

**Port of Hood River Commission
Meeting Minutes of October 22, 2024 Special Meeting
Via Remote Video Conference & Marina Center Boardroom
4:00 p.m.**

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

Special Meeting

PRESENT: Commissioners: Kristi Chapman, Heather Gehring (arrived at 4:15 p.m.), Mike Fox, Ben Sheppard, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, and Patty Rosas.

ABSENT: None

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 4:00 p.m.

2. ACTION ITEMS:

a. Approve amendment No. 1 with HRK Engineering for Parking Lot Design.

Motion: Move to authorize contract amendment with HRK engineering for waterfront parking lot development, not to exceed \$78,150 pending administrative and legal review, plus a \$5,000 placeholder for engineering coordination.

Move: Bieker

Second: Fox

Discussion: The request was made to include approximately \$5,000 at the discretion of the Executive Director to ensure that the design and plans align with the larger roundabout transportation project. It was also recommended that the contractors communicate with each other.

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

MOTION CARRIED

b. Approve Real Estate Master Services Agreement and Work Orders with Tom Bacci, Kidder Mathews for Real Estate Services.

Motion: Move to approve the master service agreement and work orders with Tom Bacci, Kidder Mathews for real estate services.

Move: Bieker

Second: Fox

Discussion: Questions were raised regarding the contract term. Executive Director Kevin Greenwood clarified that the contract permits multiple work orders, with an initial 6-month probationary period before any renewal.

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

MOTION CARRIED

c. Approve Master Services Agreement and Work Order with SUM Design for Architectural Services.

Motion: Move to authorize Master Service Agreement and Work Order No. 1 with SUM Design Studio, LLC, in an amount not to exceed \$91,000 pending administrative and legal review.

Move: Fox

Second: Bieker

Discussion: The group discussed tasks for architectural services.

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

d. Approve Resolution No. 2024-25-10 changing rules at the Ken Jernsted Airfield.

Motion: Move to adopt a resolution removing the Calm Wind Runway designation from Runway 7 at the Ken Jernsted Airfield.
Move: Bieker
Second: Fox
Discussion: It was noted that the removal of the designation of Runway 7 as the Calm Wind Runway was for safety reasons, as the current wind information was unreliable.
Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker
MOTION CARRIED

e. Approve Amendment No. 2 Employment Contract with Kevin Greenwood.

Motion: Move to approve Amendment No. 2 employment contract with Kevin Greenwood Executive Director with adjustments to the pay and a one-time bonus.
Move: Fox
Second: Gehring
Discussion: None
Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker
MOTION CARRIED

f. Approve Bridge Authority Letter of Support for BIP Grant.

Motion: Move to approve the Bridge Authority Letter of Support for the Bridge Investment Program (BIP) Grant.
Move: Fox
Second: Gehring
Discussion: None
Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker
MOTION CARRIED

3. COMMISSION CALL: None

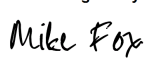
4. ADJOURN: The meeting was adjourned at 4:20 p.m.

ATTEST:

Signed by:

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Kristi Chapman, President

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Michael Fox, Secretary