

**Port of Hood River Commission
Meeting Minutes of March 5, 2013 Regular Session
Marina Center Boardroom
5:00 P.M.**

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

Present: Commissioners Fred Duckwall, Rich McBride, Brian Shortt; Attorney Jerry Jaques; from staff, Stephen Burdick, Fred Kowell, Melissa Halseth, Liz Whitmore and Genevieve Scholl

Absent: Commissioners Jon Davies and Hoby Streich; from staff Michael McElwee

Media: None

1. CALL TO ORDER: Vice-President Rich McBride called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: Move the following Consent Agenda item to Action Items for discussion: Underground Right of Way Easement at the Airport with Pacific Power. Add Executive Session ORS 192.660(2)(f) Exempt Public Records.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- Approve Minutes of February 19, 2013 Regular Session Meeting
- Approve Easement with Hood River Electric Co-op on the North Side of the Big 7 Building
- Authorize the Underground Right of Way Easement at the Airport with Pacific Power
- Authorize Uncollectable Debt to be written off
- Approve Appointment of Larry Brown and Rich Truax and Re-Appointment of John Benton to the Budget Committee

Motion: Move to approve Consent Agenda as amended

Move: Duckwall

Second: Shortt

Vote: **Aye:** Duckwall, McBride, and Shortt

Absent: Davies and Streich

MOTION CARRIED

4. Commissioner, Committee Reports:

- Urban Renewal Agency – The February 28 meeting was rescheduled.
- Marina Ad-hoc Committee – Melissa Halseth, Marina Manager reported on the February 26 meeting. There was lengthy discussion about the Boathouse dock replacement project, financing options and equity. Boathouse leases will be the main discussion item at the next meeting as well as a lease plan for the South Basin dock seasonal slips. There was a brief discussion about live aboard tenants. Staff will send a letter to those suspected and explain the concern. Commissioner Shortt recommended staff review the Columbia Yacht Club leasing policies.

5. DIRECTOR'S REPORT: In absence of the Executive Director, Steve Burdick, Development Manager highlighted the following areas:

- Schedule – Site tour tentatively scheduled for Wednesday, April 10, ending the tour with lunch at Pfriem. Bus will pick everyone up at Pfriem at 9AM.
- Staff & Administration – Commissioners were encouraged to use Port emails if they are not already. Commissioner McBride suggested that Port emails get forwarded to personal email so they can easily check it.
- Waterfront Recreation – Liz Whitmore, Waterfront Coordinator mentioned there are potentially four food vendors for the 2013 season, two on the Cruise Ship dock, one at the lawn near the Jensen Building and one at the end of the Waterfront Trail at the beginning of the Hook. Also there

will be a vending machine installed on the backside of the restrooms. McBride was concerned about the ambiance with food vendors using generators. Whitmore will inquire with the vendors.

- Waterfront Development – STIP results are in and the Port did not have any projects approved, but other entities in Hood River County did.
- Airport – K & E Excavating plans to tentatively resume work at the airport April 1, weather dependant

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Toll Operator's Manual – Genevieve Scholl, Special Projects gave an update on creating the Toll Operator's Manual. To this date there has never been a specific manual. The purpose of the manual is to make toll operations clear and assist in training of new toll collectors. A first draft will be presented at the next Lead Toll Collectors meeting March 12. Scholl intends on presenting a final draft to the Commission in April. Commissioners can provide feedback to Scholl beforehand with any suggestions or changes.
- Grant Updates – Scholl gave an update on the grants the Port has applied for. The TEDBP grant was not awarded but there was a suggestion to apply for an engineering grant. Scholl applied for this grant as well and the Port is not being recommended. The OPRD grant application is requesting \$122,263 for construction. Scholl will be giving a presentation at the April Parks & Rec board meeting.
- Recreation Site Fees – Liz Whitmore explained staff would like direction on how much of the parks maintenance the Port should subsidize. In 2012 the Port subsidized 73% of the maintenance costs. Commissioner Shortt suggested that the ticket booth get moved to a better location to incorporate most of the recreation sites and increase revenue. Shortt also requested a 12 month traffic count to determine where users are going. McBride also agreed that there was a need to collect fees from a broader range of users. Duckwall stated there was a need to reduce the subsidy. Consensus was to discuss at the March 19 meeting and look at alternatives to reduce maintenance costs.

7. ACTION ITEMS:

a) Authorize the Third Amendment to the Lease Agreement with Pfriem Brewing Company, LLC: This amendment will increase the lease space and include updates to reflect the beginning of the lease term and when rent payments would begin.

Motion: Move to Authorize the Third Amendment to the Lease Agreement with Pfriem Brewing Company, LLC

Move: Duckwall

Second: Shortt

Vote: **Aye:** Duckwall, McBride, and Shortt

Absent: Davies and Streich

MOTION CARRIED

b) Approve Contract with ORANGEWALLstudios for the Architecture and Engineering Services Related to the Pfriem Lease Expansion in the Amount of \$21,000: For plans and specifications for modifications to Suite 101 and improvements to Suite 102 in the Halyard Building.

Motion: Move to Approve Contract with ORANGEWALLstudios for the Architecture and Engineering Services Related to the Pfriem Lease Expansion in the Amount of \$21,000

Move: Duckwall

Second: Shortt

Vote: **Aye:** Duckwall, McBride, and Shortt

Absent: Davies and Streich

MOTION CARRIED

c) Authorize Amendment of the Existing HNTB Contract for Engineering Services Associated with the Hood River Bridge Not to Exceed \$75,000: The existing contract would be amended to include a deck weld program and on-call services as well.

Motion: Move to Authorize Amendment of the Existing HNTB Contract for Engineering Services Associated with the Hood River Bridge Not to Exceed \$75,000

Move: Shortt

Second: Duckwall

Vote: **Aye:** Duckwall, McBride, and Shortt

Absent: Davies and Streich

MOTION CARRIED

d) Authorize the Underground Right of Way Easement at the Airport with Pacific

Power: This item was pulled from the Consent Agenda to add the language "Subject to Legal Counsel Review".

Motion: Move to Authorize the Underground Right of Way Easement at the Airport with Pacific Power Subject to Legal Counsel Review

Move: Duckwall

Second: Shortt

Vote: **Aye:** Duckwall, McBride, and Shortt

Absent: Davies and Streich

MOTION CARRIED

8. COMMISSION CALL: Commissioner Duckwall commented on the STIP process and feels it will get more political as it goes.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:10 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(f) Exempt Public Records. The Commission was called back into Regular Session at 6:48 p.m. There was no action as a result of Executive Session.

10. ADJOURN: Vice-President McBride adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Michael McElwee
Date: March 19, 2013
Re: Governance Policy Clerical Edits

When reviewing the Governance Policy online, Attorney Jerry Jaques noticed that an older version was still posted to the Port's website. Jaques also noted the date of the adopted Real Estate Policy needed to be changed.

As a housekeeping item only, staff is seeking Commission approval for the following clerical updates to the July 10, 2012 Governance Policy that is now posted at <http://www.portofhoodriver.com/staff/policies.php> on the Port's website.

1. **Commission E-mail Policy**, page 16-- The second sentence of this section beginning with, "For the purposes of the Public Records Law..." made a reference to the home computer of the Commissioner. The word 'home' has been removed.
2. **Section 11. Real Estate Transactions**, page 18-- The adoption date is now referenced as February 5, 2013. This is a change from April 15, 2008.

RECOMMENDATION: Approve July 10, 2012 Governance Policy clerical edits.

Commission Memo

To: Commissioners
From: Steve Burdick
Date: March 19, 2013
Re: America Cleaning Solutions – Contract Amendment

America Cleaning Solutions has a contract with the Port for janitorial services in several of its buildings. On December 18, 2012, this contract was amended to add one day per week service at the Maritime Building. There are only about 6 to 9 people who work in the building on a regular basis. So, staff anticipated that this level of janitorial service would be adequate. However, staff did not account for the CRG freight drivers whose use essentially doubles the use of the facilities and causes the appearance of the common areas to be unacceptable.

Staff recommends amending the America Cleaning Solutions contract to provide twice per week service to the Maritime Building. This will add \$65 per month to the contract amount. The revised schedule of service and fees is attached.

RECOMMENDATION: Authorize amendment to contract with America Cleaning Solutions for additional janitorial services at the Maritime Building.

**AMENDMENT NO. 3
TO AGREEMENT FOR SERVICES**

This Amendment to Agreement for Services ("Agreement") is entered into this 20th day of March, 2013 by and between America Cleaning Solutions, Inc., ("ACS") an Oregon Corporation and the Port of Hood River ("Port"), an Oregon Special District.

WHEREAS, ACS and Port entered into that certain Agreement dated August 16, 2010, providing for cleaning and maintenance services to the DMV Offices and the 616 Industrial Way offices; and

WHEREAS, the Agreement was amended (Amendment No. 1) July 24, 2012 for additional services to clean the first floor restrooms of the Maritime Building at 910 Portway Avenue once each week for an additional fee of \$165.00 per month; and

WHEREAS, on December 18, 2012 Port extended the Agreement to June 30, 2014 to coincide with the end of a fiscal year and added additional janitorial services for the Wasco Building; and

WHEREAS, Port has determined that one-day-per-week service at the Maritime Building is not sufficient to maintain the building common areas in acceptable condition;

WHEREAS, all terms used in the Amendment No. 3 have the meaning given to them in the Agreement, as amended hereby, unless otherwise defined herein;

NOW THEREFORE, Port and ACS agree to amend the Agreement to add an additional day of janitorial cleaning of the Maritime Building common areas as shown on the attached schedule of janitorial services.

IN WITNESS WHEREOF, the parties hereto have caused Amendment No. 3 to be duly executed the day and year first written above.

DATED this ____ day of March, 2013.

America Cleaning Solutions, Inc.

Port of Hood River

Jose Parra
Operations Manager

Michael S. McElwee
Executive Director

Janitorial Services - All buildings	Wasco Building	Maritime Building	Jensen Building	Marina Office Park (Chamber) Building #1	Marina Office Park (DMV) Building #2	Big 7
Services to be provided each week, except as otherwise noted, to be performed during non-business hours:	Times per week	Times per week	Times per week	Times per week	Times per week	Times per week
Sweep and mop restroom floors	3	2	2	5	5	5
Sanitize fixtures, sinks, toilets and urinals	3	2	2	5	5	5
Wipe and clean partitions and walls	3	2	2	5	5	5
Vacuum upstairs and/or downstairs hallways – Once each week	1	2*	1	1	1	1
Clean entry way door glass	3	2	2	5	5	5
Spot clean secondary entry way door glass	3	2	1	1	5	0
Clean, sweep, mop, vacuum entry areas	3	2	2	5	5	5
Sweep and vacuum stairways	3	2	0	0	0	1
Restock toilet paper and paper towels	3	2	2	5	5	5
Empty trash receptacles and reline - As necessary	3	2	2	5	5	5
All cleaning supplies and equipment to be provided by America Cleaning Solutions	Yes	Yes	Yes	Yes	Yes	Yes
Toilet paper, paper towels, and liners to be provided by the Port of Hood River	Yes	Yes	Yes	Yes	Yes	Yes

2* Downstairs corridor from the main entry doors to the secondary entry door on the South building wall.

Fee per Building per Month	\$370.00	\$230.00	\$200.00	\$350.00	\$649.00	\$649.00
Total all Buildings per Month						\$2,448.00

Commission Memo

To: Commissioners
From: Steve Burdick
Date: March 19, 2013
Re: Cloud Cap Lease Renewal in the Wasco Building

Cloud Cap Technology has leased space in the Wasco Building from the Port since 2008. Since Cloud Cap provided the improvements to the space at their expense, their lease rate for the initial term was only \$0.43 psf. In September 2012, Cloud Cap assumed the lease for the Heart of Hospice space on the second floor. The rent that Cloud Cap pays on this space is \$0.97 psf.

Cloud Cap now wants to extend their lease on both spaces for an additional three years and they have agreed to new lease rates of \$0.99 psf with annual CPI increases.

Staff recommends approval of this lease extension and rental rate increases.

RECOMMENDATION: Authorize Addendum No. 2 to the Cloud Cap lease in the Wasco Building.

ADDENDUM NO. 2 TO LEASE

Whereas, the Port of Hood River ("Lessor") and Cloud Cap Technology, Inc. ("Lessee") entered into a lease of 2,846 square feet at the Wasco Business Building ("building"), effective April 16, 2008 and expiring April 30, 2013; and

Whereas, Lessor and Lessee entered into Addendum No. 1 to the lease effective September 21, 2012 whereby Lessee's premises were expanded by 1,792 square feet, and

Whereas, Lessor and Lessee desire to extend the amended lease for an additional three year term,

Therefore, Lessor and Lessee agree that the lease is modified, effective May 1, 2013, as follows:

Paragraph Two (Term) of the lease shall be modified to read as follows: **Term:** This lease shall be for the period commencing April 16, 2008 and continuing through April 30, 2016.

Paragraph Four (Rental) of the lease shall be modified to read as follows:

The lease rates on the presently leased space shall be modified as follows:

May 1, 2013 – April 30, 2014

Space	Square Footage	Lease Rate	Monthly Total
Second Floor Space	1,792	\$0.99	\$1,774.00
First Floor Space	2,846	\$0.99	\$2,818.00
Total	4,638	\$0.99	\$4,592.00

Notwithstanding the rental schedule above, beginning May 1, 2014, the lease rate will be annually adjusted by adding to the monthly rental amount payable during the previous 12-month period by a percentage increase equal to the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period for which a published CPI is available. The figure will be taken from the index entitled CPI Portland Area – all items and major group figures for all urban consumers, or, if such index is unavailable, will be taken from a similar index published by the United States Bureau of Labor Statistics. In no event would the annual increase be less than three percent or more than five percent.

Unless inconsistent with the modifications above, all terms of the lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____, 2013.

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

By: _____
James Siekkinen, General Manager, Cloud Cap Technology, Inc.

Commission Memo

To: Commissioners
From: Steve Burdick
Date: March 19, 2013
Re: Cloud Cap Hangar Lease Renewal

Cloud Cap Technology has leased a 2,184 s.f. hangar at the airport since July 2011. They now want to extend this lease for an additional three years and have agreed to a CPI increase for the upcoming year and similar increases in the additional years as well.

Staff recommends approval of this lease extension and rental rate increases.

RECOMMENDATION: Authorize Addendum No. 1 to the Cloud Cap hangar lease at the airport.

