

**PORT OF HOOD RIVER COMMISSION**  
**Tuesday, November 29, 2016**  
**Marina Center Boardroom**

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**Work Session Agenda**  
**5:00-6:00 P.M.**

1. Hood River Bridge Replacement Project Work Session ([Genevieve – Page 3](#))
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**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
    - a. Approve Minutes of November 15, 2016 Regular Session ([Laurie – Page 25](#))
    - b. Approve Amendment No. 1 to Pacific Source Lease at Wasco Building ([Anne – Page 29](#))
    - c. Approve Zone Change Letter of Support for BLM, Inc. ([Anne – Page 35](#))
  4. Reports, Presentations and Discussion Items
    - a. Review Draft Minimum Standards for Airport ([Anne – Page 41](#))
  5. Commissioner, Committee Reports
    - Marina – Commissioner Shortt (Nov. 17)
  6. Action Items
    - a. FASTLane Application Submittal and Commitment of Matching Funds ([Genevieve – Page 59](#))
  7. Commission Call
- 
8. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
  9. Possible Action
  10. 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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**Port of Hood River**  
**Bridge Replacement Work Session**

November 29, 2016 – 5:00 P.M.

Marina Center Boardroom

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**Agenda**

The purpose of this work session is to provide the Commission with an update on legislative advocacy and staff preparation of a federal funding request for certain pre-construction activities associated with the eventual replacement of the Hood River/White Salmon Interstate Bridge. The work session should provide sufficient information and opportunity for Commission discussion to inform and direct staff activities in the coming weeks.

**1. Legislative Update**

- a. Draft Legislation
- b. Legislative Days Presentation Dec. 12
- c. Public Outreach Planning
  - i. Stakeholder List/Support Letters
  - ii. Public Meetings/Bridge Summit Planning

**2. FY 2017 FASTLane Application Update**

- a. Pros/Cons of Submittal (see attached)
- b. Draft Application Review (see attached)
- c. Timeline

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# Commission Memo



Prepared by: Genevieve Scholl  
Date: November 29, 2016  
Re: FASTLane Submittal Pros and Cons

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As the Port seeks to further progress toward the eventual replacement of the Hood River Bridge, multiple paths forward and the relative pros and cons of each must be considered. With the December 15 deadline for applications for the FY 2017 FASTLane grant fast approaching, the Commission should now consider whether to submit.

The minimum grant award is \$5 million. The draft request that staff has currently ready for submittal has a total project cost of \$9.3 million (\$5.58M grant, \$3.72M local match) to fund completion of a Final Environmental Impact Statement, Preliminary Engineering, and Right of Way Acquisition (see draft application for budget specifics). As staff seeks Commission direction on whether to submit the application in this round, discussion of the following pros and cons is recommended:

## CONS:

1. If approved, the FASTLane grant would require a 40% local match of \$3.72 million. The Port would seek a partnership with ODOT, via legislative action in spring of 2017 to help with this match, however, the Port would need to be prepared to meet the match requirement itself, likely with a loan re-paid through an increase in tolls. This requirement would decrease our debt capacity for capital improvement projects on the existing bridge.
2. While pre-construction costs are clearly eligible for FASTLane funding, and Small Projects (with minimum grant awards of \$5M) do not have the 18 month from obligation of funds deadline to construction that large projects do, this project's eligibility is less than clear in terms of independent utility. Meaning, it could be argued that the successful completion of this project, should no new bridge ever be constructed, doesn't provide the region's transportation infrastructure any specific new benefit. This determination, however, is really impossible to make without submitting.
3. The project calls for an engineering scope of work that may not be needed by the Port at this time. There may be higher priority projects on the current bridge.

## PROS:

1. Federal congressional support has remained strong for the project since the bi-state, bi-partisan effort to insert language into the FAST Act that specifically calls out projects within National Scenic Areas (NSA) as eligible for project funding. To date, staff is unaware of a funded project located within an NSA. Even if our application is not approved, those legislators and their teams will know that the Port has made a strong effort to follow up on their work.

2. Port consultant Steve Siegel has advised staff that, if approved, this particular scope of work would not likely make the new bridge subject to federal toll revenue use restrictions. However, this may be too soon to make that determination with total confidence. If approved, legal counsel will be needed to review grant requirements to clarify this.
3. Submitting an application to fund this scope of work now enables the Port to illustrate to state and local legislators, agencies, and stakeholders that a serious effort is now underway on the Port's behalf to replace the bridge.
4. If approved, the grant provides an opportunity to partner with ODOT on the project match, and indeed the project itself, with the positive support of a federal authority.
5. Within the remaining four years of the authorized FASTLane funding program, any applicant may submit up to three times. As the Port's pathways to bridge replacement become more fully defined, there will be more opportunities to apply for this funding.
6. Regardless of approval, the application lays the groundwork for funding partnership discussions with state and federal partners. If the application is not approved, the Port will receive specific feedback from USDOT that will be helpful in preparation of future applications. If the application is approved, the Port will have a new opportunity to encourage state funding participation with the leverage of federal funding support.

**RECOMMENDATION:** Informational.

# Commission Memo



Prepared by: Genevieve Scholl  
Date: November 29, 2016  
Re: FASTLane Application Draft Review

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Attached is the draft application for FASTLANE funding of certain pre-construction elements of the Bridge Replacement project. The deadline for submission for the FY 2017 cycle is December 15, 2016. The scope of work this application seeks to carry out is summarized as follows:

Final Environmental Impact Statement	\$2.8 million
Right-of-Way Acquisition	\$1.0 million
Preliminary Engineering (60-80%)	<u>\$5.5 million</u>
TOTAL	\$9.3 million

The minimum grant award is \$5 million. This request totals \$5.58 million and would require a 40% local match of \$3.72 million. The Port would seek a partnership with ODOT, via legislative action in spring of 2017 to help with this match, however, the Port would need to be prepared to meet the match requirement itself, likely with a loan re-paid through an increase in tolls.

**RECOMMENDATION:** Informational.

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## Introduction



The Port of Hood River seeks \$5.58 million in NSFHP grant funding to complete final pre-construction activities associated with the construction of a new interstate bridge in the Columbia River Gorge National Scenic Area. This final phase of pre-construction activities will include a Final Environmental Impact Statement (FEIS), preliminary engineering for construction of a new, replacement bridge and needed right-of-way acquisitions. Local match for this project will be \$3.72 million (40%). Previously incurred expenses total \$1.761 million since 1999. Future eligible project costs (for construction phase activities to completion) is expected to be \$297.4 million.



*In this view to the Oregon shore, a typical barge tow navigates the narrow span of the Hood River Interstate Bridge.*

This NSFHP request will fund the following components of final pre-construction phase activities:

1.	Final Environmental Impact Statement	- \$2.8 million
2.	Preliminary Engineering (60-80%)	- \$5.5 million
3.	Right of Way Acquisitions	- <u>\$1.0 million</u>
	<b>Total Project Cost</b>	<b>- \$9.3 million</b>
	<b>NSFHP Request</b>	<b>- \$5.58 million</b>
	<b>Applicant Match</b>	<b>- \$3.72 million (40%)</b>

## Regionally and Nationally Significant

The Hood River Interstate Bridge Replacement Project is regionally and nationally significant because the bridge provides one of only three Columbia River crossings in Columbia River Gorge National Scenic Area (NSA). The Columbia River Gorge NSA encompasses an 85-mile stretch of the Columbia River in Oregon and Washington.

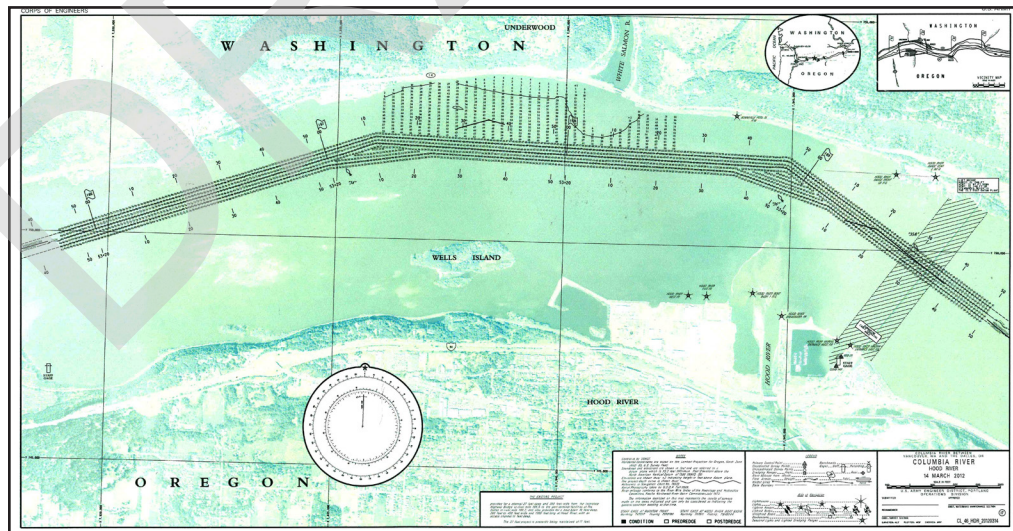
**Improves  
NHS**

The region is served by two east-west National Highway System (NHS) corridors: Interstate-84 in Oregon and SR-14 in Washington. The two highways and 28 communities along the river are connected by three bridges, each located more than 20 miles apart, with the Hood River Bridge situated centrally. (On March 3, 2016, at the request of WSDOT and ODOT, USDOT/FHWA named the Hood River Interstate Bridge an NHS facility.) This project will significantly improve performance of the NHS system by replacing the Hood River Interstate Bridge. Annually, 3.6 million vehicles cross the bridge and there has been a 2% annual growth in crossings in recent years.

**Project  
Need**

The 92 year old steel truss bridge is structurally deficient, functionally obsolete with sufficiency rating of 49.8, and is nearing the end of its serviceable life. The potential failure or closure of the bridge would “...have severe social and economic impacts on the interdependent, bi-state communities” of the Columbia River Gorge National Scenic Area, as stated in the Summary to the Draft EIS of the SR-35 Columbia River Crossing Study completed in 2003.

The current bridge’s 246 foot navigational channel under the lift span is poorly aligned, insufficient and dangerous for the commercial cargo barges navigating the federal inland waterway, as evidenced by a September 2015 barge tow allision with the bridge’s north lift span pier that caused at least \$1.1 million in damage and has resulted in the closure of the lift span until repairs can be completed; estimated to be summer, 2016. Over 9 million tons of commercial cargo traveled under the bridge’s lift span in 2012 , at least 30% of the total cargo barged for import/export on the inland navigation route from Portland/Vancouver to Lewiston, Idaho.



*This illustration shows the narrow navigational channel approaching and through the bridge.*

The Hood River Interstate Bridge is one of the most challenging bridges on the Columbia River System for barge operators. Only one vessel can navigate the opening at a time, despite the fact that barge traffic on the lower Columbia River continues to grow with barge operators annually hauling more than 3 million tons

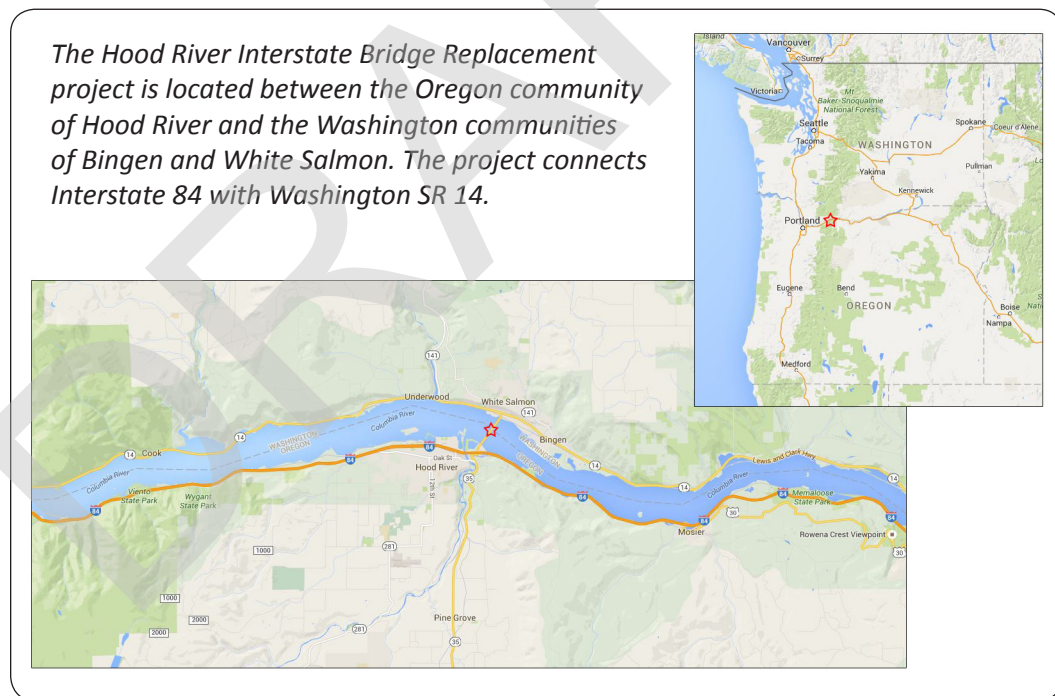
of wheat and barley, and millions of barrels of petroleum products, logs and wood chips.

### ***Project Purpose***

The purpose of the project is to improve multi-modal transportation of people and goods across the Columbia River between the Bingen and White Salmon, Washington and Hood River, Oregon communities. The overall need for the project is to rectify current and future transportation inadequacies and deficiencies associated with the existing Hood River/White Salmon Interstate Bridge. Specific needs addressed by the project are related to capacity, system linkage, transportation demand, social demands, economic development, modal interrelationships, navigational conflicts, safety, and existing bridge, bridge roadway, and navigational deficiencies.

### ***Project Location***

The Hood River Interstate Bridge is a critical freight and commuter link in the heart of the Columbia River Gorge National Scenic Area, spanning the federal waterway at river mile 169 between Oregon and Washington. The 4,418 foot long bridge connects the communities of White Salmon and Bingen, Washington with Hood River, Oregon serving as an essential link to the local communities, the region, and interstate movement of freight, commuters, and visitors.



### ***Current Conditions***

Built in 1924, the steel deck bridge is structurally deficient for vehicle freight crossings, with only two very narrow (9' 4.75" wide), shoulder-less lanes. The bridge is weight restricted to 80,000 lbs. The bridge structure is also insufficient for the marine barge tow freight navigating the mere 246 feet horizontal span on this important inland gateway for U.S. wheat, soy, wood products and mineral bulk exports. The bridge is not seismically retrofitted, is functionally obsolete and weight and dimensionally restricted for large trucks, yet still remains a primary freight route



recently listed on the National Highway System and used by truckers moving fruit, wood products, rock and gravel, and the locally manufactured unmanned aerial vehicles (UAVs) and component parts.

***Creates New  
Bike/Ped  
Interstate  
Connection***

The bridge has no bicycle/pedestrian facilities and cannot support the addition of such facilities. This is particularly problematic since it prohibits cycle commuting between Washington and Oregon and also fails to serve the recreational interests of cyclists and pedestrians drawn to the NSA. The Draft EIS completed in 2003 estimated the current bridge's serviceable life to be approximately 30 years. Residents, businesses, and commuters who live in economically disadvantaged Klickitat County, Washington and work, shop, and receive services in Oregon are concerned about the safety and service life of the bridge. The nearest alternate crossings of the Columbia River are located more than 20 miles away to the east and west. This project will complete the final pre-construction activities associated with the construction of a new interstate bridge.



***Previous  
Planning***

Planning for bridge replacement has been underway since 1999 with scoping for a bridge replacement feasibility study conducted by lead agencies Southwest Washington Regional Transportation Council (RTC), the Oregon Department of Transportation (ODOT), and the Washington State Department of Transportation (WSDOT). This effort culminated in a NEPA scoping phase led by the Federal Highway Administration (FHWA); a completed feasibility study and draft Environmental Impact Study (DEIS) including a Record of Decision in 2003; and a Type, Size and Location Study (TS&L) in 2012. This portion of the pre-construction planning process will be referred to as Phase 1(a) in this application.

The Port of Hood River has owned and operated the bridge since December 12, 1950. Over the last decade, despite the broadly accepted need to replace the bridge

with a multi-modal transportation facility, the Port has needed to invest over \$24 million to keep the bridge open and operational. Over 9 million tons of commercial cargo traveled under the bridge's lift span in 2012 on the inland navigation route from Portland/Vancouver to Lewiston, Idaho. In September of 2015, a suspected commercial cargo vessel allision against the north lift span pier caused significant damage to the lift span; currently not operational. Though lift span repairs totaling more than \$1.1 million are now underway and expected to be completed by the summer of 2016; this latest bridge strike clearly illustrates how critical this bridge is to the movement of freight throughout the Pacific Northwest and how fragile that system is until a new bridge is constructed.

**The Port of Hood River now seeks FASTLANE grant funding for completion of the Final EIS, preliminary engineering for construction of a new, replacement bridge, and needed right-of-way acquisitions. This portion of the pre-construction process will be referred to as Phase 1(b) in this application; construction activities, including SR-14 and I-84 intersection improvements will be referred to as Phase 2.**

### *Phase 1(b) Project Goals*

By completing the pre-construction phases of the project and securing needed right-of-way for the new bridge, this project will successfully address the project needs first stated in the 2004 SR-35 Columbia River Crossing Feasibility Study Final Report to *“rectify current and future transportation inadequacies and deficiencies associated with the current Hood River Bridge:*

- *Alleviate current and future congestion at the bridge termini, on the bridge itself and the access road to and from the bridge (SR-35), and congestion related to diverted traffic due to severe weather conditions or incidents on Mount Hood, I-84, or SR-14;*
- *Provide a cross-river linkage to the transportation system;*
- *Accommodating the increase in cross-river demand while also providing for bicycle and pedestrian travel across the Columbia River; [...]*
- *Satisfy social demands and economic needs for cross-river flow of goods and people;*
- *Accommodate river navigation by providing a horizontal clearance which meets current standards while also providing intermodal and multimodal connections across the river; and*
- *Addressing and improving upon safety and current substandard design of the current bridge.”*

### *Project Scope*

The Scope of Work for the Final Environmental Impact Statement and Preliminary Engineering portion of the Phase 1(b) project is expected to cost up to \$2.8 million; the Design & Engineering to 60%-80% is expected to cost up to \$5.5 million; Right-of-Way acquisitions on the north and south landings and approaching of the

replacement bridge are expected to cost up to \$1 million. Phase 1(b) will result in completion of the following:

**Task 1. Project Management and Coordination**

- 1.1 Project Management and Quality Assurance
- 1.2 Project Invoices and Progress Reports
- 1.3 Monthly Project Management Team Coordination Meetings

**Task 2. Environmental**

2.1 Discipline Reports: Update discipline reports with new information, environmental conditions, and regulatory changes

- a. Soils and Geology
- b. Fish (*Address any changes to threatened and endangered species listings, critical habitat designations, and other relevant regulatory changes*)
- c. Wildlife (*Address any changes to threatened and endangered species listings, critical habitat designations, and other relevant regulatory changes*)
- d. Vegetation
  - i. Wetlands (*Conduct a wetland delineation*)
- e. Waterways/Water Quality (*Stormwater*)
- f. Land Use
- g. Social and Economic Elements
- h. Relocations
- i. Visual Resources
- j. Noise
- k. Air Quality
- l. Energy
- m. Hazardous Materials

2.2 Reevaluation of the Draft Environmental Impact Statement (DEIS)

- a. Prepare a Reevaluation Memorandum
- b. Determine NEPA roles and responsibilities of each agency and respective state division (*e.g., FHWA Washington and Oregon Divisions, Southwest Washington Regional Transportation Council, Washington State Department of Transportation, Oregon Department of Transportation, Port of Hood River*)

2.3 Final Environmental Impact Statement (FEIS)

- a. Prepare FEIS document
- b. Prepare for and participate in pre-signatory and signatory briefings with Washington State Department of Transportation (WSDOT) and coordinate with the Oregon Department of Transportation (ODOT) and Federal Highway Administration (FHWA) to obtain signatures
- c. Prepare Record of Comments, which shall include point-by-point responses to each comment received on the DEIS
- d. Prepare Record of Decision (ROD)
- e. Prepare legal ads announcing availability of FEIS and ROD; prepare statute

of limitations

f. Update Administrative Record through the signature of the ROD

#### 2.4 Mitigation Plan

a. Prepare a detailed mitigation plan that addresses project impacts to shoreline habitat, in stream habitats, wetlands, and water quality

#### 2.5 Section 106 of the National Historic Preservation Act

a. Determine the Area of Potential Effects (APE)

b. Conduct archaeological surveys

c. Make a finding of effect for any historic properties and archaeological resources that are eligible for listing on the National Register of Historic Places

d. If any resources are found to be adversely affected, develop mitigation measures and prepare a Memorandum of Agreement (MOA)

e. Coordinate with Oregon and Washington State Historic Preservation Officers, Port of Hood River, and other historic preservation groups or interested agencies/parties

f. Prepare a Cultural Resources Discipline Report

#### 2.6 Tribal Coordination

#### 2.7 Biological Assessment

#### 2.8 Section 4(f) of the US Department of Transportation Act

#### 2.9 Environmental Streamlining

a. Prepare an Agency Coordination Plan in compliance with federal transportation authorizations including SAFETEA-LU, MAP-21 and FAST

### **Task 3. Preliminary Engineering**

3.1 2011 Crossing Study Validation

3.2 Drainage

3.3 Survey

3.4 Bi-State Coordination

3.5 Geotechnical Studies

3.6 Hydraulic modeling

3.7 Wind load analysis

3.8 Utility coordination

3.9 Right of way acquisition plans for bridge, access road, stormwater facilities, and environmental impact mitigation

### **Task 4. Transportation**

4.1 Update traffic modeling results for the design year; the design year would be twenty years beyond the expected year of opening

4.2 Prepare traffic forecasts for analysis of potential tolling policies and other financing strategies

## Task 5. Tolling Financial Feasibility Study

### 5.1 Update Financial Feasibility Technical Memorandum

## Task 6. Public Involvement

6.1 Restart public outreach and public comment process with at least three (3) public meetings; re-establishment of advisory committees, including local city and county governments and transportation planning authorities as well as Oregon and Washington Departments of Transportation and the Columbia River Gorge Commission. Private sector stakeholders such as fruit, wood product, and mineral freight companies and inland barge tow companies will also be represented.

6.2 Renewed outreach to tribal representatives including direct in-person meetings with each of the four treaty tribes (Yakama Nation, Confederated Tribes of Warm Springs, Confederated Tribes of the Umatilla Reservation, and the Nez Perce Tribes).

6.3 Continued tribal consultation during the Section 106 process, including opportunity to comment on the established Area of Potential Effects (APE) and the results of the archaeological surveys conducted for the FEIS, effects to resources, and any needed mitigative strategies.

## Task 7. Design & Engineering to 60% - 80%

7.1 Roadway Design

7.2 Stormwater Design

7.3 Bridge Design

7.4 Environmental Compliance

7.5 Utility Coordination

7.6 Traffic Engineering

7.7 Traffic Control

7.8 Engineers Estimate

### ***Phase 1(a) Work Completed***

A multi-jurisdictional effort has been underway since 1999 for the long term replacement of the existing bridge. This planning effort began with scoping for a bridge replacement feasibility study conducted by lead agencies Southwest Washington Regional Transportation Council (RTC), the Oregon Department of Transportation (ODOT), and the Washington State Department of Transportation (WSDOT). This effort culminated in a NEPA scoping phase led by the Federal Highway Administration (FHWA); a completed feasibility study and draft Environmental Impact Study (DEIS) including a Record of Decision in 2003; and a Type, Size and Location Study (TS&L) in 2012. This multi-year study effort included the involvement of local counties, cities, ports, Gorge Commission, businesses and citizens as participants on a Local Advisory Committee.

Since then, the FEIS for replacement of the Hood River Interstate Bridge has been identified as the #1 priority in the 2016 Comprehensive Economic Development



Strategy (CEDS) of the Mid-Columbia Economic Development District, which states: “Matching funding to support completion of an Environmental Impact Statement for a new Hood River White Salmon Interstate Bridge [...] is a vital step in the process of securing a replacement bridge, a critical transportation facility in the mid-Columbia Region.”

The 2014 Regional Transportation Plan for Klickitat County, Washington also ranks the FEIS and design for the bridge replacement project as a #1 priority, expecting a \$10 million cost.

Hood River County’s Zoning Ordinance Article 75 (National Scenic Area Ordinance) anticipates the bridge replacement project, with recommendations on the Visual Quality, Historic Design Elements, and recommendations for Recreation and Pedestrian/Bicycle Access for the new bridge. The bridge replacement project is expected to be included in the County Transportation Safety Plan (TSP), as well as that of the City of Hood River in the next update. The need for the bridge replacement is also expected to be included in the next comprehensive plan update for Klickitat County and City of White Salmon.

The Phase 1(a) activities were completed via a multi-jurisdictional effort that began in 1999 by lead agencies Southwest Washington Regional Transportation Council (RTC), the Oregon Department of Transportation (ODOT), the Washington State Department of Transportation (WSDOT), and Federal Highway Administration (FHWA). This multi-year study effort included the involvement of local counties, cities, ports, Columbia River Gorge Commission, businesses and citizens as participants on a Local Advisory Committee.

By completing the pre-construction phases of the project and securing needed right-of-way for the new bridge, this project will build upon the work completed by these agencies to rectify current and future transportation inadequacies and deficiencies associated with the current bridge.

***Phase 1(b)  
Project  
Parties***

The Phase 1(b) activities will be led by the Port of Hood River but will include participation from all entities involved in the Phase 1(a) listed above. In addition, the Port intends to invite private sector stakeholders such as fruit, wood product, and mineral freight companies and inland barge tow companies to participate on the Local Advisory Committee.

Renewed outreach to tribal representatives including direct in-person meetings with each of the four treaty tribes (Yakama Nation, Confederated Tribes of Warm Springs, Confederated Tribes of the Umatilla Reservation, and the Nez Perce Tribes) will also be a major element in the public outreach process for Phase 1(b), especially in needed commentary on the established Area of Potential Effects (APE) in the FEIS.

## *Impacted Communities*

The Hood River Interstate Bridge Replacement Project will be centrally located within the Columbia River Gorge National Scenic Area, spanning the Columbia River approximately north to south from the Bingen/White Salmon communities in Washington's Klickitat County to the north to Hood River, county seat of Oregon's Hood River County to the south. The project is located in Washington's 3rd and Oregon's 2nd Congressional Districts. The bridge will span river mile 169 of the Columbia River federal waterway. It will connect to Interstate 84 at Exit 64 on the Oregon side and to Washington State Route 14 at approximately milepost 65. The preliminary preferred alternative selected during the Phase 1(a) Draft EIS sited the new bridge directly west of the current bridge, with approaches at or just west of their current location. See Page 3 for Project Location Maps.

Both Klickitat County in Washington and Hood River County in Oregon are rural areas with 2013 populations of 20,866 and 22,675, respectively. The cities of Bingen and White Salmon together comprise a local population of 3,305 and the City of Hood River has 7,379 residents. Together, these communities constitute a single bi-state community and the economic well-being of this region is dependent on the Hood River Interstate Bridge. The entire Columbia River Gorge region is home to 82,000 residents commuting across state and county lines for employment, creating a truly bi-state regional economy.

Key industry clusters in the region include agricultural production worth \$300 million annually; high tech/advanced manufacturing focused on unmanned aerial vehicles (UAV) generating \$450 million in annual revenue with 1200 employees in both states; value added ag/food production clustered around wineries, breweries, and distilleries; and tourism recognizing the region as an international destination for outdoor recreation including world class windsurfing. Beyond workforce commuting, the value of freight crossing the Hood River Interstate Bridge is estimated to be \$75 million, not including high-value UAV components.

Studies conducted by Parsons Brinckerhoff and HNTB on the Hood River Interstate Bridge document that cumulative spending to just maintain the bridge in its current deficient, constrained/limited access condition could grow to \$30 million over the next 25 years. The Summary of the Draft EIS describes the impact of bridge closure if the current bridge reaches the end of its serviceable life and has to be closed to all vehicular traffic:

*"This closure would have severe social and economic impacts on the interdependent, bi-state communities. In particular, Bingen, White Salmon and nearby rural areas would lose their direct connect to I-84. Residents and business-related traffic would need to travel 20 miles east or west before being able to cross the Columbia River at The Dalles or Cascade Locks. This severed direct connection could be detrimental to the long-term economic development of the Washington communities as well as an adverse effect to Hood River businesses and service providers that depend on the workforce and client base that Washington residents supply."*

**Major Impacted  
Industry  
Sectors:**

**Vehicle Freight**

As stated in the project summary, the Columbia River Gorge National Scenic Area region is served by two east-west National Highway System (NHS) corridors: Interstate-84 in Oregon and SR-14 in Washington. The two highways and 28 communities along the river are connected by three bridges, each located more than 20 miles apart, with the Hood River Interstate Bridge situated centrally. On March 3, 2016, at the request of WSDOT and ODOT, USDOT/FHWA named the Hood River Interstate Bridge an NHS

facility. This project will significantly improve performance of the NHS system by replacing the Hood River Interstate Bridge. Annually, 3.6 million vehicles cross the bridge and there has been a 2% annual growth in crossings in recent years.

Bingen, Washington is the home of Insitu, one of the largest manufacturers of unmanned aerial vehicles (UAVs) in the United States. The Hood River Interstate Bridge is a critical shipping route for Insitu UAVs, components, and parts but even more important as a commuter link for the company's more than 1200 employees who live and work on both sides of the river.



*Narrow, shoulder-less lanes present distinct problems for large trucks.*



*Photo credit: Insitu*

The Hood River Valley is the world leader in production of Anjou pears and together, Oregon and Washington produce 84% of the nation's fresh pear crop. According to the Columbia Gorge Fruit Growers Association, over 225,000 tons of apples, pears, and cherries are annually produced in the Mid-Columbia area. The current bridge is structurally deficient for vehicle freight crossings, with only two very narrow (9' 4.75" wide), shoulder-less lanes. The preliminary preferred alternative calls for a roadway consisting of two 12-foot travel lanes, two 8-foot shoulders, and one 16-foot pedestrian/bike facility on one side.

The current bridge is also weight restricted to 80,000 lbs. A fully loaded fruit truck hauling fresh pears for processing weighs on average 105,500 lbs. A 2015 report by Columbia River Port Engineers notes that, "Detours either upstream or downstream from the HR Bridge could involve trips of 45 miles or more. The toll at the Hood River Bridge is a bargain as compared to the costs incurred in diverting to the Bridge

of the Gods (which is weight limited at 80,000#), I-205, the bridge at The Dalles or at Biggs Junction.” (The Hood River Bridge assesses tolls for trucks based on the axle count of the vehicle combinations. A typical tractor and trailer with five axles will pay \$5.00. Each additional axle is assessed at \$1.00 per axle.)

The Benefit Cost Analysis (See Attachment) calculates over \$200 million in savings from reductions in vehicle delays and over \$65 million in reduced vehicle O&M costs in a 75-year analysis.

**Major Impacted  
Industry  
Sectors:  
  
Marine Freight**

As stated in the introduction, the current bridge’s 246 foot navigational channel under the lift span is poorly aligned, insufficient and dangerous for the commercial cargo barges navigating the federal inland waterway. The preliminary preferred alternative calls for a minimum navigational channel of 450 feet, and also recommends a re-alignment of the channel, stating that *“The channel alignment should also allow tugs and barges to be aligned with the westerly winds that now hit on the diagonal and cause control problems, especially for tows with empty barges.”*



*A triple-tow barge navigates the Hood River Bridge span. (Stock photo)*

In September 2015, a barge tow allision with the bridge’s north lift span pier that caused at least \$1.1 million in damage and has resulted in the closure of the lift span until repairs can be completed; estimated to be summer, 2016.

In his testimony to the Oregon state legislature on January 25, 2016, Eric Burnette, Executive Director of the Oregon Board of Maritime Pilots described the unique and significant challenges facing barge pilots face when approaching and navigating



under the bridge [excerpt]:

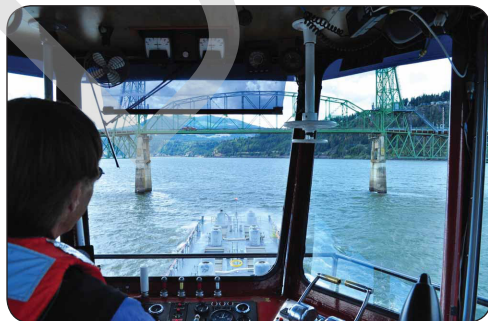
*"... When configured as a unit, these 4 barges and one towboat form a large vessel that by itself, is slightly over 1/10 of a mile long. It requires precise and skillful navigation.*

*The practical impacts of these combined factors on navigational safety are significant. A tug/barge headed upriver will typically favor the south side of the channel as it passes the While Salmon River Delta, and then quickly shift to the north side of the channel to avoid the Hood River Delta. Once clear of the Hood River Delta it must then immediately get into position to pass under the lift span of the Hood River Bridge.*

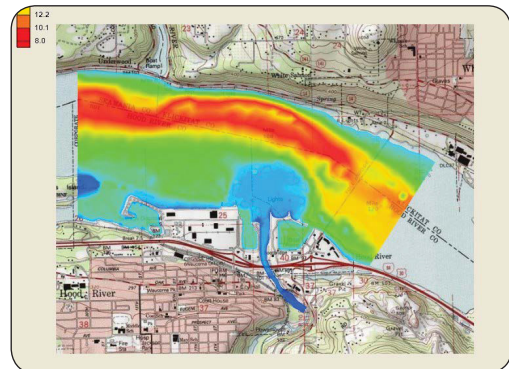
*A down-bound vessel faces a different set of challenges. Lacking the obstacles found on the downstream side of the Hood River Bridge, a tug/barge approaching from upstream will have more time and room to get into proper alignment to pass under the Hood River Interstate bridge. However, once under the bridge, that tug/barge must negotiate both the Hood River and then the While Salmon River Deltas with the current coming from behind. This following current only accelerates the vessel's speed over the bottom and reduces the time available to make the necessary course corrections as it passes both deltas."*

In an email to the Port of Hood River on April 11, 2016, Port Captain Fred Harding describes the experience thusly:

*"Many gray hairs have been produced by the current span on many a crew. Over the 30 + year I have been watching the Columbia River this bridge has been known to be struck more than all other obstacles on the entire river system. Due to the narrowness of the bridge and the weather in the area of the bridge. If you add into the mix the wind surfers and kite boarders the difficulty again increases. If it were to be enlarged to 450 feet at the navigation span and the river to under side of the bridge were to be 80 feet I believe much of the stress of the transit would be reduced."*



*Port of Hood River Executive Director pilots a barge through the navigation channel, courtesy of Shaver Transportation.*



*Illustration of the Hood River Delta's intrusion into the navigation channel.*

Over 9 million tons of commercial cargo traveled under the bridge's lift span in 2012, at least 30% of the total cargo barged for import/export on the inland navigation route from Portland/Vancouver to Lewiston, Idaho. Barge traffic on the lower

Columbia River continues to grow with barge operators annually hauling more than 3 million tons of wheat and barley, and millions of barrels of petroleum products, logs and wood chips.

***Major Impacted  
Industry  
Sectors:***

***Recreation &  
Tourism***

As noted in the introduction, the bridge has no bicycle/pedestrian facilities and cannot support the addition of such facilities. This is particularly problematic since it prohibits cycle commuting between Washington and Oregon and also fails to serve the recreational interests of cyclists and pedestrians drawn to the NSA.



*This illustration from the SR-35 Columbia River Crossing Study shows the recommended 12' wide bike/ped facility with viewpoints.*

Since 1986, Oregon DOT has invested over \$73 million in federal and state funding to redevelop the Historic Columbia River Gorge Highway- \$56 million of that on the Bicycle and Pedestrian facility. 63 of the original 73 miles of the Historic Columbia River Highway are now open to travel either by motor vehicle (Historic Highway or connecting county roads) or by foot and bicycle (State Trail). This facility is drawing tens of thousands of cyclists and pedestrians to the NSA, yet the lack of cycling and pedestrian access on the Hood River Interstate Bridge presents a glaring gap in non-motorized connectivity in the NSA.

An October 2012 study by HNTB concluded that while there is significant interest and broad support from area stakeholders in adding safe pedestrian and bicycle crossings to the current bridge, there are significant structural and mechanical barriers that make such a project unfeasible and cost-prohibitive. Key conclusions were that:

- The steel trusses have a limited reserve structural capacity to support added loads.
- The lift span would require significant mechanical and electrical equipment upgrades and structural retrofit or full replacement to support the added loads and configuration.
- The steel trusses would require full engineering evaluation and structural strengthening to support added loads.
- If a ped/bike facility is added to the bridge the bridge may need to be load limited for vehicles.
- The substructure (piers) and subaqueous (underwater) foundations have an unknown ability to support additional vertical and lateral loading and require further investigation.

## ***Environmental Benefits***

The Summary of the Draft EIS notes that a result of the construction of the preliminary preferred alternative design would be that, “Recreational opportunities would be expected to increase with a bridge crossing that has multi-modal facilities and would enable bi-state connections to trails and sidewalks.”

The Summary to the Draft EIS details the immediate environmental benefit to the Columbia River with the removal of the steel deck bridge:

*“The new bridge would benefit water quality, as compared to the existing bridge, because road runoff from the bridge deck would be collected and treated prior to discharge to the Columbia River. Currently, all oil, grease, metals, and sediments from vehicle may enter the river directly through the grated bridge decking.”*

The DEIS also notes the expected improvements related to an increased speed limit on the new bridge, stating *“Each of the build alternatives would improve energy consumption of traffic [...] range[ing] between 8 and 15 percent less than No Action as a result of the higher operating speed....”*

## ***Grant Funds, Sources and Uses of Project Funds***

The future eligible project costs of Phase 2, the construction phase of the project are anticipated to be \$297.4 million. Thus, the maximum NSFHP may not exceed 60% or \$178,463,400.

The Port of Hood River anticipates that if it is awarded the currently requested NSFHP funds, the local match of \$3.72 million will be funded through bridge parity debt obligations secured by tolls. It is anticipated that bridge tolls will increase for the electronic tolling customers by \$.15 per trip. Cash customers will incur a \$.25 increase in their trip costs. Current tolls are \$1 for cash customers and \$.80 for electronic tolling. However, the Port of Hood River will also turn to the Washington and Oregon transportation departments for funding as well. Currently, the Port also has \$6.2 million in reserves to call upon if such a direction is needed to be used.

The Port of Hood River as part of its fiscal policies maintains an annual debt coverage ratio of 2.0 or higher and strives to maintain a reserve equal to 10% of the depreciable assets in its 10 year financial forecast. The toll bridge attributes 60% of the revenue mix for the Port while the remainder is made up of lease revenues from industrial/commercial properties and marina slips and airport hangar rentals. Due to this revenue mix as depicted on pages 9 and 12 in the annual financial report , the Port generates over \$1 million of net operating cash flow that can be used toward discretionary capital projects or their related debt within the guidelines of the fiscal policies (please see page 6, Change in net position). This annual amount can be adjusted, if necessary, as in the case with this grant application, with bridge tolls increasing to cover the local match.

### ***Contingency Reserves:***

The Port of Hood River plans on issuing debt for the \$3.72 million dollar match

secured by the bridge tolls which will increase to support the additional indebtedness the Port will incur as part of the match required for this grant application. The latest Audited Annual Financial Report as of June 30, 2015 depicts an Unrestricted Net Position of \$3.9 million and a corresponding level of Cash and Investments of \$3.6 million (page 4). As of March 31, 2016, the cash and investments amount to \$6.2 million.

***Evidence of the financial condition of the project sponsor:***

The Port of Hood River uses a 10 year financial forecast to guide its budget process as well as its capital and debt requirements. The Port uses its financial guidelines under its fiscal policies of having a debt coverage ratio of 2.0 or higher and maintaining an adequate reserve equal to 10% of the depreciable assets. The 10 year financial forecast monitors the level of revenue generation that can reasonably be expected as well as the level of expenditures that can be incurred. The toll bridge contributes 60% of the revenue mix for the Port while the remainder is made up of lease revenues from industrial/commercial properties and marina slips and airport hangar rentals. Due to this revenue mix as depicted on pages 9 and 12 in the annual financial report, the Port generates over \$1 million of net operating cash flow to use toward discretionary capital projects or related debt service. As of June 30, 2015, the debt coverage ratio was 2.74.

***Evidence of the grant recipient's ability to manage grants:***

The Port of Hood River is the owner of a general aviation airport, which receives Federal Aviation Administration grants for runway improvements, safety enhancements and master plan efforts. Over the last four years the Port of Hood River has managed over \$3.6 million in grants from the Federal Aviation Administration and another \$689,000 from the State of Oregon for park and trail improvements.

***Benefit Cost Analysis***

The spreadsheet analysis of the project costs and benefits is included in the Attachment "Benefit Cost Analysis of Hood River Bridge." The Benefit Cost Analysis (BCA) examines the full project costs to replace the bridge including the Phases 1(a) and 1(b) pre-construction activities and the Phase 2 construction costs, and shows a Total Benefits Value of \$1,128,778,273. This is a 4:1 Benefit Cost ratio for the total project cost of \$308,500,000.

***Project Readiness***

Upon notification of award in September 2016, the Port will issue an RFP and enter into a contract for the completion of all parts of Phase 1(b) by the end of February 2018.



**Port of Hood River Commission**  
**Regular Session Meeting Minutes of November 15, 2016**  
**Marina Center Boardroom**  
**5:20 P.M.**

---

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

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**Present:** Commissioners Jon Davies, Brian Shortt, and Hoby Streich; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, John Mann, Anne Medenbach, Genevieve Scholl, and Laurie Borton

**Absent:** Commissioners Fred Duckwall and Rich McBride

**Media:** None

**1. Call to Order:** Upon conclusion of the Fall Planning Work Session, President Brian Shortt called the Regular Session meeting to order at 5:20 p.m.

a. **Modifications, Additions to Agenda:** A revision to the janitorial contract amount as reflected on the agenda was noted. An Urban Renewal Agency report was added to the agenda.

**2. Public Comment:** None.

**3. Consent Agenda:**

- a. Approve Minutes of November 1, 2016 Regular Session
- b. Approve Nomination of Jon Davies to Urban Renewal Agency Board for a Two-Year Term Ending December 31, 2018
- c. Approve Reappointment of Scott Perry to the Airport Advisory Committee for a Three-Year Term Ending June 30, 2019
- d. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$8,140

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

**Move:** Streich

**Second:** Davies

**Discussion:** Davies cited a potential conflict of interest due to a client relationship with Jaques Sharp Attorneys at Law

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

**Absent:** Duckwall and McBride

**MOTION CARRIED**

**4. Presentations:**

a. **Financial Review for Period Ending September 30, 2016:** Chief Financial Officer Fred Kowell provided comments on FY 2016-17 first quarter financials noting that overall the Port is in line with its budget. Kowell anticipates that some audit and year-end adjustments will be made but that they will not be material in nature.

b. **Urban Renewal Agency:** Davies reported on two items from the November 14 meeting—a language amendment to the Hood River Heights Business District Urban Renewal Plan was approved that adds housing as a seventh goal; and notice for a commissioned art piece for the State Street restroom will be announced, however, a recommendation could take up to 22 weeks once proposals are received.

**5. Director’s Report:** Michael McElwee provided an update on the C Dock north electrical situation. After testing ground wires in the main cabinet and disconnecting two that were believed to be bad, trips

are still occurring. GFI breaker installation will resume on Wednesday for the remaining pedestals and Megger testing may be a next step. If a problem is identified with the main cable from the cabinet to the C Dock panel, the entire line will need to be replaced since it cannot be spliced. Tenants are now being notified that they need to make a decision about the best way to protect their vessel, including removing it from the Marina, if consistent power cannot be guaranteed. A maintenance bridge lift has been scheduled for 4:00 a.m. on November 22 and another maintenance lift will be scheduled in December when trunnion caps are reset. The December meeting schedule was reviewed and it appears that a third meeting in November will occur on the 29<sup>th</sup> with a work session focused on bridge topics and a single meeting in December on the 13<sup>th</sup>.

**6. Action Items:**

**a. Approve Contract with Allied Maintenance, LLC for Janitorial Service Not to Exceed \$56,824 \$58,824:** Anne Medenbach, Development & Property Manager, reported that Allied Maintenance has provided excellent janitorial services for all Port buildings over the last year. Two new tenants have been added and in order to provide adequate service 2 hours per week has been added to the cleaning schedule. Allied has also increased the hourly rate by \$1.00 which represents a 3% increase. Medenbach clarified a question from Attorney Jerry Jaques about \$58,824 being a fixed annual contract amount and he responded that the “not to exceed” verbiage should be struck from contract language.

- Motion:** Move to approve 2016-17 contract with Allied Maintenance, LLC for janitorial services in the amount of \$58,824.
- Move:** Davies
- Second:** Streich
- Vote:** **Aye:** Davies, Shortt, and Streich  
**Absent:** Duckwall and McBride

**MOTION CARRIED**

**b. Approve 2017 Marina Lease Rates:** Kowell provided a spreadsheet depicting the last three years of Marina actuals as well as the budget for the current year. Kowell stated the Port is still on track in reducing the Marina deficit by increasing lease rates over the three year period of 2015-2017 by 6% as forecast in the original analysis. To assist in reducing labor costs, staff proposed invoicing utility fees for the entire year in January—water, garbage, and recycling (\$5/month) and electric (\$5/month) with any cost overage of the monthly electric base billed quarterly.

- Motion:** Move to approve 2017 Moorage rates and utility charges as follows: slip, boathouse, and floatplane rate increase of 6%; non-refundable flat fee of \$5/month for water, garbage, and recycling billed in January to slip and boathouse tenants with exclusion for the South Basin Dock tenants; and a non-refundable minimum fee of \$5/month for electricity billed in January to slip and boathouse tenants with exclusion for South Basin Dock tenants but if usage is exceeded the cost coverage will be billed quarterly.
- Move:** Streich
- Second:** Davies
- Vote:** **Aye:** Davies, Shortt, and Streich  
**Absent:** Duckwall and McBride

**MOTION CARRIED**

**c. Approve 2017 T-Hangar Lease Rates:** In reviewing T-Hangar rates for the past six years only CPI (Consumer Price Index) percentage increases ranging from 1.0% to 2.6% have affected lease rates. Kowell noted that a CPI increase has not kept up with the growing costs to maintain the airport and a spreadsheet indicated the airport was running an operating deficit from FY 2015-16. Staff proposed a 6% increase in 2017 lease rates and coming back to the Board with a plan that would depict the increase necessary over the next several years.

**Motion:** Move to approve increase of 6% to T-Hangar lease rates at the Ken Jernstedt Airfield for calendar year 2017.

**Move:** Davies

**Second:** Streich

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

**Absent:** Duckwall and McBride

**MOTION CARRIED**

**7. Commission Call:** Davies thanked the Commission for accommodating his schedule in order to attend his daughter’s soccer games.

**8. Adjourn:** President Shortt adjourned the meeting at 6:12 p.m.

Respectfully submitted,

\_\_\_\_\_  
 Laurie Borton

ATTEST:

\_\_\_\_\_  
 Brian Shortt, President, Port Commission

\_\_\_\_\_  
 Jon Davies, Secretary, Port Commission

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# Commission Memo



Prepared by: Anne Medenbach  
Date: November 29, 2016  
Re: Pacific Source Lease

---

Pacific Source Health plans currently occupies 895 square feet of office space in the Wasco Building. They would like to add Office #5. This suite was originally leased by MCOGG and Pacific Source was a subtenant. They have been a tenant since September 2016.

**RECOMMENDATION:** Approve Lease Amendment No. 1 with Pacific Source Health Plans.

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**AMENDMENT 1 TO LEASE**

Whereas, the Port of Hood River ("Lessor") and Pacific Source Health Plans ("Lessee") entered into a lease of 895 square feet of office space located at 205 Wasco Loop, Hood River, OR, 97031 effective September 21, 2016 ("Lease"); and,

Whereas, Lessee would like to add Office #5 (as identified in Exhibit A of Lease) containing 239 square feet to the leased area;

Therefore, all parties agree to the following changes to the Lease,

1. In section 1 of the Lease "Description", the Approximate Square footage shall be changed from 895 to 964.
2. The table in Section 3 of the Lease "Rental, shall be struck and replaced with the table below.

<u>Space</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
Suite 101	964	\$1.15	\$1108

3. Exhibit A and B are replaced with new Exhibit A and B attached to this document.

Except as modified by this Amendment No. 1, all terms and conditions of the Lease shall remain in full force and effect

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016

By: \_\_\_\_\_  
Michael S. McElwee, Port of Hood River, Executive Director

By: \_\_\_\_\_  
Peter Davidson, Pacific Source Health Plans, CFO

Exhibit A

Suite 101 configuration

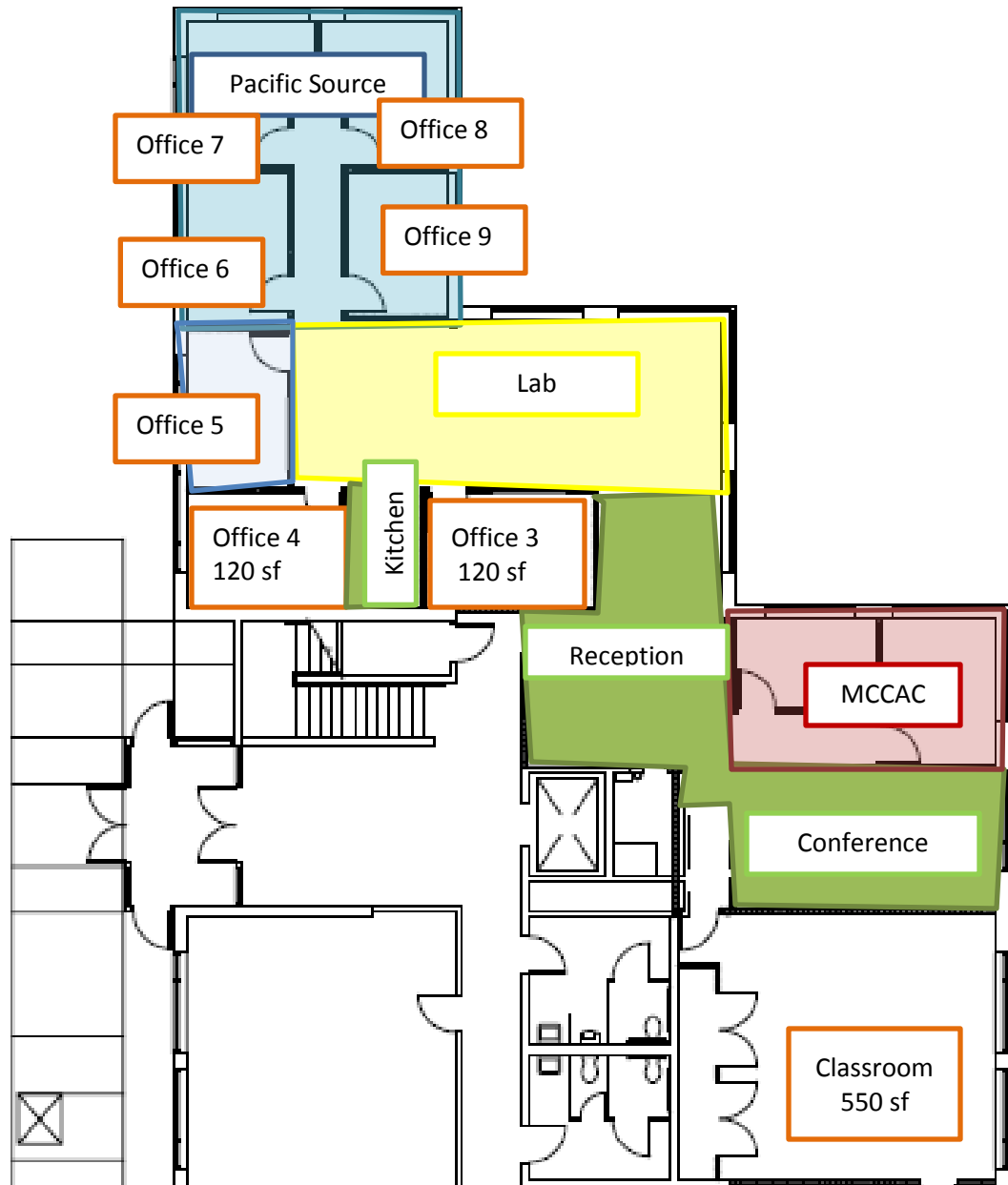




Exhibit B

Suite 101 Pro-rate allocations

total office space	1582										2415.83
MCACC	SF	Reception	Conference	Kitchen	Lab	Hall 1	Hall 2	Hall 3	Total Sf		
Office 1	106										
Office 2	82										
Total	188	38.15	27.33	6.30	50					<b>309.78</b>	
Comm. Allocation	12%										

Pacific Source	SF	Reception	Conference	Kitchen	Lab	Hall 1	Hall 2	Hall 3	Total Sf
Office 6	100								
Office 7	110								
Office 8	110								
Office 9	95								
Total	415	84.21	60.34	13.90	141.3				68.0
Comm. Allocation	26%								
Lab allocation	30%								
Office 5	105								
Comm. Allocation	7%	21	15	4	36				181
Lab allocation	8%								

Offices 5	SF	Reception	Conference	Kitchen	Lab	Hall 1	Hall 2	Hall 3	Total Sf
Office 4	120								
Pro rata	8%	24	17.45	4.02	40.9				207
Lab allocation	9%								

Classroom	SF	Reception	Conference	Kitchen	Lab	Hall 1	Hall 2	Hall 3	Total Sf
Total	550								
Comm. Allocation	25%	80.25	57.50	13.25	28.0				<b>729.00</b>

Office 3	SF	Reception	Conference	Kitchen	Lab	Hall 1	Hall 2	Hall 3	Total Sf
Pro-rata	8%	24.35	17.45	4.02	40.9				<b>207</b>
Comm. Allocation	9%								

Offices	SF
Office 1	106
Office 2	82
Office 3	122
Office 4	117
Office 5	102
Office 6	100
Office 7	110
Office 8	110
Office 9	100
Classroom	602

Common Areas	SF	Split by
Kitchen	53	All
Lab	464	Offices 3-9
Reception	321	ALL
Conference	230	ALL
Hall 1	50	MCACC
Hall 2	28	Classroom
Hall 3	68	PacSource
Lab Allocation	1363	

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# Commission Memo

Prepared by: Anne Medenbach  
Date: November 29, 2016  
Re: BLM, Inc. Zone Change Support Letter



---

BLM Inc., principal John Benton has requested that the Port provide a letter of support for BLM's proposed Zone change of 19.85 acres of Exclusive Farm Use (EFU) land to Airport Development (AD). The current draft Airport Layout Plan (ALP) identifies this parcel as property to be acquired in the future for airport development. A draft letter is attached.

**RECOMMENDATION:** Approve letter of support for Mr. Benton's request for an amendment to the Comprehensive Plan and application for a zone change.

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**INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA**

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November 30, 2016

John Roberts  
Planning Director  
Hood River County

Re: BLM Inc., Comprehensive Plan amendment and Zone change application

Mr. Roberts:

The Port of Hood River would like to offer this letter in support of the zone change application for BLM Inc. involving 19.85 acres of EFU land in Hood River County.

This parcel is adjacent to the Ken Jernstedt Airfield ("Airfield") which is owned and operated by the Port of Hood River. The Airfield is currently constrained to existing Airport Development (AD) land owned by the Port of Hood River. In 2015 the Port undertook a Master Planning effort for the Airfield, as it does every 20 years. This Master Plan has been submitted to the FAA and is currently under review. The Master Plan has a visual component which illustrates the site plan, airspace plan and future development areas. This visual component is called the Airport Layout Plan (ALP). The current ALP is attached to this support letter.

In the Building/Facility key of the ALP, the BLM parcel in question is identified as #19 and is noted as "to be acquired." The Port is not seeking to purchase this parcel, but supports the effort to rezone it to AD. If this effort is successful, needed future AD land will be available to support local aviation related businesses which may not be accommodated with the limited land currently zoned AD.

Thank you for your consideration.

Sincerely,

Michael McElwee  
Executive Director

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### LEGEND

EXISTING	FUTURE
BUILDINGS	BUILDINGS
AIRFIELD PAVEMENT	AIRFIELD PAVEMENT
BUILDING RESTRICTION LINE (BRL)	BRL (E)
AIRCRAFT PARKING LINE (APL)	APL (E)
AIRPORT PROPERTY LINE	AIRPORT PROPERTY LINE
RUNWAY SAFETY AREA (RSA)	RUNWAY SAFETY AREA (RSA)
OBJECT FREE AREA (OFA)	OBJECT FREE AREA (OFA)
OBSTACLE FREE ZONE (OFZ)	OBSTACLE FREE ZONE (OFZ)
TAXIWAY OBJECT FREE AREA (TOFA)	TAXIWAY OBJECT FREE AREA (TOFA)
RUNWAY PROTECTION ZONE (RPZ)	RUNWAY PROTECTION ZONE (RPZ)
GROUND CONTOURS	GROUND CONTOURS
AIRPORT REFERENCE POINT (ARP)	AIRPORT REFERENCE POINT (ARP)
RUNWAY END IDENTIFIER LIGHTS (REIL)	RUNWAY END IDENTIFIER LIGHTS (REIL)
WIND INDICATOR	WIND INDICATOR
SEGMENTED CIRCLE WIND INDICATOR	SEGMENTED CIRCLE WIND INDICATOR
FENCE	FENCE
BEACON	BEACON
THRESHOLD LIGHTS	THRESHOLD LIGHTS
VISUAL GUIDANCE INDICATORS (PAPI)	VISUAL GUIDANCE INDICATORS (PAPI)
ACCESS ROAD/VEHICLE PARKING	ACCESS ROAD/VEHICLE PARKING
AVIGATION EASEMENT	AVIGATION EASEMENT
TO BE REMOVED	TO BE REMOVED
PROPERTY TO BE ACQUIRED	PROPERTY TO BE ACQUIRED
TREES	TREES
AVIATION DEVELOPMENT RESERVE	AVIATION DEVELOPMENT RESERVE

### NON STANDARD CONDITIONS

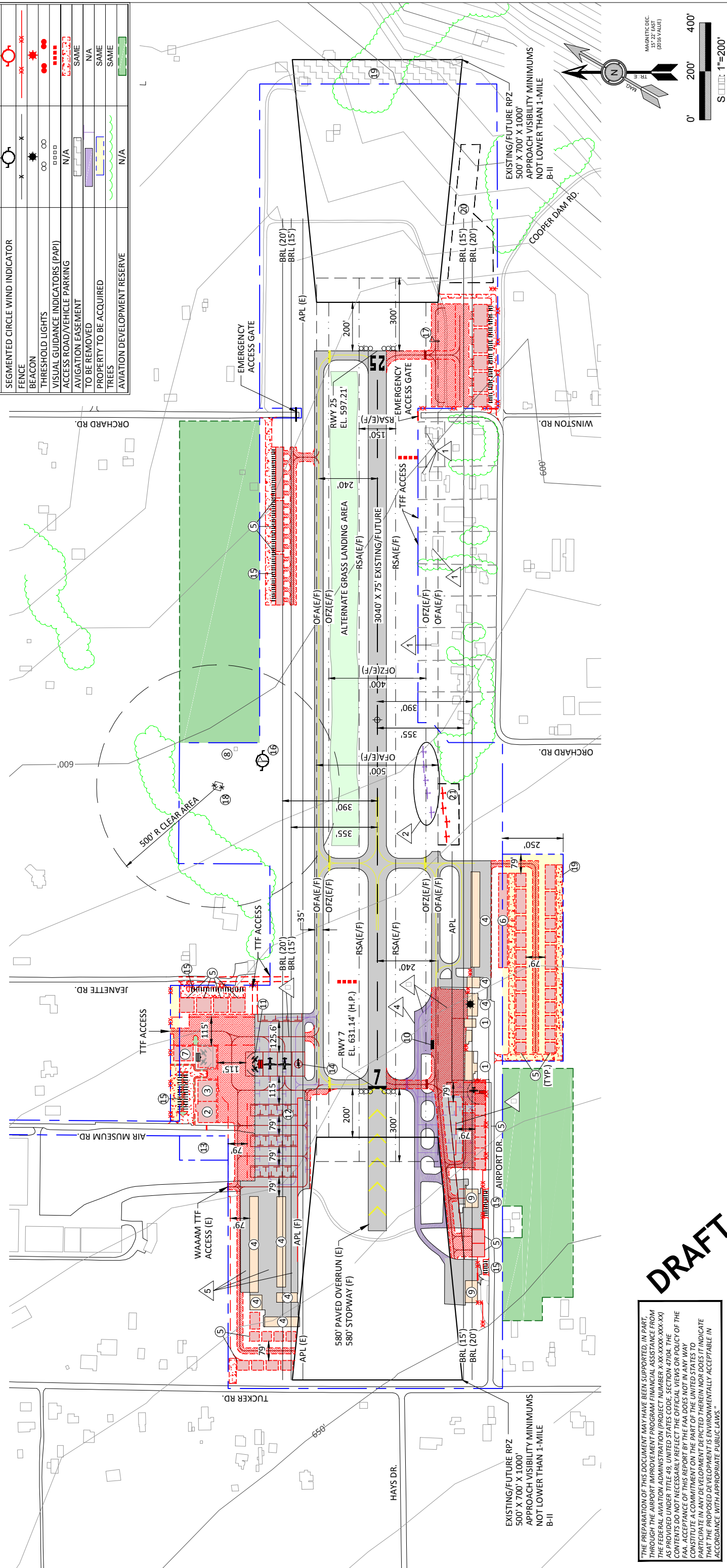
NO.	ITEM	DESCRIPTION	DISPOSITION
1	ROFA	SOUTHEAST SIDE RESIDENCES	NONE - MODIFICATION TO STANDARDS
2	ROFZ	GLIDER PARKING	RELOCATE OUTSIDE ROFZ
3	TAXILANE OFA APRON	TAXILANE CLEARANCES TO PARKED AIRCRAFT / FUELING (ADG I & ADG II)	RECONFIGURE APRON
4	PARALLEL TAXIWAY SEPERATION	LESS THAN STD. ADG II RUNWAY SEPERATION	RELOCATE
5	TAXILANE OFA (HANGARS)	LESS THAN STD. ADG I CLEARANCES	MODIFY WHERE FEASIBLE

**NOTES:**

- STOPWAY AT WEST END OF RUNWAY WILL INCREASE FUTURE ACCELERATE - STOP DISTANCE AVAILABLE (ASDA) FOR RUNWAY 25 TO 3,620 FEET.
- HIGH POINT (SURVEYED) ON RUNWAY IS 631.14' WSL. PUBLISHED AIRPORT ELEVATION (FAA-A/FD) TO BE UPDATED FOR CONSISTENCY.

### BUILDING/FACILITY KEY

DESCRIPTION	DESCRIPTION
1 FBO / MX HANGAR (E)	12 TIEDOWN APRON
2 FBO BUILDING PHASE I	13 PROPERTY TO BE SWAPPED (F)
3 FBO BUILDING PHASE II	14 TRANSIENT HELICOPTER PARKING
4 HANGARS (E)	15 AUTO PARKING (F)
5 BOX HANGARS (F)	16 WIND TEE (E)
6 T-HANGARS (F)	17 SUPPLEMENTAL WIND TEE (E)
7 COMMERCIAL HANGAR (F)	18 AWOS (E)
8 REGULATOR BUILDING	19 PROPERTY TO BE ACQUIRED
9 AGRICULTURAL OPS AREAS	20 GLIDER STORAGE / PARKING AREA (F)
10 FUEL (RELOCATE)	21 GLIDER PARKING AREA (F)
11 FUEL LOCATION (F)	22 POTENTIAL AVIATION RESERVE



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CHECKED BY: WMR  
SCALE: AS SHOWN  
PROJECT NO: 12399009.01

**HOOD RIVER AIRPORT**

**AIRPORT LAYOUT PLAN**

FIGURE NO

FEDERAL AVIATION ADMINISTRATION APPROVAL

APPROVAL DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PORT OF HOOD RIVER APPROVAL

APPROVAL DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

VERIFY SCALES  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

NO.	DATE	BY	APPR	REVISIONS

NO. DATE BY APPR REVISIONS

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# Commission Memo

Prepared by: Anne Medenbach  
Date: November 29, 2016  
Re: Minimum Standards



---

Minimum Standards are optional guidelines for airport owners that promote safety; protect users from unlicensed and unauthorized products and services; maintain and enhance adequate services; and promote orderly development and ensure efficiency of operations. While the FAA does not require minimum standards they are highly recommended. The FAA will review standards if the airport owner so requests.

Staff has reviewed minimum standards from eleven airports around the northwest. The attached minimum standards have been revised to fit the Ken Jernstedt Airfield's current and potential operations.

Staff will present the draft minimum standards (attached). No Commission action is required. Staff will be asking for review from the AAC, FAA and FBO as well as legal counsel. The goal is to bring back the final minimum standards for approval by the board in early 2017.

**RECOMMENDATION:** Discussion.

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**Minimum Standards**  
for  
**Commercial Activities**  
at  
**Hood River Airport**

Adopted by Port Commission

\_\_\_\_\_ 2016

Revised by Port Commission

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## 1. Policy, Purpose and Authority

The Port of Hood River will maintain Minimum Standards for Commercial Activities ("Minimum Standards") at Hood River Airport ("Airport"). The Airport Manager and Port staff shall use these Minimum Standards as a minimum threshold, and as guidance for making decisions related to the approval of commercial activities located at the Airport. In the event that there is a conflict between the Minimum Standards and the final executed commercial activities agreements and leases the final executed commercial activities agreements and leases shall control.

The Minimum Standards shall be reviewed every five (5) years to ensure accuracy and compliance with regulations. If significant changes in regulations or law indicate a need for additional review, the Airport Manager may initiate a single case or a full review of the Minimum Standards.

The Minimum Standards are established to ensure sustainability of the Airport by providing a baseline set of requirements for:

- a. Public, operator and user safety.
- b. Predictable access and services expected at a working airfield.
- c. Predictable standards that provide a fair and equitable opportunity for commercial activities on the field.

These Minimum Standards also help support aviation as an integral part of Oregon's transportation network by creating and implementing strategies to protect and improve the aviation system, encouraging aviation-related economic development and supporting aviation safety and education. In addition, the Port Commission adopts standards to ensure that:

- The Airport remains compliant with all federal and state grant assurances.
- Any person who uses or accesses Airport property or facilities for commercial activity compensates the Airport at fair market value (FMV) for such use and privileges.
- Airport public areas, roads, taxiways, runways and aprons remain available for public aeronautical activity subject to Airport Rules and Regulations.

All persons conducting commercial activities at the Airport shall, as a condition of conducting such activities, comply with all applicable requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each commercial operator's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Manager in writing. The mere omission of any particular part of these Minimum Standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the Port waives application of that specific standard. However, as above, if there is a conflict between the Minimum Standards and any previously existing or new final executed commercial activities agreements and leases the final executed commercial activities agreements and leases shall control. Prior to establishing or conducting a commercial activity, the person or corporation shall have secured all license, permits, certifications, and insurance required by state, federal, or Port regulations.

Commercial operators desiring to operate at the Airport may submit proposals to the Airport Manager. Proposals will be reviewed by the Airport Manager and Port Staff, including advisory input from the Airport Advisory Committee and or other advisory committees as appropriate.

## 2. Areas and Descriptions

For future development of the Airport, it is important to target areas for specific uses to ensure adequate space is available for commercial activity. Plans should include strategies to restrict pedestrian, bicycle, and vehicle traffic at the Airport which helps to ensure the safety of ground crew and passengers during aircraft ground operations and develop a coordinated traffic flow.

- a. **Airport Layout Plan (ALP):** The Port has adopted an airport layout plan for Hood River Airport that is approved by FAA. The Port reserves the right to change such plan as necessary to protect public safety and convenience or in connection with further development of the Airport for aeronautical purposes.
- b. **Airport Runway & Taxiway:** The Runway and Taxiway system are designated "Aircraft Only" operating areas. This is to ensure safe coordinated flow of air traffic. No commercial, non-commercial, or non-aeronautical activities are allowed on the Runway or Taxiway, unless that activity involves the movement of aircraft or other activity specifically authorized by the Airport Manager.
- c. **Aircraft Operations Area:** All areas within the airport property boundary are considered Aircraft Operations Areas (AOA). Within the AOA, aircraft have the unobstructed and undisputed right of way over pedestrians, bicycles or vehicles. Aircraft are required to operate under the standard "rules of the road" contained in the FAR/ AIM.
- d. **Maintenance, Aviation related business and Storage Facilities:** There are three types of structures on the airport. Maintenance facilities are those buildings and apron areas that are compliant with the requirements for maintenance activities, and that have been designated as such. Storage facilities such as T-Hangars and Tiedowns are not compliant with requirements for maintenance beyond that specified in FAR, Part 43, Appendix A(c). Aviation related business facilities provide mixed use area for aviation businesses that are not strictly maintenance or storage.
- e. **Future Airport Development:** Areas for future development are depicted on the ALP. The airport has the authority to issue Requests for Information (RFI), Requests for Qualifications (RFQ) or Requests for Proposal (RFP) for development. Requirements for consideration of commercial and private development will be addressed in those documents.
- f. **Land Lease:** Commercial Operators seeking a land use lease may submit the request in writing which will be reviewed by the Aviation Advisory Committee, Port Staff and the Airport Manager, who will make the final decision on whether the lease is in the best interest of the Port/airport.
- g. **Special Event Area:** Special areas for events may be temporarily established from time to time. Events must be approved by the Airport Manager prior to the start date. No aircraft or vehicle may use a Special Event Area unless an Operations Plan has been approved by the Airport Manager.
- h. **Through the Fence Operations:** A "Through the Fence Operator" is an individual, business, or organization located on property adjacent to an airport that has access onto the airport. Through the Fence Operations are allowed at the Hood River Airport. Any person or company wishing to apply for a TTF will contact the Airport Manager for a draft agreement and to understand if they are eligible. Draft agreements must be approved by the FAA and changed on the ALP. Once that is completed, then the Port Commission will approve the TTF fence agreement.

## 3. Liability and Insurance

Commercial operators are required to obtain insurance and/or bonds at a contemporary rate required by the Port. Commercial operators must also agree to the Port's contemporary liability and hold harmless requirements.

## 4. Application of the Minimum Standards

The Minimum Standards are adopted to provide the minimum threshold requirements for those operators providing commercial services at the Airport. Although this document specifically addresses commercial operators, these standards apply to all commercial and non-commercial operators at the Airport.

- a. **Multiple Services:** When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit, the commercial operator shall comply with the minimum standards established for each separate activity. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more restrictive or imposes a higher standard shall apply.
- b. **Activities Not Covered by Minimum Standards:** Activities with no specific minimum standard, as outlined in this policy, will be reviewed and approved by the Airport Manager on a case-by-case basis in the commercial operator's lease, license, permit or agreement.
- c. **Waivers or Modifications:** The Airport Manager may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing public services, fire protection or emergency response operations, or when it is determined that such a waiver is in the best interest of the Airport users and the public, and will not result in degradation of safety or reduction in fair and equitable opportunity for commercial activities on the Airport.

## 5. General Minimum Standards for Commercial Operators

Airports typically provide a variety of commercial services to be able to meet the needs of the flying public. This includes fuel, aircraft and avionics maintenance and repair, and flight training as well as a variety of supporting activities such as pilot supplies sales. A Fixed Base Operator (FBO) is a single source provider of multiple services to the flying public. FBO services typically include aircraft maintenance, fuel sales, and flight training. History has shown that it is in the best interests of the Airport to have at least one full service FBO.

### 5.1 Commercial Operators

Commercial activities at Hood River Airport shall be conducted to recognized industry standards and professional practices.

Commercial Operators should establish standardized business hours that are commensurate with their customer needs. Business hours, including holiday closures, must be recorded with the Airport Manager in advance. Fuel and Maintenance service providers shall install a card-lock (self-fuel) or post phone numbers and be on-call 24 hours a day to provide after-hours emergency assistance. Mobile Service Providers and Mobile Maintenance Providers, by the nature of their business are not required to have standardized scheduled business hours on the airport.

Depending on the services provided, Operators will be categorized as a particular type, which will also identify the level of service they are permitted to provide at the airport.

The list below identifies a variety of services that can be provided, individually or in combination with each other, on airport property. These services comply with FAA and State regulations, which require all airport property be used for aviation unless alternate uses are authorized by the FAA. The Port of Hood River operates the airport in accordance with these assurances and regulations with preference given to aviation related uses, however nothing contained in these standards shall be construed to prohibit the Port from granting for any reason it deems sufficient, an application for non-aeronautical activities. Non-aeronautical activities may be authorized by the Airport Manager, with concurrence of the FAA, only when space available on the airport exceeds what is needed for aeronautical activities.

Approved services include:

- a. **Aeronautical:** Aeronautical operators are defined by the FAA as Fixed Base Operators (FBO), Specialized Aviation Services Operators (SASO), Independent Contractors (IC), Mobile Service Providers (MSP) and Mobile Maintenance Provider (MMP), and other aeronautical and non-aeronautical providers that may not fall under these categories. The Airport encourages additional complementary commercial aeronautical activities to expand the services provided.



- i. **FBO and SASO:** An FBO and an SASO are commercial operators engaged in the business of providing services to aircraft users. An SASO provides only a single "specialized" service or limited service, while an FBO provides multiple services. Other than the number of services provided, both the FBO and SASO require the same applicable FAA certifications and licenses to perform services. Additionally, the airport requires both FBO's and SASO's to meet the same minimum standards for the service they are providing.

It would be preferable that at least one FBO provide core services that are deemed necessary to serve the aviation community. Additional or secondary FBO's located on the airport may include the same or different services. The core services are:

- Fuel Sales
- Airframe, Powerplant, and Avionics maintenance and overhaul
- Flight Training
- Pilot Supplies and Aircraft parts retail sale.

SASOs shall provide singular services that enhance the overall operation of the airport. The combined FBO and SASO services shall be complementary and provide an increased level of services to airport tenants and visitors.

- ii. **Independent Contractor:** An IC is a commercial operator who may perform work for an FBO or SASO who is authorized to operate at the Airport. The IC is not required to duplicate the required minimum standards of the contracting FBO or SASO. An SASO may only hire independent contractors to perform the same specialized service that the SASO is authorized to perform.
  - iii. **Mobile Service Provider:** An MSP is a commercial operator who performs minor services not requiring an airman's certificate or license. This is typically aircraft washing and detailing, or similar activities.
  - iv. **Mobile Maintenance Provider:** An MMP is a commercial operator who performs aircraft maintenance that requires an airman's certificate or license (Airframe & Powerplant, etc.). These operators will temporarily rent commercial space to perform "on demand" aircraft maintenance services. Additional guidance and approval process for this level of commercial activity may be obtained from the Airport Manager.
- b. Non Aeronautical:** A Non Aeronautical Operator provides services that are not aviation oriented, including but not limited to auto restoration shops, administrative offices and aviation medical offices.

Existing FBOs may be authorized to provide non-aeronautical services on a case by case basis. The Airport Manager shall review any non-aeronautical services and issue a letter of authorization, or for services that will be offered on a continuing basis, amend or add an addendum to the existing commercial lease agreement.

Commercial operators desiring to place a new non-aeronautical commercial activity on Hood River Airport shall forward a written request to the Airport Manager. The request shall demonstrate a benefit to the Airport, compatibility with aircraft operations, compliance with applicable code, licensing and insurance requirements, and the demographic the activity provides services for. The Airport Manager will review requests on a case by case basis and approve, forward for further review, or deny the activity.

## 5.2 Non-Commercial Operators

The following standards are designed to cover non-commercial activities at the airport and to ensure that non-commercial operators do not have unfair advantage over commercial operators.

All Non-Commercial corporate, non-profit and private operators are required to comply with the following:

- a. **Non-Commercial Activities:** Activities conducted at the Airport under this section must be of a completely non-commercial nature and for the sole purpose of operating, storing and maintaining a corporate, non-profit or personal aircraft for incidental use as a hobby or in the conduct of the owner's non-aviation related business. Commercial services under this section shall not be offered to the public on any basis.
- b. **Sublets or Sub-Tenant:** Sublets shall be at Fair Market Value, approved in writing by the Airport Manager, and the Hangar Owner shall have appropriate insurance for this activity.
- c. **Maintenance:** Maintenance of owned or leased aircraft may be provided by the aircraft owner or the owner's bona fide employees, provided that all applicable FAA certification, licensing, and standards are complied with. Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed in locations specified as maintenance facilities identified in Appendix 1.
- d. **Fuel Storage and Handling:** Operators of owned or leased aircraft may be permitted to store fuel and perform fueling operations for their aircraft. Fueling operations shall be performed by the aircraft owner, operator, or the owner's bona fide employees and no others. The owner/ tenant shall meet the same regulatory and safety requirements of a commercial fuel service provider, and pay the contemporary flowage fee. Designation and approval of storage facilities and / or the construction thereof are predicated upon the availability of adequate land for these facilities and upon adherence to the airport layout plan.

### 5.3 Flying Clubs

A flying club is a noncommercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest. Flying clubs shall comply with the following standards:

- All aircraft shall be owned or be exclusively leased by the flying club.
- Only club members may receive instruction in a club aircraft.
- A club must maintain and provide a current membership list to the Airport Manager.
- Club aircraft shall not be used by other than club members and/ or for any type of commercial operations.

In the event the club fails to comply with these conditions, or permits any member to do so, the Airport Manager will notify the club in writing of such violations. If the club fails to correct the violation within 15 days, the club may be required to terminate all operations at Hood River Airport Airport.

### 5.4 Private Operators

Private Operators are individuals, corporations, or non-profit organizations that own/lease and use their aircraft for personal transportation, recreation or activities that are incidental to their hobbies or non-aeronautical business.

Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed by private operators in locations identified as maintenance facilities in Appendix 1. Private operators wishing to conduct commercial activities are required to meet the commercial requirements specified elsewhere in this document.

### 5.5 Support Activities

Support Activities may include a variety of concessions in support of pilots, passengers, and other logistical concerns. These services may include Automobile Rental and Food Services, which are typically located outside of the AOA.

Requests to provide Support Activities not addressed below will be reviewed on a case by case basis and must meet all applicable standards.

- a. Automobile Rental:** An FBO may provide an automobile (or other vehicle) rental service. All automobile and other vehicle rental operations not provided by an FBO shall be considered a Support Activity with the same considerations as an SASO or IC. Additionally, Automobile Rental, if not operated by the FBO, shall be classified as a "concession" and the operators must obtain the necessary licenses and permits required by the Port. The Rental Operator shall have control of dispatching and maintenance of the rental vehicles. Rental vehicles must be stored in the Operator's leased area or as designated by the Airport Manager.
- b. Food Services (Restaurant, Lounge or Food Cart):** The Food Service Operator shall have and maintain all Port, county and state required business licenses and health permits.
- i. Restaurant and Lounge Operators must furnish permanent facilities for serving the general public, which shall include separate rooms for
    - Dining Area
    - Kitchen
    - Restrooms
  - ii. Food Cart Operators must lease land suitable to locate the Food Cart. Additional requirements include:
    - Provide a suitable location for a dining patio
    - Provide a protective awning, or tent over the dining patio
    - Provide visually appealing trash receptacles for customer use
    - Establish agreements for use of existing restrooms on the airport, or locate personal sanitation stations and portable restrooms for customer and employee use.
  - iii. All Food Service Operators shall maintain a visually appealing, clean and sanitary facility.

## 6. Specific Minimum Standards for Commercial Aeronautical Activities

Specific requirements for various aeronautic activities and services are provided below. Any activity not identified will be considered on a case by case basis and must meet all applicable standards.

- a. Aircraft Maintenance, Repair and Parts Sales:** An airframe and powerplant maintenance operator shall provide, at a minimum, services including: the repair, maintenance, inspection, constructing, and making of modifications and alterations to airframes, aircraft engines, propellers and instruments, or the removal and installation of engines for major overhaul. This category of service also includes the retail sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:
- Operate the service in a ventilated shop with aircraft maintenance space of at least 3,600 square feet and the capability of accommodating at least three aircraft for maintenance simultaneously.
  - Employ and have on-duty a minimum of two mechanics; one (1) FAA-certified airframe and powerplant mechanic and one (1) FAA-certified airframe and powerplant mechanic with inspection authorization, and/ or conduct operations as a certified repair station pursuant to FAR Part 145.
  - Keep premises open and services available during standard business hours, five (5) days a week.
  - Provide for retail sales of equipment, supplies and parts required for general aviation airframe and powerplant inspection, maintenance and repair.

An airframe and power plant maintenance operator may:

- Provide specialized maintenance and repair on historic aircraft, including but not limited to fabric covering, wood airframe repair, and radial and inline engine maintenance.

**b. Avionics Maintenance and Sales:** An avionics maintenance operator shall provide services including: the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the retail sale of new or used aircraft avionics, radios, instruments, and accessories. An avionics operator shall:

- Operate the service in a heated and ventilated shop space and aircraft maintenance space capable of accommodating at least two aircraft for avionics maintenance simultaneously.
- Employ and have on duty at least one (1) trained and FAA-certified avionics technician and one (1) on-call FAA-Certified airframe and powerplant mechanic with inspection authorization.
- Keep premises open and services available during appropriate business hours, five (5) days a week.
- Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.
- Provide specialized maintenance and repair on historic navigation and communication radios and antenna systems, and mechanical, pneumatic and electrical flight instruments.

**c. Fuel Services:** The fuel service commercial operator must provide the sale of ASTM-rated brands of aviation fuels, lubricants and other aviation petroleum products. In addition, the fuel service operator shall provide, store, and dispense 100LL octane avgas, or the contemporary standard aviation fuel, and as market may support, provide Jet-A fuel. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, state, and local safety and environmental codes, regulations and standards. A fuel services operator shall:

- Ensure fuel is available twenty-four (24) hours per day and seven (7) days per week. This may require on-call staff or the installation of a self-service (card-reader or card-lock) system.
- Comply with all regulations including proper fuel spill prevention features and containment capabilities. In addition, the operator shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current Washington State DOE standards, and copies shall be provided to the Airport Manager when requested.
- Pay to the Port of Vancouver a fuel flowage fee based on contemporary rates and actual volume dispensed.
- Provide filter-equipped fuel dispensers, if mobile dispensing services are provided, with separate dispensing pumps and meter systems for each grade of fuel. All metering devices must be inspected, checked and certified annually by appropriate local and state agencies. Specific training is required for all employees prior to use of the mobile dispensing vehicle and system.
- Conduct the lawful, sanitary, and timely handling and disposal of all liquid and solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste.
- Provide an appropriate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.

**d. Flight and Maintenance Training:** A flight training services operator or flight school provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. An aircraft maintenance training services operator or "A&P" school provides classroom and practical instruction necessary to complete the written examinations to obtain any category of aircraft mechanic certificate or authorization.

A flight training services operator shall:

- Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.

