinder the development of Lot 1. Vanderzanden and Schmidtke discussed the historical context and provided a traffic analysis addressing potential impacts to existing intersections within the project area including the intersection within Oregon Department of Transportation’s (ODOT) interchange access management area. The KPFF team proposed the following options for continuing the design on N. 1st Street realignment and Anchor Way Extension project. The first option was to keep the current concept of extending Anchor Way through Lot 1 at the existing Anchor Way alignment as well as realigning 1st Street to allow for future development opportunities along Nichols Basin. The second option was to proceed with 1st Street Realignment and realign the utilities across Lot 1 to the existing Anchor Way alignment. The third option was to

focus on the 2nd and Riverside intersection and not to proceed with 1st Street and Anchor Way design. Finally, the fourth option was to proceed with the current concept to produce Construction Documents but discontinue construction to refocus on 2nd and Riverside. A discussion followed regarding the proposed options and concluded with a directive to staff to provide more information at Fall Planning such as how much money is available for the project, costs associated with the proposed options, and how the grants can be used. Commissioner Mike Fox also requested a timeline for the proposed options and an estimate of how much construction will be required.

- b. **Waterfront Parking Year-to-Date Report** – Genevieve Scholl, Deputy Executive Director, summarized the parking system year-to-date report that encompasses the new changes to waterfront parking rates, fees, zones and hours. The results indicate a 40.5 percent net increase, which is approximately \$98,482.31, within the parking system as viewed in isolation. Scholl noted that the results were not audited and were compiled from reports derived from various sources and should only be considered as preliminary. A discussion ensued regarding the results. The Commission requested a report to help determine how many of the sales were from constituents and requested information on how to better manage the transferable annual passes. Staff will provide the information at Fall Planning.
- c. **Treaty MOA Potential Loss of Fishing Access During Construction** – Commissioner Fox noted that during the Memorandum of Agreement (MOA) negotiations with the Treaty Tribes, it was requested that the Tribes continue fishing during construction. The suggestion was made by Commissioner Fox to allow fishing access on sections that were not being occupied by construction and recommended zoning and numbering the piers for easy access. There was consensus from the Commission that there is no conflict with Commissioner Fox’s recommendation of numbering the piers.
- d. **Existing Bridge Risk Register Review** – Kevin Greenwood, Executive Director, noted that this topic was brought forward after a meeting with the Bridge Committee and the engineering team. Their focus was to determine the risk items related to the current bridge. A Risk Register was created based on their findings and presented to the Commission for review. The Bridge Committee requested that the Coffman Engineering contract include a review of the Risk Register items and establish procedures and training programs for the facilities crew. Commissioner Fox noted that the scour conditions report also needs to be updated to include the results from the recent core sampling that was conducted on the bridge.

5. **EXECUTIVE DIRECTOR REPORT:** Written report provided in packet.

6. **COMMISSIONER, COMMITTEE REPORTS:**

- a. **Bridge Committee** – None
- b. **Airport Committee** – Commissioner Tor Bieker reported that at the last Airport Advisory Committee (AAC) meeting, AAC held a public vote and established a consensus to make a formal recommendation to the Port Commission that Tad McGeer and Doug Knight be approved as new members to serve on the Committee.

Motion: Move to appoint Tad McGeer and Doug Knight to the Airport Advisory Committee for a three (3) year term ending June 30, 2026.

Move: Sheppard

Second: Bieker
Discussion: None
Vote: **Ayes:** Chapman, Sheppard, Gehring, Fox, and Bieker
MOTION CARRIED

7. ACTION ITEMS:

- a. **Approve grant agreement with U.S. Economic Development Administration for Waterfront Roads Utilities Project.** Scholl summarized the conditions of the grant agreement.

Motion: Move to approve EDA Grant Agreement Investment No. 07 79 07955 in the amount of \$1,981,419 for the Hood River Waterfront Roads and Utilities Infrastructure Project.
Move: Gehring
Second: Fox
Discussion: None
Vote: **Ayes:** Chapman, Sheppard, Gehring, Fox, and Bieker
MOTION CARRIED

- b. **Approve contract with Coffman Engineering in the amount of \$62,777.20.**

Motion: Move to approve contract with Coffman Engineering in the amount of \$62,777.20 for an update on the scour critical report.
Move: Fox
Second: Sheppard
Discussion: None
Vote: **Ayes:** Chapman, Sheppard, Gehring, Fox, and Bieker
MOTION CARRIED

- c. **Approve Amendment No. 3 to FBO Agreement with Hood Tech Corp., Aero Inc.**

Motion: Move to approve Amendment No. 3 to the FBO Agreement with Hood Tech Corp., Aero Inc.
Move: Gehring
Second: Bieker
Discussion: A discussion ensued regarding a potential surcharge on the flowage fees and whether staff should seek other Fixed Based Operator (FBO) proposals. There was consensus from the Commission to continue with the current FBO agreement.
Vote: **Ayes:** Chapman, Sheppard, Gehring, Fox, and Bieker
MOTION CARRIED

8. COMMISSION CALL: None

9. CONFIRMATION OF DIRECTIVES:

- a. Staff to provide information at Fall Planning regarding Lot 1 development: how much money is available for the project, costs associated with the proposed options, how the grants can be used, timeline for proposed options and an estimate of how much construction will be required.


- b. Staff to provide a report at Fall Planning to help determine how many of the sales were from constituents and requested information on how to better manage the transferable annual passes.
- 10. EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 6:51 p.m. to call the Commission into Executive Session under ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees.
- 11. POSSIBLE ACTION:** The Commission was called back into Regular Session at 7:15 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:

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Kristi Chapman, President

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Michael Fox, Secretary