ADDENDUM NO. 1 TO HANGAR LEASE

Whereas, the Port of Hood River ("Lessor") and Cloud Cap Technology, Inc. ("Lessee") entered into a lease of 2,184 square feet at the Ken Jernstedt Airfield ("hangar"), effective July 1, 2011 and expiring June 29, 2013; and

Whereas, Lessor and Lessee desire to extend the lease for an additional three year term,

Therefore, Lessor and Lessee agree that the lease is modified, effective July 1, 2013, as follows:

Paragraph Two (Term) of the lease shall be modified to read as follows: **Term:** This lease shall be for the period commencing June 30, 2011 and continuing through June 29, 2016.

Paragraph Four (Rental) of the lease shall be modified to read as follows:

The lease rates on the presently leased space shall be modified as follows:

June 30, 2013 – June 30, 2014

	Square Footage	Lease Rate	Monthly Total
Aircraft Hangar	2,184	\$0.47	\$1,026.00

Notwithstanding the rental schedule above, beginning July 1, 2014, the lease rate will be annually adjusted by adding to the monthly rental amount payable during the previous 12-month period by a percentage increase equal to the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period for which a published CPI is available. The figure will be taken from the index entitled CPI Portland Area – all items and major group figures for all urban consumers, or, if such index is unavailable, will be taken from a similar index published by the United States Bureau of Labor Statistics. In no event would the annual increase be less than three percent or more than five percent.

Unless inconsistent with the modifications above, all terms of the lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____, 2013.

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

By: _____
James Siekkinen, General Manager, Cloud Cap Technology, Inc.

Commission Memo

To: Commissioners
From: Steve Burdick
Date: March 19, 2013
Re: Airport Fill Engineering Services Contract with SLCA Consulting

The airport runway shift project has generated approximately 4,800 cubic yards of excess top soil that is temporarily stock piled on site. This topsoil will need to be re-located on the airport property.

The airport layout plan envisions the relocation of the FBO and the development of hangars and parking immediately north of the North Apron. So that fill will be available as the base for this development, it is timely to have K&E Excavating place the excess soil in this area for future use. However, this site slopes into a ditch that carries storm water runoff from the Tucker Road area. To properly locate the soil so that it does not adversely affect the capacity of the ditch and so that the land adjacent to the ditch is as useable as is practical, it is necessary to have an engineered grading plan.

The transport and grading cost is within the existing runway shift contract, but the engineering cost for the grading plan is not.

RECOMMENDATION: Authorize contract with SLCA Consulting Civil Engineers for engineering services associated with excess topsoil at the Airpoprt not to exceed \$4,800.00 plus reasonable reimbursable expenses.

Stuart L. Cato PE/WRE
Slca CONSULTING CIVIL ENGINEERS
8555 SW Katherine Lane
Portland, OR 97225
(503) 292-0383 phone
(503) 292-0383 fax
(503) 701-2097 cell
slca@onemain.com

March 11th, 2013

Mr. Steve Burdick
Development Manager
Port of Hood River
1000 E. Port Marina Dr.
Hood River, OR 97031

RE: Hood River – Ken Jernstedt Airport
Proposal for Civil Engineering Services

Dear Steve:

We are pleased to submit the following proposal for civil engineering design services for the grading of the area north of and adjacent to the tie-down area at the NW corner of the airport.

PROJECT UNDERSTANDING and SCOPE OF SERVICES

We understand this project will provide plans for placing and grading of excavated spoils from the airport runway expansion.

We will provide two sets of plans to the Port and 4 additional sets for the Ports Contractor for the runway expansion in an 11" x 17" format. Specifications will be short form and on the construction plans. As this is a part of the runway expansion work no formal contract documents or a cost estimate will be prepared.

The Port will retain Terra survey to provide all design and construction surveying required for the project. A Geotechnical Resources Inc. may have to be retained separately to determine compaction methods and density as they did for the grass landing strip between the taxiway and runway.

Deliverables for this phase of the work may include:

- Construction drawings at the 80% and 100% level of completion.
- Draft specifications will be provided at the 80% level of completion for review.
- Memorandums of our contacts with public agencies and other consultants relating to their requirements for the project.

ADDITIONAL SERVICES

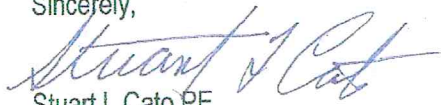
The following services are not included in this proposal. If it is determined that any of these services are required during the development of the project the work will be done on time and materials or additional fees will be negotiated.

- Provide site design planning services. Preliminary contact with the County indicates that there will not be any applications required. The scope of our services does not include preparation of application, forms, and plans for permitting or attending planning meetings should this be required.
- Design beyond grading the spoils area.
- Provide services of sub-consultants including Geotechnical Engineering, Landscape Architecture, and Environmental Engineer.
- Bidding Services.
- Construction Observation or Inspection services.
- Preparation of special studies.

Our budget for the work is \$4,800. We will bill for our work monthly based on the hours completed. Travel related expenses, and reproduction charges for other than check prints during design, will be billed at our direct cost in addition to this fee. Other reimbursement will be billed according to our schedule of rates for 2013. We do not expect these reimbursables to exceed \$480 on a project of this size.

If this is acceptable, please sign below and return a copy for our files. If you have any questions or require further information, please call me.

Sincerely,


Stuart L Cato PE

Agreed to by:

Signed (For)

Dated

Enclosure Hourly Rates
Slca/slca

Stuart L. Cato PE/WRE
Slca CONSULTING CIVIL ENGINEERS
8555 SW Katherine Lane
Portland, OR 97225
(503) 292-0383 phone
(503) 292-0383 fax
(503) 701-2097 cell
slca@onemain.com

2013
SCHEDULE OF HOURLY RATES
Effective until December 15, 2013

GENERAL CONSULTING

General Consulting, Design and Construction services.....	\$152.00
Special Consulting and Investigations	\$196.00

EXPERT WITNESS CONSULTING

Consultation and Trial Preparation	\$200.00
Out of Office Trial Preparation	\$216.00
Courtroom Testimony	\$300.00

REINBURSABLE EXPENSES

Mileage per mile.....	\$0.52
Parking	@ Cost.
Travel; Meals, Transportation, Communication and Lodging	Cost + 5%
Reproduction and Printing	Cost + 5%
Sub Consultants, Labs and Other	Cost + 10%

Note:

1. All expenses will be **rounded up** to the nearest dollar.
2. Travel time between 7:00 am and 7:00 pm will be charged at the appropriate above rates.
3. Time for attending evening meetings will include travel.
4. Courtroom testimony will be billed at a four-hour minimum for a morning appearance and another four-hour minimum for an afternoon appearance excluding travel time, which will be billed at \$100.
5. Routine copying and long distance telephone/faxing in AC 360, 503, 509, 541 & 971 of less than ten minutes are included in the hourly rates.

PORT OF HOOD RIVER LEGISLATIVE PRIORITIES

MARCH 2013



Jon Davies

Port Commission President
jdavies@portofhoodriver.com



Michael McElwee

Port Executive Director
mmcelwee@portofhoodriver.com



Port of
Hood River

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March 4, 2013

[Note: letters addressed individually]

The Honorable Ron Wyden
United States Senate
223 Dirksen Senate Office Building
Washington, D.C. 20510

The Honorable Jeff Merkley
107 Russell Senate Office Building
Washington, D.C. 20510

The Honorable Greg Walden
U.S. House of Representatives
2352 Rayburn House Office Building
Washington, D.C. 20515

RE: Port of Hood River Federal Issues

Dear _____,

On behalf of the residents of Hood River County, we want to again thank you for your past support of our community. Your previous efforts have helped to secure critically needed federal funds that have leveraged other public and private resources to carry out important projects that have brought jobs and economic vitality to our citizens.

The City, County and Port of Hood River have a history of collaborating closely to prioritize legislative issues. For our visit to Washington, D.C. this year, we wish to highlight the following issues for your consideration:

Hood River Interstate Bridge: The Port is engaged in on-going efforts to maintain this 88-year-old steel truss, functionally-obsolete bridge in a state of good repair until a new interstate bridge can be constructed some 20 years from now.

Light Industrial Infrastructure: The largest remaining light industrial property in the City of Hood River sits on the Hood River Waterfront. Critical infrastructure improvements are needed to attract private investment, which in turn will create long-term jobs and contribute to the economic vitality of the Mid-Columbia Region.

Nichols Basin/WRDA Bill: To facilitate future recreational development and habitat enhancement at the Nichols Basin on the Hood River Waterfront, the Port seeks an adjustment to the existing Corps of Engineers flowage easement that is now in place at the Nichols Basin.

Pedestrian Bicycle Facilities: Residents of Hood River County consistently support additional bicycle and pedestrian facilities throughout the County, but especially on the Hood River Waterfront. The Port encourages continued federal support for USDOT programs that assist with the development of bicycle/pedestrian infrastructure.

Vocational Training Center: The Port seeks Congressional support and federal financial assistance for the development of a vocational training center in Hood River that would be part of a Columbia River Gorge Regional Center of Innovation.

Please find attached additional information about the significant progress we have made in the past two years on key projects at the Port of Hood River. We sincerely appreciate your past efforts in supporting projects in need of federal assistance. That support has been truly significant in our community and will have long-lasting positive impacts on the lives of our residents and the economic viability our City and County. Thank you again for your attentiveness, your past support, and your continued willingness to consider Hood River's priority issues as you carry on your work in Washington.

Please do not hesitate to contact any of us should you need any additional information on these projects.

Respectfully,

Jon Davies
President, Port of Hood River Commission

PORT OF HOOD RIVER 2013 OVERVIEW

AIRPORT

A major project is underway at Ken Jernstedt Airfield to shift the runway 550 feet east to address FAA safety concerns relating to the proximity of State Highway 281. The runway shift required the permanent closure of a 500-foot segment of Orchard Road, which was vacated in September, 2012. Construction work for both airport projects has ceased for the winter, and will resume in spring.



BRIDGE

The Lower Chord Rehabilitation project was completed in Dec. 2012 on the Hood River Interstate Bridge. This project included spot painting fracture critical connectors on the bridge's lower chord. Despite increasing the scope of work of this significant capital maintenance project, the contractor was able to complete the project in a shorter time frame (16 months) and at less cost (\$2.78 million) than originally anticipated. Staging for the bridge painting project allowed close-up inspection by engineers to assess the condition of the bridge and project short and long-term repair and maintenance issues. Also in 2012 shim plates at liftspan connections were repaired, and the Port continues to address chronic steel decking deficiencies.



BUSINESS DEVELOPMENT

For several years, a Port of Hood River priority has been light industrial development at Waterfront Business Park. In 2010, the Port completed construction of the Halyard Building, the first new building on the waterfront in 25 years. The Halyard is currently 75% leased, with an option for the balance of the space. The Port has also sold four business park parcels to the private sector: one for a renovation project, three for new development. An antiquated building was remodeled for Hood Technology, a new building was completed for Turtle Island Foods, and a L.I. and commercial building are currently under construction. Remodeling of the Port's 39,000 s.f. Maritime Building was completed in early 2013 to accommodate five new Port tenants after the bankruptcy of the building's former lessee.



RECREATION

Marina – Significant capital improvement projects will be carried out at the Hood River Marina over the next two years to address needed upgrades to the electrical system, capacity shortage, and deferred maintenance.

Trail Connections – The Hood River Waterfront has a long-planned system of trails that, when complete, include approximately 2.5 miles of trails extending west to east along the Columbia River. Currently there are two missing segments that would provide complete connectivity. Both segments are around Nichols Basin.

Waterfront Recreation Sites – In peak summer months, popular recreation sites bulge with a variety of users, primarily kiteboarders, windsurfers, and stand up paddle boarders. The Port of Hood River invests resources to develop, maintain, and operate recreation sites that greatly contribute to the area's tourism industry as well as quality of life for residents. The Port is currently implementing a plan to manage multi-use sites to address safety and crowding concerns.



HOOD RIVER INTERSTATE BRIDGE

OVERVIEW

The Hood River Interstate Bridge is a critical yet antiquated transportation link in the Mid-Columbia region connecting Oregon and Washington.



DETAIL

The Port of Hood River, with assistance from the Oregon Congressional Delegation, has been working for the past decade, to rehabilitate and extend the life of the 88-year-old steel truss Hood River Interstate Bridge. Though functionally obsolete, this bridge serves as a critical economic and freight link between SR35/I-84 in Oregon and SR14 in Klickitat County, Washington, a rural Economically Distressed Area. Though the Hood River Interstate Bridge is considered by Oregon DOT as the end point of SR35, because the bridge is owned by the Port of Hood River and not the state of Oregon, ODOT does not contribute to its maintenance or rehabilitation.

A bi-state SR-35 Columbia River Crossing Study, completed in February, 2012, estimated a new bridge will cost at least \$290 million and is at least 20 years down the road since no funding sources have been identified. This study determined that current projected traffic patterns will only provide about 30% of the funds needed to build a replacement bridge.

In an ongoing effort to maintain the bridge in a state of good repair, the Port of Hood River commissioned an engineering study in 1993 to determine what projects were needed to extend the useful life of this structure well into the future. Based on recommendations contained in that study, the Port and the federal government (through directed funding included in appropriation bills and TEA-21) have invested more than \$20 million into maintaining and rehabilitating the existing bridge infrastructure. Major projects included \$350,126 for a seismic reinforcement, \$1.75 million to

widen the north approach, \$2.2 million to rehabilitate the lift span, \$8.1 million to replace the steel deck, \$3.7 million to construct a four-lane toll plaza and introduce electronic tolling, and \$4 million for the first phase of a multi-phase bridge repainting effort.

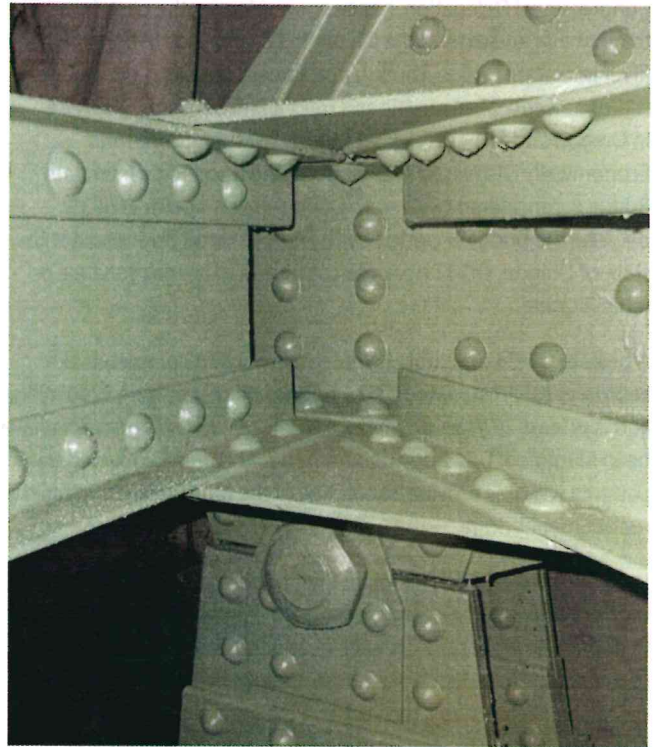
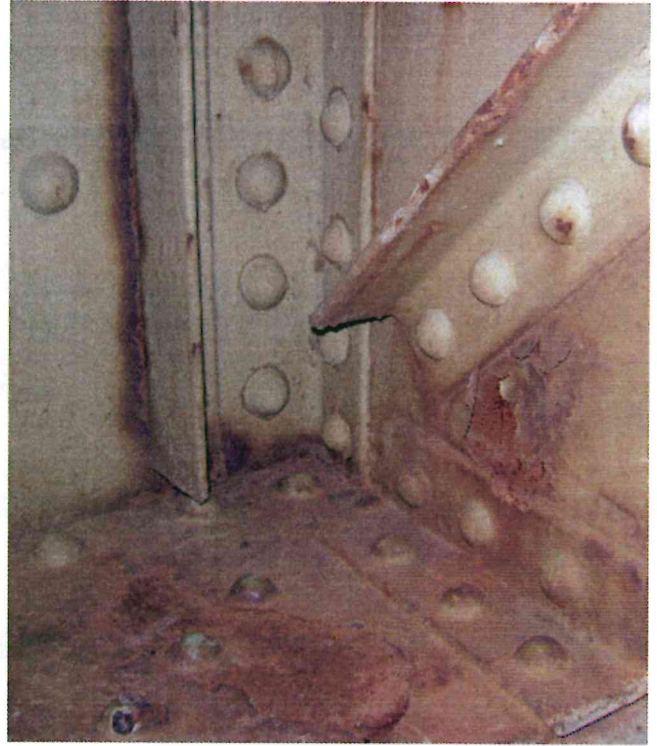
The failure of this bridge before a replacement can be built will force approximately 12,000 ADV now crossing the bridge to travel 40 miles round trip to the nearest Columbia River crossing, resulting in an additional 480,000 VMT per day or 175,200,000 VMT per year, which in turn would pump an estimated 160,483,200 pounds of CO₂ per year into the Columbia Gorge National Scenic Area.

CONCLUSION

Total bridge repainting costs are projected to exceed \$20 million, and the Port is once again, facing new costs associated with additional upgrades to the life span and bridge deck. Port efforts in 2011 to secure a TIGER III grant of \$1.5 million to assist with Phase One repainting efforts were not successful. Nevertheless, the Port continues to urge Congressional support for USDOT discretionary grant programs (such as a new round of TIGER funding), also urges the Delegation to once again support directed Congressional funding for critical infrastructure projects such as this one, and encourages the delegation to support programs in the reauthorization of MAP 21 that will assist public entities such as the Port with the maintenance of infrastructure that provides critical economic benefits and transportation system connectivity.



HOOD RIVER INTERSTATE BRIDGE



NICHOLS BOAT BASIN FLOWAGE EASEMENT AND WRDA 2013

OVERVIEW

Nichols Basin is a waterfront site in Hood River with limited development potential due to an existing flowage easement.



DETAIL

The Nichols Boat Basin is a prominent feature on the Hood River Waterfront. It was constructed in the 1970s as light industrial lagoon to accommodate shipbuilding. It exists today as a vestige of an industrial past. Today, the basin is used sporadically for kayaking, canoeing, and other light water sports, but it is primarily underutilized as a regional water resource. Due to its hard edges, the basin does not currently provide good habitat for fish or waterfowl.

In 2006, a debris flow off of Mount Hood blocked almost all access to the Basin from the Columbia River – further isolating this basin. To encourage redevelopment of the Hood River Waterfront, the City of Hood River rezoned land to the south of the Nichols Basin for light commercial and residential uses. Recreational use of the waterfront is growing and more intensive development of recreational infrastructure on the waterfront continues to be sought by the Port, City and County.

Efforts to enhance recreational activities on the Hood River Waterfront at Nichols Basin have been hampered however, by an existing flowage easement on the Hood River Waterfront. This easement dates back to the construction of Bonneville Dam and the creation of the Bonneville Pool in 1937. At no time since 1937, has the Corps of Engineers activated this easement.

While the Corps of Engineers is willing to consider Nichols Basin projects that fall within the existing flowage easement, each

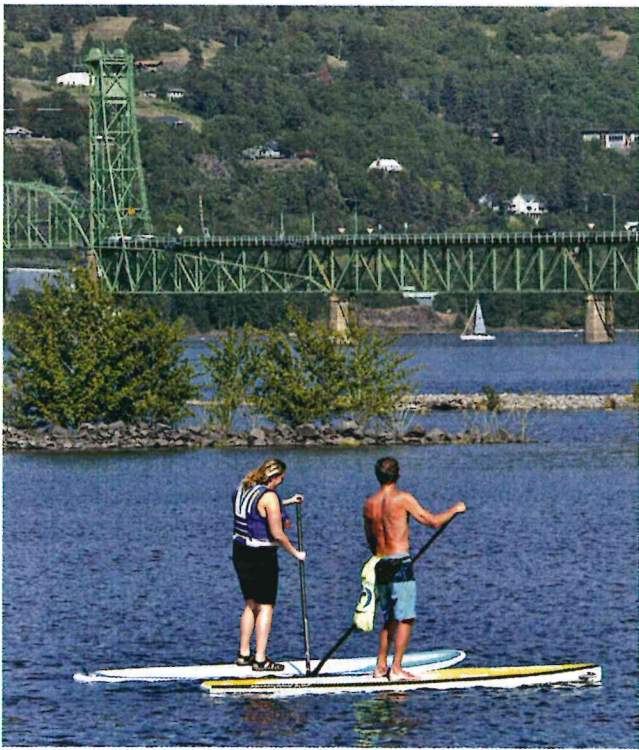
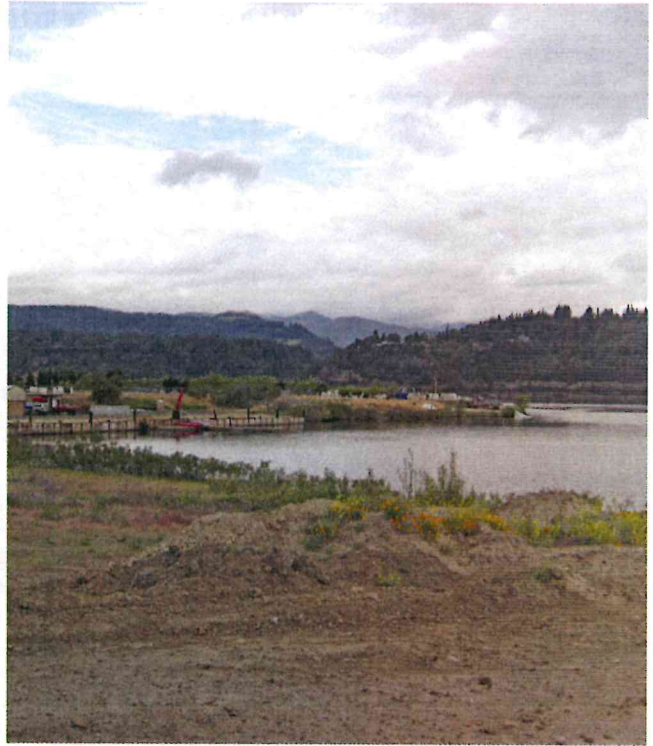
proposed project needs to be considered in a lengthy case by case timeframe, with no assurances that the result will allow the proposed project to move forward. Currently, the Port of Hood River has proposed to develop a linear park on the west side of the Nichols Basin and also undertake other basin improvements. The park will include a bike/ped trail and associated fill, landscaping, lighting, beach restoration, signage, habitat enhancements, asphalt paving, etc. The Port also hopes to eventually develop a light watercraft center, which could include kayak and canoe storage, docks, and a small retail facility. The Port intends to retain all control of the property.

REQUEST

To facilitate this project, as well as future potential projects that might be discouraged by the existing flowage easement, the Port of Hood River seeks to include in the Water Resources Development Act (WRDA) now being considered in the Senate and the House, an adjustment to the existing flowage easement which would extinguish portions of the existing easement to allow recreational access and habitat restoration above 79.39 feet (NGVD29), the elevation of the Ordinary High Water Line at the Nichols Basin.



NICHOLS BOAT BASIN FLOWAGE EASEMENT AND WRDA 2013



INDUSTRIAL INFRASTRUCTURE

OVERVIEW

Lot #1 is the largest remaining industrial site on the Hood River Waterfront and offers a prime opportunity to meet economic development and job creation goals. Infrastructure funding is a key challenge for the Port to overcome.



DETAIL

Lot #1 is a 10-acre light industrial property on the Hood River Waterfront and represents the largest remaining light industrial property in the City of Hood River. At full build-out of the land, it is expected to sustain at least 150,000 s.f. of light industrial space and over 300 jobs. This is the most significant long-term opportunity for private investment and job creation in Hood River.

In 2012 the Port completed the first phase of planning and initial public outreach to define the development concept for Lot #1. Efforts are now underway to complete environmental, geotechnical and storm water assessments, refine cost estimates and obtain additional public input. The Port hopes to prepare Lot #1 for active marketing and private development starting in 2014.

The largest challenge the Port faces is funding for infrastructure to serve Lot #1. Preliminary cost estimates have been prepared that show the cost of streets, utilities, sidewalks and storm water facilities will exceed \$4.5 million. The Port has resources to cover about \$2 million of the total infrastructure cost. Land sales are expected to pay for an additional \$1.5 million. The funding gap, about \$1 million, will need to be covered through grants or long-term loans.

The Port is actively supporting a bill in the Oregon legislature that could provide state loans for industrial infrastructure with the possibility of partial forgiveness if certain job quality and density goals are achieved. If this approach is not accomplished, the funding gap will need to be obtained through other sources. The federal Economic Development Agency provided crucial financial support for infrastructure in the Waterfront Business Park in 2010. That area has now spawned about \$20 million of private investment and over 100 jobs. The Port believes an infrastructure funding partnership with the federal government may be just as crucial in achieving the economic opportunity of Lot #1.

CONCLUSION

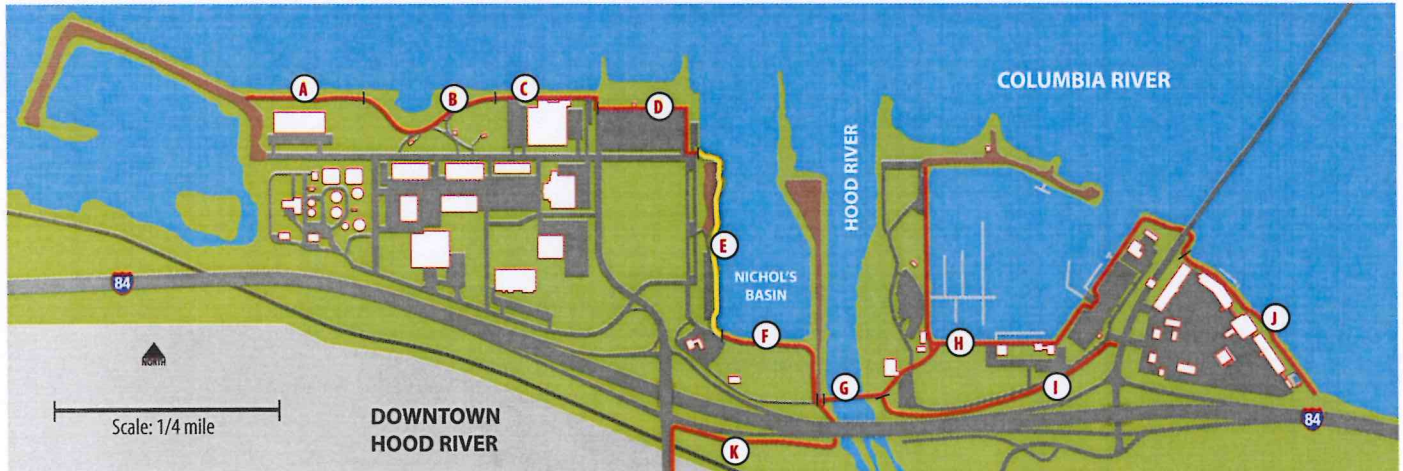
Lot #1 is a vital property to attract private investment and create long-term jobs for Hood River. Infrastructure funding is a significant hurdle for the Port to overcome to achieve the economic potential of Lot #1.



PEDESTRIAN/BICYCLE PROJECTS

OVERVIEW

The Port is engaged in long-term efforts to develop the Hood River Waterfront to attract private investment and meet job creation goals compatible with world-class recreation. Pedestrian/bicycle improvements are an important part of this vision.



Trail Segments

A. Riverfront Trail west, 2009,	690 l.f.	F. Naito Development Trail, 2013,	1060 l.f.	Total Trail Existing and Planned	12,712 l.f.
B. Waterfront Park segment, 2008,	900 l.f.	G. Pedestrian Foot/Bicycle Bridge, 1985,	306 l.f.	Nichol's Basin Segment	1,160 l.f.
C. Riverfront Trail east segment, 2009,	670 l.f.	H. Marina Park segments, 1980,	3970 l.f.	TOTAL	13,872 l.f.
D. Event Site segment, 1991,	792 l.f.	I. Frontage pedestrian/bike path, 2012-13,	1590 l.f.		
E. Proposed Nichol's Basin Trail Segment,	1160 l.f.	J. Hood River Inn segments, 1988,	1050 l.f.		
		K. Path to downtown Hood River, 2000,	1584 l.f.		

DETAIL

Along with job creation, citizens in the City of Hood River consistently urge the Port to find opportunities to improve water access and construct pedestrian and bicycle trails on the Hood River Waterfront. Such facilities are consistent with leveraging the world-class recreation and scenery in the middle Gorge to attract private capital and the entrepreneur-based business that have been a big part of our recent economic successes.

The Port currently owns and manages about 1.5 miles of bicycle/pedestrian trails extending from the Hood River Inn to the Hook. About ½ mile of trails need to be completed and additional trail connections need to be developed to enhance access to downtown Hood River.

The Port has limited funds for such projects and generally seeks state and federal grant funding to augment Port funds dedicated to bike/ped projects. At the federal level, many highway programs include bicycle and pedestrian safety improvements as eligible program expenditures, but the majority of bicycle/pedestrian funding is now provided through the Transportation Alternatives (TA) program. Created as part of MAP 21, this program consolidated

the previous Transportation Enhancements, Safe Routes to Schools, and Recreational Trails programs – but cut the overall amount of available funding by one third compared to pre-MAP 21 levels.

Oregon MPOs will receive \$2.3 million in TA funds per year over the next two years, and areas in Oregon outside of MPOs will receive \$2.1 million. Oregon will continue to distribute these funds on a competitive basis similar to how it has in the past.

Given the Port's commitment to further development of bike/ped projects on the waterfront, it is important to emphasize the Port's continued interest and support for bike/ped project funding at both the federal and state levels. Further, the Port urges Congress to restore pre MAP-21 funding levels for bike/ped programs, and encourages Congressional support for expanded bicycle and pedestrian programs when Congress reauthorizes MAP 21 next year.

CONCLUSION

Pedestrian/bicycle trail projects enhance our ability to attract private investment and jobs. They are consistently supported by citizens of Hood River.



CAREER & TECHNICAL TRAINING

OVERVIEW

The Columbia River Gorge Regional Center of Innovation will improve educational programs that attract business investment and enhance career opportunities for area youth. Career and technical training is a particular area of interest for the Port.



DETAIL

Columbia Gorge communities lack easy access to four-year degree opportunities. Area high schools provide limited and declining opportunities for career technical training. In order to help overcome these and other education-related challenges, the Port of Hood River strongly supports efforts by local businesses and agencies to implement the Columbia River Gorge Regional Center of Innovation (RCI). This effort would align private industry, K-12 education providers, community colleges and others to grow a 21st Century workforce that meets the needs of Gorge residents and employers.

Due to its focus on industrial development, the Port is particularly interested in assisting with the parts of the RCI that relate to career and technical (vocational) training. Many high school students are not interested in a four-year college path, or their aptitudes may be better suited to trade skills. Such students would be served by a facility for career and technical training in the Gorge, which would provide hands-on learning in welding, auto mechanics, metalwork and other trades for life-long career opportunities.

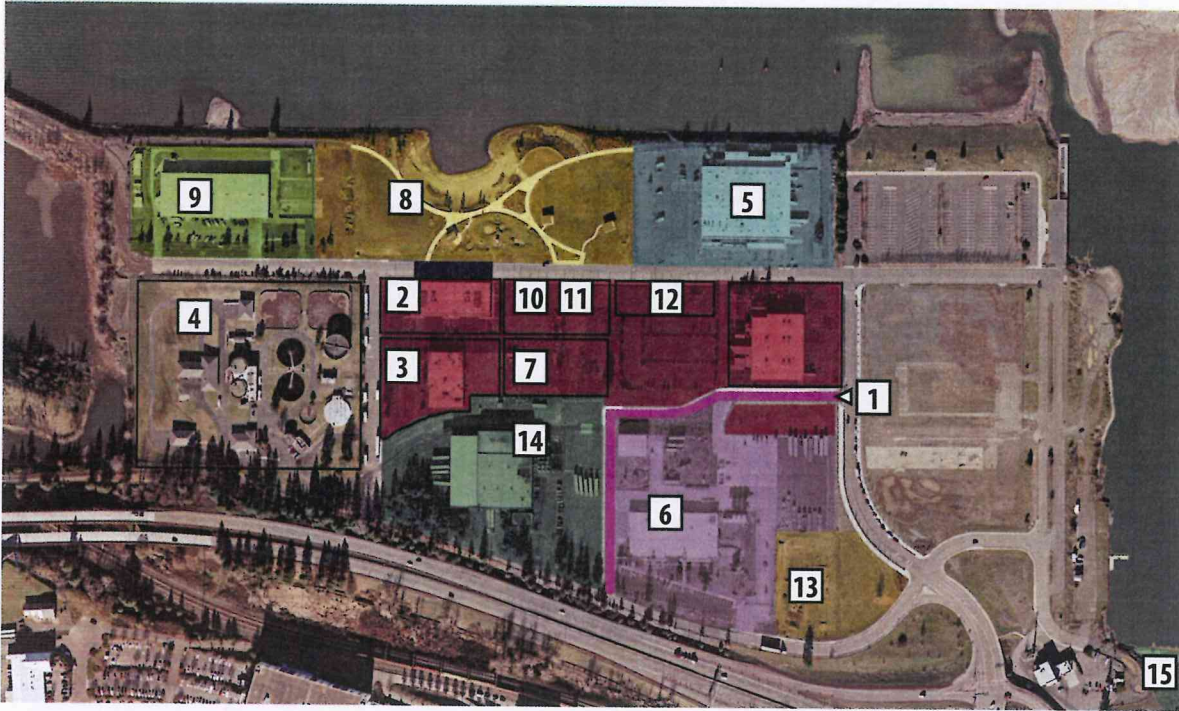
The Port is working actively with Columbia Gorge Community College, Hood River County School District and Mid-Columbia Council of Governments to establish a program that aligns industry skill sets with education and training curricula, secure a site, begin fundraising, and ultimately operate a career-technical training facility in Hood River County. For the broader RCI concept, we support efforts to designate the Columbia Gorge area as a White House Rural Council pilot region and a National Network of Manufacturing Innovation pilot region.

CONCLUSION

The Columbia River Gorge Regional Center of Innovation is a long-term effort to improve education prospects in the Gorge and improve the long-term economic prospects of Hood River County. In particular, the Port seeks Congressional support for a career and technical training center in Hood River.



WATERFRONT DEVELOPMENT SUMMARY



COMPLETED PROJECTS	DATE	SIZE	INVESTMENT	JOBS	TENANTS
1 – Anchor Way	2009		\$750,000		
Portway Avenue II	2012		\$450,000		
2 – Halyard Building	2010	20,000 sf	\$3,000,000	20	Real Carbon, Pfriem Brewing
3 – UTS Building	2011	35,000 sf	\$2,040,000	30	Hood Technology
4 – Treatment Plant Upgrade	2011		\$700,000		
5 – Jensen Building	2010	55,000 sf	\$2,870,000	40	Turtle Island Foods, RBS Batten Systems, Servpro, Northwave
6 – Hood River Juice Company	2011	30,000 sf	\$2,000,000	108	Hood River Juice Co.
7 – Turtle Island Foods	2012	33,000 sf	\$10,000,000	30	Turtle Island Foods
8 – Waterfront Park	2010	6 acres	\$1,000,000		
9 – Maritime Building	2012	37,000 sf	\$200,000	15	Hood River Distillers, Double Mountain Brewing, Hitchesource
UNDER DEVELOPMENT	DATE	SIZE	INVESTMENT	JOBS	TENANTS
10 – Hood Technology	2013	40,000 sf	\$4,410,000	20	Hood Technology
11 – DaKine Hawaii	2013	N/A	\$250,000	45	DaKine Hawaii
12 – Commercial Building	2013	20,000 sf	\$2,000,000	20	Inter-fluve
13 – Pocket Fuel	2013	20,000 sf	\$2,000,000	20	Under Negotiation
TOTAL DEVELOPMENT:		270,000 sf			
TOTAL INVESTMENT:			\$29,820,000		
TOTAL JOBS:				328	
POTENTIAL DEVELOPMENT	DATE	SIZE	INVESTMENT	JOBS	TENANTS
14 – Warehouse	2014	15,000 sf	\$1,500,000	10	Under Negotiation
15 – Naito Hotel	2015	65,000 sf	\$12,000,000	111	Hampton Inn and commercial
TOTAL DEVELOPMENT:		80,000 sf			
TOTAL INVESTMENT:			\$13,500,000		
TOTAL JOBS:				121	

TOTAL DEVELOPMENT: 350,000 sf
TOTAL INVESTMENT: \$43,320,000
TOTAL JOBS: 449



Columbia River Gorge Regional Center of Innovation

Opportunity exists to transform the bi-state Columbia Gorge into a technology-based economic ecosystem nurtured by innovation and a high quality of life.

This will be achieved by aligning industry, K-12 school districts, training providers, community colleges, regional universities and economic development partners to grow a 21st Century workforce that meets the needs of Columbia Gorge residents and employers.

The Regional Center of Innovation will create a seamless K-20, Pathways-based education and training model, driving innovation through strong industry relations that emphasize Science, Technology, Engineering and Math (STEM).

The following strategy builds upon the Stronger Economies Together 2012 initiative of Mid-Columbia Economic Development District and USDA Rural Development:

Challenges we will resolve:

- Incumbent workforce lacks basic skills for the 21st Century economy
- Region does not have sufficient access to four-year degree options
- High schools often cannot provide career-technical training opportunities
- Policy and fiscal constraints discourage effective cooperation among workforce programs across the state boundary and limit local capacity to meet the area's training needs
- There is no tuition reciprocity between state university systems

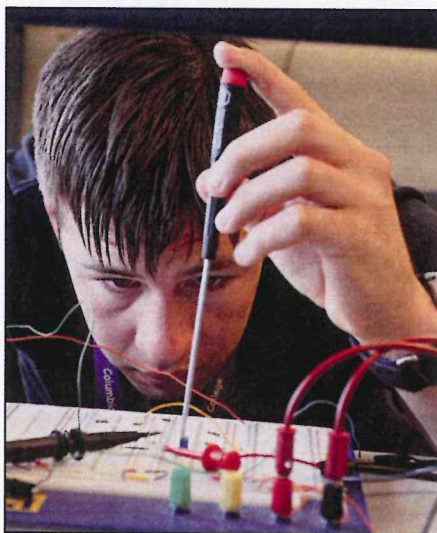
Accomplishments to date:

- STEM initiatives include highly-successful robotics tournaments, electric car programs in high schools, 4-H leadership, and Gorge Gravity Games
- Columbia Gorge Community College dual enrollment with six universities
- Nationally-recognized renewable energy technology training program
- Fort Dalles Readiness and Training Center will serve 21st Century technology sectors and encourage civilian workforce reintegration of veterans

Strategies for success:

Identify essential skills for family-wage jobs and build a workforce pipeline by:

- ▶ Job shadowing agreements between K-12 and industry partners
- ▶ Encouraging STEM enrollment and course completion at middle and high schools



- ▶ Ensuring community college instructional programming alignment with regional industry skill sets
- ▶ Re-building career-technical career readiness in high schools, including cooperative use of community college facilities and industry sites
- ▶ Teaching basic skills and workforce readiness for the incumbent workforce through partnerships between industry and WIA Title IB training providers

Identify four-year and advanced degree tracks for career advancement. Expand the professional education pipeline leading to these jobs by:

- ▶ Community college and university internships with industry partners
- ▶ University degree tracks offered in cooperation with community colleges, including site co-location, shared faculty, undergraduate course articulation and tuition reciprocity between Oregon and Washington universities
- ▶ Industry/university partnerships for research and development in fields such as autonomous systems and advanced materials

Designate the Gorge as rural pilot region for National Network for Manufacturing Innovation, White House Rural Council region, and selection as candidate site for U.S. Department of Commerce "Make it in America" Challenge, in order to:

- ▶ Diversify the rural economic base by nurturing start-up ventures and attracting technology-sector firms

- ▶ Expand employment for the incumbent workforce
- ▶ Help existing employers recruit and retain highly-skilled professionals
- ▶ Demonstrate a sustainable balance between rural economic prosperity and environmental protection in the nation's first and largest national scenic area

The Columbia Gorge Regional Center of Innovation is strategically aligned with the four objectives of the White House Rural Council: Opportunity, Innovation, Quality of Life and Conservation.

Education and training will occur through local high schools, Columbia Gorge Community College campuses in Hood River and The Dalles, One-Stop centers in Oregon and Washington, and industry employers.

What we ask:

- ▶ Operational funding in the amount of \$5 million over three years, to be matched by in-kind investment from education, training and industry partners. This will achieve proof of concept, allow operational start-up, and obtain essential training equipment. It will be sustained through commitments of public and private partners
- ▶ Formal alignment, via memorandum of understanding, of Oregon and Washington workforce investment systems serving the Columbia River Gorge
- ▶ Tuition reciprocity between Oregon and Washington public university systems for residents of the eight counties bordering the Columbia River Gorge
- ▶ Formal designation of the Columbia Gorge region as:
 - White House Rural Council pilot region for advanced manufacturing
 - National Network of Manufacturing Innovation pilot region
 - U.S. Department of Commerce "Make it in America" region

*For information, please contact:
Mid-Columbia Economic Development District, (541) 296-2266, Columbia Gorge Community College, (541) 506-6110, or Columbia River Gorge Commission, (509) 493-3323,
E-mail: dspatz@cgccc.or.us.*



Port of Hood River
Photo Date: February 1, 2013

Waterfront Recreation Committee Minutes

March 14, 2013 - 1:00 pm

Marina Center Boardroom

Members in Attendance: Doug Archbald, Sam Bauer, Cori Collins, Pepi Gerald, Adam Lapierre , Greg Stiegel, Rich McBride , and Liz Whitmore

Members Absent: Laney Gale, Bill Lake, Brian Shortt, and Lori Stirn

Liz Whitmore opened the March 14 meeting at 1:04p.m. No items were added to the agenda.

Committee approved meeting minutes for December 12, 2012.

Public Comment

None

Reviewed High-Water Plan at Event Site

- Committee discussed that it would be advantageous to have the Event Site set up with the flight deck and signage in place by May 1st.
- It was also agreed that the Event Site should be divided into the designated windsurfing and kiteboarding areas year-round. (ie: kilters should always launch from the designated kiteboarding area on the east end)
- While the end date for kite launching and landing will be flexible, it will be important to plan carefully and close access once, avoiding flip-flopping.
- Swim cable dividing kiteboarding and windsurfing was discussed and was determined to be a hazard. Committee decided not to pursue.
- SUP boards should not be allowed to be stored at beach.
- Sam Bauer volunteered to use his boat to haul logs (from spring runoff) out into the middle of the river with his boat.

Marina Beach

- Concerned was raised that even with signage people will continue to launch and land upwind of beach users.
- Adam Lapierre explained the reason CGKA proposed that plan was because the Event Site wasn't available and needed a location for kiteboarders to launch during high-water conditions.

Spit

- Group is meeting next week to do a walk-thru and develop an improvement list for the Spit.
- Parking area needs to be leveled.

Event Site Parking – Proposed Increase

- Committee members support the fee increase, but would like to see improved services at the Event Site.
- Restroom capabilities are substandard.
- Would like to see restrooms stay open through September.
- Would also like to see more frequent trash removal at Event Site during high-season.
- Concern raised that people may park on street if raise daily parking fee.

Event Fees – Proposed Increase

- Greg Stiegel raised concern that event fee increase will have negative impact on weather dependent and fundraising events.
- Rich McBride stated that exclusive use events need to cover the cost of losing parking for the day as well as provide revenue for the Port.
- Doug Archbald believes the opportunity cost of closing the Event Site is more than \$900.
- Sam Bauer supports increase, but feels services need to be improved.

The March 14, 2013 meeting was adjourned at 2:40 p.m.

Prepared by Liz Whitmore, 3/15/2013

Executive Director's Report

March 19, 2013

Staff & Administrative

- President Davies and I participated in a very successful trip to Washington, D.C. for the PNWA conference March 3-7. We met with staff representing Senators Wyden and Senator Merkley and directly with Congressman Walden. Other than conveying the Port's priority projects, progress was made on gaining relief from the flowage easement in the Nichols Basin. Hal Hiemstra of Ball Janik was very effective during our congressional visits.
- To accommodate the Marina Electrical Project bid schedule, I recommend that we move the Spring Planning Work Session to April 23. Please check your schedules to see if this new date will work.
- A property tour for the Commissioner is now scheduled for April 10. Steve Burdick will lead a tour for the Budget Committee that afternoon.
- Based on discussions with Hal Hiemstra I believe it is appropriate to end the state lobbying component of our contract with Ball Janik. This is based on the duplication of work with others (e.g. OPPA) and the over-extension of Ball Janik's Salem staff.
- Union Pacific Railroad completed using Lot #1 on February 28. They occupied the site for about 15 days total.
- Commissioners are required to complete and return the Statement of Economic Interest to the State of Oregon Ethics Commission by April 15.
- Based on a suggestion at the last Commission meeting, Laurie has researched the use of Pandora to provide music in the office. Her assessment is attached.
- Steve and Joe Pounders have implemented a very successful system to identify and rank maintenance projects and monitor their completion. The current list is attached. Since August of last year, 493 maintenance requests have been completed not including emergency responses nor routine maintenance such as bridge welding and flagging, restroom cleaning, and grounds maintenance. Unfortunately, we have been unable to get ahead of the high priority items on the list. I am considering adding 1-2 temporary skilled workers for 60-90 days to accelerate the completion of project completion prior to summer.

Recreation

- Concession Agreements have been forwarded to each of four waterfront food vendors— two at the Cruise Dock, one at the Jensen Building and one at the Hook. One of the tenants in the Jensen Building has expressed concerns about that location for a food vendor. Liz is following up to see if those concerns can be alleviated.
- The schedule for the Marina Electrical Project is attached. We expect to finish the bidding process and bring a contract for award for Commission approval on April 23.

- On March 14 Oregon Parks & Recreation notified the Port that we have been invited to present our Nichols Basin project to the selection committee for recreational trails grant funds on April 10.

Development

- Steve has worked very hard to finish discussions with the low bid contractor on the PocketFuel project and to bring a project forward that can be acceptable to the Commission. This is an action item on the agenda.
- The Hood River City Planning Department has scheduled hearings on the proposal to vacate an existing easement south of the Nichols Basin. The City notice is attached.
- I am meeting with City of Hood River Staff on March 18 to discuss the sewer outfall project. As we have discussed, this project would significantly impact The Hook but may represent an opportunity to carry out some improvements to the roadbed.
- Attached is an initial list of potential participants in the Stakeholder meetings associated with Lot #1 planning. It is important for the Commission to review this list and recommend additions or changes.

Airport

- The contractor for the Airport Runway Shift Project is scheduled to resume work on April 1, weather depending. The runway will need to be closed for one month. We have informed all tenants and adjacent property owners of this schedule.
- Airport Advisory Committee members (AAC) were extended to June 30, 2013. Staff will prepare a schedule and approach to identify new and continuing AAC members and discuss with the Commission in May. One possible change is to have staggered terms.

Memo

To: Michael
From: Laurie
Date: March 14, 2013
Re: Pandora Internet Radio

At the Commission meeting on March 5 a suggestion was made to subscribe to Pandora internet radio for office and boardroom use. Below is information about this service:

- A one-year subscription for Pandora One is \$36.00. A one-month subscription is also available for \$3.99. Pandora One is the upgraded version to the free service. Upgrading to a Pandora One provides higher quality audio; audio and visual ads are eliminated; and music will play for up to five hours without interacting with Pandora once the desktop application is opened (every time there is interaction the timer resets).
- The acoustics in the office are already bad due to high ceilings. Would music make a difference to quiet the conversations in the front office or make the disruption worse?
- The boardroom is not equipped with speakers so external speakers would need to be hooked into the laptop. There may not be a need for this feature if it only played for 5 or so minutes every couple of weeks.

Melissa Halseth suggested that there may be a way to have Pandora play run through the phone set and we should wait until the new phone system is installed. (Music plays until the handset is picked up to answer an incoming call.)

MAINTENANCE REQUEST STATUS

03/14/13

No.	Submitted	Description	Status / Priority	Target Date / Comments	Completed By:
389	3/13/2013	Timber Incubator Building: Have Wally rekey locksets for outside and inside doors for Units 100 and 200.	A Urgent Priority		
104	7/20/2012	Airport: Maintenance hanger: Repair East bay sliding door: Secure East end of the overhead track, tighten the overhead brace rods, and Marina: Replace thru rods on the main walkway in numerous locations and finger at A-15 and C-14	B High Priority	October 1, 2012	
169	8/16/2012		B High Priority		
172	8/16/2012	Marina: Install black fence screen at gate to eliminate trespassing	B High Priority		
196	9/12/2012	Marina Office Bldg. No. 1: Repaint disabled ramp	B High Priority		
290	12/1/2012	Airport: Repair roof leak near the peak and the siding near the door on T-Hangar C-10.	B High Priority		
304	12/7/2012	Airport FBO: Repair plastic threshold seal on the West door to the FBO.	B High Priority		
351	1/22/2013	Jensen Building: Rekey the lockset to Breezeway Unit #3	B High Priority		
360	2/4/2013	Big 7: Restencil the Gorge.Net Parking Only spaces in the lower lot.	B High Priority		
367	2/25/2013	America Cleaning Solutions: Frequently spot check their work through March	B High Priority		
372	3/1/2013	Lower Cruise Dock: Provide power for additional food vendor on lower cruise ship dock.	B High Priority		
374	3/1/2013	Event Site: Install (2) 5mph buoys in water. May need to get advice or contract with some type of marine specialist on weight and attachment	B High Priority		

MAINTENANCE REQUEST STATUS		03/14/13
	Event Site: Install-buoy boundary line into water...same thing may need advice from marine specialist.	
375	3/1/2013	B High Priority
381	3/4/2013	B High Priority
194	9/12/2012	B Medium Priority
45	6/25/2012	C Medium Priority
***	7/10/2012	C Medium Priority
87	7/11/2012	C Medium Priority
199	7/17/2012	C Medium Priority
101	7/20/2012	C Medium Priority
102	7/20/2012	C Medium Priority
103	7/20/2012	C Medium Priority
106	7/20/2012	C Medium Priority
237	8/9/2012	C Medium Priority
164	8/16/2012	C Medium Priority
165	8/16/2012	C Medium Priority
166	8/16/2012	C Medium Priority
175	8/21/2012	C Medium Priority

MAINTENANCE REQUEST STATUS

				03/14/13
179	28-Aug-12	Airport: Have "Grass Runway - Hold Short" sign painted	C Medium Priority	
180	28-Aug-12	Airport: Install "Grass Runway - Hold Short" sign	C Medium Priority	
182	28-Aug-12	Big 7 Unit 102: Correct rain water infiltration problem	C Medium Priority	
183	28-Aug-12	Halyard: Install LEED plaque and decals. See Steve for locations	C Medium Priority	Before December 31, 2012
184	8/30/2012	Timber Incubator: Repair & clean downspouts and tightline systems	C Medium Priority	Before October 31, 2012
192	9/10/2012	Marina: Move two fire extinguishers to accommodate dock boxes.	C Medium Priority	
195	9/12/2012	Marina Office Bldg No. 1: Repaint deck posts	C Medium Priority	Spring 2013
227	10/2/2012	Jensen: Restripe Jensen parking lot for straight in parking spaces.	C Medium Priority	
228	10/14/2012	Marina: The dock joint between Slips A14 15 is broken. Probably a thru rod.	C Medium Priority	
229	10/14/2012	Marina: Replace the missing thru rod at the third float.	C Medium Priority	
230	10/14/2012	Marina: Visitor dock or main visitor dock (?) Replace the rotten interior rub rail at the north end.	C Medium Priority	
231	10/14/2012	Marina: On the smaller loading dock, replace the rotten piece of wood that the yellow transition plate is hinged to.	C Medium Priority	
232	10/14/2012	Marina: All cleats that are replaced at any slip need to have the lag bolts go all the way through so they won't come up.	C Medium Priority	
233	10/14/2012	Marina: At the junction of the main dock and A dock the thru rods are not working properly.	C Medium Priority	
234	10/14/2012	Marina: At the visitor dock all of the cleats need to be tightened.	C Medium Priority	
235	10/14/2012	Marina: At visitor dock, install more cleats.	C Medium Priority	
255	10/19/2012	Marina Restroom: Caulking around new sink has failed allowing water under and around sink and mold to grow. Also check to see if hot	C Medium Priority	
272	11/6/2012	Airport: Reinstall metal flange on T-Hangar A-05 door.	C Medium Priority	

MAINTENANCE REQUEST STATUS		03/14/13
292	11/28/2012	Timber Incubator Building: Exterior lights facing the street and the South side are out. C Medium Priority
318	12/17/2012	Marina Park Office #1 (Columbia Gorge Acupuncture): Change out hollow core door for solid core door provided by tenant. C Medium Priority
327	12/21/2012	Event Site: Have an additional speed bump installed in front of the bathrooms C Medium Priority
334	1/16/2013	Marina Restrooms: Repair roof leak into the women's restroom. C Medium Priority
353	1/30/2013	Timber Incubator: Have Prigel clean up the dock area and the barrels in front of the building. C Medium Priority
354	1/30/2013	Timber Incubator: Repaint the exterior metal railings C Medium Priority
363	2/9/2013	Airport: When both chain / lock protection boxes are installed on farm access road gates; meet Jim Trammel on site so that he can install the Halyard: Replace HVAC filter in the Real Carbon unit and put it on the list of filters to be changed. C Medium Priority
376	3/1/2013	Event Site: Parking designation paint on entry spaces will need to be revised in 1 or 2 spaces. (ie: Reserved, 20-min parking) C Medium Priority
380	3/4/2013	Big 7: Clean up lower dock area. C Medium Priority
382	3/4/2013	Big 7: Remove & replace damaged cigarette disposal container East of the raised patio on Industrial Way. C Medium Priority
390	3/13/2013	Timber Incubator Building: Get a Unit 300 key from Brian Prigel and have a copy made at ACE or Wally's. C Medium Priority
72	6/14/2012	Grounds: Move Port Marina Park sign from in front of Marina Park Office Bldg #1 to open (soccer) field entry. D Low Priority
97	7/16/2012	Marina Park Office #1. Install outside hose bib D Low Priority
198	7/17/2012	Grounds General: Replace cables with gates D Low Priority
108	7/20/2012	Airport: Maintenance Hanger: Replace man door on West side with a metal skinned door. D Low Priority
110	7/20/2012	Airport: Maintenance Hanger: Install concrete pad in front of South man door with drain tile D Low Priority
124	7/30/2012	Airport: Cedar Creek headwaters wetland Vegetation - Remove invasive species and trees that will grow tall D Low Priority

MAINTENANCE REQUEST STATUS

				03/14/13
136	8/6/2012	Airport: Cut down & kill (copper nails?) cotton wood trees on airport property - SW quadrant at Cedar Creek headwaters, along previous	D Low Priority	Spring / Summer 2013
163	8/16/2012	Marina: Pressure wash the docks	D Low Priority	Done in Fall 2012. Do in Spring 2013
171	8/16/2012	Marina: Pave around fire hydrant	D Low Priority	
185	8/30/2012	Timber Incubator: Replace broken hose bib handles and cleanout lid	D Low Priority	
232	10/8/2012	DMV & Chamber Buildings: Replace wood rails on disabled ramps with rails made from 2" conduit.	D Low Priority	
299	11/29/2012	Jensen Building South Landscaping: Weed & Feed grass; Roundup gravel paths; Replace missing shrubs (2); Relocate art arc work; Remove Jensen Building: Repair missing exterior wall chunks high up on the South of the Breeqeway units	D Low Priority	Spring 2013
312	12/14/2012	Maritime Building: Determine ownership of old trailer East of fence. Find a way to get rid of it.	D Low Priority	
319	12/17/2012	Airport: Block off ability to drive around the chained off driveway that goes East from Tucker Road toward the North taxiway	D Low Priority	
321	12/17/2012	Airport: Install InsulBoard or similar insulation on the ceiling of T-Hangar C-1 between steel rafters.	D Low Priority	
339	1/21/2013		D Low Priority	
340	1/21/2013	Airport: Power wash A and B T-Hangars	D Low Priority	
341	1/21/2013	Airport: Sand and paint the large, unpainted, vertical metal beams that separate T-Hangar doors	D Low Priority	
357	1/30/2013	Power wash all metal building walls, esp Maritime and Timber Incubator	D Low Priority	
369	3/1/2013	Event Site: Replace existing grass areas adjacent to upper cruise ship with concrete paving. This could be done alongside the speed bump	D Low Priority	
370	3/1/2013	Slackwater Beach: Provide blading/leveling in Slackwater Beach parking lot when Hook and Spit are done.	D Low Priority	

03/14/13

03/14/13

MAINTENANCE REQUEST STATUS

					03/14/13
371	3/1/2013	Slackwater Beach: Remove debris and improve grading at Slackwater Beach SUP launch, as well as path down to parking area.	D Low Priority		
377	3/1/2013	Event Site: Provide chain (or equivalent) to block off opening where Cascade Kiteboarding used to be.	D Low Priority		
383	3/7/2013	Barman Property: Put up barriers, chains and signage re permit parking only, contact Port of Hood River for permits at 541-386-1645	D Low Priority		
386	3/11/2013	Swim Beach: Repaint yellow parking bumpers at gravel lot	D Low Priority		
387	3/11/2013	Halyard: Remove Halyard Info Signs from the front of the Building and put up the LEED plaque.	D Low Priority		

2013 Marina Electrical & Float Project Schedule

Updated: March 13, 2013

<i>Action</i>	<i>Responsibility</i>	<i>Completion</i>
Electrical Upgrade		
Complete Plans & Specs	MKE/MA/Port/FS	March 21
Advertise for Bids	Port	March 25-30
Mandatory Walk-through	MA/MKE/FS/Port	April 2 @ 11:00 p.m.
Bid Opening	Port	April 18 @ 2:00 p.m.
NOITA/NTP/Contract	Port	April 23
Work Begins	Contractor	April 29
Substantial Completion		July 30
Marina Floats		
Prepare Permit Application	FSI	March
Submit Permit Docs to COE/DSL	FSI/Port	April 1
Permit Approval	Port/FSI	August 1
Final Plans & Specs	FSI	August 14
Bid Advertisement	Port	August 17
Bid Opening	Port Staff	Sept. 5
NOITA/NTP/Contract	Port Commission	Sept. 10
Move Houseboats	Contractor	Oct 30
Install Floats	Contractor	Nov. 5
Re-attach Boathouses	Contractor	Nov. 18
Electrical Work	Electrical Contractor	Nov. 20-Dec. 20
Substantial Completion		Dec. 30



March 13, 2013

CITY OF HOOD RIVER
Notice of Right-of-Way Vacation Public Hearings

Dear Affected and Adjacent Property Owners:

Notice is hereby given that the **City Planning Commission** and the **City Council** will conduct quasi-judicial public hearings to consider a request by the City to vacate the portion of the Port property in which the City of Hood River has an easement for the public as shown in Exhibit A. The Planning Commission will conduct their public hearing on **Monday April 1, 2013** beginning not earlier than 5:30 p.m. in the City Council Chambers, 211 Second Street, Hood River.

