

**Port of Hood River Commission
Meeting Minutes of June 19, 2012 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 Jon Davies, Rich McBride, Hoby Streich, and Brian Shortt; Attorney Jerry Jaques; from staff, Michael McElwee, Linda Shames, Steve Burdick, and Laurie Borton

Absent: Commissioner Fred Duckwall; from staff, Mellissa Halseth

Media: Ben McCarthy, Hood River News

1. CALL TO ORDER: The Regular Session meeting was called to order at 5:03 p.m. by President Jon Davies.

a) Modifications, Additions to Agenda: Staff requested the Marina Park Building leases with Locus Interactive and Columbia River Acupuncture be moved to Action items from the Consent Agenda. Commissioner Hoby Streich attended an Urban Renewal Board meeting and requested to add his report under Commissioner, Committee Reports.

2. Public Comment: Eric Sanford spoke to the Commission about the need for a pedestrian/bike path across the Interstate Bridge and requested the Port re-investigate the feasibility. Sanford also commented that it was upsetting to him that lease rates charged by the Port compete against the private sector. President Davies thanked Sanford for his input stating it was beneficial to the Commission when public comment is given. Davies told Sanford that bridge engineering reports regarding the added weight load on the bridge will be reviewed.

3. Consent Agenda: The leases with Locus Interactive and Columbia River Acupuncture were moved to Action Items.

- Approve minutes of June 5, 2012 Regular Session
- Approve Resolution No. 2011-12-2 Authorizing Executive Director to Sign Documents and Deed to Transfer Interests of Lot #3 in the Waterfront Business Park
- Authorize Amendment No. 4 to the Executive Director Employment Contract
- Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$7,398

Motion: Move to approve Consent Agenda, as amended.

Move: McBride

Second: Shortt

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

Absent: Duckwall

MOTION CARRIED

4. Commissioner, Committee Reports:

▪ Airport Advisory Committee – Executive Director McElwee reported the June 13 meeting focused solely on the runway shift project. Landing alternatives were discussed when concern with runway closures was expressed but there was general support to move forward with the project and get it completed. Once a construction schedule is identified, the information will be widely disseminated at the local level, along with routine Federal Aviation Administration (FAA) notices.

▪ Urban Renewal – Commissioner Streich reported on the May 24 meeting and reviewed various resolutions that were passed along with the budget adoption. The Urban Renewal Board now comes under the umbrella of the City Council, with two Port seats serving 2-year terms. Streich noted the Urban Renewal Board will now meet the second Monday of the month at 6:00 p.m. in City Council Chambers. Positions are still available on the Waterfront Urban Renewal Board and suggestions for this board should be directed to staff.

5. Director's Report: McElwee provided the following highlights:

Schedule – Due to the Wednesday, July 4 holiday there was consensus to move the July 3 meeting to July 10.

Staff & Administration – It was announced that Finance Manager Linda Shames has submitted her resignation to take a position with the Educational Services District (ESD) in The Dalles. Shames will work fulltime through June and part-time in July to assist with fiscal yearend closeouts. McElwee expressed his appreciation to Shames for her 19 years with the Port and that said that she would be missed! The Mid-Columbia Economic Development District (MCEDD) contacted local Ports requesting a match contribution to secure federal funds for a pool for loans to area businesses. It is the opinion of Attorney Jerry Jaques and Shames that ORS 777 statute prohibits the loan or gifting of monies. Davies suggested that the Port try to assist MCEDD in other ways. McElwee will attend the Pacific Northwest Waterways Association (PNWA) summer conference in Seattle June 27-29 and Commissioner McBride will attend on June 28. Quotes for the vacant east portion of the Marina Center Building tenant improvement project are due June 22.

Waterfront Recreation – A host for The Spit has been interviewed and will serve for a trial period of two weeks. The gentleman, known as "A-Train" will be on site overnight, which will serve as a deterrent to thefts that have been reported by schools. A press release has been issued for the July 3-5 closure of The Spit for the annual community fireworks display sponsored by the Eyeopeners Lions Club. There was Commission consensus to allow a static display on Lot 1 of a Black Hawk Helicopter on July 2 with arrangements being made by Hood River Distillers.

Waterfront Development – Paving for the Portway Avenue Improvement Project should be completed prior to the July 4 holiday. The light standards are on back order and not expected until August. McElwee updated the City Planning Commission on waterfront development updates on June 18.

Airport – Bids for the runway shift project are due June 26.

Bridge/Transportation – With the pending closure of the surface transportation reauthorization bill, a letter is being sent to U.S. Representative Greg Walden requesting support for federal funding for repainting the remaining lower chords on the Interstate Bridge and a bicycle/pedestrian pathway on the Hood River waterfront.

