

Commission Memo

To: Port Commission
From: Steve Burdick
Date: March 5, 2013
Re: 2013 Property Tour

As a lead-in to April's spring planning and May's Budget Committee meetings, there was discussion at the last Commission meeting about scheduling a tour that would focus on waterfront properties. A "familiarization tour" for the Budget Committee members will be scheduled separately.

Walk-throughs may include meeting tenant owners or managers. The intent, however, is to not engage in long discussions on building needs and every attempt will be made to maximize your time.

A draft of this year's tour has been attached for discussion purposes. Waterfront properties have been targeted for this tour; however, feedback would be appreciated regarding your interest in visiting other locations. We will then finalize the schedule, including date, time and transportation arrangements.

RECOMMENDATION: For discussion.

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday
11	12	13	14	15
18	19	20 Steve: not available	21 Steve: not available	22 Steve: not available
25 Steve: not available	26 Steve: not available	27 Steve: not available	28 Steve: not available	29 Steve: not available

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday
1 Steve: not available	2 Steve: not available	3 Steve: not available	4 Steve: not available	5
8	9	10	11	12
15	16 Spring Planning?	Note: If you are interested in a meal or refreshments at Pfriem, the tour needs to be scheduled for a day other than Monday or Tuesday.		

Suggested route: drive to the Halyard Building and park. We anticipate using the services of a CAT bus for the tour.

1. Marina Park stops:	20 min.
<ul style="list-style-type: none"> • Dock Visit - Moorage Boathouses • "Peak in" and discussion on HRYC restrooms 	
2. Big 7 Building	15 min.
<ul style="list-style-type: none"> • Drive by only with discussion on parking issues 	
3. Waterfront – Lot 1 / Nichols Basin / Trail Grants	30 min.
4. Waterfront – Expo Building	15 min.
<ul style="list-style-type: none"> • Atrium 	
5. Waterfront – Jensen Building	20 min.
<ul style="list-style-type: none"> • Walk around exterior only with discussion on breezeway units and building exterior 	
6. Waterfront – Maritime Building	20 min.
<ul style="list-style-type: none"> • HR Distillers / Double Mountain 	
7. Waterfront – Halyard Building	45 min.
<ul style="list-style-type: none"> • PocketFuel construction, Suite 103 • Pfriem modifications and improvements, Suites 101/102 	
Estimated timeline	2 hrs. 45 min.

Site Visits Not Anticipated in 2013

- Airport
- John Weber Business Park
- Event Site / The Spit / The Hook

Property Information, by route

Property: MARINA PARK		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
MARINA CENTER BUILDING:		
Port of Hood River – office, maintenance, and garage	9,190 sf	N/A
Gorge Innoventure	1,418 sf	2017
MARINA PARK – BLDG 1		
Columbia Gorge Acupuncture – 1 st Floor West	197 sf	2014
Veolia – 1 st Floor West	584 sf	2013
Locus Interactive – 1 st Floor West	463 sf	2015
Vacant space – 2 nd Floor East	1,400 sf	
Chamber of Commerce/Visitors Center – 1 st & 2 nd Floors East	2,627 sf	2021
MARINA PARK – BLDG 2		
DMV	1,200 sf	2013
Hearts of Gold	790 sf	2013
MARINA PARK - OTHER		
Hood River Yacht Club (+ management of 6 moorage dinghy racks through 2013)	839 sf	2014
HR County History Museum – 85 volunteers – land use agreement to 2041		
Marina – 154 slips; 11 boathouse slips; 2 floatplane slips (other FP slips repurposed for seasonal use)		

Property: BIG 7 BUILDING – 616 Industrial		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Electronic Assemblers – 3rd floor & 4 th floor	11,563 sf	2015
Slingshot Sports – 4th floor	2,930 sf	2014
Gorge Networks – 4th floor	3,821 sf	2019
Insitu – 1 st floor and 2 nd floors (<i>note: this is a secured area and not available for a walk-thru unless pre-arranged</i>)	16,475 sf	2014
PocketFuel – 1 st floor	500 sf	Mo. -to- Mo.

Property: WASCO BUSINESS PARK – 205 Wasco Loop		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Renaissance Learning – 2 nd Floor w/soundbooth on 1 st floor	4,844 sf	2014
Mid-Columbia Council of Governments – 1 st floor	2,754 sf	2017
Goodrich (Cloud Cap Technology) – 1 st floor	4,638 sf	2013

Property: EXPO BUILDING – 405 Portway Avenue (Atrium vacant)		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
BC Marketing (Full Sail) – office and warehouse space	13,165 sf	6M / 6M
Mid-Columbia Distributors – warehouse space	7,763 sf	6M / 6M
Vacant space (commercial and industrial)	3,875 sf	
Parking in west lot – allocations to Key Development, HR Juice, DaKine (all revocable)	76 spaces	

Property: JENSEN BUILDING – 400 Portway Avenue		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Northwave	2330 sf	2015
RBS Battens	10,934 sf	2015
Servpro	5,940 sf	2016
Turtle Island	30,923 sf	2016
Rob Arnold	451 sf	M/M
Breezeway Units (all 8 are rented, on a month-to-month basis)	2,736 sf	M/M

Property: MARITIME BUILDING – 910 Portway Avenue		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Hood River Distillers – east end	21,700 sf	2017
Double Mountain – west end	12,100 sf	2017
CRG Freight, Space 100-101	500 sf	2014
Hitch Source, Space 103 and west upstairs	1,286 sf	2013
Vacant space (middle upstairs)	1,286 sf	

Property: WATERFRONT BUSINESS PARK – Halyard Building		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Pfriem Brewing, Suite 101	5,659 sf	2017
PocketFuel, Suite 103	5,468 sf	2017
Real Carbon, Suite 104	5,082 sf	2016
Suite 102 (Pending Lease)	3,633 sf	

Deferred Site Visits:

Property: KEN JERNSTEDT AIRFIELD		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
SOUTH SIDE		
FBO Maintenance Hangar	5,691 sf	
Glider Area – concessions w/NW Skysports & Cascade Soaring		2013
Private Hangar – Gorge Leasing (SDS) (note: no access)	Land Lease	2014
Private Hangar – Insitu (note: no access)	3,900 sf	2014
Leased Hangar – Cloud Cap Technology (note: no access)	2,184 sf	2013
Leased Hangar – Hood River Helicopters (note: no access)	3,600 sf	2030
“C” T-Hangars (note: no access)	Varies	Until Canceled
NORTH SIDE		
Grass Runway		
“A” and “B” T-Hangars (note: no access)	Varies	Until Canceled
Private Hangar – Randy Acree (note: no access)	Land Lease	2034
Private Hangar – Rajotte, Bottomley & Murphy (note: no access)	Land Lease	2030
Private Hangar – Unimax Aviation (note: no access)	Land Lease	2031
EAST SIDE		
Runway Shift & Orchard Road Vacation		
LAND LEASE		
John & Julie Benton – orchard only	19 acres	2015

Property: JOHN WEBER BUSINESS PARK		
<i>Tenant</i>	<i>Lease Space</i>	<i>Lease Expires</i>
Prigel Machine & Metal Fabrication , Space 300	2,500 sf	2013
Vacant, Spaces 100, 200, & 400	7,500 sf	
Remaining Lot – access difficulties		

Property: WATERFRONT RECREATION – Event Site, The Hook, The Spit		
Tenant: seasonal concessions		

2013 Project Priorities

Updated 03/05/2013

Project Description	Lead	Duration												End Date
		J	F	M	A	M	J	J	A	S	O	N	D	
ADMINISTRATION														
Monthly Commission Discussion Items														
• Marina	MH													
• Board Communications Plan	FK													
• Lobbying Advocacy	MM													
• Lot 1 Approach	MM													
• Facilities Assessments and Building Binders	SB													
• Financial Policies / IT Plan	FK													
• Toll Booth Operations Manual	GS													
• Spring Planning	MM													
• Facilities Assessments and Maintenance Standards	SB													
• Waterfront Access Plan Narrative	LW													
• Strategic Plan	MM													
• Office Filing / Records Retention Plan	LB													
• Bridge Long-term Operations Model Update	SB													
• Airport	SB													
Strategic Plan	MM													October
Economic Impact Analysis														May
Phone System Upgrade	FK													March
Office Filing/Records Retention Plan	LB													December
Update Staff Job Descriptions	MM													April
10-Year Financial Model Update	FK													April
Advocacy / Lobbying Plan	MM													February
Web-based Portal for Online BreezeBy Payments	FK													September
Financial Software upgrade	FK													2014
Website Update (RFP)	LB													2014
Staff Training Plan	MH													September

Higher Priority

Low Priority