- Provide one (1) or more owned or leased certified, airworthy and properly equipped aircraft to accomplish the services offered and meet the schedule requirements.
- Provide a professional facility to conduct classroom training. The facility must, at minimum, provide heated classroom and flight planning areas, indoor restrooms, and a pilot lounge area. An aircraft maintenance training services operator shall:
  - Employ and make available at least one (1) or more FAA-certified Airframe and Powerplant mechanic, with prior inspection authorization approval, necessary to meet the classroom and shop training demand and schedule requirements.
  - Provide aircraft and or mockup training aids necessary for the educational program.
  - Provide a suitable facility to conduct training. The facility must, at a minimum, provide a heated classroom, appropriate styles of shop and hangar-like facilities, indoor restrooms and lounge area.
- e. **Aircraft Rental:** An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:
  - Keep premises open and services available during appropriate business hours, seven (7) days a week.
  - Have available for rental a minimum of two (2) owned or leased, certified, airworthy and properly equipped aircraft.
  - Ensure that all renters are in compliance with all applicable federal, state, and local laws, rules, regulations and policies.
- f. **Pilot Services and Concessions:** Each FBO / SASO shall provide the following services and concessions inside their main building when applicable to their primary service.
  - Customer service counter and public lobby area with indoor restrooms.
  - Provide basic pilots' and/ or mechanic's supplies for retail sale.
  - Flight planning work area with weather service and communication links (Wi-Fi, etc.).
  - Public telephones.
  - Local ground transportation contacts.
- g. **Charter Operations:** A charter operator provides for hire air transportation of persons or property to the general public either on a scheduled or "on-demand" basis, and is further defined by FAR Parts 119 and 135. A charter operator shall:
  - Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
  - Provide one (1) or more properly airworthy and properly equipped aircraft to accomplish the services offered.
  - Have and display a current FAR Part 135 Certificate.
- h. **Special Flying Service:** FBOs and SASOs providing special flying services such as agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other commercial flying services operated under FAR Part 91. A special flying service operator shall:
  - Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
  - Own or lease at least one (1) airworthy and properly equipped aircraft.
  - If operator performs aerial agricultural applications or other services involving commercial use of chemicals, shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current federal, state and local agency requirements. The agricultural operator shall also provide for the safe

storage, handling, and containment of materials and equipment.

- i. **Aircraft Storage and Hangars:** An aircraft storage and hangar service operator leases and rents hangars and/or multiple T-hangars, to aircraft owners or operators for aircraft storage purposes. An aircraft storage and hangar service operator shall:
  - Post informational sign with hangar operator contact name and phone numbers, hangar availability, and rental rates inside the FBO's terminal. A separate leased space is not required for this service.
  - Rent hangars only for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.
  - Maintain all hangar buildings, improved properties, ramps, aprons, and taxi lanes in good working condition and keep them visually presentable.
- j. **Aircraft Sales:** Aircraft brokers or sales operators providing new and/or used aircraft sales and aircraft brokerage services shall:
  - Employ and have on duty at least one (1) qualified aircraft salesperson.
  - Not perform any maintenance or charter activities.
- k. **Aircraft Restoration, Painting, and Refurbishing:** FBOs and SASOs providing any restoration, painting and refurbishing of aircraft structures, engines, propellers, accessories, interiors, exteriors, and components shall:
  - Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
  - Meet all requirements of the Uniform Fire Code.
  - Meet all air, water, hazardous materials, and environment standards required by federal, state, and local laws, regulations, and policies.
- l. **Additional Aeronautical Services:** Operators desiring to conduct other Commercial Aeronautical Activities and Services not covered above shall outline the proposed operation in a letter to the Airport Manager. The Airport Manager will review the proposal and identify if there are facilities or land available for the activity or service. Additionally, prior to commencing any commercial activity, the operator shall
  - Provide all of the information identified in the previous sections of this document that are appropriate for the services to be offered.
  - Obtain all certifications necessary to legally perform the services.
  - Provide satisfactory evidence of technical competency to conduct the proposed services.
  - Obtain all appropriate business licenses, and insurance.

The Airport Manager will review requests on a case by case basis and approve, forward for further review, or deny the activity.

## 7. Complaints

All complaints about any commercial operator or their employees for violation of these standards, rules and regulation shall be in writing and signed by the complainant and filed with the Airport Manager. The Airport Manager will investigate the complaint and provide feedback to the complainant.

## 8. Revocation of Lease, License, Permit or Agreement

The Port retains the right to terminate any lease, license, permit or agreement covering a commercial or non-commercial operation and to revoke a lease on any land or facility upon the Airport for any cause or reason provided by these rules, regulations or standards, or by the lease, license, permit or agreement itself, or by law, or for any of the following causes:



- Operator filing a petition of voluntary or involuntary bankruptcy with respect to the operation.
- The operator making a general assignment for the benefit of creditors.
- The abandonment or discontinuance of any operation at the Airport by the commercial operator or failure to conduct such operation or activity which the lessee, licensee or permittee has agreed to provide under the terms of his contract. If this condition exists beyond a specified period contained in a lease or rent agreement without prior written consent of the Port, it will constitute an abandonment of the land or facilities and the lease and/or license shall become null and void.
- The failure of an operator to pay promptly when due all rents, charges, fees, or other payments in accordance with the applicable leases, licenses, or permits.
- The failure of the operator to remedy any default, breach or violation of Hood River Airport Airport rules and regulations by him or his employees within thirty days after notice from the Airport Manager.
- Violation of any federal, state or local standards, rules or regulations, or failure to maintain current licenses required for its operation.
- Intentionally supplying the Port with false or misleading information or misrepresenting any material fact on the application or documents, or in statements to or before the Port; or intentional failure to make full disclosure on financial statement or other required documents.

## Glossary

All definitions contained in this section apply to the Hood River Airport Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the Vancouver Municipal Code, Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

**Aeronautical Activity** - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, all aircraft movement, takeoff and landing operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance.

**Aeronautical Education** - any aeronautical related education or educational services provided to any person, class or entity in which the educational provider holds, or is required to hold an Airman's Certificate issued by the Federal Aviation Administration or any other aeronautical approving authority.

**Agreement** - the written agreement between the Port and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities.

**Aircraft** - any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, blimp, dirigible, unmanned aerial vehicle, remotely piloted vehicle, or drone.

**Aviation Fuel, AVGAS, Jet-A** - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and DI 655-Latest (JETA).

**Aircraft Operation** - an aircraft arrival at, taxiing on, or departure from, the airport. For FAA statistical data: any aircraft arrival or departure; each of which accounts for one operation.

**Aircraft Operation Area** - Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved areas or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiways, or apron.

**Aircraft Owner** - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

**Aircraft Parking and Storage Areas** - hangar and apron locations at the Airport designated by the Airport Manager for the parking and storage of aircraft.

**Aircraft Rental** - the commercial operation of renting or leasing aircraft to the public for compensation.

**Aircraft Sales** - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

**Aircraft, Based** - an aircraft which the owner physically locates at the airport for an undetermined period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

**Airframe and Powerplant Maintenance** - the commercial operation of providing airframe and power plant services, which includes but not limited to any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.



**Airport** - Hood River Airport; any and all of the properties owned and controlled by the Port of Hood River, Oregon, being used as a public airport and located in Hood River County, Oregon.

**Airport Advisory Committee (AAC)** - The body made up of nine persons appointed by the Port Council to provide advice to the Port Council, Port Manager or designate on management, care, and control of the Airport; required rules and regulations in connection; and the expenditure of Airport funds.

**Airport Layout Plan (ALP)** - the plan of an airport showing the layout of existing and proposed airport facilities which has been approved by the FAA.

**Airport Manager** - The person designated by the Port Manager as having responsibility and authority for management of Hood River Airport with the right to exercise all of the authority pertaining to the overall operation of the Airport and the enforcement or application of all rules and regulations related to the Airport.

**AOA - Airport Operations Area** - all areas of the Airport that may be used for aircraft movement, including landing, takeoff, or surface maneuvering, whether towed or taxied under aircraft power, and including the hangars, navigation, and communication facilities.

**Avionics Sales and Maintenance** - the commercial operation of providing the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

**Charter Operation** - any operation for compensation or hire as defined in FAR Part 119, and operated under FAR Part 135.

**Commercial Activity** - the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for-profit or hire. In addition, any activity which requires a license or certification to be performed, whether for compensation or not, is considered a commercial activity.

**Commercial Operator** - a person, firm, corporation, or other entity conducting commercial activities or services at the Airport for compensation or hire, and/or providing a service which requires licensing or certification to be performed regardless of whether or not compensation is provided. Nonprofit organizations are not considered commercial operators.

**Commercial Service** - the actual conveyance of product or maintenance and repair, etc. provided by a person, firm, corporation whether for compensation or not. Typically a task performed by a Commercial Operator's employee for a customer.

**Port** - the Port of Vancouver, Washington.

**Exclusive Right** - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of reasonable standards or requirements, or by any other means.

**FAA** - the Federal Aviation Administration.

**FAR**- the Federal Aviation Regulations as published by the FAA.

**Flight Instructor** - a person who is properly licensed and certified by the FAA to provide flight instruction.

**Flight Training** - the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.

**Flying Club** - a noncommercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest.

**FBO (Fixed Base Operator)** - a full-service commercial operator who engages in the activities that typically include aircraft fuel sales, airframe, powerplant, and avionics maintenance and overhaul, flight training, and pilot supplies and aircraft parts retail sale

**Fueling or Fuel Handling** - the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft or fuel trucks.

**Fuel Storage Area** - any portion of the Airport designated temporarily or permanently by the Airport Manager as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

**General Aviation** - all civil aviation operations other than military, scheduled air services and non-scheduled air transport operations for remuneration or hire.

**Hazardous Material** - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Washington, or any political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.

**Lease** - the written contract between the Port and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate certain Airport facilities and/or property.

**Minimum Standards** - the qualifications or criteria established by the Port of Hood River Commission as the minimum requirements to perform commercial activities and operations on the airport.

**Mobile Service Provider (MSP)** - a person or entity that provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport. Examples of an MSP include aircraft washing and detailing.

**Mobile Maintenance Provider (MMP)** - a person or entity that performs aircraft maintenance that requires certification or licensing, but is not a commercial tenant at Hood River Airport, and who temporarily rents space in a facility approved for commercial activity from a lessee for the purpose of performing occasional work on airport tenant owned aircraft.

**Permit** - administrative approval issued by the Airport Manager to a Person to conduct a commercial aeronautical activity, and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.

**Person** - any individual, firm, partnership, corporation, company, association, joint stock, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

**Roadway** - any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

**SASO (Specialized Aviation Service Operation)** - an aeronautical business that offers a single or limited service. Examples of a SASO include, but are not limited to: pipeline patrol, aerial photography/survey, scheduled commuter air service, air ambulance, aircraft sales, aircraft storage, propeller and/or aircraft accessory repair and sales, aircraft upholstery, aircraft painting, flight training, fuel sales, and banner towing.

**Self-Fueling** - fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-service.

**Self-service Fueling** - Dispensing fuel into an aircraft by the aircraft owner from portable containers.

**Special Flying Service** - An FBO, SASO, or other operator that provides a special flying service that includes but is not limited to: agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, et cetera.

**Sublease** - the written agreement stating the terms and conditions under which a third-party person leases space from a Lessee.

**Taxi-lane** - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.

**Taxiway** - a defined path established for the taxiing of aircraft from one part of the Airport to another; typically from the aprons to the runway.

**"Through the Fence" Operator** - an individual, business, or organization located on property adjacent to an airport, who has access onto and uses the airport.

**Port of Hood River Commission** - five elected Port officials who comprise the governing body of the Port of Hood River

**Vehicle Parking Area** - any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of ground vehicles.

**ODA** - the Oregon Department of Aviation

DRAFT

# Commission Memo

Prepared by: Genevieve Scholl  
Date: November 29, 2016  
Re: FASTLane Application



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As a result of discussion during the Bridge Replacement Work session, the Commission may wish to authorize staff to submit a FASTLane application in this funding cycle. If that is the direction, the following action is recommended.

**POSSIBLE COMMISSION ACTION:** Authorize staff to submit a 2017 FASTLane application to seek federal funds for certain pre-construction activities for a bridge replacement.

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