

**Port of Hood River Commission**  
**Meeting Minutes of May 21, 2024 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 p.m.**

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

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**Regular Session**

**PRESENT: Commissioners:** Kristi Chapman, Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **Guests:** Andreas Von Flotow

**ABSENT:** Heather Gehring, Ben Sheppard

**MEDIA:** Noah Noteboom, Columbia Gorge News

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

**a. Modifications, Additions to Agenda:**

1. Modify Operations Agreement on Consent Agenda item 2(b) to adjust term to 18 months.

**b. Public Comment:** None

**2. CONSENT AGENDA:**

- a. Approve Minutes from the April 23, 2024 Regular Session & May 7, 2024, Budget Meeting
- b. Approve Operations Agreement with Hood River Soaring at the Airport as modified
- c. Approve Lease with HP Civil Inc. in the Wasco Building
- d. Approve Task Order 10 Amendment 4 with HDR Engineering
- e. Ratify Lease with Blue Mountain Networks LLC, in the Big 7 Building

**Motion:** Move to approve Consent Agenda with noted modification to Consent Agenda item 2(b).

**Move:** Bieker

**Second:** Fox

**Discussion:** None

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

**Absent:** Sheppard, and Gehring

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:**

**a. Bridge Replacement Project Update** – No Discussion

**4. PRESENTATIONS & DISCUSSION ITEMS:**

**a. Through the Fence Agreement with Hood Aero at the Airport** – Kevin Greenwood, Executive Director, discussed a request from Andreas Von Flotow for a Through the Fence Agreement (TTFA). This agreement would allow access to the runway through a specific property. Although the property is not currently zoned for hangar construction, it is likely that permission will be granted as ancillary use. Commissioner Tor Bieker supports the TTFA, as it promotes aviation-related development and prevents residential housing near the airport. A discussion ensued regarding safety and preventing unauthorized access. The Commission reached a consensus to move forward with the TTFA.

**b. Future Funding Opportunities for the Port** – Greenwood noted that there has been recent interest in exploring funding opportunities for building an administration facility at the Ken Jernstedt Airfield (“airport”). Greenwood discussed creating a 501(c)(3) organization to allow the public to make tax-deductible donations to the Port and to apply for other funding opportunities in which local governments would not be eligible, which could be used for airport improvements and other purposes. Commissioner Mike Fox emphasized the need to understand the ramifications of a

501(c)(3) before proceeding. The Commission reached a consensus to move forward with the feasibility of a 501(C)(3).

- c. **Update on North Apron Development** – Greenwood noted that the county emergency management will be applying for a FEMA planning grant for the vertical construction of an emergency operations facility. This structure could also serve as a public administration building in addition to the airport operations center. Greenwood added that he would be meeting with Wes Cochran, EDA Representative, on June 12 to discuss airport investments.

Greenwood provided a brief update on the North Apron Development. Claudia Munk-von Flotow has decided to withdraw from the Memorandum of Understanding (MOU). Josh Coombs, a subtenant of Aircraft Storage LLC, will take the lead on the Jeanette Road development. Staff recommended moving forward with Josh Coombs and noted that a full procurement process is not required. A discussion followed, concluding with a consensus from the Commission to move forward with Coombs.

Also discussed was the current easement with Terry Brandt that limits development on the easternmost site. Staff has been working with Brandt to correct the easement. According to Federal Aviation Administration (FAA) rules, the FAA prefers "licenses" over "easements." Brandt was reluctant to give up the easement. Staff will continue to work with Brandt on the access licenses before proceeding with a land use application with Coombs.

- d. **Dues & Memberships** – Debbie Smith-Wagar initiated the discussion on dues and memberships, seeking direction from the Commission on which items should be kept and which should be eliminated. The Commission reached a consensus to move forward with Art of the Community and directed staff to reduce dues and memberships, reporting back at the next meeting. Additionally, a request was made to include a report on other items that the Port provides pro bono.
5. **EXECUTIVE DIRECTOR REPORT:** Greenwood acknowledged Patty Rosas and Jana Scoggins for attending the Human Resources training. Staff is making progress with the U.S. Coast Guard regarding the 30-day notice for a lift request. Additionally, staff is collaborating with WAAAM, Hood River Chamber, and the Hood River Museum on the centennial bridge event. Lastly, Gretchen Goss has begun working on the Port newsletter.
  6. **COMMISSIONER, COMMITTEE REPORTS:** None
  7. **ACTION ITEMS:** None
  8. **COMMISSION CALL:**
    - a. Commissioner Fox acknowledged Debbie Smith-Wagar and Kevin Greenwood on the new financial report, and the time tracking sheet for staff.
  9. **UPCOMING MEETINGS:** No Discussion
  10. **CONFIRMATION OF DIRECTIVES:**
    - a. Staff to move forward with the TTFA with Andreas Von Flotow.
    - b. Staff to move forward with feasibility of a 501(c)(3).

- c. Staff to proceed with Coombs on the hangar development project once Brandt agrees to the new access licenses.
- d. Staff to move forward with Art of Community and reduce dues and memberships and report back at the next meeting.
- e. A report was requested for other items that the Port provides pro bono.

**11. ADJOURN:** The meeting was adjourned by unanimous consent at 6:20 p.m.

**ATTEST:**

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*Kristi Chapman*  
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Kristi Chapman, President

DocuSigned by:  
*Mike Fox*  
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Michael Fox, Secretary