After receiving a recommendation from the Planning Commission, the City Council will conduct a public hearing on **Monday, April 8, 2013** beginning not earlier than 6:00 p.m. in the City Council Chambers, 211 Second Street, Hood River to consider the same application. The City Council makes the final decision. Please contact the City Planning Department at (541) 387-5217 after April 1, 2013 for details on the Planning Commission's recommendation to City Council.

This is the legal notice for both public hearings. The hearing bodies will consider the following:

APPLICANT: NBW Hood River, LLC

PROPOSAL: Vacation of a portion of the Port's roadway between I-84 and the Nichols Boatworks property (Naito). The City has an easement on a small portion of the current road to the Spit. If the vacation is approved, the City would not finalize it until the Spit road is relocated onto the Naito site and that physical access to the Spit will always be available. 3N 10E 25 tax lot 100 and 200 (See Exhibit A). *The City will not be relinquishing its easement just east of the NBW property at the eastern end of the footbridge and north terminus of the path under I-84.*

The hearing bodies will evaluate the request according to ORS 271.110 and the City of Hood River's Comprehensive Plan and Transportation System Plan.

You have until April 8, 2013 to file a written objection or to remonstrate to the proposed vacation or appear in person on that date to object or remonstrate.

All interested parties are urged to submit written testimony to the Planning Director prior to 5:00 p.m. on April 1, 2013 for the Planning Commission and 5:00 p.m. on April 8, 2013 for City Council and/or present oral or written testimony at the public hearing. Written testimony may be mailed to the City Planning Department, PO Box 27, Hood River, OR 97031 or delivered to the City Administration Building, 211 2nd Street, or e-mailed to cindy@ci.hood-river.or.us. City

administration hours are between 8 a.m. and 5 p.m. Failure to raise an issue at the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the hearing bodies an opportunity to respond to the issue precludes appeal of their decision based on that issue.

A copy of the application, all documents and evidence submitted by or on behalf of the applicant and applicable criteria are available for inspection at no cost and will be provided at a cost of \$.38 per page. A copy of the staff report will be available for inspection at no cost at least seven (7) days prior to the hearing.

If you have any questions, please call Cindy Walbridge, Planning Director, at 387-5217.

Sincerely,



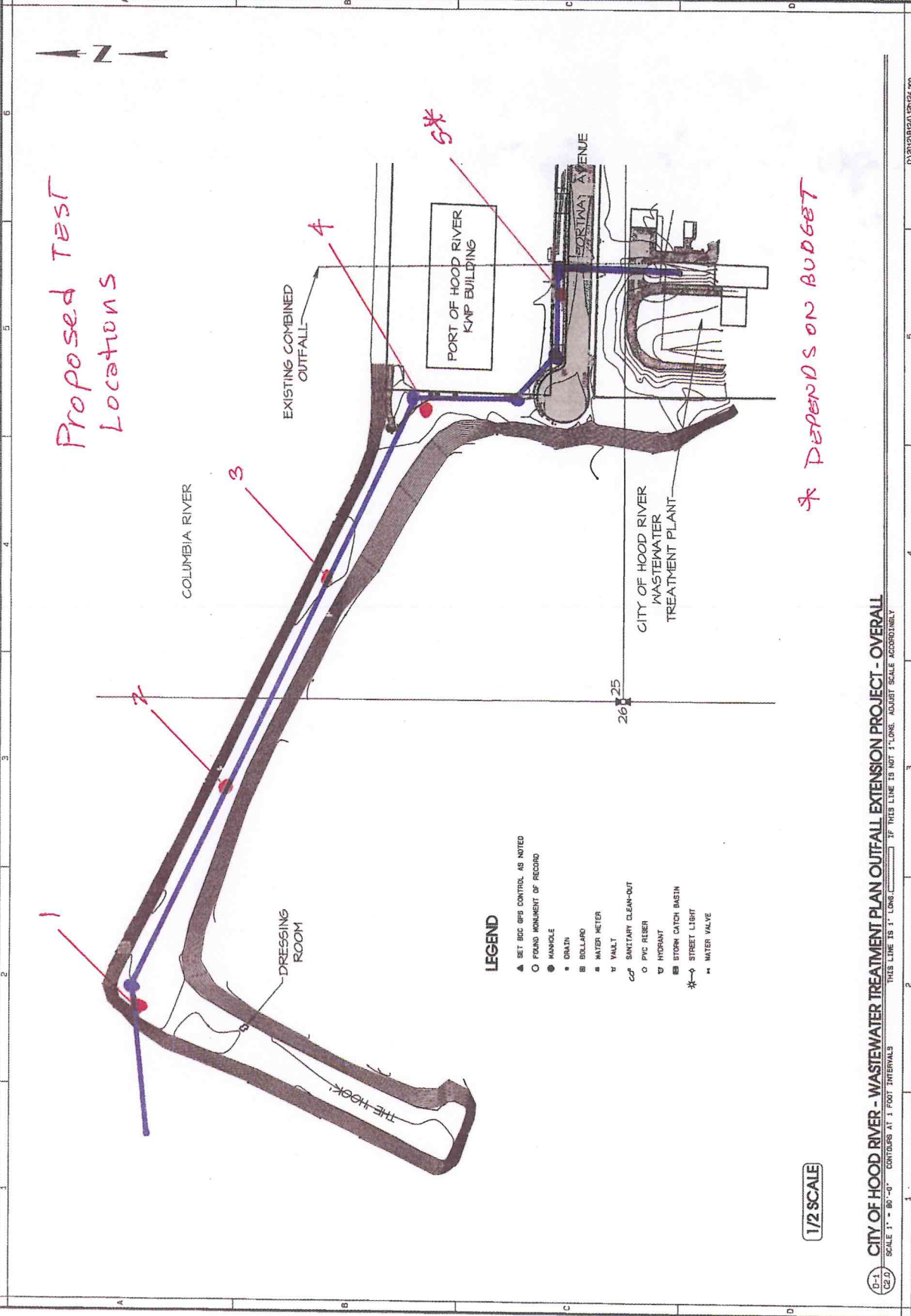
Cindy Walbridge

Planning Director

Cc Applicant

Property owners

Adjacent property owners



3/6/13

OUTFALL LOCATION FROM BIOLOGICAL EVALUATION

36" PIPE

EL. 94.20

EL. 93.74

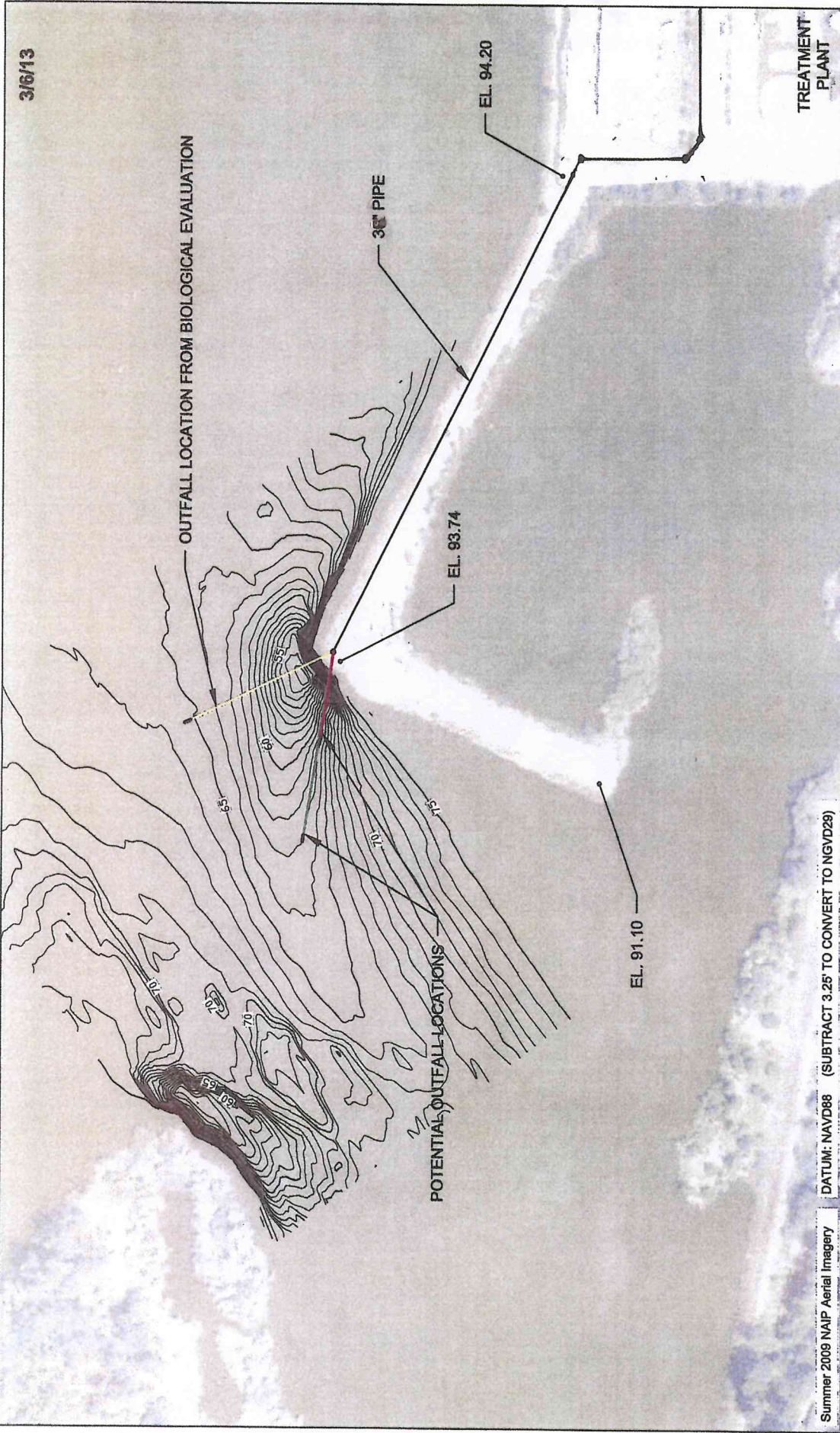
EL. 91.10

TREATMENT PLANT

Potential Outfall Locations

City of Hood River Outfall Project
Hood River, Oregon

VIGIL MAGRIMIS
design professionals



Summer 2009 NAIP Aerial Imagery DATUM: NAVD88 (SUBTRACT 3.25' TO CONVERT TO NGVD29)





Port of
Hood River

COPY

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1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • www.portofhoodriver.com • Email: porthr@gorge.net

March 12, 2013

AMY G LEE
1379 TUCKER RD
HOOD RIVER, OR 97031

Re: Airport Runway Shift Schedule Update

Dear Amy,

K&E Excavating, the contractor for the airport runway shift project, is planning on restarting construction on April 1 and the airport will then be closed for the next 30 days. This is somewhat dependent upon weather, but K&E asserts that, unless it is pouring rain on that day, that's when they will resume work.

We don't anticipate that there will be any impact on you other than some increased heavy equipment travel on Orchard Road. The early start will hopefully reduce total construction time by about six days and the runway should reopen by May 1.

Orchard Road is, of course, permanently closed and the farm access road around the East end of the runway is only open to farm equipment and orchard workers employed in the adjacent orchards. We very much appreciate your respecting these closures.

Sincerely,

Steve Burdick
Development Manager

cc: Port Commissioners

Commission Calendar

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Comm Mtg 5pm	3	4	5	6
7	8 URA Mtg-Shortt, Streich 6pm City Hall	9	10 Property Tour, 9am Afternoon Property Tour for Budget Committee	11	12	13
14	15 KJHR Radio 8am	16 Bid opening 2pm Marina Electrical Move Commission Mtg to April 23?	17	18	19	20
21	22	23 Spring Planning, noon w/ Comm mtg to follow and Budget Committee invited Bridge Inspectors Conf. Burdick (PDX)	24 Bridge Inspectors Conf. Burdick (PDX)	25 Bridge Inspectors Conf. Burdick (PDX)	26	27
28	29	30				

EVENTS:						
Marina Green-youth lacrosse, M-F, 3:30pm to 6:30pm; thru May 24						
Marina Basin: Bass Tournament, April 20						

March 2013						
S	M	T	W	Th	F	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

May 2013						
S	M	T	W	Th	F	Sa
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes:	
Steve Burdick: out March 21-April 3	



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March 11, 2013

Rich Truax
958 Hood View Court
Hood River OR 97031

Dear Rich,

Your application for a position on the Port of Hood River's Budget Committee was unanimously approved by the Port Commission at the March 5 meeting. Your three-year term runs until June 30, 2015.

This year's Budget Committee meeting has been scheduled for **Tuesday, May 7**. The meeting will be held in the Marina Center Boardroom at the Port Office at 1000 E. Port Marina Drive and begins at 5:00 p.m. with dinner provided. The agenda includes election of officers, budget message highlights, budget deliberations, and action to approve both the budget and property tax levy rate.

As a precursor to the Budget Meeting, the Commissioners encourage your participation in the following:

1. A familiarization tour of Port-owned properties will be led by Steve Burdick, the Port's development manager. This tour for Budget Committee members is scheduled for the afternoon of **April 10**. You will be contacted by office manager, Laurie Borton, regarding your interest and availability.
2. The Commission's spring planning work session tentatively scheduled for Tuesday **April 23**. The meeting will begin at noon and lunch will be provided. You are invited to attend and participate in the discussions.

A copy of the audit for the year ended June 30, 2012 is enclosed for your review. If you have any questions, or if you would like to meet with Finance Manager Fred Kowell or me in advance of the Budget Committee meeting, please call our office at 541-386-1645 to arrange for an appointment.

Thank you for agreeing to serve the residents of the Port District.

Respectfully,

Michael McElwee
Executive Director

cc: Fred Kowell
Port Commissioners



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March 11, 2013

Larry Brown
6725 Berry Road
Parkdale OR 97041

Dear Larry,

Your application for a position on the Port of Hood River's Budget Committee was unanimously approved by the Port Commission at the March 5 meeting. Your three-year term runs until June 30, 2016.

This year's Budget Committee meeting has been scheduled for **Tuesday, May 7**. The meeting will be held in the Marina Center Boardroom at the Port Office at 1000 E. Port Marina Drive and begins at 5:00 p.m. with dinner provided. The agenda includes election of officers, budget message highlights, budget deliberations, and action to approve both the budget and property tax levy rate.

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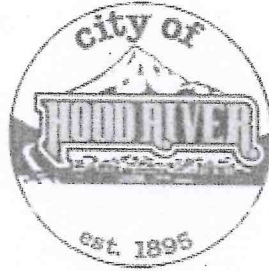
Thank you for agreeing to serve the residents of the Port District.

Respectfully,

Michael McElwee
Executive Director

cc: Fred Kowell
Port Commissioners

RECEIVED
MAR 06 2013



March 5, 2013

NOTICE OF CITY COUNCIL DECISION

TO: All Participating Parties
FROM: Kevin Liburdy, Senior Planner
SUBJECT: Legislative Code Amendments – File No. 2012-21 (Ordinance No. 2004)

DATE OF DECISION: The Hood River City Council read Ordinance No. 2004 for the second time on Monday, February 25th, 2013. The ordinance shall take effect on March 28, 2013 (the 31st day following the second reading).

DESCRIPTION OF ACTION: The City Council approved legislative code amendments as addressed in Ordinance No. 2004. The amendments include: 1) Amend the definition of Waterfront in Hood River Municipal Code (HRMC) 17.01.060, and amend HRMC 17.03.050 to place special restrictions on residential/mixed uses in the General Commercial (C-2) Zone in the Waterfront area. 2) Amend HRMC 17.04.030 to reduce setback requirements for accessory structures used for non-business purposes that are less than 10-feet tall and less than 100-square feet in area to a minimum of three feet from side- and rear property lines in the Urban Low Density Residential (R-1), Urban Standard Density Residential (R-2), Urban High Density Residential (R-3) and Office/Residential (C-1) Zones. 3) Remove the Sign Regulations from HRMC 17.13 and associated sign definitions from HRMC 17.01.060 and codify them in a new title of the Hood River Municipal Code (Title 18).

A copy of the findings of fact as well as a copy of all documents and evidence in the record on which the decision is based are available for inspection at no cost and copies will be provided at the cost of \$.39 per page at City Hall, 211 2nd Street, Hood River, Oregon, between the hours of 8 a.m. and 5 p.m., Monday through Friday excluding holidays.

APPEAL: The decision of the City Council shall be final unless the decision is appealed to the Land Use Board of Appeals in accordance with the appeal procedures in Oregon Revised Statutes 197.830-197.860.

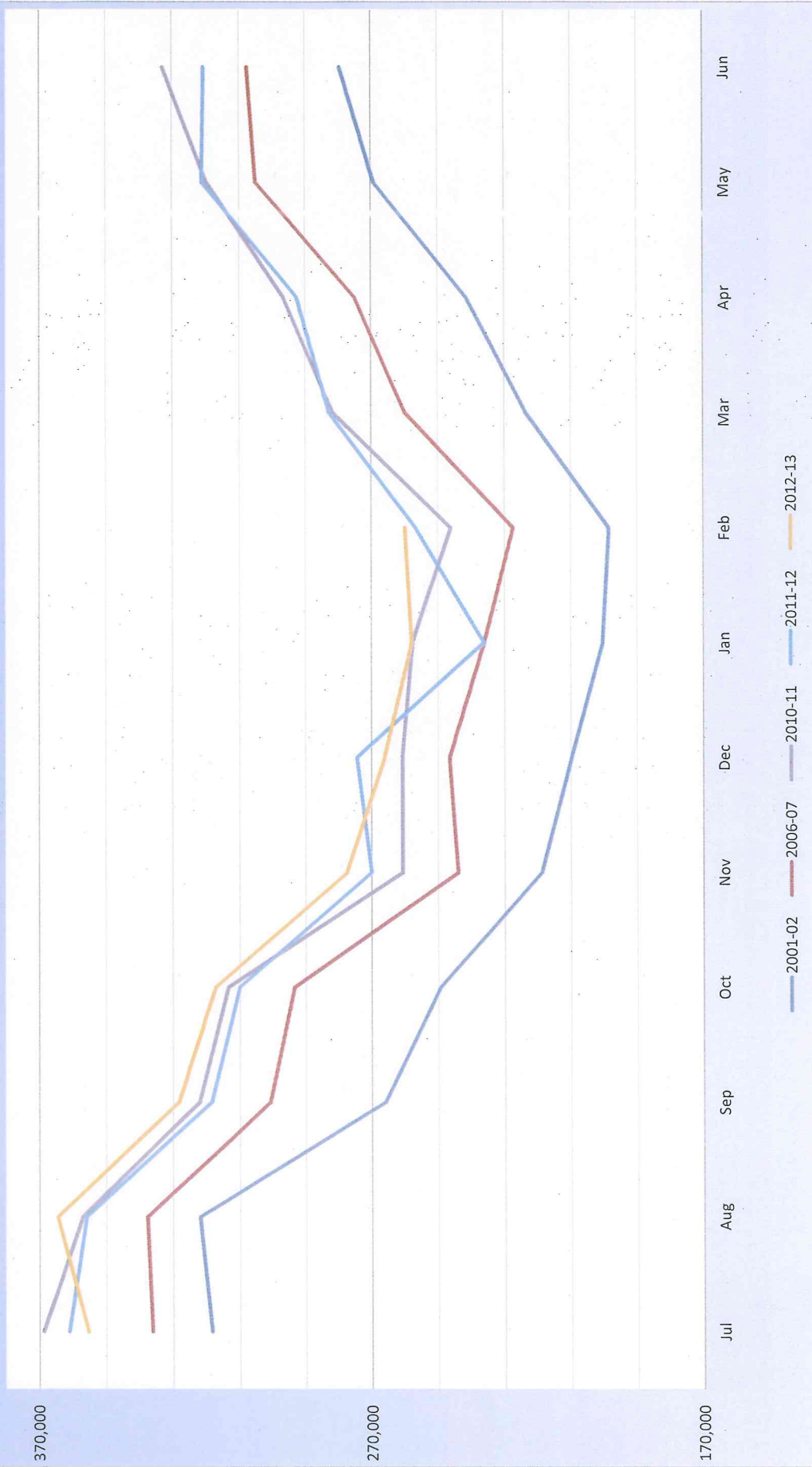
Please call me at (541) 387-5224 if you have any questions.

Best regards,
Kevin Liburdy
Senior Planner

PORT OF HOOD RIVER
Schedule of Historical Bridge Traffic and Revenues

	2001-02		2006-07		2010-11		2011-12		2012-13		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue
JUL	318,322	\$240,903	336,115	\$251,516	368,701	\$272,041	361,074	\$265,574	355,233	\$297,432	0.98	1.12
AUG	321,871	\$244,469	337,583	\$255,715	357,092	\$265,020	355,868	\$261,248	364,506	\$318,526	1.02	1.22
SEPT	265,819	\$209,008	300,602	\$229,679	322,018	\$241,873	318,316	\$238,794	328,071	\$380,237	1.03	1.59
OCT	249,217	\$194,980	293,448	\$222,803	313,442	\$231,631	309,883	\$231,842	317,197	\$287,740	1.02	1.24
NOV	218,687	\$163,432	243,849	\$177,322	260,599	\$188,211	269,853	\$197,401	277,328	\$249,148	1.03	1.26
DEC	209,678	\$153,194	246,405	\$178,887	260,682	\$186,520	274,203	\$195,532	265,925	\$233,136	0.97	1.19
calendar year total	2,981,351	\$2,266,016	3,342,361	\$2,501,639	3,632,193	\$2,661,262	3,622,901	\$2,646,090	3,617,141	\$3,300,132		
JAN	200,271	\$146,251	236,026	\$171,734	257,579	\$185,687	236,015	\$208,412	257,781	\$240,242	1.09	1.15
FEB	198,401	\$145,161	227,281	\$164,989	245,980	\$176,730	256,567	\$225,906	259,626		1.01	0.00
MAR	223,328	\$162,825	259,765	\$199,178	281,508	\$202,433	282,592	\$251,099			0.00	0.00
APR	241,213	\$179,470	274,832	\$202,182	296,450	\$213,830	292,315	\$263,709			0.00	0.00
MAY	269,020	\$200,016	304,821	\$224,533	319,552	\$232,419	320,953	\$291,884			0.00	0.00
JUN	279,268	\$208,824	307,389	\$224,583	332,635	\$244,601	320,439	\$292,903			0.00	0.00
fiscal year total	2,995,095	\$2,248,532	3,368,116	\$2,503,121	3,616,238	\$2,640,994	3,598,078	\$2,924,305	2,425,667	\$2,006,460		

Port of Hood River Bridge Traffic Activity



Commission Memo

To: Commissioners
From: Liz Whitmore
Date: March 19, 2013
Re: Recreation Site Fees – Alternative Pricing

Recreation site fees have remained at the same rate since 2007. In 2011-12 Waterfront Recreation expenses exceeded revenue by \$284,000, resulting in the Port subsidizing 73% of the total cost. Maintenance costs for the Port's various waterfront recreation sites significantly exceed revenues. The following are operating cost and revenues for each area:

REVENUE -For Year Ended June 30, 2012	
Event Site	\$68,821
Hook and Spit	\$15,075
Marina Park	\$19,377
Total	\$103,273
EXPENDITURES - For Year Ended June 30, 2012	
Event Site	\$96,481
Hook and Spit	\$52,596
Marina Park	\$238,073
Total	\$387,150
Port Subsidy of Waterfront Rec Expenses	\$283,877
	73%

An alternative pricing structure (see attached) for Event Site Parking and Event Fees has been developed by staff and reviewed by the Waterfront Recreation Committee. The Committee was supportive of the proposed fee increases, but stressed the importance of creating value for the increase by improving services at the Event Site. Restroom availability and trash removal were two areas discussed for potential improvement during high-season.

Staff is seeking Commission direction on whether to increase recreation site fees and, if so, to what level. In the future, staff also recommends that the Commission consider whether to establish a policy that sets specific goals for Port subsidization of waterfront recreation sites. This discussion could be initiated as part of Spring Planning or through the strategic plan discussions later this year.

RECOMMENDATION: For discussion.

2013 Event Site Parking - Alternative Pricing

Last increase in 2007

	2007 - 2012	2013
Daily	\$5	\$7
Daily - Oversize	\$10	\$15
Annual - Pre-season	\$40	\$50
Annual	\$50	\$65
Annual - Oversize	\$100	\$150
Potential Revenue Increase:		\$22,000

2014 Event Fees - Alternative Pricing

Last increase in 2007

	2007 - 2013	2014
Marina Park		
Up to 50 people	\$75	\$100
50-100 people	\$125	\$150
100+ people/Excl Use	\$750	\$900
Picnic Shelter		
Up to 100 people	\$50	\$50
100+ people/Excl Use	\$750	\$900
Marina Green		
Up to 50 people	\$75	\$100
50-100 people	\$125	\$150
100+ people/Excl Use	\$750	\$900
Event Site		
Up to 50 people	\$75	\$100
50-100 people	\$125	\$150
100+ people/Excl Use	\$750	\$900
Potential Revenue Increase:		\$3,000

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: March 19, 2013
Re: Kiteboarding Rules at Marina Beach

The High-Water Planning and Waterfront Recreation Committees have reviewed the current kiteboarding regulations at the Marina Beach and is recommending some changes be made.

The current plan developed in partnership with CGKA (attached) dictates that kite rigging and pump and dry occur at the eastern end of the beach near the restrooms. This rule is not followed because of the distance required to walk upwind to launch and that beach users often are located at the eastern end.

The committee has developed the following guidelines that would be in the form of signage and a revision to Ordinance 22:

KITEBOARDING RULES

- Advanced launch only
- Yield to other beach users
- No kites on grass
- Avoid launching and landing directly upwind of beach users
- Inbound riders have the right away
- Pump, dry, and rig on sand only
- Have fun, share the beach, and kite safely

The committee also recommends that a warning sign (attached) be installed at the site communicating to beach users that the Marina Beach is also a kiteboarding launch site, to use caution, and that kiteboarders are responsible for the safe operation of kites.

RECOMMENDATION: For discussion.

KITE ACCESS TO SANDBAR FROM MARINA BEACH

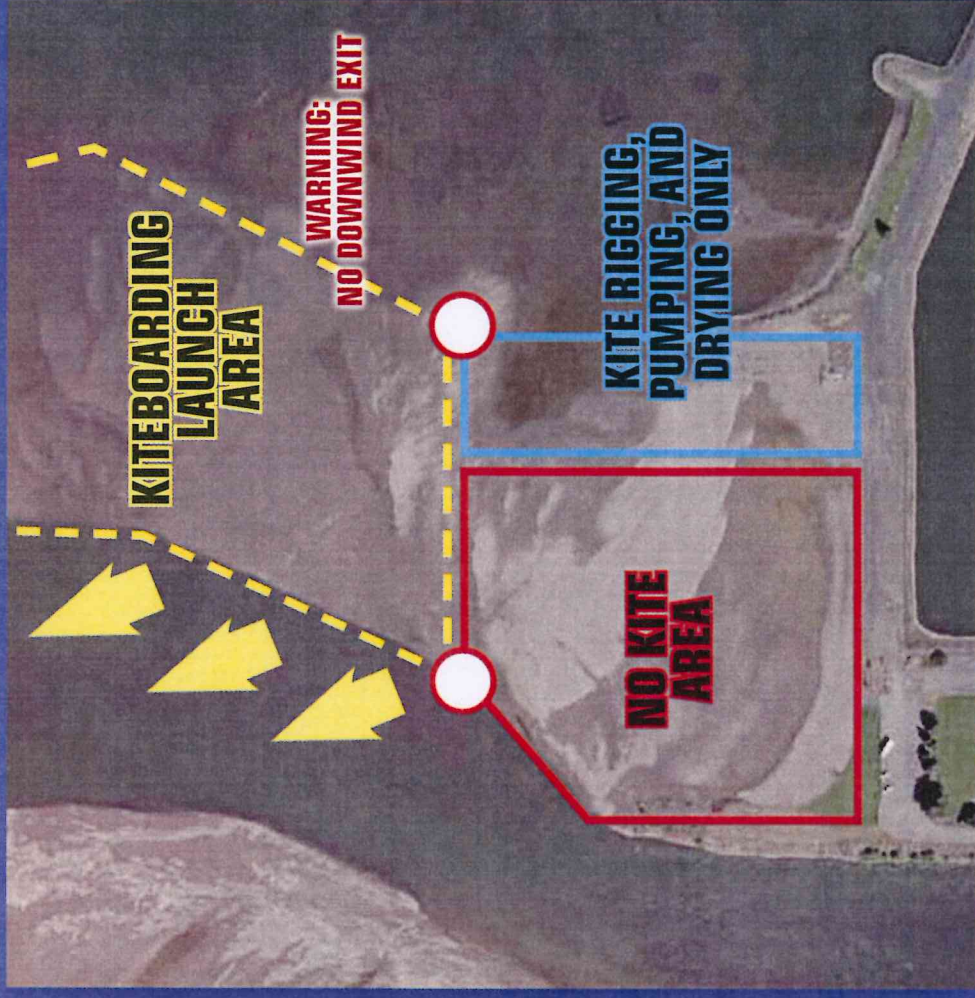
INTERMEDIATE & ADVANCED KITERS ONLY

- Kites are not permitted in the "No Kite Area"
- Rig and attach lines only in "Rigging & Launching Areas"
- Launch and land area is north of buoys
- There is NO downwind exit
- Watch for boat traffic
- Respect all users

Use may be terminated if conflicts with other users occur or safety is compromised

Ordinance 22 regulates conduct on Port land, waterways, and structures. Violators of Ordinance 22 are subject to a fine up to \$250. For full Ordinance 22 language, visit www.portofhoodriver.com.

Please respect and protect the Hood River Waterfront. Thank you!



PORT OF HOOD RIVER

Telephone 541-386-1645

WARNING

KITEBOARDING LAUNCH SITE
**KITEBOARDERS
AND BEACH USERS
PLEASE USE CAUTION**

KITEBOARDERS ARE RESPONSIBLE
FOR THE SAFE OPERATION OF KITES

PORT OF HOOD RIVER



Commission Memo

To: Commissioners
From: Mellissa Halseth
Date: March 19, 2013
Re: Fee Waiver Request

Andy and Jamie Mack, GORGE Junior Sailing ("GJS"), has contacted the Port for use of a portion of the South Basin dock July 1, 2013 through August 16, 2013 for their sailing program. GJS has requested a fee waiver for their use.

The Port has been working with the youth sailing program since 2007. Based on our Donation & Fee Waiver Policy, each year a fee waiver has been granted for seasonal concession fees because the program was for youth sailing.

Last year the program offered two adult courses. The Commission discussed whether a fee would be appropriate for these adult courses. This season the program is offering three adult courses June 11, 2013-August 6, 2013, with the first course being a fundraiser.

Port policy does not allow for waivers other than activities associated with youth sports. Therefore, staff recommends charging a fee of \$25 per class session. This would mean a total fee of \$150 per adult class (six sessions) or \$450 total for all three classes.

GJS has provided a brief breakdown as to where the funds collected for their classes are distributed and this breakdown is attached.

RECOMMENDATION: For information and direction.

Melissa Halseth

From: Jaime Mack [jaimemack@charter.net]
Sent: Wednesday, March 13, 2013 4:18 PM
To: Melissa Halseth
Cc: Andy cell; mallory.mccollum@gmail.com; John RUST
Subject: SPAM-LOW: GORGE Junior Sailing - Proposed use of float plane dock in 2013

Hello Mellissa,

Thank you for our discussion yesterday. I am presenting the proposed Adult sailing class schedule in this email. Please let us know if this is a feasible plan and, if not, how we can mitigate our use to fit in with the overall goals of the Port of Hood River.

We set up three sessions of Adult Classes in 2013 to try to meet the demand we generated in 2012. Last year we taught two sessions in the Club 420 sailing dinghies. Both sessions filled with long waiting lists. Adult Session 1 was used as a fundraiser to help us pay for the new Club 420 dock. I volunteered my time and we paid for two additional instructors. The contribution for the dock was essential - GORGE Junior Sailing used almost all of the remainder from the summer operations to fully pay Andy and me back for the construction materials of the dock. GORGE Junior Sailing is moving forward with a balance of \$36.94. We are excited to report after seven summers of running the sailing program, we are able to operate in the black and still make improvements every year. We are very thankful for the support of the Port of Hood River.

The demographics of the Adult sailing classes is worth noting. All of the adult students were local residents with six out of sixteen total students being Port of Hood River moorage tenants. Seven students had children who have participated in our junior sailing program. The classes were taught by two of our past junior sailors who are now US Sailing certified. We want to emphasize that our program is directly giving back to our local sailing community: By creating sailors, teaching water safety and employing gorge residents.

We are charging \$200 per adult for each Session of six classes. We require a minimum of two US Sailing certified instructors and a junior instructor to teach the classes. We pay our instructors, on average, \$15+ per hour. If the Adult class fills, our total Session gross comes to \$1600. Our expenses pencil out at about \$1040 after salaries, supplies, gas, etc. for a net of \$560. We understand that the Port waives our moorage fee for the use of the floats for the youth classes and we understand that teaching adults is outside of this use policy. If the Port of Hood River would like us to pay a fee for this use, we will budget it in. Please let us know how much it will be and when it is due. The schedule below is proposed and easily altered. We will require a minimum of 6 students to run an Adult class.

Pre-season* Adult learn-to-sail Session 1 - June 11-27, Tues. and Thurs evenings (6 nights).

Adult learn-to-sail Session 2 - July 8-25, Tues and Thurs evenings (6 nights).

Adult learn-to-sail Session 3 - July 30-Aug 15, Tues and Thurs evenings (6 nights).

*Note that we would hope to use the pre-season class as another fundraiser.

The six week GORGE Junior Sailing Program schedule is virtually the same as last year. We are hoping to set up and do some instructor training sometime in the week prior to sailschool - July 1-5. The GORGE Junior Sailing program officially begins the morning of July 8th and ends August 16th. We will submit the final schedule with our dock use waiver and proof of insurance as we have in years past.

Thank you Mellissa for keeping me up to date on the improvements on the float plane dock. I would like to emphasize that it is essential that our location remains at the very west end of the float plane dock. The small

boats, helmed by beginner sailors, need as much space to windward as possible so the boats do not get blown onto east shore of the marina.

Thank you again for all your help. Andy and/or I can be at both upcoming Port meetings, March 19th and April 2nd.

All the best,

Jaime



Jaime Mack
206-910-9772
jaimemack@charter.net

The GORGE Junior Sailing Program now has a facebook page! Please "like" us on facebook and help spread the word to your friends, family, and anyone in the Gorge community.

www.facebook.com/GorgeJuniorSailing

Commission Memo

To: Commissioners
From: Fred Kowell
Date: March 19, 2013
Re: Office Facility Improvements

The Port currently has an IT room which houses servers for the tollbooth operations and the office, as well as the phone system, backup devices and other IT equipment and spare parts. This also includes the coin counting machine. When the building was converted for the Port offices in 2009 the coin machine was placed in the IT room to mitigate the noise level caused by its operation. Staff and our IT consultant are concerned that the dust and dirt attributable to the counting of coinage will have an impact to the longevity of our servers and other IT equipment. A one-time cost of constructing a separate coin room will alleviate this concern. An IT environment should be clean and free of dust and dirt and should be used as an IT room, where few disturbances can occur and only authorized personnel are allowed access.

The second facility improvement will allow for a chemical and biological wash down for our staff to initiate when they come into contact with such foreign substances. Currently, the Port only has an eye wash for such an occurrence. This request would upgrade the maintenance restroom for an area where such a wash down could occur.

Staff requested quotes on the construction of a separate coin room and wash down area from three contractors. The following estimates were provided:

JWC LLC - \$21,785

Hood River Construction Co. - \$23,432

Kase Construction - \$35,714

RECOMMENDATION: Authorize contract with JWC LLC to construct the facility improvements in the Marina Center Building not to exceed \$22,500.

Commission Memo

To: Commissioners
From: Steve Burdick
Date: March 19, 2013
Re: Notices of Intent to Proceed, Notice to Proceed and Public Improvement Contract on Improvements in Suite 103 of the Halyard Building

On January 17, 2013, the Port executed a lease agreement with PocketFuel for Suite 103 of the Halyard Building. The lease provided for improvements including the installation of a demising wall, other interior walls, a restroom, a mezzanine extension, a stairway to the mezzanine, the electrical service, plumbing and HVAC. The Port's intended share of these improvements was set at \$125,000 but subject to "Lessor in Lessor's discretion may decide to pay the additional construction costs" if the low bid exceeds that limit.

On February 11, 2013 the bid solicitation for these improvements was issued and bids were received on February 28, 2013. Please see the attached bid list. The pre-bid estimated cost of the improvements just prior to the bid solicitation was \$135,000 including HVAC. This estimate was based on the actual cost of the Real Carbon improvements plus an estimated cost for the extension of the mezzanine. The bid solicitation called for a base bid and a series of "add alternates" including an add alternate for HVAC.

It is logical that the HVAC extension be considered an integral part of the building with the cost amortized over the life of the building rather than a tenant improvement. It could therefore be considered a core and shell element with the value exceeding any one tenant's anticipated occupancy and therefore a legitimate Port cost in addition to the amounts negotiated for owner's contribution to tenant improvements. At a minimum, the existing HVAC system will need extensive and unanticipated modifications in order to effectively serve the Pocket Fuel space and staff does not have reliable estimates for the related costs.

The low bid without HVAC or other alternates was submitted by Griffin Construction, LLC for \$168,369.

The City Building Department via the Clair Company has delivered their initial review of the plans and specs. This review is resulting in modifications to the mezzanine plans that are in progress. As a result, the low bidder is not in a

position to issue change orders, but is willing to commit to the cost modifications in the attached Griffin Construction memo.

In additional, the Clair Company has opined that PocketFuel's production operations will require a type I hood and exhaust system. Since PocketFuel's "steam kettle" is entirely self-contained, they are appealing that determination and hope to convince the Clair Company that no hood at all is required. If PocketFuel prevails in this contention, there may be further cost reductions related to the type of surface treatment to be installed on the wall from floor to ceiling behind the steam kettle. These additional potential savings are likely to be in the range of \$2,500 - \$5,000.

A summary of these potential modifications are as follows:

- Deletion of the original large mezzanine and pony walls (\$18,899)
- Addition of a new smaller mezzanine with full walls \$ 8,500
- Deletion of natural gas piping (\$ 2,580)
- Deletion of FRP wall finish (\$ 2,500)
- Deletion of bonding requirements from the contract (\$ 2,500)

Potential Net Savings \$10,000 - \$18,000

Staff recommends proceeding with this project by rejecting all alternates and accepting the low base bid from low bidder Griffin Construction in the amount of \$168,369.00. We would return to the Commission for approval of change orders to reduce the contract amount consistent with the above list. Staff further recommends retaining a mechanical engineer to develop firm HVAC plans and specs and then going out a second time for pricing on the HVAC improvements. With the change orders and the addition of HVAC work, staff estimates the total hard cost for building improvements and tenant improvements to be \$175,000 to \$200,000.

PocketFuel has informally indicated that they may be able to contribute up to \$10,000 for this work. Therefore, the net construction cost to the Port could be in the range of \$165,000 - 190,000.

RECOMMENDATION: Authorize issuance of a Notice of Intent to Award, Notice to Proceed subject to no protests and a Public Improvement Contract with Griffin Construction, LLC in an amount not to exceed \$168,369.00.



Memo

To: Port of Hood River, Steve Burdick

From: Samuel Griffin

Date: March 15, 2013

Re: Notice of Intent, Notice of Intent to Proceed and Notice to proceed on Improvements in Suite 103 of the Halyard Building

Griffin Construction is excited for the Pocket Fuel TI project and is ready to help the Port of Hood River with VE options to get the project within budget, below are a few examples of potential cost savings pending further design and review:

- 1) Delete bonding requirements from contract: DEDUCT \$2,500
- 2) Deletion of FRP wall finish: DEDUCT \$2,500
- 3) Deletion of gas to kitchen equipment: DEDUCT \$2,580
- 4) Deletion of new mezzanine and pony wall: DEDUCT \$18,899
- 5) A portion of the mezzanine can be added back pending further design and cost review. Griffin Construction can provide cost analysis to aid in design of a partial mezzanine.

NOTICE OF INTENT TO AWARD

**RE: Pocket Fuel Improvements
To Suite 103 of Halyard
Building at 707 Portway Ave**

**Date: March 20, 2013
Project No. 1500-317
Owner: Port of Hood River
Address:
1000 E. Port Marina Drive
Hood River OR 97031**

TO:

You are hereby notified that your BID submitted by you for the above-described work in response to its Invitation to Bid, dated February 28, 2013 has been accepted for this work in the amount of \$168,369.00 based upon the prices contained in your BID.

You are required to return and acknowledge a copy of this NOTICE OF INTENT AWARD to the OWNER.

By: _____
Signature

Print Name: Michael McElwee

Title: Executive Director
PORT OF HOOD RIVER

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF INTENT AWARD is hereby acknowledged.

CONTRACTOR _____

This the _____ day of _____, 2013.

By: _____

Title: _____

**PORT OF HOOD RIVER
NOTICE OF INTENT TO AWARD**

Issue Date: Wednesday, March 20, 2013

THIS IS NOT A NOTICE OF AWARD OR A NOTICE TO PROCEED

BID OPENING DATE: February 28, 2013
PROJECT: Pocket Fuel Tenant Improvement
LOCATION: Suite 103, 707 Portway Avenue, Hood River OR 97031
COUNTY: Hood River

Griffin Construction, LLC - \$168,369

Any protests to this NOTICE OF INTENT TO AWARD must be received by the Port of Hood River within seven (7) calendar days from the date of issue above.

NOTICE TO PROCEED

**RE: Pocket Fuel Improvements
for Suite 103, Halyard Building**

Date: March 20, 2013

Project No.: 1500-317

Owner: Port of Hood River

Address:
Suite 103, 707 Portway Avenue
Hood River OR 97031

TO: Griffin Construction, LLC

You are hereby notified that the contract time under the above contract will commence to run on April 1, 2013. By this date you are to start performing your obligations under the Contract.

The date of SUBSTANTIAL completion of all work is June 21, 2013. The date of FINAL completion of all work is June 28, 2013.

This Notice to Proceed is conditioned upon not receiving any protests from other bidders on this project. If a protest(s) is received by the Port within seven days of the date that a Notice of Intent to Award is issued to other bidders, this Notice to Proceed is null and void.

PORT OF HOOD RIVER

By: _____

Its: Executive Director

Pocket Fuel Bid Tabulation for Base Bids

Russell Construction	282,149
Griffin Construction	168,369
First Cascade Corp.	289,067
Todd Hess Building Co.	239,799
Simurdak Constr Inc.	209,379
Sunburst Fabrications	182,842
JWC Construction	179,000
Interwest Construction	272,901
Colton Construction	268,000