6. Reports, Presentations, and Discussion Items:

- Governance Policy – Draft changes to the Governance Policy were discussed. Key changes were summarized as follows: office of the president limited to two years; signature authority of the Executive Director was clarified, revised language regarding adoption of Port regulations and resolutions, and establishment of an ad hoc Marina Committee. There was consensus to bring the policy back to the Commission for action at the July 10 meeting; and staff will move forward in identifying goals and duties of the 5-person ad hoc Marina Committee that will be comprised of one Commissioner, three marina tenants (one power boat owner, one sail boat owner, and one boathouse owner) and one Hood River Yacht Club member.

7. ACTION ITEMS:

a) Approve Resolution No. 2001-12-3 Adopting the FY 2012-2013 Budget:

Motion: Move to Approve Resolution No. 2001-12-3 Adopting the FY 2012-2013 Budget in the total of \$15,160,108.

Move: Shortt

Second: McBride

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

Absent: Duckwall

MOTION CARRIED

b) Authorize Contract with WH Pacific to Prepare an Independent Fee Estimate for Airport Engineering Services Not to Exceed \$3,000: This independent fee is an FAA requirement to compare engineering services quoted by Century West for the upcoming runway shift project.

Motion: Move to Authorize Contract with WH Pacific to Prepare an Independent Fee Estimate for Airport Engineering Services Not to Exceed \$3,000.

Move: McBride

Second: Streich

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

Absent: Duckwall

MOTION CARRIED

c) Authorize Execution of Intergovernmental Agreements with Oregon Department of Aviation and Associated Federal Grant Forms and Authorize General Counsel to Certify Such Agreements as Needed to Implement the 2012 Pavement Maintenance Program at the Ken Jernstedt Airfield: McElwee commented that various agreements are required to access funding sources for rehabilitation work identified by State engineers that will improve existing asphalt areas. It was noted that Attorney Jaques had not yet reviewed the documents. The Port had entered into similar agreements two years ago.

Motion: Move to Authorize Execution of Intergovernmental Agreements with Oregon Department of Aviation and Associated Federal Grant Forms and Authorize General Counsel to Certify Such Agreements as Needed to Implement the 2012 Pavement Maintenance Program at the Ken Jernstedt Airfield, Subject to Legal Counsel Review.

Move: Streich

Second: McBride

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

Absent: Duckwall

MOTION CARRIED

d) Move to Approve Lease with Locus Interactive in the Marina Park Office Building Commencing July 1, 2012: This item was removed from the Consent Agenda due to minor changes in the final lease document that differed from the lease included in the Commission packet. Development Manager Steve Burdick reviewed the changes that were not substantive in nature, such as removing "Inc." from the lease header line; and Kris Reynier being identified as an LLC member of the Vela Agency. The lease terms remained the same; however, verbiage was revised.

Motion: Move to Approve Lease with Locus Interactive in the Marina Park Office Building Commencing July 1, 2012.

Move: Shortt

Second: Streich

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

Absent: Duckwall

MOTION CARRIED

e) Move to Approve Lease with Columbia River Acupuncture in the Marina Park Office Building Commencing July 1, 2012 and Approve Amendment No. 1 to the Existing Lease: This item was also moved from the Consent Agenda for the same reasons as the Locus Interactive lease. The final lease document notes this business as a Sole Proprietorship and the lease extension verbiage is now wrapped into the "Term; Renewal Option" language. Amendment No. 1

is a request for rent abatement for the period May 1, 2012 through June 8, 2012 for the time the space could not be occupied due to construction.

Motion: Move to Approve Lease with Columbia River Acupuncture in the Marina Park Office Building Commencing July 1, 2012 and Approve Amendment No. 1 to the Existing Lease.

Move: Shortt

Second: Streich

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

Absent: Duckwall

MOTION CARRIED

8. COMMISSION CALL: McBride said he believed the closure for the kite launch/land privileges at the Event Site on June 7 was premature and he witnessed blatant disregard of the rules when Port staff was not on site. Because he did not see any congestion or conflicts, McBride said he would like the kite launch/land dates reconsidered next year. Streich inquired about the bridge outreach program. McElwee responded that the group (office staff, toll takers, and one Commissioner) would be resurrected. Davies reminded the Commission about the Gorge OEN fundraiser at Springhouse Cellar on June 20 for the Business Accelerator Program.

9. EXECUTIVE SESSION: At 6:15 p.m., President Davies called the Commission into Executive Session under ORS 192.660(2)(e) Real Property. At 7:05 p.m. Davies called the Commission back into Regular Session. The following action was taken as a result of Executive Session.

Motion: Move to Approve Agreement Extending Conditions Precedent Approval Date, Property Sale Closing Date and Final Termination Date – Lot 3 Waterfront Business Park.

Move: McBride

Second: Streich

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

Absent: Duckwall

MOTION CARRIED

10. ADJOURN: President Davies adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission