



**PORT OF HOOD RIVER COMMISSION**  
**MEETING AGENDA**  
**August 15, 2017**  
**Marina Center Boardroom**

---

**5:00 P.M.**  
**Regular Session**

1. Call to Order
    - a. Modifications, Additions to Agenda
  2. Public Comment (5 minutes per person per subject; 30 minute limit)
  3. Consent Agenda
    - a. Approve Minutes of August 1, 2017 Regular Sessions (*Jana Scoggins - 3*)
    - b. Approve Lease with Aletta Wilson for Suite 101 in the Marina Park 1 Building (*Anne Medenbach - 7*)
    - c. Approve Lease with Cookie Gilpatrick for Suite 102 in the Marina Park 1 Building (*Anne Medenbach - 19*)
    - d. Approve Accounts Payable to Jaques Sharp in the Amount of \$8,039.00 (*Fred Kowell - 31*)
  4. Reports, Presentations and Discussion Items
    - a. Waterfront Parking Data Collection & Analysis (*Austin Keillor - 37*)
    - b. Washington 2018 Legislative Session Planning (*Natalie Kowell - 89*)
    - c. Airport Public Meeting Report (*Anne Medenbach - 103*)
    - d. Toll Increase Implementation Schedule (*Genevieve Scholl - 105*)
    - e. Bridge Replacement Next Steps (*Michael McElwee - 107*)
    - f. 2017-2018 Executive Director Work Plan Draft Review (*Michael McElwee - 111*)
  5. Director's Report (*Michael McElwee - 117*)
  6. Action Items
    - a. Approve Contract with Stafford Bandlow Engineering for Lift Span Mechanical Inspection Not to Exceed \$50,000 (*Michael McElwee - 121*)
    - b. Approve Grant Contract with Oregon Dept. of Aviation COAR program in the Amount of \$103,500 (*Anne Medenbach - 133*)
  8. Commission Call
- 
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
  10. Possible Action
  11. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541-386-1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

This page intentionally left blank.

**Port of Hood River Commission  
 Meeting Minutes of August 1, 2017 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 Hoby Streich, Ben Sheppard, John Everitt, David Meriwether; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, and Jana Scoggins  
**Absent:** Brian Shortt  
**Media:** None

1. **CALL TO ORDER:** President Streich called the meeting to order at 5:04 p.m.
- a. **Modifications, Additions to Agenda.** Action item C added for approval to different FAA grant amount.
- b. **Oath of Office:** Commissioner David Meriwether, elected in May to a four-year term beginning July 2017, was sworn in by Notary Public Jean Hadley.
- c. **Committee Assignments for FY 2017-18:** The Commission confirmed the following assignments for both internal and organizational committee appointments for FY 2017-2018:

**Internal Committees**

**Airport Advisory:** *Two Commissioners: Streich, Everitt*  
**Budget:** *All Commissioners*  
**Finance:** *Secretary & Treasurer: Everitt, Sheppard*  
**Personnel:** *President & Vice President: Streich, Shortt*  
**Waterfront Recreation:** *One Commissioner: Sheppard*  
**Marina:** *One Commissioner: Shortt*

**Organizational Committees**

**PNWA:** *President/Designee and Executive Director/Designee*  
**Urban Renewal:** *Streich, Meriwether*  
**MCEDD:** *Port appointment rotate every two years between Cascade Locks, The Dalles and Hood River. The Port of Cascade Locks currently represents the Oregon ports.*  
**OneGorge:** *Informally organized, all Commissioners and staff welcome to participate.*  
**Region 1 Area Commission on Transportation (ACT):** *Ports and Cities rotate every 4 years. Port of Hood River position will begin in 2019.*

2. **PUBLIC COMMENT:** None.
3. **CONSENT AGENDA:** (Items A, B)
  - a. Approve Minutes of June 27, 2017 and July 18, 2017 Regular Sessions.
  - b. Approve Resolution 2017-18-1 Adopting the Disadvantaged Business Enterprise Goals for 2018-2020.

**Motion:** Move to approve Consent Agenda.  
**Move:** Meriwether  
**Second:** Everitt  
**Discussion:** None  
**Vote:** **Aye:** Streich, Everitt, Meriwether, Sheppard      **Absent:** Shortt

**MOTION CARRIED**

#### 4. REPORTS, PRESENTATIONS, AND DISCUSSION ITEMS:

**a. E. Coli Testing on the Waterfront:** Lorri Epstein, Water Quality Director, introduced Columbia Riverkeeper's mission to protect and restore water quality of the Columbia River. She explained that E. Coli is naturally occurring bacterium which is essential for digestion of food, but high levels of E. Coli in waters indicates fecal contamination. Columbia Riverkeeper, combined with Port's efforts, strives to promptly inform public of the test results and advise on safety precautions needed when E. Coli levels are high. Ms. Epstein encouraged the use of a free application called *Swim Guide* that flags beaches which are safe or unsafe for swimming.

**b. FASTLane / INFRA Federal Discretionary Grant Program Update:** Genevieve Scholl, Communication and Special Project Manager, informed the Commission about the upcoming changes in the Federal Discretionary Grant funding process related to the Hood River Bridge Replacement Project. The 2015 Fixing America's Surface Transportation Act (FAST Act) authorized a competitive grant program (FASTLane) for which Port applied in 2016. The application is still pending for approval by USDOT; however, during the 2017 Legislative Session in Oregon, Port was able to secure \$5 million within the state transportation funding package.

With the new administration, FASTLane Program is being replaced by INFRA – Infrastructure for Rebuilding America, which is a re-worked competitive grant program strongly emphasizing the process of leveraging federal funding with local and private investments. The eligibility and technical review appear to remain largely unchanged from the FASTLane; however, a new focus is on an innovative approach to the permitting process and project delivery options. Scholl provided the summary of the program changes and explained that many of funding constraints imposed by federal funding are potential barriers to private investment. Staff will provide further information on state, federal, and potential private funding scenarios at a later date.

**c. Airport Update:** Anne Medenbach, Development and Property Manager, reported on several projects happening at the Ken Jernstedt Airfield, such as the FAA grant for the South Taxiway Construction. The grant was received on July 27, and pre-construction meeting with the Crestline Construction was held on August 1, 2017. Staff will be conducting project inspections every other day to ensure timely completion. Design of the North Side Development is currently being engineered. Once 25% of the North Side design is completed, the final Airport Layout Plan will be submitted to the FAA for approval. The State Historic Preservation Application has been filed, and the archeological study will begin in August. Medenbach informed that the next public meeting regarding noise complaints will occur on Wednesday, August 23 or Thursday, August 31. Tac Aero is making significant changes to their operations and representatives from the FAA, ODA and ORAVI will attend the meeting as expert panelists. The South Development Agreement has been executed, and the Centrex Construction is moving forward with building designs and submitting for building permits.

**5. EXECUTIVE DIRECTOR'S REPORT:** Michael McElwee, Executive Director, welcomed new Commissioner David Meriwether and appreciated the hard work of Staff during the summer, which is considered to be the busiest time of the year for the Port. McElwee also reported that ODOT confirmed that all over-width vehicles will be banned on Oregon Highways from August 19-21 in preparation for the solar eclipse. Port is expecting unauthorized overnight camping, increased use of the bridge, and congestion on major highways. McElwee informed the Commission that OneGorge met July 26 in the Port conference room, with guests including Representative Mark Johnson and Senator Chuck Thomsen; both provided a debrief of the 2017 Legislative Session and were thanked for their work on behalf of the Port, City and Cascade Locks. The GFCI trip threshold continues to hold on every dock except C Dock North. Staff is working on resolving a problem with one sub-circuit. McElwee noted that the IGA and lease for the proposed Dog Park west of the Sewer Plant was fully executed on July 26. The lease is for five years and improvements are required to be completed by December 31, 2017. Staff has completed the first review of the web portal for BreezeBy customer account management. Following the beta test phase, the anticipated completion date is end of September.

**6. COMMISSIONER, COMMITTEE REPORTS:** Anne Medenbach provided a summary of the subjects discussed during the Airport Advisory Committee meeting on July 20 which included the upcoming construction projects, WAAAM’s strategy during the Annual Hood River Fly-In, and the best approaches how to address noise complaints.

**7. ACTION ITEMS:**

**a. Approve Lease with Columbia River Acupuncture for 482sf in Marina Park 1 Building:** Anne Medenbach explained that Columbia River Acupuncture LLC currently leases 197 square feet in the Marina Park 1 Building, the opportunity to lease Suite 100 would provide CRA with one additional treatment room, a dedicated office and reception area.

- Motion:** Approve lease with Columbia River Acupuncture LLC for Suite 100 at 700 E. Port Marina Way in Hood River.
  - Move:** Everitt
  - Second:** Sheppard
  - Discussion:** None
  - Vote:** **Aye:** Streich, Everitt, Meriwether, Sheppard                      **Absent:** Shortt
- MOTION CARRIED**

**b. Approve Contract with Daniel Larry Homer for Tenant Improvements at the Big 7 Building Not to Exceed \$12,000.** Anne Medenbach reported that Electronics Assemblers (EA) were approved to expand their lease space by nearly 50%. This expansion necessitates additional improvements to the building and require a second contract with Daniel Larry Homer to work on third-floor restroom rehabilitation, replacement of fire doors, and small electrical reconfiguration which would all remain under the budgeted amount of \$25,000.

- Motion:** Approve contract with Daniel Larry Homer for tenant improvements to the Big 7 building, not to exceed \$12,000.
  - Move:** Everitt
  - Second:** Sheppard
  - Discussion:** None
  - Vote:** **Aye:** Streich, Everitt, Meriwether, Sheppard                      **Absent:** Shortt
- MOTION CARRIED**

**c. Accept Grant Award from the Federal Aviation Administration in the Revised Amount of \$1,313,538.00.** Anne Medenbach informed that the FAA grant contract approved by the Commission on July 18, 2017 has a revised grant award amount of \$1,313,538. The original award was \$1,323,501.

- Motion:** Accept grant award from the Federal Aviation Administration in the revised amount of \$1,313,538.00.
  - Move:** Sheppard
  - Second:** Everitt
  - Discussion:** None
  - Vote:** **Aye:** Streich, Everitt, Meriwether, Sheppard                      **Absent:** Shortt
- MOTION CARRIED**

**8. COMMISSION CALL:** None.

**9. EXECUTIVE SESSION:** President Streich recessed Regular Session at 6:35 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

**10. POSSIBLE ACTION:** The Commission was called back into Regular Session at 7:06 p.m. No action was taken as a result of Executive Session.

**10. ADJOURN:**

- Motion:** Motion to adjourn the meeting.
  - Move:** Shortt
  - Second:** Everitt
  - Discussion:** None
  - Vote:** **Aye:** Streich, Everitt, Meriwether, Sheppard      **Absent:** Shortt
- MOTION CARRIED**

The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

\_\_\_\_\_  
Jana Scoggins

**ATTEST:**

\_\_\_\_\_  
Hoby Streich, President, Port Commission

\_\_\_\_\_  
John Everitt, Secretary, Port Commission

# Commission Memo



Prepared by: Anne Medenbach  
Date: August 15, 2017  
Re: Aletta Wilson Lease

---

Aletta Wilson is a Licensed Massage Therapist in Hood River. She would like to lease 313 square feet in the Marina Park 1 “Chamber” building.

The lease is a 5-year lease with 1 extension option. Due to the uncertainty of the timing of bridge replacement and potential impacts to this building, and due to the Port’s goal to redevelop the structure in the next 10+ years, all leases in the building terminate in 2023.

The Port is upgrading the electrical, lighting, flooring, trim, and painting the space, all of which would be required for any tenant. The total cost is under \$3,000.

Aletta works closely with Columbia River Acupuncture and was initially going to sublease space from them in Suite 101. Staff recommended she lease her own space on her own terms. The lease has been reviewed by legal counsel and is ready for execution.

**RECOMMENDATION:** Approve Lease with Aletta Wilson for Suite 101 at Marina Park 1 Building.





LEASE

THIS LEASE is entered into at Hood River, Oregon by and between PORT OF HOOD RIVER, an Oregon municipal corporation, hereinafter referred to as "Lessor," and Aletta Wilson, hereinafter referred to as "Lessee."

1. **Description.** In consideration of the covenants of the parties, Lessor leases to Lessee approximately 313 square feet of space in Lessor's building commonly known as the Marina Park 1 ("building") located at 700 E. Port Marina Way, Hood River, Oregon ("Leased Premises"). The Leased Premises are identified in the attached "Exhibit A."

Building Address: "Marina Park 1"  
700 E. Port Marina Way  
Hood River, OR 97031  
Tenant Suite: 101  
Approximate Square footage: 313

2. **Term.**

Lease Commencement Date: September 1, 2017  
Lease Expiration Date: August 31, 2021  
Renewal Options: one (1) one (1) year option  
Renewal Notice Requirement: 90 days

The lease term shall be for the period commencing on **September 1, 2017** and continuing through August 31, 2021. If not in default, and if Lessee pays Lessor all real property taxes Lessee owes or may be responsible to pay under the terms of the lease, Lessee has the option to extend the lease for one extension term(s) of one year, through August 31, 2022, provided Lessee gives Lessor written notice of Lessee's intent to renew the lease for the additional term while the lease is in effect. To be effective, Lessee's notice to renew must be given to Lessor no later than 90 days prior to the lease termination date.

3. **Rental.** Monthly Rent for the Leased Premises will be the following Monthly Base Rates, plus the applicable Consumer Price Index (CPI) Rate Adjustment, as set forth below:

<u>Space</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
101	313	1.25	\$391.25

All rental amounts are payable in advance on the first day of each month, beginning on the date Lessee is entitled to occupy the Leased Premises. However, if the lease does not begin on the first day of a month, rental for the first month shall be prorated

to reflect the actual number of days in that month that the lease is in effect and shall be payable immediately.

Starting on September 1, 2018 and occurring annually thereafter, including any extensions of this lease, monthly rent will be adjusted by adding to the monthly rental amount payable during the previous 12-month period 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 CPI figure will be taken from the index entitled CPI-U for Portland, OR – 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. However, in no event will the annual increase be less than 1 percent or more than 5 percent.

4. **Use.** Lessee shall use the Leased Premises for Massage therapy and related services. The Leased Premises shall not be used for any other purposes without the written consent of Lessor.
  
6. **Taxes.** Lessee shall pay all taxes on its personal property located on the Leased Premises. Lessee shall pay all real property taxes of governmental units assessed against the Leased Premises, and all real property taxes assessed against all inside and outside common areas of the building based on the amount of lease space occupied by Lessee as a percentage of the total lease space in the building. Lessee shall pay all such real property taxes which have been assessed and are payable during Lessee's occupancy. Lessee shall also pay all such taxes which arise during a tax year as a result of Lessee's occupancy, even if the lease term has ended, or if Lessee has vacated the Leased Premises. However, if another tenant occupies the Leased Premises and agrees to pay any portion of the real property taxes otherwise payable by Lessee, Lessee shall not be required to pay those taxes which the new tenant pays. Although Lessee is responsible to pay real property taxes, Lessor will pay the real property taxes to the taxing authority when due and send a bill to Lessee for the amount of taxes Lessor has paid, which will be payable by Lessee to Lessor within ten days after the date of Lessor's bill.
  
7. **Utilities.** Lessee shall be solely responsible to pay Lessor for all utilities, including gas, sewer, water, and electricity, and garbage service used or consumed by Lessee on the Leased Premises, and for garbage service related to Lessee's occupancy. If any utility or garbage service is provided to Lessee in common with other tenants of Lessor, Lessee shall pay a portion of the total cost of such service based on the amount of lease space occupied by Lessee as a percentage of the total lease space of all tenants using the same utilities in common with Lessee. Or, Lessor may charge Lessee more or less than other tenants if Lessor believes Lessee's gas or electricity use will likely be more or less than other tenants use. In such event, Lessor agrees to provide Lessee with an explanation of how those calculations for utility allocations were made. Lessor agrees to consider a different allocation formula for the Leased Premises. Lessee shall notify Lessor, and shall pay Lessor for the

additional service charges. Lessee shall pay Lessor for Lessee's utility service within seven days after Lessor sends Lessee a bill itemizing those charges. Lessee shall be responsible for payment of all utilities arising during the lease term. In no event shall Lessor be liable for an interruption or failure in the supply of any utilities to the Leased Premises.

8. **Liability Insurance and Hold Harmless Agreement.** Lessee agrees to indemnify and save Lessor, Lessor's Port Commissioners, officers, employees and agents harmless from any claims by any persons, firms, or corporations arising from business conducted on the Leased Premises or from anything done by Lessee at the Leased Premises, and will further indemnify and save Lessor harmless from all claims arising as a result of any breach or default on the part of Lessee under the terms of this lease, or arising from any willful or negligent act or omission of Lessee's agents, contractors, employees, or licensees in or about the Leased Premises, and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Lessor by reason of any such claim, Lessee, upon notice from Lessor, covenants to resist and defend such action or proceeding by counsel.

Lessee agrees during the term hereof to keep a policy of general commercial liability insurance in effect with respect to the Leased Premises with minimum coverage of one million dollars (\$1 million) combined single limits. If Lessee renews this lease, at the outset of the renewal term Lessor may, with written notice, raise the minimum insurance requirement to an amount of insurance that is reasonably commercially available. The policy shall name Lessor as additional insured, and expressly include Lessor's Port Commissioners, officers, employees, and agents as additional named insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Lessor at least fourteen days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved by Lessor. A copy of the policy or certificate of insurance shall be delivered to Lessor no later than three days after Lessee occupies the Leased Premises.

9. **Fire Insurance and Waiver of Subrogation.** If the Leased Premises or building where the Leased Premises are located are partially or totally destroyed by fire or other casualty, Lessor may decide to repair the Leased Premises or building, or not, in Lessor's sole discretion. Lessor shall notify Lessee in writing of Lessor's intent regarding repair within 30 days after the date of the damage. If Lessor notifies Lessee that Lessor does not intend to repair the damage the lease shall terminate effectively at the date of the damage. If Lessor notifies Lessee that Lessor intends to repair the damage the lease shall continue, and Lessor shall return the Leased Premises or building to as good a condition as existed prior to the damage, in a prompt manner reasonable under the circumstances. If Lessee's use of the Leased Premises is disrupted during Lessor's repairs a reasonable portion of the rent shall be abated during the disruption. In no event shall Lessor be required to repair or replace Lessee's property including Lessee's fixtures, furniture, floor coverings or

equipment. In no event shall Lessee be entitled to recover damages from Lessor related to destruction of the Leased Premises or building, or related to repairs undertaken by Lessor. Each party shall provide its own insurance protection at its own expense, and each party shall look to its respective insurance carrier for reimbursement of loss, which may be insured against by a standard form of fire insurance with extended coverage. There shall be no subrogated claim by one party's insurance carrier against the other party arising out of any such loss.

10. **Lessee/Lessor Covenants.** Lessee shall not do anything which may damage the Leased Premises or any systems in the building or other areas surrounding the building. Lessee shall not be a nuisance or a menace to other tenants in the building. Lessee will not create or use hazardous substances, or dispose of hazardous waste of any kind, unless in strict compliance with environmental laws and regulations. Lessee, at Lessee's expense, shall be responsible to provide improvements and equipment, and to obtain any required permits or approvals necessary for Lessee to engage in activities at the Leased Premises. Lessee promises to comply with all laws, ordinances, and government regulations applicable to the Leased Premises and to Lessee's activities at the Leased Premises, and to comply with reasonable rules adopted by Lessor which apply to all tenants of the building.

Lessee shall not attach any fixtures or make any improvements or alterations to the Leased Premises without describing them in writing and receiving Lessor's prior written consent. Lessee shall not suffer or give cause for the filing of any lien against the Leased Premises.

Lessor shall maintain the building roof, bearing walls, exterior walls, windows and the drainage, plumbing, electrical, and heat and cooling systems installed by Lessor to the point at which they enter the Leased Premises. Lessor shall maintain exterior common areas and landscaping, and provide ice and snow removal in the parking area outside the Leased Premises [within a reasonable time after the Lessee requests removal].

11. **Quiet Enjoyment.** From the date the lease commences Lessee will have the right to use the Leased Premises consistent with this lease without hindrance or interruption by Lessor or any other persons claiming by, through or under Lessor, subject, however, to the terms and conditions of this lease. The foregoing notwithstanding, Lessee agrees that Lessor may make improvements to the building and adjacent areas which may cause noise or otherwise temporarily disrupt Lessee's quiet enjoyment of the Leased Premises.
12. **Care of Leased Premises.** Lessee shall at all times keep the Leased Premises in as good condition as they are in at the outset of this lease, or if improvements are made thereafter in at least as good condition as after such improvements, and shall surrender the Leased Premises to Lessor in such good condition, reasonable wear and tear, or loss by fire or other casualty covered by insurance excepted.

13. **Fixtures and Personal Property.** Unless otherwise agreed in writing, all permanent improvements now located or hereafter placed on the Leased Premises during the term of the lease, other than Lessee's trade fixtures, equipment, and items related to Lessee's equipment, shall be the property of Lessor, and shall remain on the Leased Premises at the expiration or termination of the lease, provided that Lessor reserves the right within 30 days after the lease term ends to require Lessee to promptly remove any improvements which Lessee has placed on the Leased Premises at Lessee's expense, in a way which does not cause damage to the Leased Premises.

At the expiration or earlier termination of the lease term Lessee shall remove all furnishings, furniture, equipment, goods of any kind and trade fixtures from the Leased Premises in a way that does not cause damage to the Leased Premises. If Lessee fails to remove any this shall be an abandonment of such property, and Lessor may retain Lessee's abandoned property and all rights of Lessee with respect to it shall cease; provided however, that Lessor may give Lessee written notice within 30 days after the lease expiration or termination date electing to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove personal property and Lessee fails to promptly do so, Lessor may effect a removal and place the property in storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, storage, disposal, and other costs incurred by Lessor with regard to such personal property.

14. **Signs.** Lessee shall not erect or install any signs, flags, lights or advertising media nor window or door lettering or placards visible from outside the Leased Premises or visible from building common areas without the prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee agrees to maintain in good condition any signs or displays which are allowed.

15. **Common Areas/Parking.** Lessee understands and agrees that other tenants may occupy the building. This lease grants to Lessee and to Lessee's agents, employees, business invitees, customers and suppliers in connection with Lessee's business in the Leased Premises the non-exclusive right to use and enjoy throughout the existence of this lease all of the "common areas" associated with the building. "Common areas" shall be defined as all areas and improvements outside the building provided by Lessor for the joint use or benefit of tenants, their employees, customers and other invitees, including public parking areas, access roads, driveways, entrances and exits, landscaped areas, and sidewalks, excepting those parking spaces that may be designated for use by other building tenants. Use of available common areas shall be subject to like, non-exclusive use on the part of other tenants who occupy space in the building or any addition thereto, as well as their agents, employees, business invitees, customers and suppliers. Lessee agrees that its usage of such common areas shall not interfere with or be inconsistent with the similar rights of other tenants. All common areas shall be subject to the exclusive control and management of Lessor. Lessor shall have the

right from time to time to establish, modify and enforce equitable rules with respect to all common areas, which Lessee agrees to abide by.

Tenant shall on dedicated parking.

16. **Lessor's Access to Premises.** Lessor shall have the right to enter upon the Leased Premises at all reasonable hours after 24 hours oral notice (without notice to protect public health and safety in an emergency) for the purpose of inspecting it, or to make repairs, additions or alterations to the premises or any property owned or controlled by Lessor. E-mail from Lessor to Lessee (or Lessee's on site manager) may serve as notice of inspection of the Leased Premises. If Lessor deems any repairs reasonably required to be made by Lessee to be necessary, Lessor may give notice that Lessee shall make the same within 30 days (immediately in an emergency involving public health and safety), and if Lessee refuses or neglects to commence such repairs and complete the same in a timely manner, Lessor may make or cause such repairs to be made. If Lessor makes or causes such repairs to be made Lessee agrees that it will, within 30 days, pay to Lessor the cost thereof.
17. **Entire Agreement; Amendments.** This lease contains the entire agreement of the parties with respect to the Leased Premises. No prior agreement, statement, or promise made by any party to the other not contained herein shall be valid or binding. This lease may not be modified, supplemented or amended in any manner except by written instrument signed by both parties.
18. **Waiver.** One or more waivers of any covenants or conditions by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to any act by Lessee requiring Lessor's consent or approval shall not be construed as consent or approval to any subsequent similar act by Lessee.
19. **Assignment.** Lessee agrees not to assign or in any manner transfer this lease or any estate or interest therein without the previous written consent of Lessor, and not to sublet the premises or part or parts thereof without like consent. Lessor will not unreasonably withhold its consent.
20. **Default.** Time is of the essence of performance of all the requirements of this lease. If any rental or other sums payable by Lessee to Lessor shall be and remain unpaid for more than ten (10) days after the same are due and payable, or if Lessee shall fail to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within fourteen (14) days after written notice to Lessee specifying the nature of the default with reasonable particularity, or if Lessee shall declare bankruptcy or be insolvent according to law or if an assignment of Lessee's property shall be made for the benefit of creditors or if Lessee shall abandon the premises, then in any of said events Lessee shall be deemed in default hereunder. In the event of a default the lease may be terminated at the option of Lessor. If the lease is terminated, Lessee's liability to Lessor for

rents and damages shall survive such termination and Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self help with the use of reasonable force and without liability for damages. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.

21. **Holdover.**

If Lessee does not vacate the Leased Premises when the lease term expires, Lessor shall have the option to treat Lessee as a tenant from month to month, subject to all of the provisions of this lease except the provisions for term and renewal, and at a rental rate equal to the rent last payable by Lessee during the lease term. Failure by Lessee to remove fixtures, furnishings, trade fixtures, or other personal property which Lessee is required to remove under this lease shall constitute a failure to vacate to which this paragraph shall apply. If a month-to-month tenancy results from holdover by Lessee under this paragraph, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor given to Lessee not less than 10 days prior to the termination date specified in Lessor's notice. Lessee waives any notice which would otherwise be required by this lease or by law with respect to month-to-month tenancy.

22. **Notices.** Whenever under this lease a provision is made for notice of any kind, it shall be deemed sufficient if such notice to Lessee is in writing delivered personally to Lessee or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease; and if such notice is to Lessor, delivered personally to the Executive Director, 1000 E. Port Marina Drive, Hood River, OR 97031 or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease. Notice shall be deemed given on the date of personal delivery or if mailed, two business days after the date of mailing.

23. **Dispute Resolution.** Any dispute involving this lease may be resolved by court action or mediation if both parties agree. If the parties agree to use a mediator they will each pay one half the costs of mediation. If mediation does not occur or does not result in a solution satisfactory to both parties, the dispute shall be resolved by arbitration. Any arbitration shall be in accordance with the rules of the Arbitration Service of Portland then in effect. The parties shall use a single arbitrator mutually agreeable to them. If they are unable to agree on an arbitrator, or a process to select one, either party may apply to the Hood River County Circuit Court to appoint an arbitrator. The award rendered by an arbitrator shall be binding on the parties and may be entered in the Hood River County Circuit Court. The prevailing party in court action or an arbitration proceeding, including any appeal therefrom or enforcement action, shall be entitled to recover their reasonable attorney's fees and costs and disbursements incident thereto.

24. **Authority to Execute.** The persons executing this Lease on behalf of Lessee and Lessor warrant that they have the authority to do so.

Port of Hood River Property Lease

Aletta Wilson

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Lessee: Aletta Wilson

Lessor: Port of Hood River

Signed: \_\_\_\_\_  
By: Aletta Wilson

Signed: \_\_\_\_\_  
By: Michael McElwee

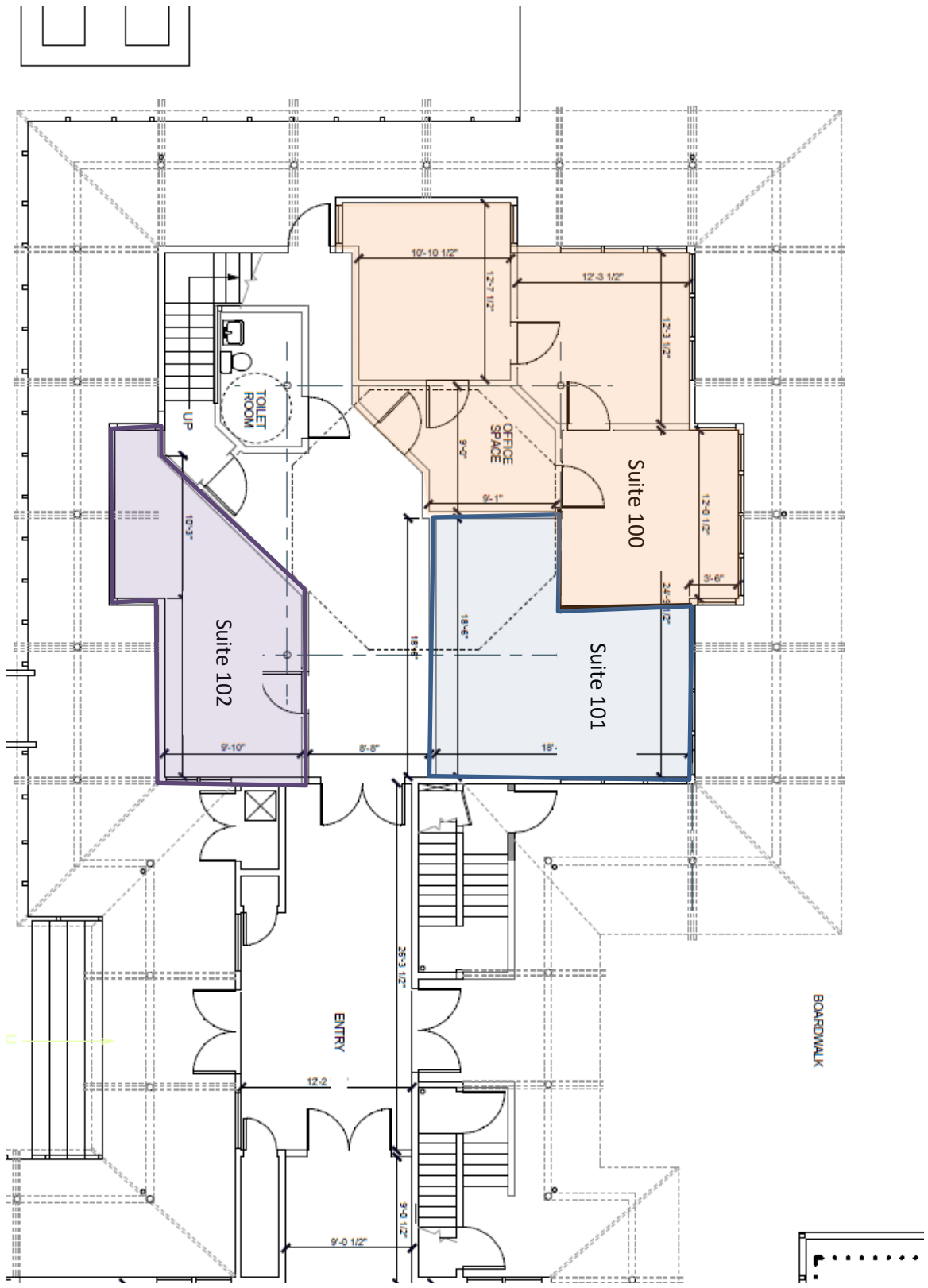
Address: 4054 Silvester Rd.,  
Hood River, OR 97031

Its: Executive Director  
Address: 1000 E. Port Marina Drive  
Hood River, OR 97031

Email/phone: (541) 490-2156

Email/phone: (541) 386-1645





This page intentionally left blank.

# Commission Memo



Prepared by: Anne Medenbach  
Date: August 15, 2017  
Re: Cookie Gilpatrick Lease

---

Cookie Gilpatrick is a Licensed Massage Therapist in Hood River. She would like to lease 197 square feet in the Marina Park 1 “Chamber” building suite 102.

The lease is a 2-year lease with two extension options of one year each.

The Port is providing no tenant improvements for the space.

**RECOMMENDATION:** Approve Lease with Cookie Gilpatrick for Suite 102 at Marina Park 1 Building.

This page intentionally left blank.

**LEASE**

**THIS LEASE** is entered into at Hood River, Oregon by and between **PORT OF HOOD RIVER**, an Oregon municipal corporation, hereinafter referred to as "Lessor," and, Cookie Gilpatrick, hereinafter referred to as "Lessee."

1. **Description.** In consideration of the covenants of the parties, Lessor leases to Lessee approximately 197 square feet of space in Lessor's building commonly known as the Marina Park 1 ("building") located at 700 E. Port Marina Way, Hood River, Oregon ("Leased Premises"). The Leased Premises are identified in the attached "Exhibit A."

Building Address: "Marina Park 1"  
700 E. Port Marina Way  
Hood River, OR 97031  
Tenant Suite: 102  
Approximate Square footage: 197

**2. Term.**

Lease Commencement Date: September 1, 2017  
Lease Expiration Date: August 31, 2019  
Renewal Options: two (1) one (1) year option  
Renewal Notice Requirement: 90 days

The lease term shall be for the period commencing on **September 1, 2017** and continuing through August 31, 2019. If not in default, and if Lessee pays Lessor all real property taxes Lessee owes or may be responsible to pay under the terms of the lease, Lessee has the option to extend the lease for one extension term(s) of one year, through August 31, 2021, provided Lessee gives Lessor written notice of Lessee's intent to renew the lease for the additional term while the lease is in effect. To be effective, Lessee's notice to renew must be given to Lessor no later than 90 days prior to the lease termination date.

3. **Rental.** Monthly Rent for the Leased Premises will be the following Monthly Base Rates, plus the applicable Consumer Price Index (CPI) Rate Adjustment, as set forth below:

<u>Space</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
102	197	1.35	\$266.00

All rental amounts are payable in advance on the first day of each month, beginning on the date Lessee is entitled to occupy the Leased Premises. However, if the lease does not begin on the first day of a month, rental for the first month shall be prorated

to reflect the actual number of days in that month that the lease is in effect and shall be payable immediately.

Starting on September 1, 2018 and occurring annually thereafter, including any extensions of this lease, monthly rent will be adjusted by adding to the monthly rental amount payable during the previous 12-month period 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 CPI figure will be taken from the index entitled CPI-U for Portland, OR – 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. However, in no event will the annual increase be less than 1 percent or more than 5 percent.

4. **Use.** Lessee shall use the Leased Premises for Massage therapy and related services. The Leased Premises shall not be used for any other purposes without the written consent of Lessor.
  
6. **Taxes.** Lessee shall pay all taxes on its personal property located on the Leased Premises. Lessee shall pay all real property taxes of governmental units assessed against the Leased Premises, and all real property taxes assessed against all inside and outside common areas of the building based on the amount of lease space occupied by Lessee as a percentage of the total lease space in the building. Lessee shall pay all such real property taxes which have been assessed and are payable during Lessee's occupancy. Lessee shall also pay all such taxes which arise during a tax year as a result of Lessee's occupancy, even if the lease term has ended, or if Lessee has vacated the Leased Premises. However, if another tenant occupies the Leased Premises and agrees to pay any portion of the real property taxes otherwise payable by Lessee, Lessee shall not be required to pay those taxes which the new tenant pays. Although Lessee is responsible to pay real property taxes, Lessor will pay the real property taxes to the taxing authority when due and send a bill to Lessee for the amount of taxes Lessor has paid, which will be payable by Lessee to Lessor within ten days after the date of Lessor's bill.
  
7. **Utilities.** Lessee shall be solely responsible to pay Lessor for all utilities, including gas, sewer, water, and electricity, and garbage service used or consumed by Lessee on the Leased Premises, and for garbage service related to Lessee's occupancy. If any utility or garbage service is provided to Lessee in common with other tenants of Lessor, Lessee shall pay a portion of the total cost of such service based on the amount of lease space occupied by Lessee as a percentage of the total lease space of all tenants using the same utilities in common with Lessee. Or, Lessor may charge Lessee more or less than other tenants if Lessor believes Lessee's gas or electricity use will likely be more or less than other tenants use. In such event, Lessor agrees to provide Lessee with an explanation of how those calculations for utility allocations were made. Lessor agrees to consider a different allocation formula for the Leased Premises. Lessee shall notify Lessor, and shall pay Lessor for the

additional service charges. Lessee shall pay Lessor for Lessee's utility service within seven days after Lessor sends Lessee a bill itemizing those charges. Lessee shall be responsible for payment of all utilities arising during the lease term. In no event shall Lessor be liable for an interruption or failure in the supply of any utilities to the Leased Premises.

8. **Liability Insurance and Hold Harmless Agreement.** Lessee agrees to indemnify and save Lessor, Lessor's Port Commissioners, officers, employees and agents harmless from any claims by any persons, firms, or corporations arising from business conducted on the Leased Premises or from anything done by Lessee at the Leased Premises, and will further indemnify and save Lessor harmless from all claims arising as a result of any breach or default on the part of Lessee under the terms of this lease, or arising from any willful or negligent act or omission of Lessee's agents, contractors, employees, or licensees in or about the Leased Premises, and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Lessor by reason of any such claim, Lessee, upon notice from Lessor, covenants to resist and defend such action or proceeding by counsel.

Lessee agrees during the term hereof to keep a policy of general commercial liability insurance in effect with respect to the Leased Premises with minimum coverage of one million dollars (\$1 million) combined single limits. If Lessee renews this lease, at the outset of the renewal term Lessor may, with written notice, raise the minimum insurance requirement to an amount of insurance that is reasonably commercially available. The policy shall name Lessor as additional insured, and expressly include Lessor's Port Commissioners, officers, employees, and agents as additional named insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Lessor at least fourteen days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved by Lessor. A copy of the policy or certificate of insurance shall be delivered to Lessor no later than three days after Lessee occupies the Leased Premises.

9. **Fire Insurance and Waiver of Subrogation.** If the Leased Premises or building where the Leased Premises are located are partially or totally destroyed by fire or other casualty, Lessor may decide to repair the Leased Premises or building, or not, in Lessor's sole discretion. Lessor shall notify Lessee in writing of Lessor's intent regarding repair within 30 days after the date of the damage. If Lessor notifies Lessee that Lessor does not intend to repair the damage the lease shall terminate effectively at the date of the damage. If Lessor notifies Lessee that Lessor intends to repair the damage the lease shall continue, and Lessor shall return the Leased Premises or building to as good a condition as existed prior to the damage, in a prompt manner reasonable under the circumstances. If Lessee's use of the Leased Premises is disrupted during Lessor's repairs a reasonable portion of the rent shall be abated during the disruption. In no event shall Lessor be required to repair or replace Lessee's property including Lessee's fixtures, furniture, floor coverings or

equipment. In no event shall Lessee be entitled to recover damages from Lessor related to destruction of the Leased Premises or building, or related to repairs undertaken by Lessor. Each party shall provide its own insurance protection at its own expense, and each party shall look to its respective insurance carrier for reimbursement of loss, which may be insured against by a standard form of fire insurance with extended coverage. There shall be no subrogated claim by one party's insurance carrier against the other party arising out of any such loss.

10. **Lessee/Lessor Covenants.** Lessee shall not do anything which may damage the Leased Premises or any systems in the building or other areas surrounding the building. Lessee shall not be a nuisance or a menace to other tenants in the building. Lessee will not create or use hazardous substances, or dispose of hazardous waste of any kind, unless in strict compliance with environmental laws and regulations. Lessee, at Lessee's expense, shall be responsible to provide improvements and equipment, and to obtain any required permits or approvals necessary for Lessee to engage in activities at the Leased Premises. Lessee promises to comply with all laws, ordinances, and government regulations applicable to the Leased Premises and to Lessee's activities at the Leased Premises, and to comply with reasonable rules adopted by Lessor which apply to all tenants of the building.

Lessee shall not attach any fixtures or make any improvements or alterations to the Leased Premises without describing them in writing and receiving Lessor's prior written consent. Lessee shall not suffer or give cause for the filing of any lien against the Leased Premises.

Lessor shall maintain the building roof, bearing walls, exterior walls, windows and the drainage, plumbing, electrical, and heat and cooling systems installed by Lessor to the point at which they enter the Leased Premises. Lessor shall maintain exterior common areas and landscaping, and provide ice and snow removal in the parking area outside the Leased Premises [within a reasonable time after the Lessee requests removal].

11. **Quiet Enjoyment.** From the date the lease commences Lessee will have the right to use the Leased Premises consistent with this lease without hindrance or interruption by Lessor or any other persons claiming by, through or under Lessor, subject, however, to the terms and conditions of this lease. The foregoing notwithstanding, Lessee agrees that Lessor may make improvements to the building and adjacent areas which may cause noise or otherwise temporarily disrupt Lessee's quiet enjoyment of the Leased Premises.
12. **Care of Leased Premises.** Lessee shall at all times keep the Leased Premises in as good condition as they are in at the outset of this lease, or if improvements are made thereafter in at least as good condition as after such improvements, and shall surrender the Leased Premises to Lessor in such good condition, reasonable wear and tear, or loss by fire or other casualty covered by insurance excepted.



13. **Fixtures and Personal Property.** Unless otherwise agreed in writing, all permanent improvements now located or hereafter placed on the Leased Premises during the term of the lease, other than Lessee's trade fixtures, equipment, and items related to Lessee's equipment, shall be the property of Lessor, and shall remain on the Leased Premises at the expiration or termination of the lease, provided that Lessor reserves the right within 30 days after the lease term ends to require Lessee to promptly remove any improvements which Lessee has placed on the Leased Premises at Lessee's expense, in a way which does not cause damage to the Leased Premises.

At the expiration or earlier termination of the lease term Lessee shall remove all furnishings, furniture, equipment, goods of any kind and trade fixtures from the Leased Premises in a way that does not cause damage to the Leased Premises. If Lessee fails to remove any this shall be an abandonment of such property, and Lessor may retain Lessee's abandoned property and all rights of Lessee with respect to it shall cease; provided however, that Lessor may give Lessee written notice within 30 days after the lease expiration or termination date electing to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove personal property and Lessee fails to promptly do so, Lessor may effect a removal and place the property in storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, storage, disposal, and other costs incurred by Lessor with regard to such personal property.

14. **Signs.** Lessee shall not erect or install any signs, flags, lights or advertising media nor window or door lettering or placards visible from outside the Leased Premises or visible from building common areas without the prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee agrees to maintain in good condition any signs or displays which are allowed.

15. **Common Areas/Parking.** Lessee understands and agrees that other tenants may occupy the building. This lease grants to Lessee and to Lessee's agents, employees, business invitees, customers and suppliers in connection with Lessee's business in the Leased Premises the non-exclusive right to use and enjoy throughout the existence of this lease all of the "common areas" associated with the building. "Common areas" shall be defined as all areas and improvements outside the building provided by Lessor for the joint use or benefit of tenants, their employees, customers and other invitees, including public parking areas, access roads, driveways, entrances and exits, landscaped areas, and sidewalks, excepting those parking spaces that may be designated for use by other building tenants. Use of available common areas shall be subject to like, non-exclusive use on the part of other tenants who occupy space in the building or any addition thereto, as well as their agents, employees, business invitees, customers and suppliers. Lessee agrees that its usage of such common areas shall not interfere with or be inconsistent with the similar rights of other tenants. All common areas shall be subject to the exclusive control and management of Lessor. Lessor shall have the

right from time to time to establish, modify and enforce equitable rules with respect to all common areas, which Lessee agrees to abide by.

Tenant shall on dedicated parking.

16. **Lessor's Access to Premises.** Lessor shall have the right to enter upon the Leased Premises at all reasonable hours after 24 hours oral notice (without notice to protect public health and safety in an emergency) for the purpose of inspecting it, or to make repairs, additions or alterations to the premises or any property owned or controlled by Lessor. E-mail from Lessor to Lessee (or Lessee's on site manager) may serve as notice of inspection of the Leased Premises. If Lessor deems any repairs reasonably required to be made by Lessee to be necessary, Lessor may give notice that Lessee shall make the same within 30 days (immediately in an emergency involving public health and safety), and if Lessee refuses or neglects to commence such repairs and complete the same in a timely manner, Lessor may make or cause such repairs to be made. If Lessor makes or causes such repairs to be made Lessee agrees that it will, within 30 days, pay to Lessor the cost thereof.
17. **Entire Agreement; Amendments.** This lease contains the entire agreement of the parties with respect to the Leased Premises. No prior agreement, statement, or promise made by any party to the other not contained herein shall be valid or binding. This lease may not be modified, supplemented or amended in any manner except by written instrument signed by both parties.
18. **Waiver.** One or more waivers of any covenants or conditions by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to any act by Lessee requiring Lessor's consent or approval shall not be construed as consent or approval to any subsequent similar act by Lessee.
19. **Assignment.** Lessee agrees not to assign or in any manner transfer this lease or any estate or interest therein without the previous written consent of Lessor, and not to sublet the premises or part or parts thereof without like consent. Lessor will not unreasonably withhold its consent.
20. **Default.** Time is of the essence of performance of all the requirements of this lease. If any rental or other sums payable by Lessee to Lessor shall be and remain unpaid for more than ten (10) days after the same are due and payable, or if Lessee shall fail to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within fourteen (14) days after written notice to Lessee specifying the nature of the default with reasonable particularity, or if Lessee shall declare bankruptcy or be insolvent according to law or if an assignment of Lessee's property shall be made for the benefit of creditors or if Lessee shall abandon the premises, then in any of said events Lessee shall be deemed in default hereunder. In the event of a default the lease may be terminated at the option of Lessor. If the lease is terminated, Lessee's liability to Lessor for

rents and damages shall survive such termination and Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self help with the use of reasonable force and without liability for damages. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.

21. **Holdover.**

If Lessee does not vacate the Leased Premises when the lease term expires, Lessor shall have the option to treat Lessee as a tenant from month to month, subject to all of the provisions of this lease except the provisions for term and renewal, and at a rental rate equal to the rent last payable by Lessee during the lease term. Failure by Lessee to remove fixtures, furnishings, trade fixtures, or other personal property which Lessee is required to remove under this lease shall constitute a failure to vacate to which this paragraph shall apply. If a month-to-month tenancy results from holdover by Lessee under this paragraph, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor given to Lessee not less than 10 days prior to the termination date specified in Lessor's notice. Lessee waives any notice which would otherwise be required by this lease or by law with respect to month-to-month tenancy.

22. **Notices.** Whenever under this lease a provision is made for notice of any kind, it shall be deemed sufficient if such notice to Lessee is in writing delivered personally to Lessee or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease; and if such notice is to Lessor, delivered personally to the Executive Director, 1000 E. Port Marina Drive, Hood River, OR 97031 or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease. Notice shall be deemed given on the date of personal delivery or if mailed, two business days after the date of mailing.

23. **Dispute Resolution.** Any dispute involving this lease may be resolved by court action or mediation if both parties agree. If the parties agree to use a mediator they will each pay one half the costs of mediation. If mediation does not occur or does not result in a solution satisfactory to both parties, the dispute shall be resolved by arbitration. Any arbitration shall be in accordance with the rules of the Arbitration Service of Portland then in effect. The parties shall use a single arbitrator mutually agreeable to them. If they are unable to agree on an arbitrator, or a process to select one, either party may apply to the Hood River County Circuit Court to appoint an arbitrator. The award rendered by an arbitrator shall be binding on the parties and may be entered in the Hood River County Circuit Court. The prevailing party in court action or an arbitration proceeding, including any appeal therefrom or enforcement action, shall be entitled to recover their reasonable attorney's fees and costs and disbursements incident thereto.

24. **Authority to Execute.** The persons executing this Lease on behalf of Lessee and Lessor warrant that they have the authority to do so.

**Port of Hood River Property Lease**

**Cookie Gilpatrick**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Lessee: Cookie Gilpatrick

Lessor: Port of Hood River

Signed: \_\_\_\_\_  
By: Cookie Gilpatrick

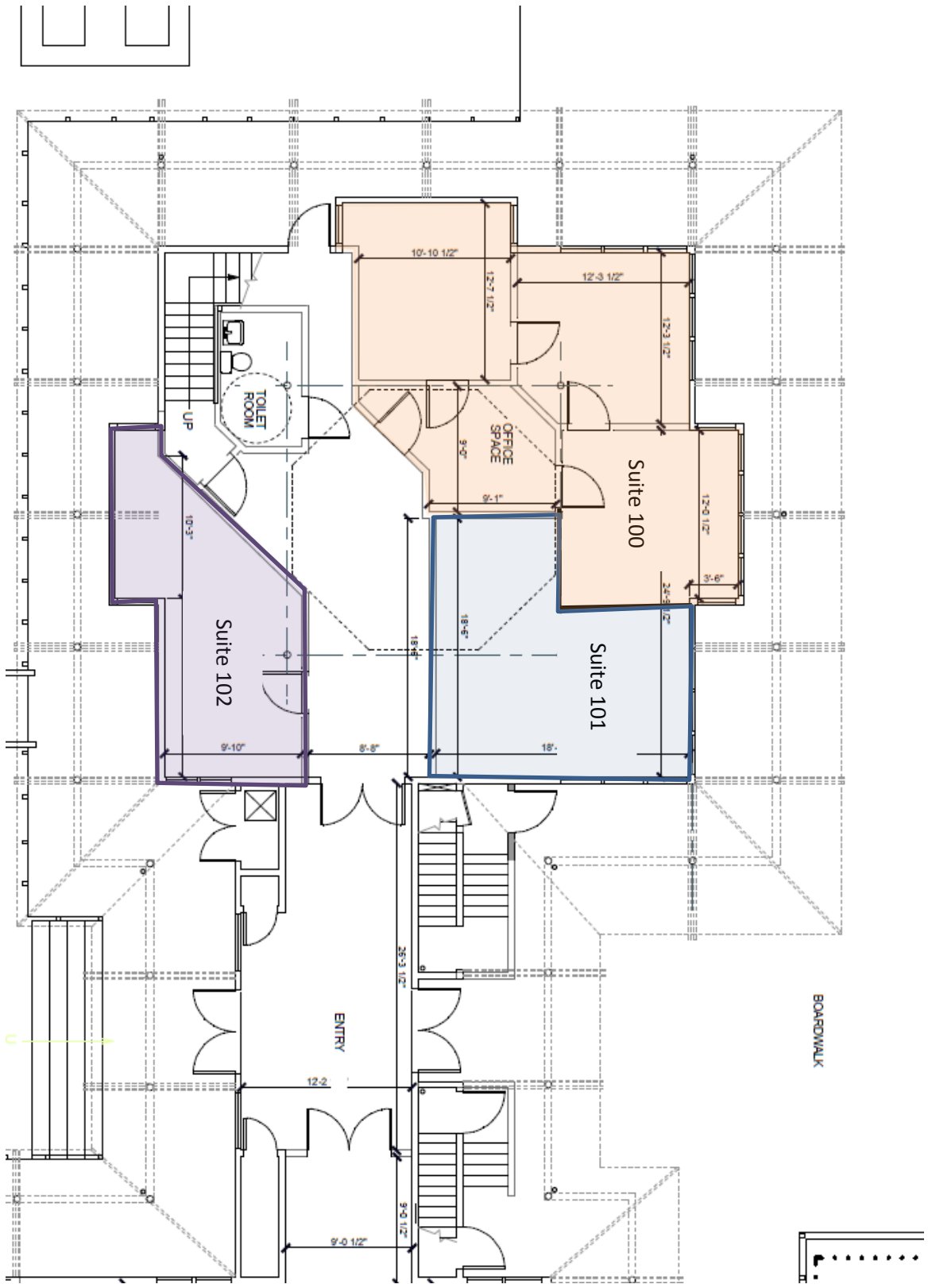
Signed: \_\_\_\_\_  
By: Michael McElwee

Address: 3 Murdock Way  
Trout Lake, WA 98650

Its: Executive Director  
Address: 1000 E. Port Marina Drive  
Hood River, OR 97031

Email/phone: (541) 490-9077

Email/phone: (541) 386-1645



This page intentionally left blank.

# Commission Memo



Prepared by: Fred Kowell  
Date: August 15, 2017  
Re: Accounts Payable Requiring Commission Approval

---

<b>Jaques Sharp</b>	<b>\$8,039.00</b>
---------------------	-------------------

Attorney services per attached summary

<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$8,039.00</b>
--	-------------------

This page intentionally left blank.



# JAQUES SHARP

— ATTORNEYS AT LAW —

205 3RD STREET / PO BOX 457  
HOOD RIVER, OR 97031  
(Phone) 541-386-1311 (Fax) 541-386-8771

RECEIVED  
AUG 09 2017  
BY: \_\_\_\_\_

CREDIT CARDS ACCEPTED

HOOD RIVER, PORT OF  
1000 E. PORT MARINA DRIVE  
HOOD RIVER OR 97031

Page: 1  
August 04, 2017  
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MCELWEE EMPLOYMENT CONTRACT 220.00	0.00	0.00	0.00	-220.00	\$0.00
MISCELLANEOUS MATTERS JJ 720.00	180.00	0.00	0.00	-720.00	\$180.00
HANGAR LEASE (Cloud Cap/Goodrich) 440.00	0.00	0.00	0.00	-440.00	\$0.00
LEASE (Columbia River Acupuncture) 0.00	540.00	0.00	0.00	0.00	\$540.00
EXPO SITE DEVELOPMENT (Key Development;Pickhardt) 540.00	0.00	0.00	0.00	-540.00	\$0.00
LEASE (Peterson Construction) 95.00	19.00	0.00	0.00	-95.00	\$19.00
BRIDGE LIFT ENGINEER CONTRACT (HDR Inc.) 80.00	0.00	0.00	0.00	-80.00	\$0.00
LEASE (Cloud Cap Technology) 60.00	0.00	0.00	0.00	-60.00	\$0.00

HOOD RIVER, PORT OF

Account No: August  
POF

Previous Balance	Fees	Expenses	Advances	Payments	Balance	
WATER ISSUES ODELL (Crystal Springs Water District)						
2,940.00	2,540.00	0.00	0.00	-2,940.00	\$2,540.00	
SOUTH BASIN DOCK						
40.00	0.00	0.00	0.00	-40.00	\$0.00	
BRIDGE REPLACEMENT 2016 (ODOT/WDOT)						
100.00	0.00	0.00	0.00	-100.00	\$0.00	
AIRPORT DEVELOPMENT (Tac-Aero)						
0.00	1,300.00	0.00	0.00	0.00	\$1,300.00	
THROUGH THE FENCE AGREEMENT (Timothy O'Donnell)						
80.00	0.00	0.00	0.00	-80.00	\$0.00	
SOUTH RUNWAY PROJECT						
140.00	0.00	0.00	0.00	-140.00	\$0.00	
AGREEMENT (HR County & Windmaster Urban)						
220.00	160.00	0.00	0.00	-220.00	\$160.00	
BRIDGE TRUSS PROJECT						
280.00	0.00	0.00	0.00	-280.00	\$0.00	
SMALL CONSTRUCTION PUBLIC WORKS CONTRACT						
60.00	0.00	0.00	0.00	-60.00	\$0.00	
DBE PROGRAM						
1,840.00	460.00	0.00	0.00	-1,840.00	\$460.00	
STATE LEGISLATIVE ADVOCACY CONTRACT						
20.00	0.00	0.00	0.00	-20.00	\$0.00	
FEDERAL ADVOCACY CONTRACT						
60.00	0.00	0.00	0.00	-60.00	\$0.00	
SOUTH TAXIWAY REHAB. (Airport)						
0.00	2,700.00	0.00	0.00	0.00	\$2,700.00	
BIG 7 CONSTRUCTION CONTRACT						
0.00	80.00	0.00	0.00	0.00	\$80.00	
LEASE AMENDMENT (Electronics Assemblers, Inc.)						
JJ	320.00	60.00	0.00	0.00	-320.00	\$60.00

HOOD RIVER, PORT OF

Account No: August  
POI

Previous Balance	Fees	Expenses	Advances	Payments	Balance
<u>8,255.00</u>	<u>8,039.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-8,255.00</u>	<u>\$8,039.00</u>

**THIS STATEMENT REFLECTS SERVICES PROVIDED AND  
PAYMENTS RECEIVED THROUGH THE 31st OF JULY  
UNLESS OTHERWISE STATED**

This page intentionally left blank.

# Commission Memo

Prepared by: Austin Keillor  
Date: August 15, 2017  
Re: Waterfront Parking



---

In early 2015, the Commission directed staff to take steps to prepare a plan to effectively manage parking on Port-owned portions of the Hood River Waterfront. In summer of 2015, Rick Williams Consulting was retained to gather parking occupancy data, identify issues and assist staff with plan preparation. Through 2016, Port staff participated on an Ad Hoc Committee with city staff and waterfront business owners to develop a collaborative approach to waterfront parking concerns and issues. The Committee concluded that additional parking data would be beneficial to identify parking issues and develop solutions.

The first attached report details the collection and analysis of waterfront parking data collected in summer 2017 including occupancy counts and turnover rates for Port, City and private parking areas. Occupancy counts were made on nine days and turnover data was gathered on seven days in July and August (2017). All data was collected hourly between 9am and 7pm.

The second attached report presents an assessment of the financial feasibility of a paid parking system on Port-owned waterfront parking lots. It includes a summary of capital and operating costs and expected revenue to determine whether pay stations are a viable solution for the Port of Hood River.

These reports will be shared with the parking committee to assist them with further discussions about the future management of waterfront parking resources. It will also provide significant input for the Port Commission to determine if a waterfront parking plan should be implemented on the waterfront in 2018.

**RECOMMENDATION:** Discussion.

*Austin Keillor is a junior in Industrial Engineering at Oregon State University. He has served as an Intern for the Port since June 15. His last day will be August 18.*

This page intentionally left blank.

# Hood River Waterfront Parking Study

## Part I: Data Collection and Assessment

Port of Hood River  
Conducted and Prepared by Austin Keillor  
August 15<sup>th</sup>, 2017



## Table of Contents

<b>1. Introduction</b>		<b>2-3</b>
<b>2. Data</b>		<b>4-7</b>
2.1 Occupancy		4-5
2.2 Turnover		6-7
<b>3. Collection Methods</b>		<b>8</b>
3.1 Occupancy		8
3.2 Turnover		8
<b>4. Analysis</b>		<b>8-15</b>
4.1 Occupancy		8-15
4.2 Turnover		15
<b>5. Findings</b>		<b>16</b>
5.1 Occupancy		16
5.2 Turnover		16
<b>6. Conclusion</b>		<b>16</b>
<b>Appendices A-F</b>		<b>18-35</b>
Appendix A – Parking Zones		20
Appendix B – 2017 Occupancy Count Data		21-25
Appendix C – 2015 Occupancy Data		26-27
Appendix D – Data Collection Schedule		28
Appendix E – 2017 Occupancy Charts		29-31
Appendix F – 2015 Occupancy Charts		32-35



## 1. Introduction

The Hood River waterfront is used by a multitude of people. Throughout summer months, the waterfront can be congested as kiteboarders, windsurfers, and swimmers take over the Columbia river. Joggers, dog-walkers, families, and employees also populate the walkways, parks, restaurants, and businesses along the water. In recent years, the city has seen an increase in population and tourism; this trend, coupled with development of waterfront property, has resulted in an increase in parking demand. The growth has begun to test the boundaries of the limited supply of parking, and future development will only bring more people to enjoy the waterfront. In 2015, the Port Commission directed staff to develop a plan to manage parking in the future. Data was collected in summer 2015 with the assistance of Rick Williams Consulting. A committee consisting of Port staff, City staff, and waterfront business owners formed to discuss issues and identify management approaches. The Port developed a Waterfront Parking Management Plan which was finalized in January of 2017. The plan was expected to be implemented in summer 2017; however, the committee decided to put it on hold to acquire more current data. The Waterfront Parking Plan area of focus is shown below.



Occupancy and turnover data was collected in every zone on nine different days in July and August of 2017 through direct observation. June through August is typically considered “peak-season” for Hood River waterfront use. Occupancy is the percentage of spots filled while turnover is defined as the length of time that a vehicle is parked. Seventeen different parking zones are included in this study (see **Appendix A** for names associated with each zone), making up a majority of the Hood River waterfront parking. In 2015—the only other year that parking data has been collected—counts were gathered in fifteen<sup>1</sup> zones (see **Appendix A** for a map of 2015 zones) and turnover was not tracked.

All existing lots are either owned by the Port of Hood River (“Port”), City of Hood River (“City”), or private businesses. Of the parking included in this study, 12.5% is Port-owned on-street, 37.0% is Port-owned off-street, 18.1% is owned by the City, and 32.4% is privately owned. The objective of this study is to analyze parking trends from 2015 to 2017 to anticipate demand in the future and to find the average turnover rate of vehicles along the waterfront.

This report contains the data collected (both new and previously gathered), collection methods, analysis of the data, findings, and conclusions based on the findings. All supplemental material is included following the conclusion in the appendices.

---

<sup>1</sup>One of the 2015 zones is now represented as two; new data essentially includes one additional zone

## 2. Data

### 2.1 Occupancy

The following data represents the number of vehicles parked in each zone at certain hours throughout the day. Each column displays a different hour between 9am and 7pm. There are seventeen zones which are grouped into Port On-Street Parking, Port Off-Street Parking, City Parking, and Private Parking. The first data sheet shown is a 4-day average of weekend parking counts. The second data sheet is a 5-day average of weekday parking counts. See **Appendix B** for 2017 raw data sheets and **Appendix C** for the 2015 occupancy counts.

Hood River Waterfront Parking Data Sheet

Dates: Jul 1, 16, 19, & Aug 6 2017

### WEEKEND RAW DATA AVG

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	12	17	25	41	45	46	47	47	42	37	31
Zone 4 - Portway E	28	16	26	29	29	29	29	29	29	30	28	24
Zone 12 - Portway W	35	6	5	5	15	29	32	31	27	23	17	12

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	2	4	7	8	10	8	7	7	5	3	3
Zone 3 - Event Site	208	38	66	102	141	173	179	183	182	162	123	84
Zone 6 - Jensen W (Rec. Use)	70	13	21	32	49	54	61	62	60	53	44	36
Zone 13 - Hook	55	12	11	25	34	47	51	52	42	36	22	15

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	1	2	6	10	11	10	8	7	6	4
Zone 11 - 8th Street W	12	1	1	1	3	10	12	11	10	10	6	6
Zone 14 - Portway 2nd to 8th (N)	60	13	22	41	59	59	59	60	59	59	57	56
Zone 15 - Portway 2nd to 8th (S)	46	4	7	16	40	45	46	43	44	41	38	36
Zone 16 - 2nd Street	33	6	9	13	20	29	30	31	31	25	21	13

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	4	5	6	7	6	7	8	6	5	6	6
Old Expo Parking	99	9	10	14	21	26	28	31	31	29	26	24
Zone 7 - Solstice Building	56	12	11	14	22	29	33	33	32	30	28	26
Zone 8 - Dakine Building	58	6	7	8	16	41	43	42	34	31	32	24
Zone 9 - Halyard Building	34	10	10	15	25	29	31	30	30	29	22	18

Hood River Waterfront Parking Data Sheet

Dates: Jul 6, 11, 20, 25, & Aug 3 2017

WEEKDAY RAW DATA AVG

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	8	10	14	22	25	31	35	36	39	40	39
Zone 4 - Portway E	28	9	13	18	22	26	29	29	29	29	31	27
Zone 12 - Portway W	35	4	4	3	5	8	11	11	14	13	10	12

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	2	3	4	5	7	6	7	8	7	5	5
Zone 3 - Event Site	208	12	25	37	55	71	87	108	131	138	124	98
Zone 6 - Jensen W (Rec. Use)	70	10	16	20	24	31	35	42	50	48	42	40
Zone 13 - Hook	55	6	14	19	19	23	31	30	31	30	20	16

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	2	5	6	6	7	6	8	8	6	5
Zone 11 - 8th Street W	12	1	0	0	1	2	5	4	5	5	4	4
Zone 14 - Portway 2nd to 8th (N)	60	17	27	35	48	53	55	55	57	53	57	57
Zone 15 - Portway 2nd to 8th (S)	46	15	18	20	32	36	39	36	37	35	35	38
Zone 16 - 2nd Street	33	15	14	17	19	21	25	26	27	26	22	17

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	17	16	16	16	15	17	16	17	14	12	12
Old Expo Parking	99	37	44	47	49	50	56	61	62	50	36	31
Zone 7 - Solstice Building	56	31	34	36	39	38	42	43	41	38	31	30
Zone 8 - Dakine Building	58	40	46	46	41	44	48	49	48	40	25	23
Zone 9 - Halyard Building	34	26	27	29	28	27	29	29	29	26	22	20

## 2.2 Turnover

The turnover data shown was collected from video review (see **Collection Methods** for more information). Data was taken from Zone 2 – N 1<sup>st</sup> Street, Zone 4 – Portway E, and Zone 6 – Jensen W. It shows the number of hours parked for various sample cars on seven different days. Turn times with an asterisk next to them may be understated; the vehicle was present on the last round of video for the given day.

**Hood River Waterfront Parking Turnover Data**

Tuesday, July 11, 2017								
Jensen W	Vehicle	Time (hrs)	Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	Seneca RV	9		Tan Van	9 *		Grey Van	2
	White Subaru	7		Red Mazda	3		Blue Ford Sedan	4
	Black Caravan	8		Black Sprinter	2		White Outback	5
	White Savana	9		Dark Blue Tundra	8 *		Red Prius	2
	Grey Odyssey	1		Silver Hyundai	1		Black Frontier	7
	Blue Outback	1		White Rav4	1		Grey Element	1
	Black Sprinter	2		Red Sprinter	5		Blue Corolla	1
	Silver Jeep	1		Blue Odyssey	4		Black 4Runner	1
	White Van	2		Purple Minivan	3		Black Odyssey	4
	Honda CRV	1		Black Tacoma	1		Grey Ridge	2
	Chateau RV	1		White Outback	3		Red Suburban	2
	Silver Kia	1		Grey Prius	1		Silver Durango	1
<b>Average</b>	<b>3.58</b>	<b>Average</b>	<b>3.42</b>	<b>Average</b>	<b>2.67</b>			

Sunday, July 16, 2017								
Jensen W	Vehicle	Time (hrs)	Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	Red Tacoma	6		Tan Sprinter	9 *		Silver Van	1
	Komfort RV	9 *		Black F150	2		Grey Tundra	2
	Blue Durango	2		Black Tacoma	1		Blue Outback	1
	Green Van	8		Tan Rav4	6		White Outback	8 *
	Black Frontier	2		Black Durango	1		Silver Fit	1
	Tan Caravan	5		Blue Rav4	5		Grey Altima	3
	Blue F-250	6		Grey Mazda	3		Black Tundra	2
	Red Club Wagon	2		Silver Acadia	4		Silver Forester	4
	Yellow Hummer	1		Silver GMC SUV	4		Red Volvo	5
	Blue Chevy Camper	5		Grey Sorento	1		Black Outback	3
	White Tacoma	3		Black Tacoma	3		Kia Soul	4
	White Civic	3		Red Suzuki	2		Black Tahoe	3
<b>Average</b>	<b>4.33</b>	<b>Average</b>	<b>3.42</b>	<b>Average</b>	<b>3.08</b>			

Thursday, July 20, 2017								
Jensen W	Vehicle	Time (hrs)	Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	White Sentra	9 *		Tan Sprinter	2		Brown Outback	2
	Red Ram	9 *		Blue Outback	9 *		Black Sequoia	1
	Blue Element	5		Blue Corolla	8 *		Black Jeep	1
	Grey Mazda	1		White 4Runner	1		Toiga RV	8 *
	Grey Altima	3		Vista Cruiser RV	6		White Caravan	5
	Black Volkswagon	1		White Van	5		Silver Acadia	2
	White Frontier	3		Silver Mazda	6 *		Allegro RV	2
	White Ridgeline	6 *		Grey Tundra	2		Grey Toyota Truck	1
	Black Suburban	2		Grey Tacoma	1		White Honda	1
	Black Forester	5 *		White Tahoe	1		Silver Toyota	2
	Grey E-350	4 *		Green Outback	1		Silver Outback	1
	Red Rav4	4 *		White Toyota SUV	1		White Odyssey	3
<b>Average</b>	<b>4.33</b>	<b>Average</b>	<b>3.58</b>	<b>Average</b>	<b>2.42</b>			

Tuesday, July 25, 2017									
Jensen W	Vehicle	Time (hrs)	*	Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	White Camper	9			White Jeep	1		Blue Outback	1
	Tioga RV	9			Tan Ram	9		White Cobra RV	9
	Blue Camry	7			Black Sequoia	2		Grey Tundra	1
	Canyon Star RV	4			White Civic	6		Blue Fit	2
	White Quest	5			Silver 4x4	1		White Suburban	3
	Minnie Winnie RV	2			Blue Legacy	1		White Sprinter	1
	Red Jeep	6			Black Lexus	1		Coachmen RV	5
	White Prius	2			Black Sentra	5		Silver Accord	2
	White Jeep	4			Grey Toyota	1		Grey Highlander	1
	Silver Prius	1			Black Acura	2		White Highlander	2
	Silver Odyssey	1			Green Pathfinder	2		Grey Sequoia	2
	Black XC90	2			Silver Silverado	4		Grey Tundra	1
	<b>Average</b>	<b>4.33</b>			<b>Average</b>	<b>2.92</b>		<b>Average</b>	<b>2.50</b>

Saturday, July 29, 2017									
Jensen W	Vehicle	Time (hrs)		Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	Grey Super Duty	1			Black Silverado	2		Grey A4	1
	Chalet RV	9			Tan Sprinter	9		White Chinook RV	2
	Blue Jeep	8			Red Acura	1		White Legacy	4
	Blue City Express	1			Tan Outback	3		Blue Legacy	7
	Salmon Crosstrek	5			Black Toyota	2		Blue CRV	1
	Brown CRV	1			Silver Nissan	1		White Frontier	3
	Blue Outback	4			Black Suburban	1		Silver Outback	1
	White Ram Van	4			Red Dodge	1		Grey Nissan	2
	Blue Ram Van	5			Blue Mountaineer	5		Blue Mazda	2
	Town & Country	2			Black 4Runner	4		Silver Audi	1
	White Minivan	2			Black Flex	1		Silver Ram SUV	2
	Red Altima	2			Black Nissan SUV	3		Black Toyota	1
	<b>Average</b>	<b>3.67</b>			<b>Average</b>	<b>2.75</b>		<b>Average</b>	<b>2.25</b>

Thursday, August 3, 2017									
Jensen W	Vehicle	Time (hrs)		Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	Blue Land Cruiser	4			Silver Ford Van	7		White Sprinter	2
	Tioga RV	9			Tan Dodge Van	9		Alfa RV	3
	White Truck	6			Black Toyota SUV	1		White Outback	2
	White Ram Van	3			White Sprinter	2		Grey Suburban	1
	White Tacoma	3			Black F150	2		Silver F150	1
	Black Impreza	3			Grey Tacoma	1		Grey Chevy Van	2
	Green Outback	1			Silver GMC Van	2		Silver F150	1
	Black F250	2			Blue Sienna	4		Black Truck	1
	White Rogue	1			White Q7	3		Blue Odyssey	3
	Black E250	4			Grey Acura Sedan	5		Red Element	1
	Silver Tacoma	2			White Impreza	3		Black Outback	4
	Black Suburban	1			Grey Tahoe	1		Black Sequoia	1
	<b>Average</b>	<b>3.25</b>			<b>Average</b>	<b>3.33</b>		<b>Average</b>	<b>1.83</b>

Sunday, August 6, 2017									
Jensen W	Vehicle	Time (hrs)		Portway E	Vehicle	Time (hrs)	N 1st Street	Vehicle	Time (hrs)
	White Van	5			Silver Avalanche	2		Blue Outback	3
	Vanguard RV	6			Tan Dodge Van	9		Blue VW Van	2
	Black Sequoia	2			Black Forester	1		Blue Focus	3
	Tan Express	1			Blue Versa	1		White Rav4	4
	White E350	2			White Odyssey	2		White Sedona	5
	White Sprinter	6			Silver 4Runner	1		Grey Corolla	2
	Chalet RV	6			Black Tucson	1		Red Mini Cooper	3
	Outlaw RV	6			White Tundra	1		Black Sequoia	1
	White Buick	2			White Rogue	5		Silver Ram 1500	5
	Grey Armada	3			Black Suburban	3		White E150	2
	Blue Legacy	1			White Tahoe	1		Black HRV	1
	Silver CRV	4			White FJ	1		Red F150	1
	<b>Average</b>	<b>3.67</b>			<b>Average</b>	<b>2.33</b>		<b>Average</b>	<b>2.67</b>

\*An asterisk indicates that the vehicle may have stayed longer than the time shown; it was present during the final round of video for the day

### 3. Collection Methods

#### 3.1 Occupancy

The capacities for each zone had been determined prior to the commencement of this project; however, a recount of parking spaces brought to attention a few errors which were then corrected. Zone 12's capacity (the additional zone tracked in this study) was also found during this time because it was not previously known. Nine days were selected to gather data (five weekdays and four weekend days). The days selected were the same days of the week used in the 2015 data collection (Tuesdays, Thursdays, Saturdays, and Sundays) (see **Appendix D** for a collection schedule). Counts were gathered through hourly observation from 9am to 7pm. Each count began 10-15 minutes before the hour and ended 10-15 minutes after the hour in order to be as accurate and timely as possible. The zones were counted in the following order: Zone 1, Zone 2, Zone 16, Zone 4, Zone 3, Zone 14, Zone 15, Expo, Zone 7, Zone 5, Zone 6, Zone 8, Zone 9, Zone 10, Zone 11, Zone 12, Zone 13 (see **Appendix A** for names associated with each zone).

#### 3.2 Turnover

Turnover was tracked in 3 zones—the zones where the Waterfront Parking Management Plan proposes implementation of pay stations (excluding Zone 3, the Event Site). To accomplish this, the zones were filmed hourly from 9:15am until 6:15pm. The videos were taken 15 minutes after the hour—directly following the occupancy counts—on the last seven days of data collection. Filming occurred in the following order: Zone 6, Zone 4, Zone 2. The video taken was reviewed and turnover rates were determined by the length of stay for several randomly selected sample vehicles. In each zone, two new sample vehicles were selected each hour from 9:15am until 2:15pm. The selected vehicles were then tracked in subsequent videos until they left the zone. This study adopted the convention of marking the time at which the vehicle was no longer present as the end of its stay as opposed to using the last time which it was present.

### 4. Analysis

#### 4.1 Occupancy

The analysis of this data was rudimentary, however, it provided very useful information. The data from each day was compiled into a weekday average and weekend average, and occupancies were obtained from the parking counts through a simple division of the number of vehicles over spaces in each zone. The zones were also split into categories (Port on-street parking, Port off-street parking, City parking, and private parking) and average occupancies for each category were found, along with an overall (all parking) average. Graphs of each zone were created along with several other charts representing the data in each of the four different categories. The same process was undertaken for the 2015 data to simplify the comparison.

The two following spreadsheets show waterfront occupancy averages on weekends and weekdays. Occupancies greater than 85% indicate high demand and a need for expansion or metered parking; these are highlighted in red. Peak times for each type of parking are also highlighted in yellow. The distribution column was created to get an idea of trends throughout the day after a quick glance. See **Appendix C** for the 2015 data in the same format.

Hood River Waterfront Parking Dates: Jul 1, 16, 29, & Aug 6, 2017

**2017 Weekend Parking Occupancy 4-Day Average**

Individual zone occupancies > 85% are in red		Vehicles Parked											Distribution	Type
Description	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM		
Zone 2 - 1st Street	48	12	17	25	41	45	46	47	47	42	37	31		Port On-Street Parking
Occupancy		24%	35%	52%	86%	94%	96%	98%	98%	86%	77%	65%		
Zone 4 - Portway E	28	16	26	29	29	29	29	29	29	30	28	24		Port On-Street Parking
Occupancy		55%	94%	102%	104%	104%	104%	104%	106%	101%	84%			
Zone 12 - Portway W	35	6	5	5	15	29	32	31	27	23	17	12		Port On-Street Parking
Occupancy		16%	14%	14%	43%	83%	91%	89%	76%	66%	48%	33%		
<b>Total</b>	<b>111</b>	<b>33</b>	<b>48</b>	<b>58</b>	<b>86</b>	<b>103</b>	<b>107</b>	<b>108</b>	<b>103</b>	<b>95</b>	<b>82</b>	<b>66</b>		Port On-Street Parking
Occupancy		30%	43%	52%	77%	93%	96%	97%	93%	85%	74%	59%		
<b>3PM PEAK</b>														
Zone 1 - Seawall	10	2	4	7	8	10	8	7	7	5	3	3		Port Off-Street Parking
Occupancy		20%	38%	65%	83%	98%	78%	65%	68%	53%	25%	33%		
Zone 3 - Event Site	208	38	66	102	141	173	179	183	182	162	123	84		Port Off-Street Parking
Occupancy		18%	32%	49%	68%	83%	86%	88%	87%	78%	59%	40%		
Zone 6 - Jensen W (Rec. Use)	70	13	21	32	49	54	61	62	60	53	44	36		Port Off-Street Parking
Occupancy		19%	29%	45%	69%	77%	87%	89%	86%	75%	63%	51%		
Zone 13 - Hook	55	12	11	25	34	47	51	52	42	36	22	15		Port Off-Street Parking
Occupancy		21%	19%	45%	61%	86%	92%	95%	75%	65%	39%	27%		
<b>Total</b>	<b>343</b>	<b>64</b>	<b>101</b>	<b>165</b>	<b>232</b>	<b>284</b>	<b>298</b>	<b>304</b>	<b>290</b>	<b>256</b>	<b>191</b>	<b>138</b>		Port Off-Street Parking
Occupancy		19%	29%	48%	68%	83%	87%	88%	84%	74%	56%	40%		
<b>3PM PEAK</b>														
Zone 10 - 8th Street E	12	1	1	2	6	10	11	10	8	7	6	4		City Parking
Occupancy		6%	4%	13%	50%	79%	90%	85%	65%	60%	46%	33%		
Zone 11 - 8th Street W	12	1	1	1	3	10	12	11	10	10	6	6		City Parking
Occupancy		4%	4%	8%	27%	83%	98%	92%	85%	81%	52%	46%		
Zone 14 - Portway 2nd to 8th (N)	60	13	22	41	59	59	59	60	59	59	57	56		City Parking
Occupancy		21%	36%	68%	98%	99%	98%	99%	99%	98%	95%	94%		
Zone 15 - Portway 2nd to 8th (S)	46	4	7	16	40	45	46	43	44	41	38	36		City Parking
Occupancy		8%	15%	35%	88%	97%	99%	94%	96%	90%	83%	78%		
Zone 16 - 2nd Street	33	6	9	13	20	29	30	31	31	25	21	13		City Parking
Occupancy		18%	26%	40%	61%	87%	90%	93%	92%	76%	63%	40%		
<b>Total</b>	<b>163</b>	<b>24</b>	<b>38</b>	<b>73</b>	<b>128</b>	<b>152</b>	<b>157</b>	<b>155</b>	<b>152</b>	<b>142</b>	<b>128</b>	<b>115</b>		City Parking
Occupancy		14%	23%	44%	79%	93%	96%	95%	93%	87%	79%	70%		
<b>2PM PEAK</b>														
Zone 5 - Jensen E	54	4	5	6	7	6	7	8	6	5	6	6		Private Parking
Occupancy		7%	9%	11%	13%	11%	13%	14%	11%	9%	10%	10%		
Old Expo Parking	99	9	10	14	21	26	28	31	31	29	26	24		Private Parking
Occupancy		9%	10%	14%	21%	26%	28%	31%	31%	29%	26%	24%		
Zone 7 - Solstice Building	56	12	11	14	22	29	33	33	32	30	28	26		Private Parking
Occupancy		21%	20%	25%	38%	52%	59%	58%	58%	53%	49%	46%		
Zone 8 - Dakine Building	58	6	7	8	16	41	43	42	34	31	32	24		Private Parking
Occupancy		9%	13%	13%	28%	71%	73%	72%	59%	53%	54%	41%		
Zone 9 - Halyard Building	34	10	10	15	25	29	31	30	30	29	22	18		Private Parking
Occupancy		28%	29%	43%	74%	85%	92%	89%	87%	84%	65%	52%		
<b>Total</b>	<b>301</b>	<b>40</b>	<b>43</b>	<b>56</b>	<b>92</b>	<b>130</b>	<b>141</b>	<b>143</b>	<b>133</b>	<b>123</b>	<b>112</b>	<b>97</b>		Private Parking
Occupancy		13%	14%	19%	30%	43%	47%	47%	44%	41%	37%	32%		
<b>3PM PEAK</b>														
<b>Combined Total</b>	<b>918</b>	<b>160</b>	<b>230</b>	<b>352</b>	<b>537</b>	<b>669</b>	<b>703</b>	<b>709</b>	<b>677</b>	<b>615</b>	<b>513</b>	<b>415</b>		All
Occupancy		17%	25%	38%	58%	73%	77%	77%	74%	67%	56%	45%		
<b>3PM PEAK</b>														



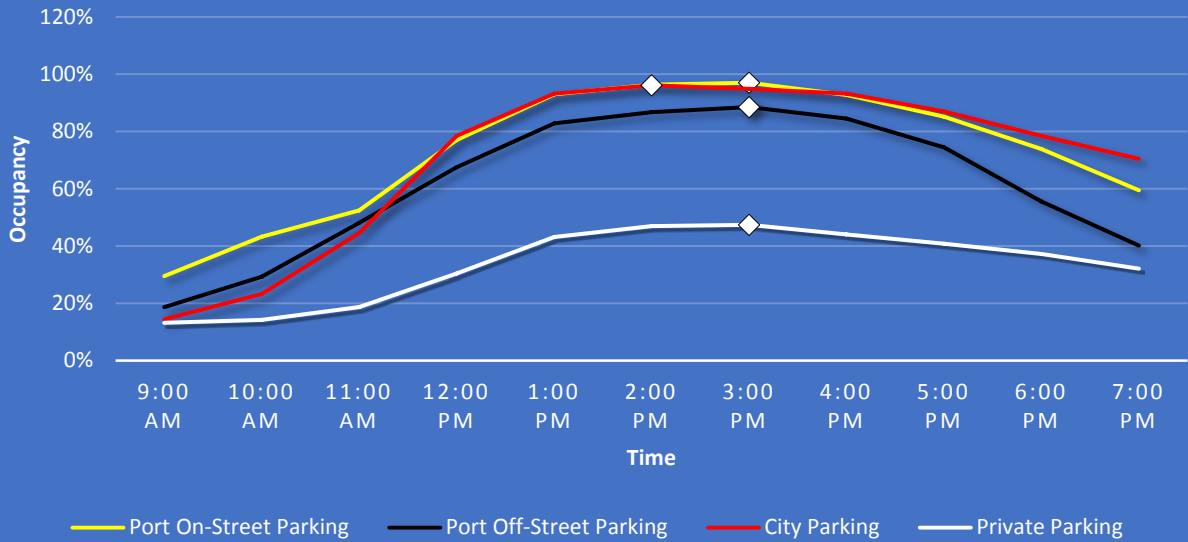
Hood River Waterfront Parking Dates: Jul 6, 11, 20, 25, & Aug 3, 2017

2017 Weekday Parking Occupancy 5-Day Average

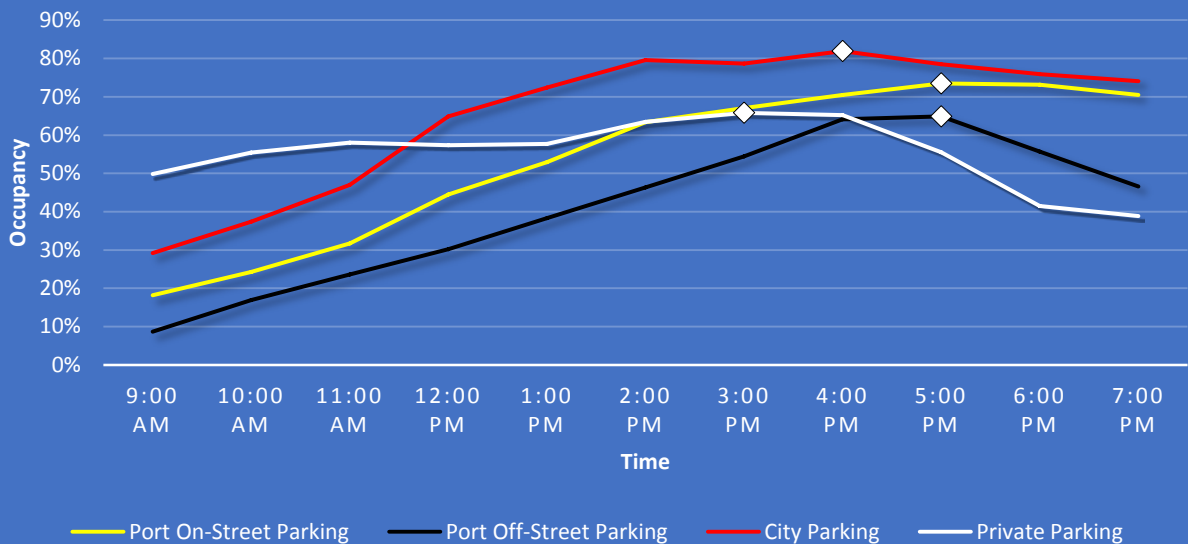
Individual zone occupancies > 85% are in red		Vehicles Parked										Distribution	Type	
Description	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM			7:00 PM
Zone 2 - 1st Street	48	8	10	14	22	25	31	35	36	39	40	39		Port On-Street Parking
Occupancy		16%	21%	29%	45%	52%	64%	73%	74%	81%	84%	81%		
Zone 4 - Portway E	28	9	13	18	22	26	29	29	29	29	31	27		Port On-Street Parking
Occupancy		31%	48%	64%	80%	92%	102%	103%	103%	105%	109%	98%		
Zone 12 - Portway W	35	4	4	3	5	8	11	11	14	13	10	12		Port On-Street Parking
Occupancy		11%	10%	10%	15%	23%	31%	31%	39%	38%	29%	34%		
<b>Total</b>	<b>111</b>	<b>20</b>	<b>27</b>	<b>35</b>	<b>49</b>	<b>59</b>	<b>70</b>	<b>74</b>	<b>78</b>	<b>82</b>	<b>81</b>	<b>78</b>		Port On-Street Parking
Occupancy		18%	24%	32%	45%	53%	63%	67%	70%	74%	73%	70%		
<b>5PM PEAK</b>														
Zone 1 - Seawall	10	2	3	4	5	7	6	7	8	7	5	5		Port Off-Street Parking
Occupancy		22%	34%	44%	52%	66%	60%	74%	76%	74%	46%	50%		
Zone 3 - Event Site	208	12	25	37	55	71	87	108	131	138	124	98		Port Off-Street Parking
Occupancy		6%	12%	18%	27%	34%	42%	52%	63%	66%	60%	47%		
Zone 6 - Jensen W (Rec. Use)	70	10	16	20	24	31	35	42	50	48	42	40		Port Off-Street Parking
Occupancy		14%	22%	29%	34%	44%	50%	59%	71%	68%	60%	58%		
Zone 13 - Hook	55	6	14	19	19	23	31	30	31	30	20	16		Port Off-Street Parking
Occupancy		11%	25%	34%	35%	42%	56%	55%	56%	54%	37%	29%		
<b>Total</b>	<b>343</b>	<b>30</b>	<b>58</b>	<b>81</b>	<b>104</b>	<b>131</b>	<b>159</b>	<b>187</b>	<b>220</b>	<b>223</b>	<b>191</b>	<b>160</b>		Port Off-Street Parking
Occupancy		9%	17%	24%	30%	38%	46%	54%	64%	65%	56%	47%		
<b>5PM PEAK</b>														
Zone 10 - 8th Street E	12	1	2	5	6	6	7	6	8	8	6	5		City Parking
Occupancy		8%	15%	38%	48%	48%	57%	52%	65%	67%	50%	43%		
Zone 11 - 8th Street W	12	1	0	0	1	2	5	4	5	5	4	4		City Parking
Occupancy		5%	3%	3%	7%	15%	40%	35%	42%	43%	37%	32%		
Zone 14 - Portway 2nd to 8th (N)	60	17	27	35	48	53	55	55	57	53	57	57		City Parking
Occupancy		28%	44%	59%	80%	89%	91%	92%	94%	88%	94%	96%		
Zone 15 - Portway 2nd to 8th (S)	46	15	18	20	32	36	39	36	37	35	35	38		City Parking
Occupancy		32%	40%	43%	70%	78%	84%	78%	80%	77%	76%	82%		
Zone 16 - 2nd Street	33	15	14	17	19	21	25	26	27	26	22	17		City Parking
Occupancy		44%	42%	50%	58%	65%	75%	80%	83%	80%	67%	51%		
<b>Total</b>	<b>163</b>	<b>48</b>	<b>61</b>	<b>77</b>	<b>106</b>	<b>118</b>	<b>130</b>	<b>128</b>	<b>134</b>	<b>128</b>	<b>124</b>	<b>121</b>		City Parking
Occupancy		29%	37%	47%	65%	72%	80%	79%	82%	79%	76%	74%		
<b>4PM PEAK</b>														
Zone 5 - Jensen E	54	17	16	16	16	15	17	16	17	14	12	12		Private Parking
Occupancy		31%	29%	29%	30%	29%	31%	30%	31%	25%	22%	23%		
Old Expo Parking	99	37	44	47	49	50	56	61	62	50	36	31		Private Parking
Occupancy		37%	44%	48%	50%	50%	57%	62%	63%	51%	36%	32%		
Zone 7 - Solstice Building	56	31	34	36	39	38	42	43	41	38	31	30		Private Parking
Occupancy		55%	61%	65%	69%	67%	74%	76%	73%	67%	55%	53%		
Zone 8 - Dakine Building	58	40	46	46	41	44	48	49	48	40	25	23		Private Parking
Occupancy		70%	79%	79%	71%	76%	83%	85%	82%	69%	43%	40%		
Zone 9 - Halyard Building	34	26	27	29	28	27	29	29	29	26	22	20		Private Parking
Occupancy		75%	81%	86%	82%	80%	84%	85%	86%	76%	64%	60%		
<b>Total</b>	<b>301</b>	<b>150</b>	<b>167</b>	<b>175</b>	<b>173</b>	<b>174</b>	<b>191</b>	<b>198</b>	<b>196</b>	<b>167</b>	<b>125</b>	<b>117</b>		Private Parking
Occupancy		50%	55%	58%	57%	58%	63%	66%	65%	56%	42%	39%		
<b>3PM PEAK</b>														
<b>Combined Total</b>	<b>918</b>	<b>248</b>	<b>313</b>	<b>367</b>	<b>432</b>	<b>482</b>	<b>550</b>	<b>588</b>	<b>628</b>	<b>599</b>	<b>521</b>	<b>476</b>		All
Occupancy		27%	34%	40%	47%	52%	60%	64%	68%	65%	57%	52%		
<b>4PM PEAK</b>														

The subsequent graphs show occupancies throughout the day by type of parking (for both weekends and weekdays). During the weekend, private parking zones were found to have much lower occupancies, while on weekdays the trends of each of the four categories were much closer. Peak times for each category are marked with a white diamond. See **Appendix E** for column graphs of peak occupancies by category and pareto charts for Port parking. See **Appendix F** for the same three types of charts created for the 2015 data.

### 2017 HOOD RIVER WATERFRONT PARKING OCCUPANCY (WEEKEND)



### 2017 HOOD RIVER WATERFRONT PARKING OCCUPANCY (WEEKDAY)



Below is the change in average occupancy by zone for weekends and weekdays. These numbers were found by subtracting the 2015 average occupancy from the 2017 average occupancy. By multiplying the combined total average occupancy increase by the number of parking spaces, the increase in average vehicles parked over the two-year span can be obtained. With 918 parking spaces among the seventeen zones, there has been an increase of 55 vehicles (6%) parked at any given time on weekends, and 119 vehicles (13%) on weekdays.

**2015-2017 Weekend Occupancy Change**

Description	Avg. Occ. Change	Type
Zone 2 - 1st Street Occupancy	24%	Port On-Street Parking
Zone 4 - Portway E Occupancy	12%	
Zone 12 - Portway W <sup>1</sup> Occupancy	N/A	
<b>Total</b> Occupancy	20%	

Zone 1 - Seawall Occupancy	17%	Port Off-Street Parking
Zone 3 - Event Site Occupancy	26%	
Zone 6 - Jensen W (Rec. Use) Occupancy	-8%	
Zone 13 - Hook Occupancy	12%	
<b>Total</b> Occupancy	16%	

Zone 10 - 8th Street E Occupancy	-16%	City Parking
Zone 11 - 8th Street W Occupancy	-12%	
Zone 14 - Portway 2nd to 8th (N) Occupancy	-10%	
Zone 15 - Portway 2nd to 8th (S) Occupancy	-10%	
Zone 16 - 2nd Street Occupancy	4%	
<b>Total</b> Occupancy	-8%	

Zone 5 - Jensen E Occupancy	-7%	Private Parking
Zone 7 - Solstice Building <sup>2</sup> Occupancy	5%	
Zone 8 - Dakine Building Occupancy	-17%	
Zone 9 - Halyard Building Occupancy	3%	
<b>Total</b> Occupancy	-2%	

<b>Combined (All Parking) Total</b> Occupancy	6%	All
--	----	-----

**2015-2017 Weekday Occupancy Change**

Description	Avg. Occ. Change	Type
Zone 2 - 1st Street Occupancy	17%	Port On-Street Parking
Zone 4 - Portway E Occupancy	10%	
Zone 12 - Portway W <sup>1</sup> Occupancy	N/A	
<b>Total</b> Occupancy	14%	

Zone 1 - Seawall Occupancy	29%	Port Off-Street Parking
Zone 3 - Event Site Occupancy	14%	
Zone 6 - Jensen W (Rec. Use) Occupancy	21%	
Zone 13 - Hook Occupancy	15%	
<b>Total</b> Occupancy	16%	

Zone 10 - 8th Street E Occupancy	27%	City Parking
Zone 11 - 8th Street W Occupancy	-16%	
Zone 14 - Portway 2nd to 8th (N) Occupancy	2%	
Zone 15 - Portway 2nd to 8th (S) Occupancy	9%	
Zone 16 - 2nd Street Occupancy	17%	
<b>Total</b> Occupancy	7%	

Zone 5 - Jensen E Occupancy	10%	Private Parking
Zone 7 - Solstice Building <sup>2</sup> Occupancy	26%	
Zone 8 - Dakine Building Occupancy	-1%	
Zone 9 - Halyard Building Occupancy	8%	
<b>Total</b> Occupancy	15%	

<b>Combined (All Parking) Total</b> Occupancy	13%	All
--	-----	-----

The next few pages include an in-depth comparison between the 2015 and 2017 data for both weekends and weekdays. A blue cell indicates an increase in occupancy while an orange cell indicates a decrease. Data for 2015 is in black and that for 2017 is in blue.

Hood River Waterfront Parking

2015 & 2017 Weekend Parking Occupancy Comparison

Description	Spaces	Vehicles Parked												Avg. Occ. Change	Type											
		9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	7:00 PM													
Zone 1 - 1st Street	48	1	12	5	17	9	25	23	41	34	45	41	46	39	47	40	47	32	42	19	37	19	31	24%	Port On-Street Parking	
Occupancy		3%	24%	10%	35%	18%	52%	47%	86%	72%	94%	85%	96%	81%	98%	83%	98%	67%	86%	40%	77%	39%	65%			
Zone 4 - Portway E	28	15	16	14	26	26	29	28	29	28	29	28	29	27	29	25	30	24	28	19	23	19	23	12%	Port On-Street Parking	
Occupancy		55%	55%	49%	94%	92%	102%	100%	104%	100%	104%	99%	104%	100%	104%	89%	106%	86%	101%	68%	84%	68%	84%			
Zone 12 - Portway W <sup>1</sup>	NODATA	35	6	5	5	5	5	5	15	15	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	12%	N/A	Port On-Street Parking
Occupancy		16%	16%	14%	14%	14%	14%	14%	14%	14%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%			
<b>Total</b>	<b>76</b>	<b>17</b>	<b>27</b>	<b>19</b>	<b>43</b>	<b>34</b>	<b>53</b>	<b>51</b>	<b>71</b>	<b>62</b>	<b>74</b>	<b>69</b>	<b>75</b>	<b>67</b>	<b>77</b>	<b>67</b>	<b>77</b>	<b>57</b>	<b>71</b>	<b>43</b>	<b>65</b>	<b>38</b>	<b>55</b>	<b>20%</b>	<b>Port On-Street Parking</b>	
Occupancy		<b>22%</b>	<b>36%</b>	<b>25%</b>	<b>57%</b>	<b>45%</b>	<b>70%</b>	<b>67%</b>	<b>93%</b>	<b>82%</b>	<b>98%</b>	<b>90%</b>	<b>99%</b>	<b>88%</b>	<b>101%</b>	<b>88%</b>	<b>101%</b>	<b>75%</b>	<b>94%</b>	<b>57%</b>	<b>86%</b>	<b>50%</b>	<b>72%</b>			
Zone 1 - Seawall	10	1	2	2	4	3	7	4	8	7	10	8	8	6	7	5	7	4	5	2	3	1	3	17%	Port Off-Street Parking	
Occupancy		10%	20%	23%	38%	30%	65%	37%	83%	67%	98%	80%	78%	60%	65%	50%	68%	43%	53%	23%	25%	10%	33%			
Zone 3 - Event Site	208	10	38	27	66	41	102	78	141	106	173	95	179	121	163	115	182	103	162	76	123	69	84	26%	Port Off-Street Parking	
Occupancy		5%	18%	13%	32%	20%	49%	38%	68%	51%	83%	46%	86%	58%	88%	55%	87%	50%	78%	37%	59%	33%	40%			
Zone 6 - Jensen W (Rec. Use)	70	30	13	35	21	51	32	53	49	61	54	64	61	63	62	56	60	53	53	48	44	28	36	-8%	Port Off-Street Parking	
Occupancy		43%	19%	50%	29%	73%	45%	76%	69%	87%	77%	92%	87%	90%	89%	80%	86%	76%	75%	69%	63%	40%	51%			
Zone 13 - Hook	55	12	12	9	11	14	25	21	34	26	47	32	51	38	52	36	42	36	36	26	22	21	15	12%	Port Off-Street Parking	
Occupancy		21%	21%	17%	19%	26%	45%	38%	61%	45%	86%	58%	92%	69%	95%	65%	75%	65%	65%	48%	39%	39%	27%			
<b>Total</b>	<b>343</b>	<b>53</b>	<b>64</b>	<b>74</b>	<b>101</b>	<b>110</b>	<b>165</b>	<b>156</b>	<b>232</b>	<b>199</b>	<b>284</b>	<b>228</b>	<b>298</b>	<b>228</b>	<b>304</b>	<b>212</b>	<b>290</b>	<b>196</b>	<b>256</b>	<b>153</b>	<b>191</b>	<b>120</b>	<b>138</b>	<b>16%</b>	<b>Port Off-Street Parking</b>	
Occupancy		<b>15%</b>	<b>19%</b>	<b>22%</b>	<b>29%</b>	<b>32%</b>	<b>48%</b>	<b>45%</b>	<b>68%</b>	<b>58%</b>	<b>83%</b>	<b>58%</b>	<b>87%</b>	<b>67%</b>	<b>88%</b>	<b>62%</b>	<b>84%</b>	<b>57%</b>	<b>74%</b>	<b>45%</b>	<b>56%</b>	<b>35%</b>	<b>40%</b>			
Zone 10 - 8th Street E	12	1	1	9	1	6	2	9	6	10	10	10	11	10	10	10	8	6	7	8	6	6	4	-16%	City Parking	
Occupancy		11%	6%	72%	8%	53%	13%	78%	8%	83%	90%	83%	85%	83%	81%	65%	53%	60%	64%	46%	47%	33%				
Zone 11 - 8th Street W	12	4	1	6	1	7	1	9	3	10	10	10	12	10	11	8	10	7	10	8	6	6	-12%	City Parking		
Occupancy		36%	4%	50%	8%	58%	8%	75%	7%	83%	98%	83%	92%	83%	85%	61%	81%	67%	82%	50%	50%	46%				
Zone 14 - Portway 2nd to 8th (N)	60	43	13	47	22	60	41	60	59	60	59	60	59	60	60	59	59	55	59	55	57	51	56	-10%	City Parking	
Occupancy		71%	21%	78%	36%	100%	68%	100%	98%	100%	99%	99%	98%	99%	100%	99%	91%	98%	92%	95%	84%	94%				
Zone 15 - Portway 2nd to 8th (S)	46	20	4	31	7	31	16	39	40	43	45	43	46	43	43	42	44	44	41	43	38	31	36	-10%	City Parking	
Occupancy		43%	8%	67%	15%	67%	35%	86%	88%	93%	97%	93%	94%	93%	94%	91%	96%	95%	90%	93%	83%	67%	78%			
Zone 16 - 2nd Street	33	5	6	7	9	14	13	21	20	25	29	29	30	30	31	28	31	23	25	17	21	12	13	4%	City Parking	
Occupancy		14%	18%	21%	26%	42%	40%	65%	61%	77%	87%	88%	90%	91%	93%	85%	92%	70%	76%	52%	63%	37%	40%			
<b>Total</b>	<b>163</b>	<b>73</b>	<b>24</b>	<b>99</b>	<b>38</b>	<b>118</b>	<b>73</b>	<b>139</b>	<b>128</b>	<b>148</b>	<b>152</b>	<b>152</b>	<b>157</b>	<b>152</b>	<b>147</b>	<b>152</b>	<b>135</b>	<b>142</b>	<b>131</b>	<b>128</b>	<b>105</b>	<b>115</b>	<b>-8%</b>	<b>City Parking</b>		
Occupancy		<b>45%</b>	<b>14%</b>	<b>61%</b>	<b>23%</b>	<b>73%</b>	<b>44%</b>	<b>85%</b>	<b>79%</b>	<b>91%</b>	<b>93%</b>	<b>96%</b>	<b>95%</b>	<b>93%</b>	<b>90%</b>	<b>93%</b>	<b>83%</b>	<b>87%</b>	<b>80%</b>	<b>79%</b>	<b>65%</b>	<b>70%</b>				
Zone 5 - Jensen E	54	5	4	16	5	14	6	13	7	8	6	14	7	13	8	11	6	3	5	5	6	2	6	-7%	Private Parking	
Occupancy		9%	7%	29%	9%	27%	11%	24%	13%	15%	11%	25%	13%	24%	14%	20%	11%	6%	9%	9%	10%	3%	10%			
Zone 7 - Solstice Building <sup>2</sup>	155	16	21	23	21	27	28	40	43	51	55	50	61	45	63	54	63	51	59	38	53	35	49	5%	Private Parking	
Occupancy		10%	13%	15%	13%	17%	18%	26%	28%	33%	35%	32%	39%	29%	41%	35%	41%	33%	38%	25%	34%	23%	32%			
Zone 8 - Dakine Building	58	7	6	31	7	39	8	44	16	41	41	43	46	42	43	34	40	31	32	14	24	14	24	-17%	Private Parking	
Occupancy		13%	10%	53%	13%	67%	13%	76%	28%	78%	71%	80%	73%	80%	72%	59%	68%	53%	52%	34%	25%	21%	24%			
Zone 9 - Halvard Building	43	5	10	12	10	22	15	34	25	36	29	37	31	42	30	41	30	34	29	23	22	12	18	3%	Private Parking	
Occupancy		12%	28%	29%	29%	52%	43%	78%	74%	83%	85%	87%	92%	98%	89%	95%	87%	84%	84%	54%	65%	29%	52%			
<b>Total</b>	<b>310</b>	<b>33</b>	<b>40</b>	<b>82</b>	<b>43</b>	<b>102</b>	<b>56</b>	<b>131</b>	<b>92</b>	<b>140</b>	<b>130</b>	<b>151</b>	<b>141</b>	<b>147</b>	<b>143</b>	<b>149</b>	<b>133</b>	<b>127</b>	<b>123</b>	<b>96</b>	<b>112</b>	<b>64</b>	<b>97</b>	<b>-2%</b>	<b>Private Parking</b>	
Occupancy		<b>11%</b>	<b>13%</b>	<b>26%</b>	<b>14%</b>	<b>33%</b>	<b>19%</b>	<b>42%</b>	<b>30%</b>	<b>45%</b>	<b>43%</b>	<b>49%</b>	<b>47%</b>	<b>47%</b>	<b>48%</b>	<b>44%</b>	<b>41%</b>	<b>41%</b>	<b>31%</b>	<b>37%</b>	<b>21%</b>	<b>32%</b>				
<b>Combined (All Parking) Total</b>	<b>892</b>	<b>176</b>	<b>154</b>	<b>274</b>	<b>225</b>	<b>365</b>	<b>347</b>	<b>477</b>	<b>522</b>	<b>550</b>	<b>640</b>	<b>571</b>	<b>671</b>	<b>594</b>	<b>678</b>	<b>574</b>	<b>651</b>	<b>516</b>	<b>592</b>	<b>424</b>	<b>406</b>	<b>327</b>	<b>404</b>	<b>6%</b>	<b>All</b>	
Occupancy		<b>20%</b>	<b>17%</b>	<b>31%</b>	<b>25%</b>	<b>41%</b>	<b>39%</b>	<b>53%</b>	<b>59%</b>	<b>62%</b>	<b>73%</b>	<b>64%</b>	<b>76%</b>	<b>67%</b>	<b>77%</b>	<b>64%</b>	<b>74%</b>	<b>58%</b>	<b>67%</b>	<b>47%</b>	<b>56%</b>	<b>37%</b>	<b>46%</b>			

<sup>1</sup>Zone 12 is not considered for "Total Occupancies as there is no data for 2015  
<sup>2</sup>2017 data for "Zone 7" and "Expo" have been combined and placed under "Zone 7" because it was counted as a single zone in 2015  
 2015 data in black; 2017 data in blue

▲ indicates an occupancy increase  
 ▼ indicates an occupancy decrease

Hood River Waterfront Parking

2015 & 2017 Weekday Parking Occupancy Comparison



Description	Spaces	Vehicles Parked												Avg. Occ. Change	Type									
		9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM												
Zone 2 - 1st Street	48	4	8	7	10	7	14	17	22	22	25	24	31	30	35	26	36	28	39	21	39		17%	
Occupancy		8%	16%	14%	21%	14%	29%	35%	45%	45%	52%	51%	64%	61%	73%	53%	74%	58%	81%	44%	81%			
Zone 4 - Portway E	28	5	9	14	13	16	18	21	22	22	26	24	29	27	29	27	29	26	29	26	31	23	27	10%
Occupancy		17%	31%	51%	48%	58%	64%	74%	80%	79%	92%	86%	102%	97%	103%	97%	103%	91%	105%	94%	109%	82%	98%	
Zone 12 - Portway W <sup>1</sup>	NO DATA																							N/A
Occupancy																								
Total	76	9	16	21	23	23	32	38	44	44	51	48	59	57	64	53	64	53	68	52	71	44	66	14%
Occupancy		11%	22%	27%	31%	30%	42%	50%	58%	58%	67%	63%	78%	75%	84%	69%	85%	70%	90%	68%	93%	58%	87%	

Zone 1 - Seawall	10	1	2	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	8	9	9	9	29%
Occupancy		13%	22%	25%	34%	28%	44%	38%	52%	28%	60%	40%	60%	35%	74%	35%	76%	23%	74%	8%	46%	10%	50%	
Zone 3 - Event Site	208	12	12	27	25	45	37	63	55	85	71	74	87	51	108	60	131	66	138	60	124	31	98	14%
Occupancy		6%	6%	13%	12%	21%	18%	30%	27%	41%	34%	35%	42%	24%	52%	29%	63%	31%	66%	29%	60%	15%	47%	
Zone 6 - Jensen W (Rec. Use)	70	5	10	6	16	11	20	21	24	25	31	34	35	36	42	28	50	16	48	12	42	9	40	21%
Occupancy		6%	14%	9%	22%	15%	29%	30%	34%	35%	44%	48%	50%	51%	59%	40%	71%	22%	68%	16%	60%	12%	58%	
Zone 13 - Hook	55	4	6	8	14	14	19	15	19	20	23	24	31	21	30	17	31	11	30	10	20	8	16	15%
Occupancy		7%	11%	14%	25%	25%	34%	27%	35%	36%	42%	44%	56%	38%	55%	30%	56%	20%	54%	18%	37%	15%	29%	
Total	343	21	30	43	58	72	81	102	104	132	131	135	159	111	187	108	220	94	223	82	191	48	160	16%
Occupancy		6%	9%	13%	17%	21%	24%	30%	30%	38%	34%	39%	46%	32%	54%	32%	64%	27%	65%	24%	56%	14%	47%	

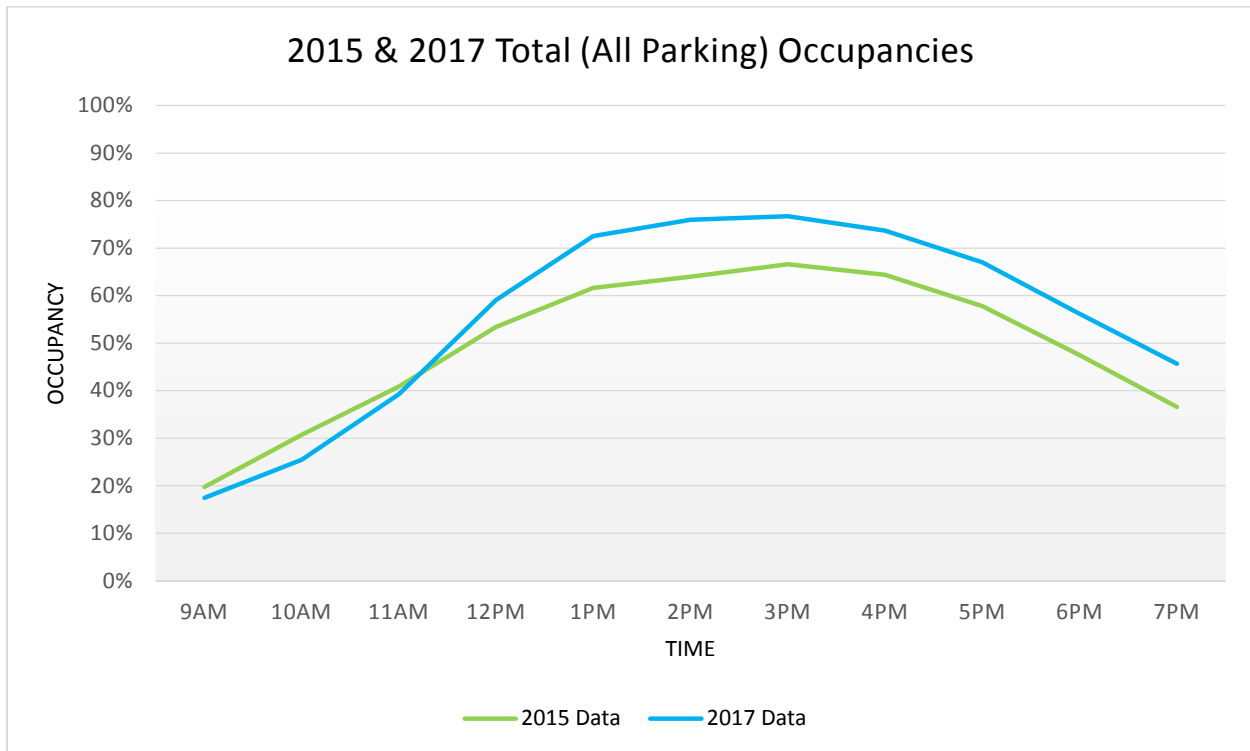
Zone 10 - 8th Street E	12	1	1	1	2	0	5	1	6	2	6	3	7	3	6	3	8	4	8	4	6	4	5	27%
Occupancy		4%	8%	4%	15%	2%	38%	8%	48%	15%	48%	21%	57%	21%	52%	27%	65%	29%	67%	33%	50%	29%	43%	
Zone 11 - 8th Street W	12	4	1	4	0	4	0	4	1	5	2	5	5	6	4	6	5	5	5	6	4	5	4	-16%
Occupancy		33%	5%	33%	3%	33%	7%	40%	15%	40%	40%	46%	40%	46%	35%	46%	42%	40%	43%	48%	37%	44%	32%	
Zone 14 - Portway 2nd to 8th (N)	60	15	17	28	27	39	35	49	48	52	53	52	55	55	55	52	57	53	53	51	57	56	57	2%
Occupancy		25%	28%	46%	44%	65%	59%	81%	80%	86%	89%	91%	92%	87%	94%	89%	94%	89%	88%	85%	94%	93%	96%	
Zone 15 - Portway 2nd to 8th (S)	46	13	15	18	18	19	20	33	32	32	37	36	34	39	36	31	37	27	35	26	35	24	38	9%
Occupancy		28%	32%	39%	40%	41%	43%	71%	70%	79%	78%	73%	84%	78%	78%	66%	80%	58%	77%	57%	76%	51%	82%	
Zone 16 - 2nd Street	33	10	15	13	14	16	17	13	19	20	21	19	25	19	26	17	27	18	26	12	22	10	17	17%
Occupancy		31%	44%	40%	42%	48%	50%	61%	65%	58%	75%	58%	80%	51%	83%	55%	80%	35%	67%	35%	67%	30%	51%	
Total	163	43	48	63	61	78	77	99	106	115	118	113	130	118	128	108	134	106	128	99	124	98	121	7%
Occupancy		26%	29%	39%	37%	48%	47%	61%	65%	71%	72%	69%	80%	72%	79%	66%	82%	65%	79%	60%	76%	60%	74%	

Zone 5 - Jensen E	54	9	17	10	16	11	16	11	16	13	15	14	17	11	16	7	17	7	14	7	12	6	12	10%
Occupancy		16%	31%	19%	29%	21%	29%	21%	30%	24%	29%	26%	31%	20%	30%	13%	31%	13%	25%	13%	22%	10%	23%	
Zone 7 - Solstice Building <sup>2</sup>	155	37	67	46	78	47	84	51	88	50	87	55	98	50	104	48	103	41	88	34	66	26	61	26%
Occupancy		24%	43%	30%	50%	30%	54%	33%	57%	32%	56%	35%	63%	32%	67%	31%	66%	26%	57%	22%	43%	17%	39%	
Zone 8 - Dakine Building	58	53	40	53	46	52	46	45	41	44	44	51	48	51	49	45	48	29	40	17	25	11	23	-1%
Occupancy		91%	70%	91%	79%	89%	79%	77%	71%	84%	76%	90%	83%	88%	85%	82%	82%	50%	69%	28%	43%	19%	40%	
Zone 9 - Halvard Building	43	29	26	35	27	37	29	33	28	36	27	40	29	33	29	27	29	27	26	24	22	16	20	8%
Occupancy		68%	75%	81%	81%	85%	86%	77%	82%	84%	80%	93%	84%	77%	85%	52%	86%	62%	76%	56%	64%	38%	60%	
Total	310	128	150	144	167	147	175	148	173	148	174	161	191	145	198	122	196	103	167	82	125	59	117	15%
Occupancy		41%	50%	46%	55%	47%	58%	45%	57%	48%	58%	52%	63%	47%	65%	39%	65%	33%	56%	26%	42%	19%	39%	
Combined (All Parking) Total	892	201	201	271	309	320	364	379	426	439	474	456	539	480	577	391	614	356	586	314	511	249	464	13%
Occupancy		23%	23%	30%	35%	36%	41%	42%	48%	49%	54%	51%	61%	48%	65%	44%	70%	40%	66%	35%	58%	28%	53%	

<sup>1</sup>Zone 12 is not considered for Total Occupancies as there is no data for 2015  
<sup>2</sup>2015 data for "Zone 7" and "Expo" have been combined and placed under "Zone 7" because it was counted as a single zone in 2015  
 2015 data in black; 2017 data in blue

 indicates an occupancy increase  
 indicates an occupancy decrease

A graph of 2015 and 2017 total average occupancies is shown below. For most hours throughout the day, overall occupancies have increased.



#### 4.2 Turnover

Two sample cars per hour yielded 12 random sample vehicles per zone; the capacities of the three zones range from 28 to 70 spaces, providing a sample size of 17.1% to 42.9% of each zone. In addition to the daily averages already provided in the **Data** section, weekend, weekday, and total averages were calculated for each zone along with an overall average turnover (shown below).

	Jensen W	Portway E	N 1st Street
7-Day Average Turnover (hrs):	3.88	3.11	2.49
3-Day Average Weekend Turnover (hrs):	3.89	2.83	2.67
4-Day Average Weekday Turnover (hrs):	3.88	3.31	2.35
<u>7-Day Average Turnover (all zones) (hrs):</u>	<u>3.16</u>		

## 5. Findings

### 5.1 Occupancy

An initial assessment of the data showed that every zone aside from four private parking zones exceeded an occupancy of 85% on weekends. Weekend peak times for each type of parking ranged from 2pm to 3pm, with an overall peak at 3pm. Weekday peak times were shifted more toward the end of the day with a range of 3pm to 5pm, and an overall peak at 4pm. There was an overall average occupancy increase of 6% on weekends and 13% on weekdays. This corresponds to approximately 55 more vehicles parked at any point on weekends and 119 more vehicles on weekdays when compared with 2015 counts. Port parking alone saw an increase of 18% in average occupancy on weekends and 15% on weekdays.

### 5.2 Turnover

The results from the sample cars selected showed that, on average, vehicles are parked for 3.16 hours in the waterfront area. As for the three zones included in the turnover study, cars were found to be parked in “Zone 6 – Jensen W” for 3.88 hours, “Zone 4 – Portway E” for 3.11 hours, and “Zone 2 – N 1<sup>st</sup> Street” for 2.49 hours. There was a slight bit of variance (no more than half an hour) from weekend to weekday turnover averages.

## 6. Conclusion

The demand for waterfront parking in Hood River is increasing. The average change in occupancy over 2 years was 6% on weekends and 13% on weekdays. This means that this year (2017), 55 additional vehicles are parked along the waterfront at any given time on the weekend when compared to 2015. Furthermore, there are 119 more vehicles parked at any instant on the average weekday. We can expect an average yearly occupancy increase of 3% to 7% between weekends and weekdays based on this trend.

The turnover samples taken indicate an average stay of 3.16 hours. This turnover rate seems reasonable as most people flock to the area to enjoy a meal, spend time near/on the beach, or utilize the water. This statistic plays a large role in estimating the total number of vehicles that park at the waterfront in a given time period and is essential for financial analysis.





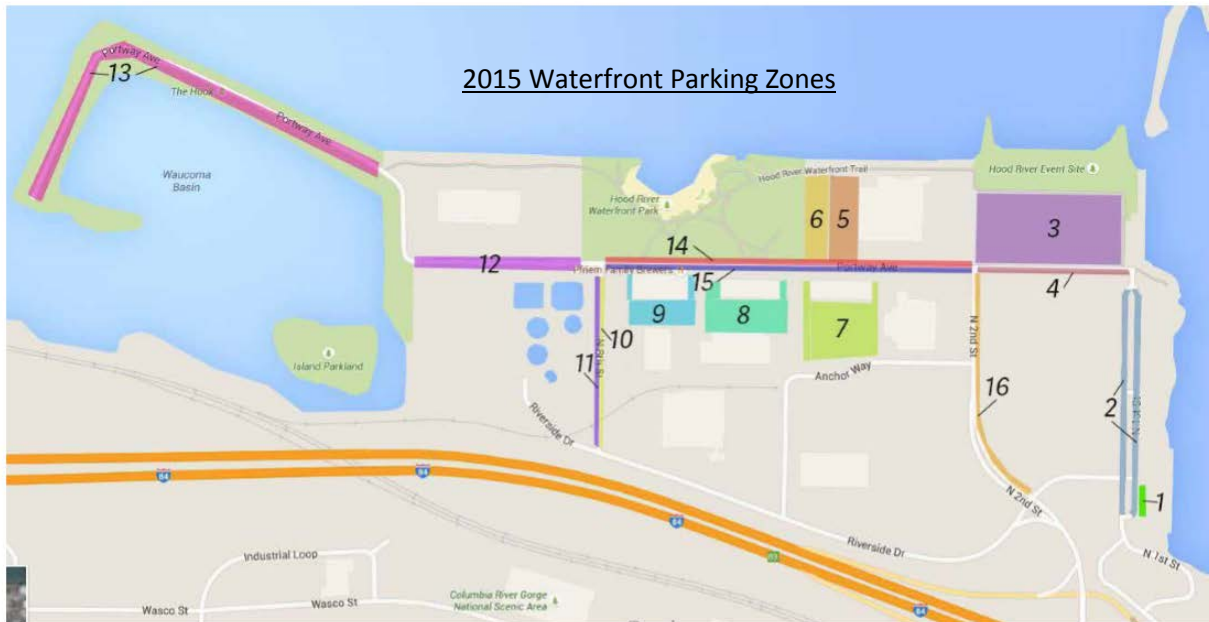
## Appendices A-F



## Appendix A Parking Zones



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1 – Seawall</li> <li>2 – N 1<sup>st</sup> Street</li> <li>3 – Event Site</li> <li>4 – Portway E</li> <li>5 – Jensen E</li> <li>6 – Jensen W (Rec. Use)</li> <li>7 – Solstice Building</li> <li>8 – Dakine Building</li> <li>9 – Halyard Building</li> </ul> | <ul style="list-style-type: none"> <li>10 – 8<sup>th</sup> Street E</li> <li>11 – 8<sup>th</sup> Street W</li> <li>12 – Portway W</li> <li>13 – Hook</li> <li>14 – Portway 2<sup>nd</sup> to 8<sup>th</sup> (N)</li> <li>15 – Portway 2<sup>nd</sup> to 8<sup>th</sup> (S)</li> <li>16 – 2<sup>nd</sup> Street</li> <li>Expo – Old Expo Parking</li> </ul> |
|--|--|



**Note:** the area now split into “Expo” and “Zone 7” was counted as a single zone called “Zone 7” in 2015

## Appendix B 2017 Occupancy Count Data

Hood River Waterfront Parking Data Sheet  
Date: 07/01/17

### RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	0	6	15	35	46	47	48	50	47	31	32
Zone 4 - Portway E	28	17	28	29	30	30	30	30	29	31	28	20
Zone 12 - Portway W	35	7	7	8	20	35	31	32	29	33	25	21

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	3	5	7	9	10	6	6	4	5	1	1
Zone 3 - Event Site	208	48	76	121	160	195	208	206	198	168	108	84
Zone 6 - Jensen W (Rec. Use)	70	11	19	37	50	65	67	70	67	68	50	44
Zone 13 - Hook	55	22	14	31	34	47	50	50	39	24	10	4

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	1	2	4	8	12	11	9	8	5	2
Zone 11 - 8th Street W	12	2	2	4	6	12	12	12	12	12	11	8
Zone 14 - Portway 2nd to 8th (N)	60	7	9	44	60	58	58	58	59	58	57	60
Zone 15 - Portway 2nd to 8th (S)	46	1	4	14	41	44	45	44	45	43	41	38
Zone 16 - 2nd Street	33	7	8	14	22	30	32	32	31	24	21	20

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	10	11	12	15	12	12	15	10	8	8	8
Old Expo Parking	99	13	12	19	28	33	37	50	47	38	30	29
Zone 7 - Solstice Building	56	11	8	13	20	18	25	32	30	29	30	29
Zone 8 - Dakine Building	58	6	6	7	12	37	34	45	41	37	37	29
Zone 9 - Halyard Building	34	7	7	13	25	28	30	28	32	26	25	17

Weather: Mostly Sunny  
 High Temp\*: 82° F  
 Low Temp\*: 61° F  
 Peak Average Windspeed\*\*: 27 mph

\*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Other Notes: 4th of July Weekend, Additional "Lot 1" Parking Opened, "Old Expo Parking" and "Zone 7 - Solstice Building" contain estimates based on the ratio of the data collected on 07/11/17 as they were counted as a single location prior

Hood River Waterfront Parking Data Sheet  
Date: 07/06/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	9	12	16	24	32	32	40	42	46	44	42
Zone 4 - Portway E	28	6	6	12	18	29	29	30	30	31	33	32
Zone 12 - Portway W	35	6	5	5	6	10	15	10	15	19	12	9

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	5	3	7	8	10	8	10	10	10	4	4
Zone 3 - Event Site	208	17	36	57	73	91	108	144	197	206	183	145
Zone 6 - Jensen W (Rec. Use)	70	6	14	18	23	33	37	47	68	61	51	51
Zone 13 - Hook	55	8	15	29	27	28	34	32	37	45	27	22

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	1	4	4	6	8	6	7	7	6	2
Zone 11 - 8th Street W	12	3	2	2	2	5	9	8	9	8	5	5
Zone 14 - Portway 2nd to 8th (N)	60	13	22	43	49	53	59	55	59	57	55	57
Zone 15 - Portway 2nd to 8th (S)	46	15	13	20	36	40	40	32	44	39	36	35
Zone 16 - 2nd Street	33	12	12	13	16	19	25	27	33	32	23	21

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	15	15	16	17	15	18	16	12	8	8	6
Old Expo Parking	99	41	44	47	50	61	63	64	63	46	36	30
Zone 7 - Solstice Building	56	32	31	32	36	35	43	42	41	37	36	31
Zone 8 - Dakine Building	58	40	47	47	41	47	51	51	48	41	32	24
Zone 9 - Halyard Building	34	27	27	28	26	26	28	29	29	23	23	16

Weather: Sunny  
 High Temp\*: 96° F  
 Low Temp\*: 67° F  
 Peak Average Windspeed\*\*: 24 mph  
 Other Notes: "Old Expo Parking" and "Zone 7 - Solstice Building" contain estimates based on the ratio of the data collected on 07/11/17 as they were counted as a single location prior

\*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 07/11/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	2	5	10	30	30	36	38	32	34	38	41
Zone 4 - Portway E	28	11	22	28	29	28	28	29	27	31	32	31
Zone 12 - Portway W	35	2	2	1	3	4	8	5	5	4	2	6

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	2	4	4	4	7	5	8	6	5	1	2
Zone 3 - Event Site	208	10	37	47	71	100	131	151	167	163	125	92
Zone 6 - Jensen W (Rec. Use)	70	5	17	26	34	41	43	48	54	54	42	30
Zone 13 - Hook	55	4	13	20	18	22	43	32	36	31	22	13

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	2	5	4	6	4	3	4	3	5	4	5
Zone 11 - 8th Street W	12	0	0	0	0	0	3	1	0	3	3	3
Zone 14 - Portway 2nd to 8th (N)	60	11	22	28	44	52	57	56	52	54	60	56
Zone 15 - Portway 2nd to 8th (S)	46	12	14	18	28	34	40	38	34	37	39	43
Zone 16 - 2nd Street	33	16	19	19	20	26	27	29	24	25	25	14

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	16	15	14	14	14	15	15	14	9	9	9
Old Expo Parking	99	38	51	52	52	51	54	59	57	42	29	23
Zone 7 - Solstice Building	56	30	35	35	38	29	37	38	37	33	29	23
Zone 8 - Dakine Building	58	34	42	40	36	32	51	49	48	39	18	22
Zone 9 - Halyard Building	34	27	29	30	30	27	29	28	30	24	22	19

Weather: Sunny  
 High Temp\*: 84° F  
 Low Temp\*: 60° F  
 Peak Average Windspeed\*\*: 28 mph  
 Other Notes:

\*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 07/16/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	14	15	23	43	39	46	48	50	37	33	24
Zone 4 - Portway E	28	18	29	28	30	28	29	28	28	28	26	20
Zone 12 - Portway W	35	8	3	2	20	31	29	29	29	25	12	5

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	1	1	5	7	10	8	7	8	6	4	5
Zone 3 - Event Site	208	61	87	115	180	208	216	209	206	180	146	96
Zone 6 - Jensen W (Rec. Use)	70	26	29	38	53	56	68	70	67	61	51	44
Zone 13 - Hook	55	8	9	22	30	49	55	55	50	47	33	29

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	2	1	2	9	11	12	11	9	7	8	9
Zone 11 - 8th Street W	12	0	0	0	3	12	12	12	10	9	7	8
Zone 14 - Portway 2nd to 8th (N)	60	12	25	39	59	60	60	61	60	58	57	52
Zone 15 - Portway 2nd to 8th (S)	46	7	9	12	38	45	46	45	44	41	38	36
Zone 16 - 2nd Street	33	8	11	14	25	32	32	32	31	22	19	8

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	4	5	5	8	5	8	8	7	5	10	10
Old Expo Parking	99	7	7	6	19	23	26	26	27	30	27	22
Zone 7 - Solstice Building	56	13	13	21	23	34	38	34	38	33	28	24
Zone 8 - Dakine Building	58	3	5	6	18	52	41	36	33	30	26	23
Zone 9 - Halyard Building	34	9	9	14	24	28	29	33	31	32	23	22

Weather: Sunny  
 High Temp\*: 79° F  
 Low Temp\*: 55° F  
 Peak Average Windspeed\*\*: 24 mph  
 Other Notes: Last day of Kiteboard for Cancer, Additional "Lot 1" Parking Opened  
 \*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 07/20/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	12	14	18	24	24	30	30	30	37	38	36
Zone 4 - Portway E	28	14	22	25	28	25	28	26	28	28	30	23
Zone 12 - Portway W	35	6	5	5	11	13	20	29	35	35	25	35

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	1	3	5	8	7	3	4	5	2	4	2
Zone 3 - Event Site	208	16	32	47	68	78	78	88	108	118	112	93
Zone 6 - Jensen W (Rec. Use)	70	33	37	38	40	45	54	60	60	58	55	56
Zone 13 - Hook	55	5	16	21	19	30	32	36	37	28	11	16

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	0	0	4	8	7	9	8	15	13	8	9
Zone 11 - 8th Street W	12	0	0	0	1	0	9	10	12	10	8	8
Zone 14 - Portway 2nd to 8th (N)	60	35	50	52	58	58	57	60	64	60	61	60
Zone 15 - Portway 2nd to 8th (S)	46	25	34	32	44	45	45	46	46	46	46	46
Zone 16 - 2nd Street	33	13	11	15	18	19	22	23	29	27	22	19

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	19	15	16	16	15	15	16	32	30	32	38
Old Expo Parking	99	37	46	50	50	50	65	71	79	66	44	38
Zone 7 - Solstice Building	56	33	43	44	49	47	45	50	55	47	33	35
Zone 8 - Dakine Building	58	47	48	51	47	51	52	53	58	45	36	43
Zone 9 - Halyard Building	34	25	26	30	29	27	29	31	31	28	25	25

Weather: Partly Cloudy  
 High Temp\*: 80° F  
 Low Temp\*: 57° F  
 Peak Average Windspeed\*\*: 24 mph  
 Other Notes: Kayaking event; Jensen W reserved  
 \*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 07/25/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	7	10	14	19	25	43	38	45	43	48	49
Zone 4 - Portway E	28	6	6	11	23	29	30	30	31	31	31	32
Zone 12 - Portway W	35	1	1	3	5	9	8	7	10	7	10	8

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	2	3	3	2	5	8	8	9	10	8	9
Zone 3 - Event Site	208	9	13	21	41	64	91	122	147	157	166	129
Zone 6 - Jensen W (Rec. Use)	70	2	5	12	11	21	28	39	57	53	44	45
Zone 13 - Hook	55	7	19	19	28	23	34	40	35	30	19	15

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	2	6	6	5	5	6	7	8	9	7
Zone 11 - 8th Street W	12	0	0	0	1	1	0	2	3	2	3	1
Zone 14 - Portway 2nd to 8th (N)	60	10	23	25	49	50	55	58	60	48	56	60
Zone 15 - Portway 2nd to 8th (S)	46	16	18	15	34	24	36	39	30	30	28	37
Zone 16 - 2nd Street	33	20	18	20	23	24	32	30	33	32	32	24

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	19	18	18	17	18	19	16	12	11	5	5
Old Expo Parking	99	35	41	47	46	45	45	52	57	47	34	35
Zone 7 - Solstice Building	56	25	30	36	34	36	37	39	34	34	23	32
Zone 8 - Dakine Building	58	40	43	45	38	42	43	52	47	33	20	17
Zone 9 - Halyard Building	34	24	28	29	26	29	28	29	29	26	21	20

Weather: Sunny  
 High Temp\*: 91° F  
 Low Temp\*: 64° F  
 Peak Average Windspeed\*\*: 23 mph  
 Other Notes: 8 spaces coned off in "Zone 15 - Portay 2nd to 8th (S)"  
 \*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 07/29/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	11	24	32	41	48	43	42	40	33	36	35
Zone 4 - Portway E	28	17	29	29	30	31	29	29	29	30	29	28
Zone 12 - Portway W	35	3	5	5	10	29	34	34	27	20	18	13

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	1	3	9	10	9	8	6	7	3	2	2
Zone 3 - Event Site	208	31	80	136	183	225	213	208	184	169	126	90
Zone 6 - Jensen W (Rec. Use)	70	9	26	42	61	62	64	62	61	49	37	25
Zone 13 - Hook	55	7	9	19	40	50	53	52	42	42	25	12

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	0	0	0	3	9	8	9	9	8	6	2
Zone 11 - 8th Street W	12	0	0	0	0	9	12	12	10	10	4	5
Zone 14 - Portway 2nd to 8th (N)	60	14	28	42	58	59	60	59	60	60	57	57
Zone 15 - Portway 2nd to 8th (S)	46	4	9	25	43	45	46	38	46	37	40	34
Zone 16 - 2nd Street	33	5	9	19	21	26	29	32	28	27	23	14

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	2	4	4	4	4	6	6	6	4	2	2
Old Expo Parking	99	8	10	18	23	27	25	24	22	24	22	21
Zone 7 - Solstice Building	56	9	14	14	24	40	39	30	30	30	27	27
Zone 8 - Dakine Building	58	5	7	6	17	35	47	41	31	31	34	22
Zone 9 - Halyard Building	34	6	7	13	26	31	32	29	29	27	22	16

Weather: Sunny  
 High Temp\*: 90° F  
 Low Temp\*: 64° F  
 Peak Average Windspeed\*\*: 28 mph  
 Other Notes: Additional "Lot 1" Parking Opened  
 \*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 08/03/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	9	9	12	12	14	13	28	29	34	34	27
Zone 4 - Portway E	28	6	11	13	14	18	28	29	28	26	27	19
Zone 12 - Portway W	35	4	5	3	1	4	4	3	4	2	2	1

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	1	4	3	4	4	6	7	8	10	6	8
Zone 3 - Event Site	208	6	8	15	24	21	28	34	38	45	33	32
Zone 6 - Jensen W (Rec. Use)	70	3	5	8	10	15	14	14	11	12	19	20
Zone 13 - Hook	55	7	7	5	5	12	10	10	10	15	23	15

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	1	1	5	5	7	9	7	7	7	3	3
Zone 11 - 8th Street W	12	0	0	0	0	3	3	0	1	3	3	2
Zone 14 - Portway 2nd to 8th (N)	60	14	16	29	39	53	46	48	48	46	51	54
Zone 15 - Portway 2nd to 8th (S)	46	6	13	13	19	36	32	25	30	25	25	27
Zone 16 - 2nd Street	33	12	9	16	19	19	18	23	18	16	8	6

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	15	15	15	16	15	17	17	14	10	5	3
Old Expo Parking	99	32	37	40	48	41	53	59	55	49	36	30
Zone 7 - Solstice Building	56	33	33	35	37	41	46	45	36	37	32	28
Zone 8 - Dakine Building	58	41	48	47	43	47	43	42	37	42	20	11
Zone 9 - Halyard Building	34	25	27	29	28	27	29	28	27	29	17	22

Weather: Sunny  
 High Temp\*: 110° F  
 Low Temp\*: 69° F  
 Peak Average Windspeed\*\*: 10 mph  
 Other Notes: National Weather Service released an "Excessive Heat Warning", 3 spots roped off in "Zone 15"

\*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application

Hood River Waterfront Parking Data Sheet  
Date: 08/06/17

RAW DATA

Port On-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 2 - 1st Street	48	21	23	29	46	47	48	51	49	49	48	33
Zone 4 - Portway E	28	10	19	28	27	28	29	30	31	30	30	26
Zone 12 - Portway W	35	5	4	5	10	21	33	30	21	15	12	7

Port Off-Street Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 1 - Seawall	10	3	6	5	7	10	9	7	8	7	3	5
Zone 3 - Event Site	208	10	21	36	42	65	77	108	138	131	112	65
Zone 6 - Jensen W (Rec. Use)	70	6	8	10	30	32	44	46	45	32	37	30
Zone 13 - Hook	55	9	10	27	31	43	44	52	35	30	18	15

City Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 10 - 8th Street E	12	0	0	2	8	10	11	10	4	6	3	3
Zone 11 - 8th Street W	12	0	0	0	4	7	11	8	9	8	3	1
Zone 14 - Portway 2nd to 8th (N)	60	18	24	37	57	60	58	60	58	58	58	56
Zone 15 - Portway 2nd to 8th (S)	46	2	6	14	39	44	45	46	42	44	34	35
Zone 16 - 2nd Street	33	4	6	6	12	27	26	27	32	27	20	11

Private Parking		Vehicles Parked										
Location	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Zone 5 - Jensen E	54	0	0	2	2	2	2	2	1	2	2	2
Old Expo Parking	99	8	10	12	15	19	22	22	27	24	23	22
Zone 7 - Solstice Building	56	14	9	9	19	24	30	34	31	27	25	23
Zone 8 - Dakine Building	58	8	11	12	18	40	48	45	31	26	29	22
Zone 9 - Halyard Building	34	16	17	19	26	28	34	31	26	29	19	16

Weather: Mostly Sunny  
 High Temp\*: 101° F  
 Low Temp\*: 67° F  
 Peak Average Windspeed\*\*: 18 mph  
 Other Notes:

\*Temperatures were found using the iPhone weather application  
 \*\*Windspeed was found using the iKitesurf application



## Appendix C 2015 Occupancy Data

Hood River Waterfront Parking      Dates: Aug 15, 22, & 23, 2015

### 2015 Weekend Parking Occupancy 3-Day Average

Individual zone occupancies > 85% are in red		Vehicles Parked											Distribution	Type
Description	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM		
Zone 2 - 1st Street	48	1	5	9	23	34	41	39	40	32	19	19		Port On-Street Parking
Occupancy		3%	10%	18%	47%	72%	85%	81%	83%	67%	40%	39%		
Zone 4 - Portway E	28	15	14	26	28	28	28	28	27	25	24	19		
Occupancy		55%	49%	92%	100%	100%	99%	100%	95%	89%	86%	68%		Port On-Street Parking
Zone 12 - Portway W	35	NO DATA												
Occupancy		NO DATA												
<b>Total</b>	<b>76</b>	<b>17</b>	<b>19</b>	<b>34</b>	<b>51</b>	<b>62</b>	<b>69</b>	<b>67</b>	<b>67</b>	<b>57</b>	<b>43</b>	<b>38</b>		Port On-Street Parking
Occupancy		<b>22%</b>	<b>25%</b>	<b>45%</b>	<b>67%</b>	<b>82%</b>	<b>90%</b>	<b>88%</b>	<b>88%</b>	<b>75%</b>	<b>57%</b>	<b>50%</b>		
		<b>2PM PEAK</b>												
Zone 1 - Seawall	10	1	2	3	4	7	8	6	5	4	2	1		Port Off-Street Parking
Occupancy		10%	23%	30%	37%	67%	80%	60%	50%	43%	23%	10%		
Zone 3 - Event Site	208	10	27	41	78	106	95	121	115	103	76	69		
Occupancy		5%	13%	20%	38%	51%	46%	58%	55%	50%	37%	33%		Port Off-Street Parking
Zone 6 - Jensen W (Rec. Use)	70	30	35	51	53	61	64	63	56	53	48	28		
Occupancy		43%	50%	73%	76%	87%	92%	90%	80%	76%	69%	40%		
Zone 13 - Hook	55	12	9	14	21	26	32	38	36	36	26	21		Port Off-Street Parking
Occupancy		21%	17%	26%	38%	47%	58%	69%	65%	65%	48%	39%		
<b>Total</b>	<b>343</b>	<b>53</b>	<b>74</b>	<b>110</b>	<b>156</b>	<b>199</b>	<b>199</b>	<b>228</b>	<b>212</b>	<b>196</b>	<b>153</b>	<b>120</b>		
Occupancy		<b>15%</b>	<b>22%</b>	<b>32%</b>	<b>45%</b>	<b>58%</b>	<b>58%</b>	<b>67%</b>	<b>62%</b>	<b>57%</b>	<b>45%</b>	<b>35%</b>		
		<b>3PM PEAK</b>												
Zone 10 - 8th Street E	12	1	9	6	9	10	10	10	10	6	8	6		City Parking
Occupancy		11%	72%	53%	78%	83%	83%	83%	81%	53%	64%	47%		
Zone 11 - 8th Street W	12	4	6	7	9	10	10	10	8	7	8	6		
Occupancy		36%	50%	58%	75%	83%	83%	83%	64%	61%	67%	50%		City Parking
Zone 14 - Portway 2nd to 8th (N)	60	43	47	60	60	60	60	59	60	55	55	51		
Occupancy		71%	78%	100%	100%	100%	99%	99%	100%	91%	92%	84%		
Zone 15 - Portway 2nd to 8th (S)	46	20	31	31	39	43	43	43	42	44	43	31		City Parking
Occupancy		43%	67%	67%	86%	93%	93%	93%	91%	95%	93%	67%		
Zone 16 - 2nd Street	33	5	7	14	21	25	29	30	28	23	17	12		
Occupancy		14%	21%	42%	65%	77%	88%	91%	85%	70%	52%	37%		City Parking
<b>Total</b>	<b>163</b>	<b>73</b>	<b>99</b>	<b>118</b>	<b>139</b>	<b>148</b>	<b>152</b>	<b>152</b>	<b>147</b>	<b>135</b>	<b>131</b>	<b>105</b>		
Occupancy		<b>45%</b>	<b>61%</b>	<b>73%</b>	<b>85%</b>	<b>91%</b>	<b>93%</b>	<b>93%</b>	<b>90%</b>	<b>83%</b>	<b>80%</b>	<b>65%</b>		
		<b>3PM PEAK</b>												
Zone 5 - Jensen E	54	5	16	14	13	8	14	13	11	3	5	2		Private Parking
Occupancy		9%	29%	27%	24%	15%	25%	24%	20%	6%	9%	3%		
Zone 7 - Solstice Building	155	16	23	27	40	51	50	45	54	51	38	35		
Occupancy		10%	15%	17%	26%	33%	32%	29%	35%	33%	25%	23%		Private Parking
Zone 8 - Dakine Building	58	7	31	39	44	45	50	46	43	40	30	14		
Occupancy		13%	53%	67%	76%	78%	86%	80%	74%	68%	52%	25%		
Zone 9 - Halyard Building	43	5	12	22	34	36	37	42	41	34	23	12		Private Parking
Occupancy		12%	29%	52%	78%	83%	87%	98%	95%	78%	54%	29%		
<b>Total</b>	<b>310</b>	<b>33</b>	<b>82</b>	<b>102</b>	<b>131</b>	<b>140</b>	<b>151</b>	<b>147</b>	<b>149</b>	<b>127</b>	<b>96</b>	<b>64</b>		
Occupancy		<b>11%</b>	<b>26%</b>	<b>33%</b>	<b>42%</b>	<b>45%</b>	<b>49%</b>	<b>47%</b>	<b>48%</b>	<b>41%</b>	<b>31%</b>	<b>21%</b>		
		<b>2PM PEAK</b>												
<b>Combined (All Parking) Total</b>	<b>892</b>	<b>176</b>	<b>274</b>	<b>365</b>	<b>477</b>	<b>550</b>	<b>571</b>	<b>594</b>	<b>574</b>	<b>516</b>	<b>424</b>	<b>327</b>		All
Occupancy		<b>20%</b>	<b>31%</b>	<b>41%</b>	<b>53%</b>	<b>62%</b>	<b>64%</b>	<b>67%</b>	<b>64%</b>	<b>58%</b>	<b>47%</b>	<b>37%</b>		
		<b>3PM PEAK</b>												

Hood River Waterfront Parking Dates: Aug 18, 20, 25, & 27, 2015

### 2015 Weekday Parking Occupancy 4-Day Average

Individual zone occupancies > 85% are in red		Vehicles Parked											Distribution	Type
Description	Spaces	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM		
Zone 2 - 1st Street	48	4	7	7	17	22	24	30	26	28	26	21		Port On-Street Parking
Occupancy		8%	14%	14%	35%	45%	51%	61%	53%	58%	53%	44%		
Zone 4 - Portway E	28	5	14	16	21	22	24	27	27	26	26	23		
Occupancy		17%	51%	58%	74%	79%	86%	97%	97%	91%	94%	82%		
Zone 12 - Portway W	35	NO DATA												Port On-Street Parking
Occupancy														
<b>Total</b>	<b>76</b>	<b>9</b>	<b>21</b>	<b>23</b>	<b>38</b>	<b>44</b>	<b>48</b>	<b>57</b>	<b>53</b>	<b>53</b>	<b>52</b>	<b>44</b>		
Occupancy		<b>11%</b>	<b>27%</b>	<b>30%</b>	<b>50%</b>	<b>58%</b>	<b>63%</b>	<b>75%</b>	<b>69%</b>	<b>70%</b>	<b>68%</b>	<b>58%</b>		
		<b>3PM PEAK</b>												
Zone 1 - Seawall	10	1	3	3	4	3	4	4	4	2	1	1		Port Off-Street Parking
Occupancy		13%	25%	28%	38%	28%	40%	35%	35%	23%	8%	10%		
Zone 3 - Event Site	208	12	27	45	63	85	74	51	60	66	60	31		Port Off-Street Parking
Occupancy		6%	13%	21%	30%	41%	35%	24%	29%	31%	29%	15%		
Zone 6 - Jensen W (Rec. Use)	70	5	6	11	21	25	34	36	28	16	12	9		Port Off-Street Parking
Occupancy		6%	9%	15%	30%	35%	48%	51%	40%	22%	16%	12%		
Zone 13 - Hook	55	4	8	14	15	20	24	21	17	11	10	8		Port Off-Street Parking
Occupancy		7%	14%	25%	27%	36%	44%	38%	30%	20%	18%	15%		
<b>Total</b>	<b>343</b>	<b>21</b>	<b>43</b>	<b>72</b>	<b>102</b>	<b>132</b>	<b>135</b>	<b>111</b>	<b>108</b>	<b>94</b>	<b>82</b>	<b>48</b>		Port Off-Street Parking
Occupancy		<b>6%</b>	<b>13%</b>	<b>21%</b>	<b>30%</b>	<b>38%</b>	<b>39%</b>	<b>32%</b>	<b>32%</b>	<b>27%</b>	<b>24%</b>	<b>14%</b>		
		<b>2PM PEAK</b>												
Zone 10 - 8th Street E	12	1	1	0	1	2	3	3	3	4	4	4		City Parking
Occupancy		4%	4%	2%	8%	15%	21%	21%	27%	29%	33%	29%		
Zone 11 - 8th Street W	12	4	4	4	4	5	5	6	6	5	6	5		City Parking
Occupancy		35%	33%	33%	33%	40%	44%	46%	46%	40%	48%	44%		
Zone 14 - Portway 2nd to 8th (N)	60	15	28	39	49	52	52	55	52	53	51	56		City Parking
Occupancy		25%	46%	65%	81%	86%	86%	91%	87%	89%	85%	93%		
Zone 15 - Portway 2nd to 8th (S)	46	13	18	19	33	37	34	36	31	27	26	24		City Parking
Occupancy		28%	39%	41%	71%	79%	73%	78%	66%	58%	57%	51%		
Zone 16 - 2nd Street	33	10	13	16	13	20	19	19	17	18	12	10		City Parking
Occupancy		31%	40%	48%	38%	61%	58%	58%	51%	55%	35%	30%		
<b>Total</b>	<b>163</b>	<b>43</b>	<b>63</b>	<b>78</b>	<b>99</b>	<b>115</b>	<b>113</b>	<b>118</b>	<b>108</b>	<b>106</b>	<b>99</b>	<b>98</b>		City Parking
Occupancy		<b>26%</b>	<b>39%</b>	<b>48%</b>	<b>61%</b>	<b>71%</b>	<b>69%</b>	<b>72%</b>	<b>66%</b>	<b>65%</b>	<b>60%</b>	<b>60%</b>		
		<b>3PM PEAK</b>												
Zone 5 - Jensen E	54	9	10	11	11	13	14	11	7	7	7	6		Private Parking
Occupancy		16%	19%	21%	21%	24%	26%	20%	13%	13%	13%	10%		
Zone 7 - Solstice Building	155	37	46	47	51	50	55	50	48	41	34	26		Private Parking
Occupancy		24%	30%	30%	33%	32%	35%	32%	31%	26%	22%	17%		
Zone 8 - Dakine Building	58	53	53	52	45	49	52	51	45	29	17	11		Private Parking
Occupancy		91%	91%	89%	77%	84%	90%	88%	78%	50%	28%	19%		
Zone 9 - Halyard Building	43	29	35	37	33	36	40	33	22	27	24	16		Private Parking
Occupancy		68%	81%	85%	77%	84%	93%	77%	52%	62%	56%	38%		
<b>Total</b>	<b>310</b>	<b>128</b>	<b>144</b>	<b>147</b>	<b>140</b>	<b>148</b>	<b>161</b>	<b>145</b>	<b>122</b>	<b>103</b>	<b>82</b>	<b>59</b>		Private Parking
Occupancy		<b>41%</b>	<b>46%</b>	<b>47%</b>	<b>45%</b>	<b>48%</b>	<b>52%</b>	<b>47%</b>	<b>39%</b>	<b>33%</b>	<b>26%</b>	<b>19%</b>		
		<b>2PM PEAK</b>												
<b>Comined (All Parking) Total</b>	<b>892</b>	<b>201</b>	<b>271</b>	<b>320</b>	<b>379</b>	<b>439</b>	<b>456</b>	<b>430</b>	<b>391</b>	<b>356</b>	<b>314</b>	<b>249</b>		All
Occupancy		<b>23%</b>	<b>30%</b>	<b>36%</b>	<b>42%</b>	<b>49%</b>	<b>51%</b>	<b>48%</b>	<b>44%</b>	<b>40%</b>	<b>35%</b>	<b>28%</b>		
		<b>2PM PEAK</b>												

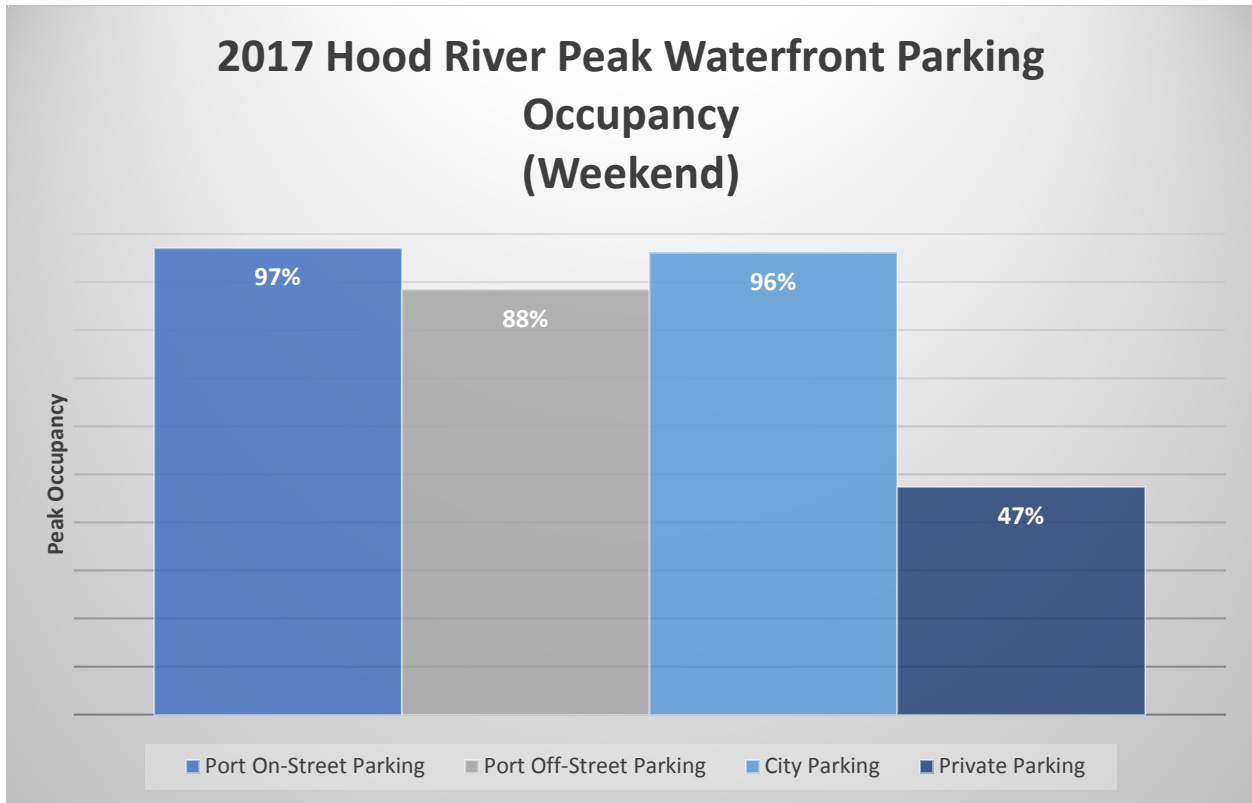
### Appendix D Data Collection Schedule

July - August 2017

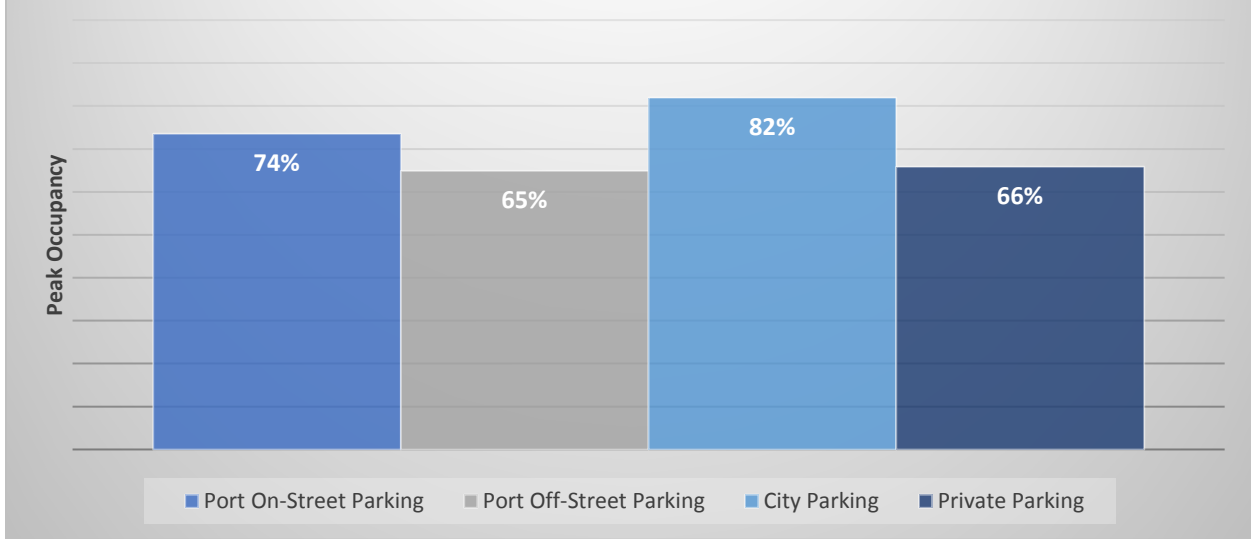
### DATA COLLECTION SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Vehicle Counts	2
3	4	5	6 Vehicle Counts	7	8	9
10	11 Vehicle Counts Turnover Video	12	13	14	15	16 Vehicle Counts Turnover Video
17	18	19	20 Vehicle Counts Turnover Video	21	22	23
24	25 Vehicle Counts Turnover Video	26	27	28	29 Vehicle Counts Turnover Video	30
31	1	2	3 Vehicle Counts Turnover Video	4	5	6 Vehicle Counts Turnover Video
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			

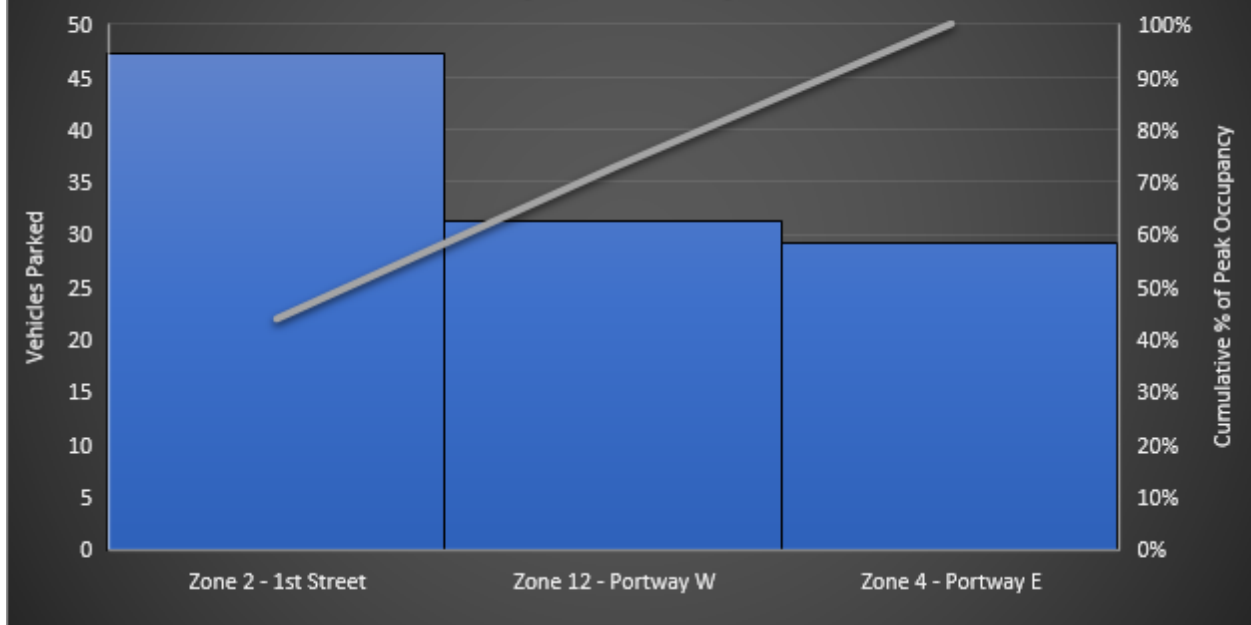
### Appendix E 2017 Occupancy Charts

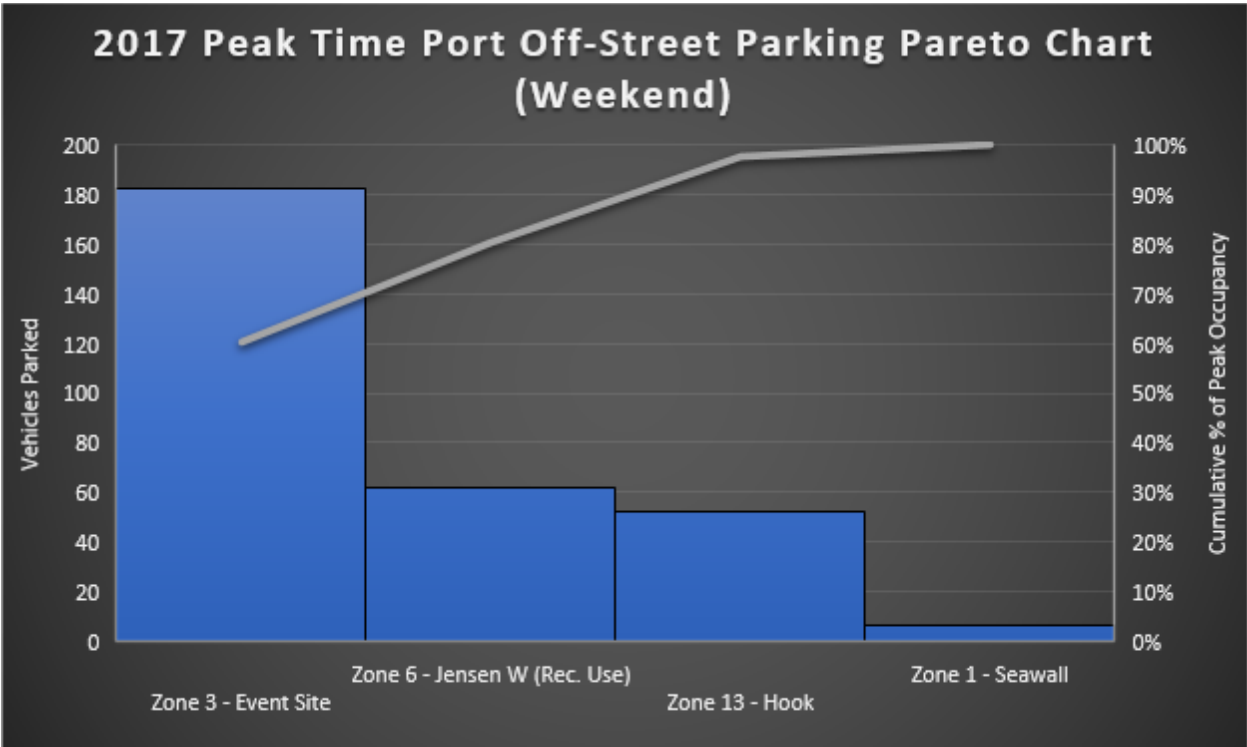
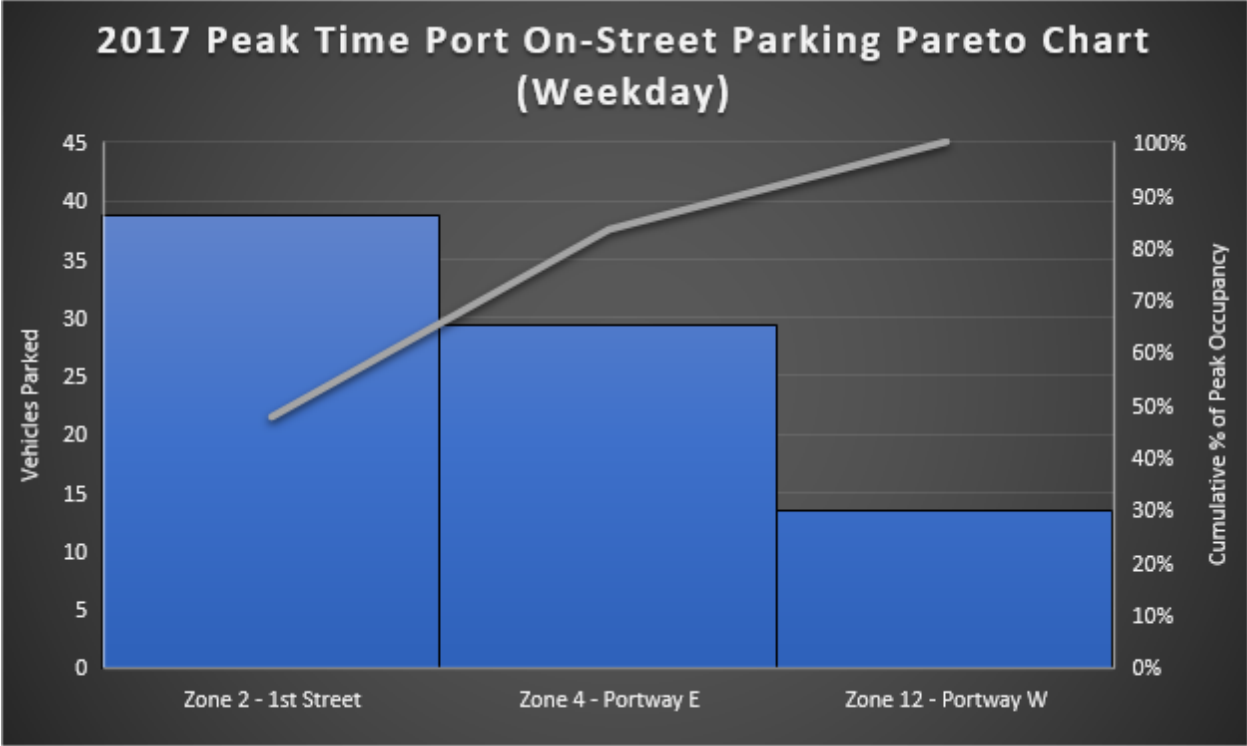


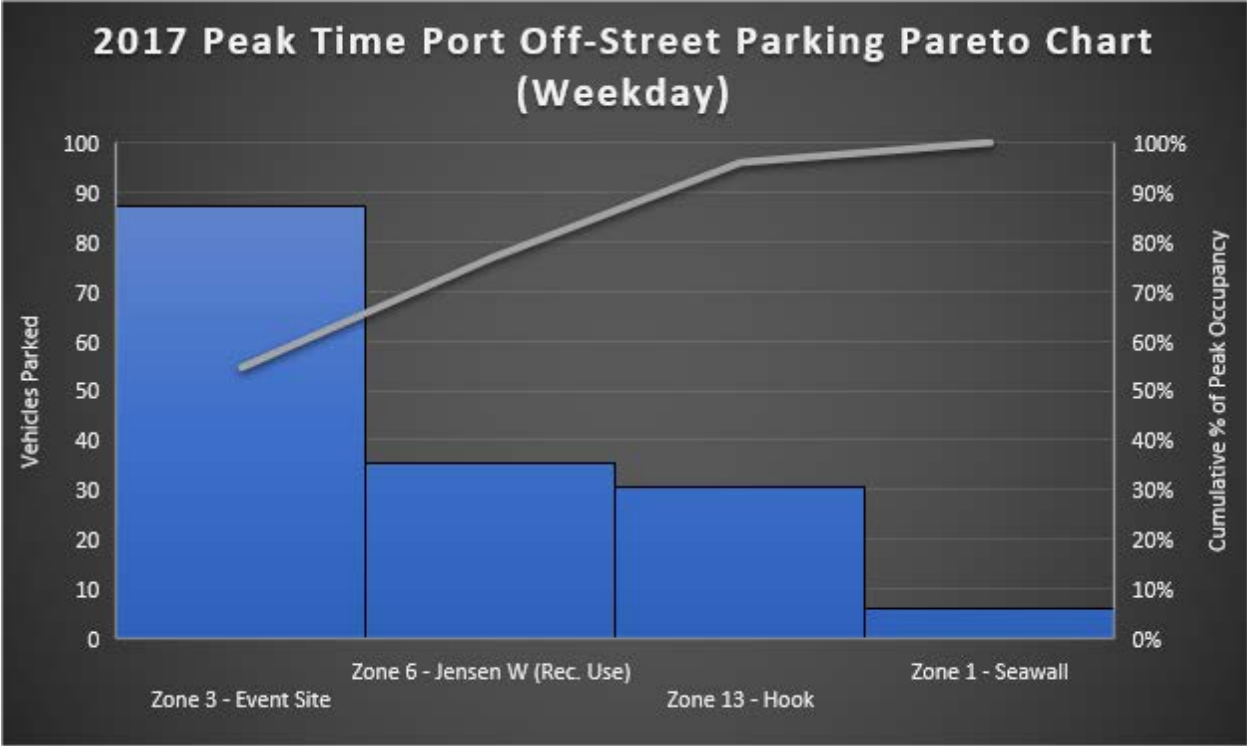
### 2017 Hood River Peak Waterfront Parking Occupancy (Weekday)



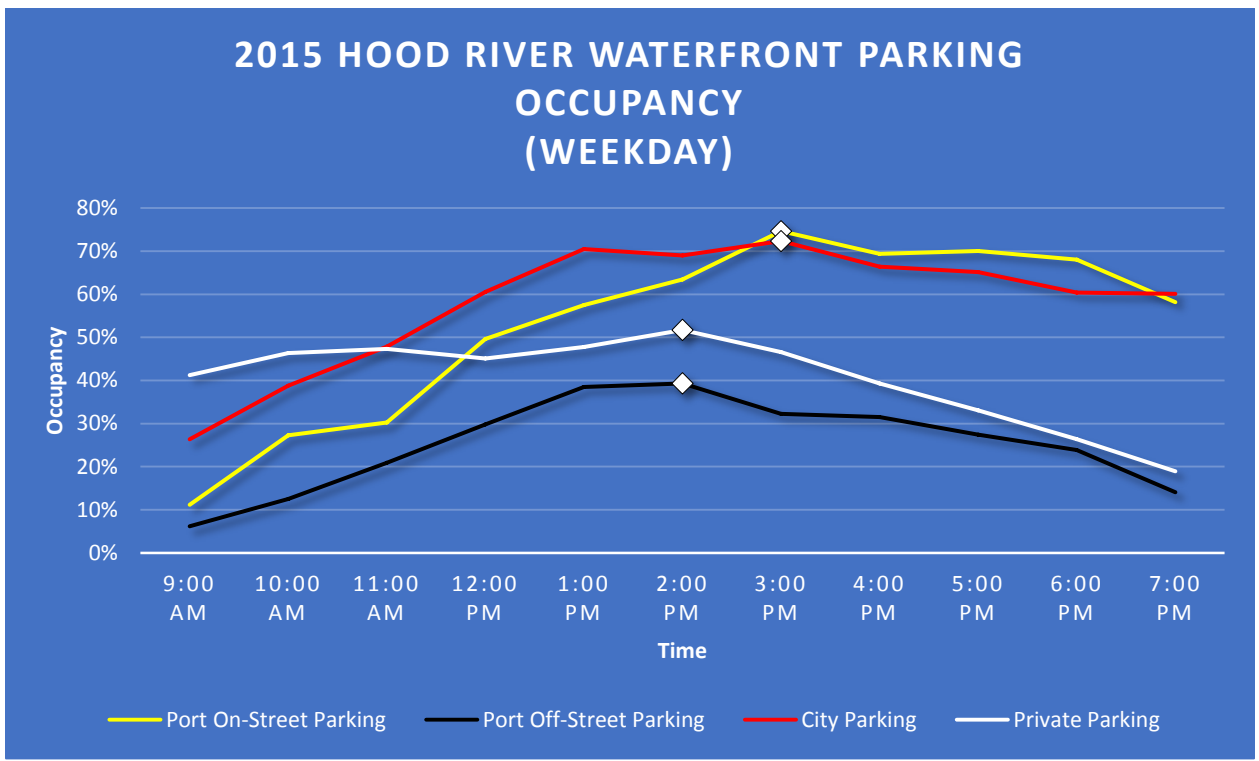
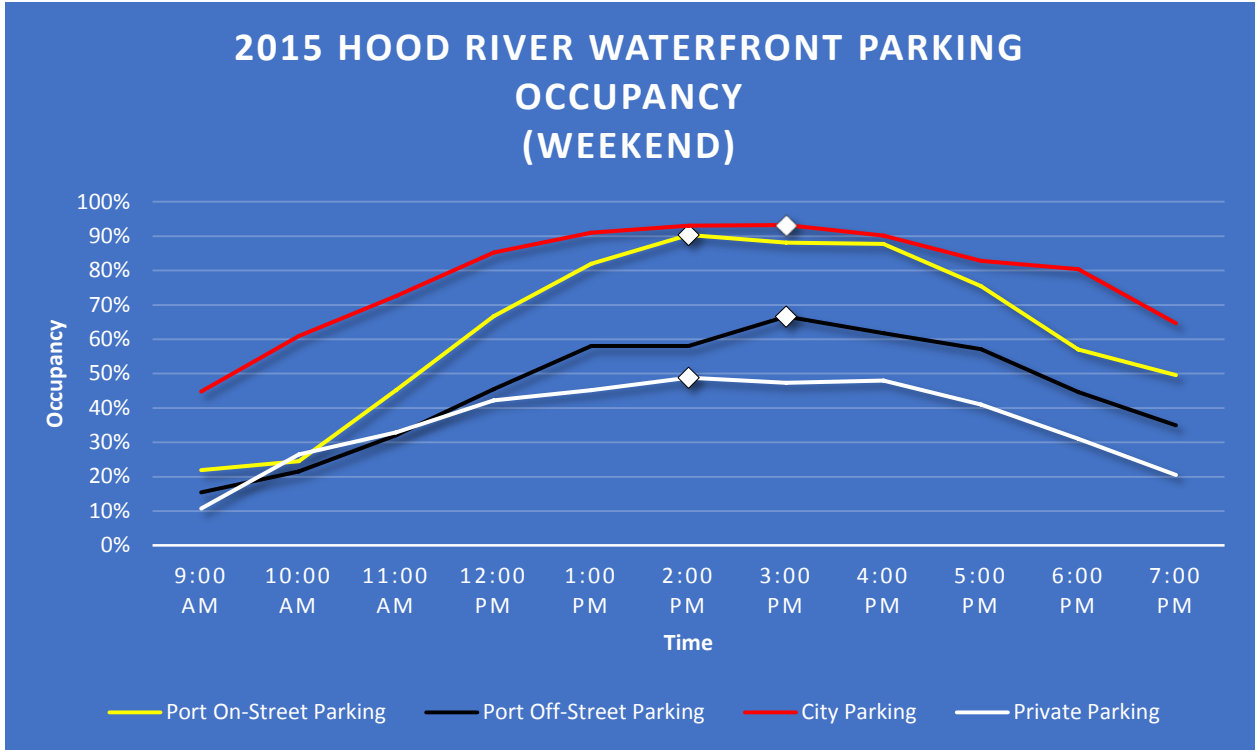
### 2017 Peak Time Port On-Street Parking Pareto Chart (Weekend)





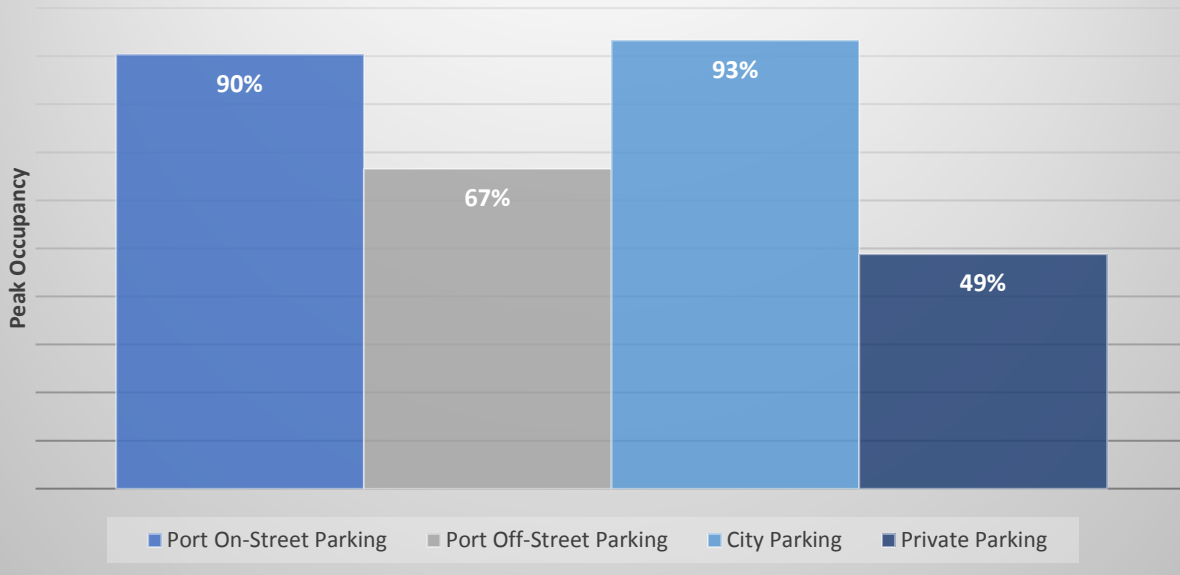


**Appendix F**  
**2015 Occupancy Charts**

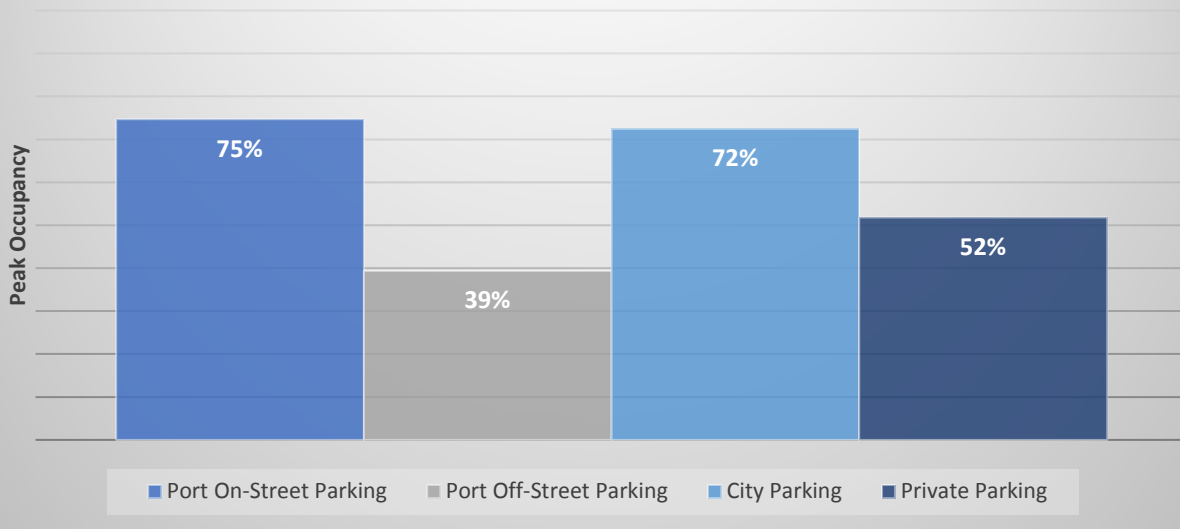


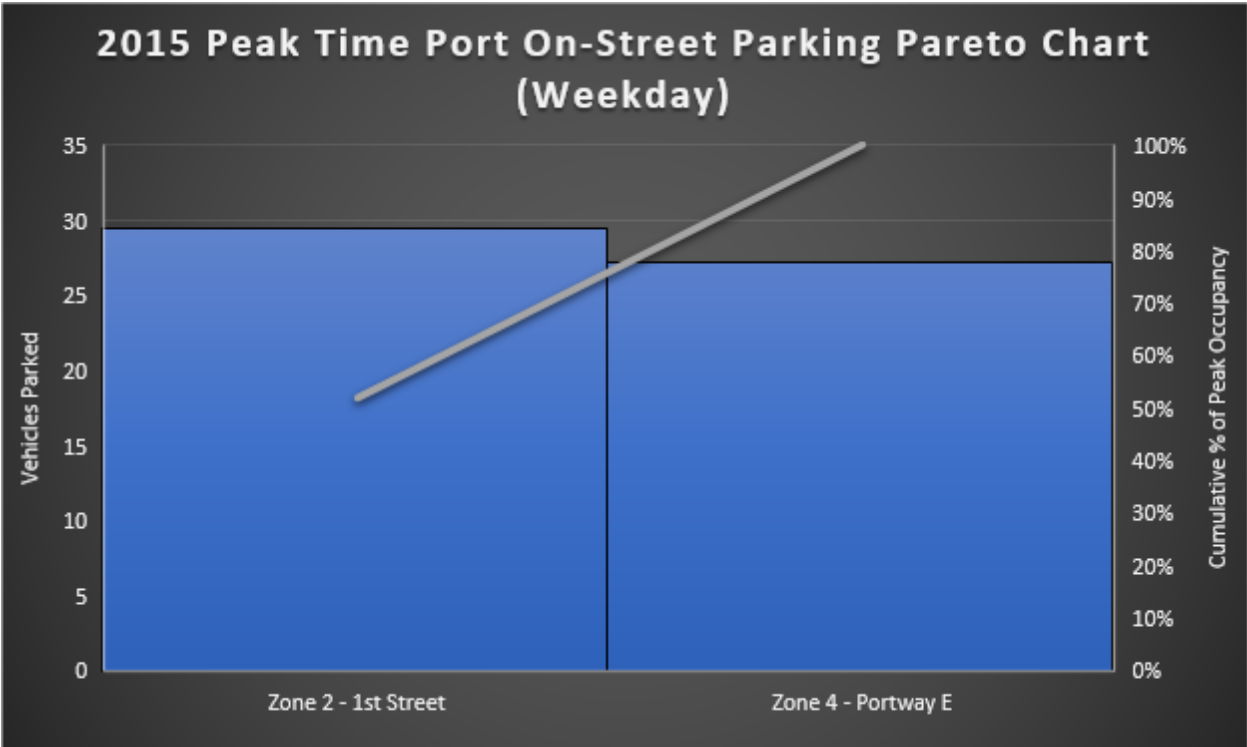
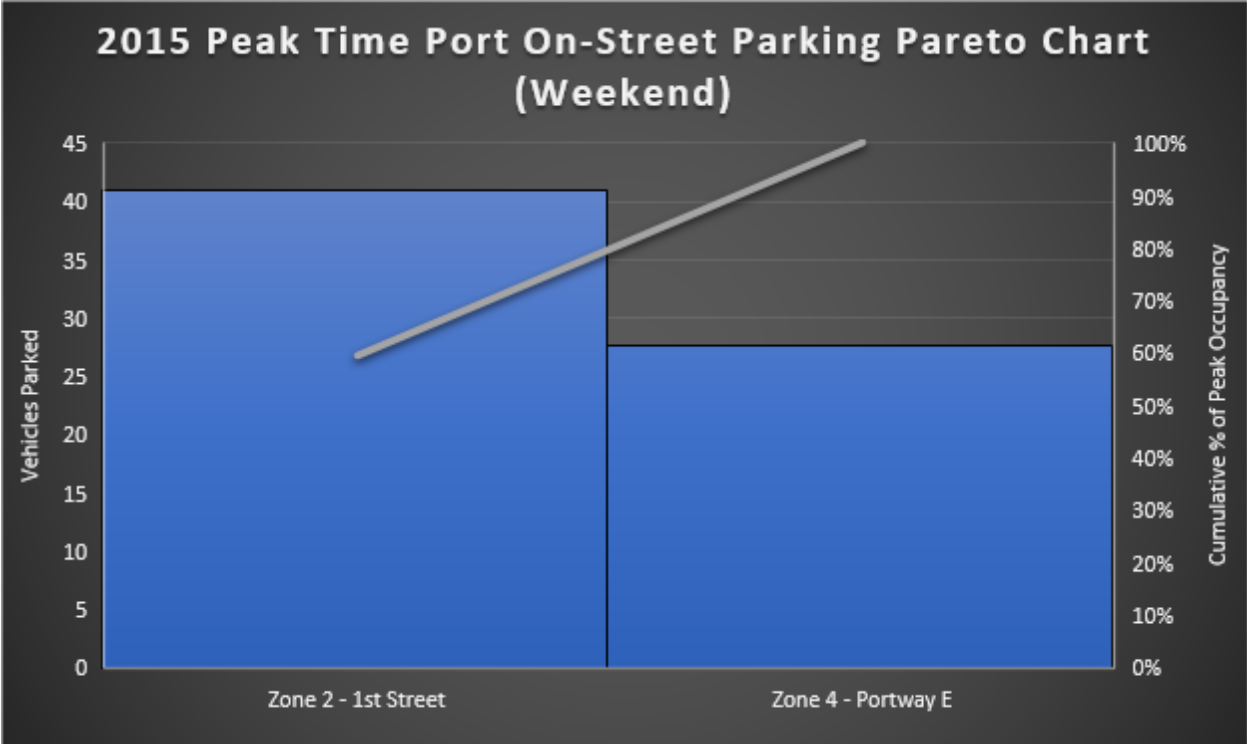


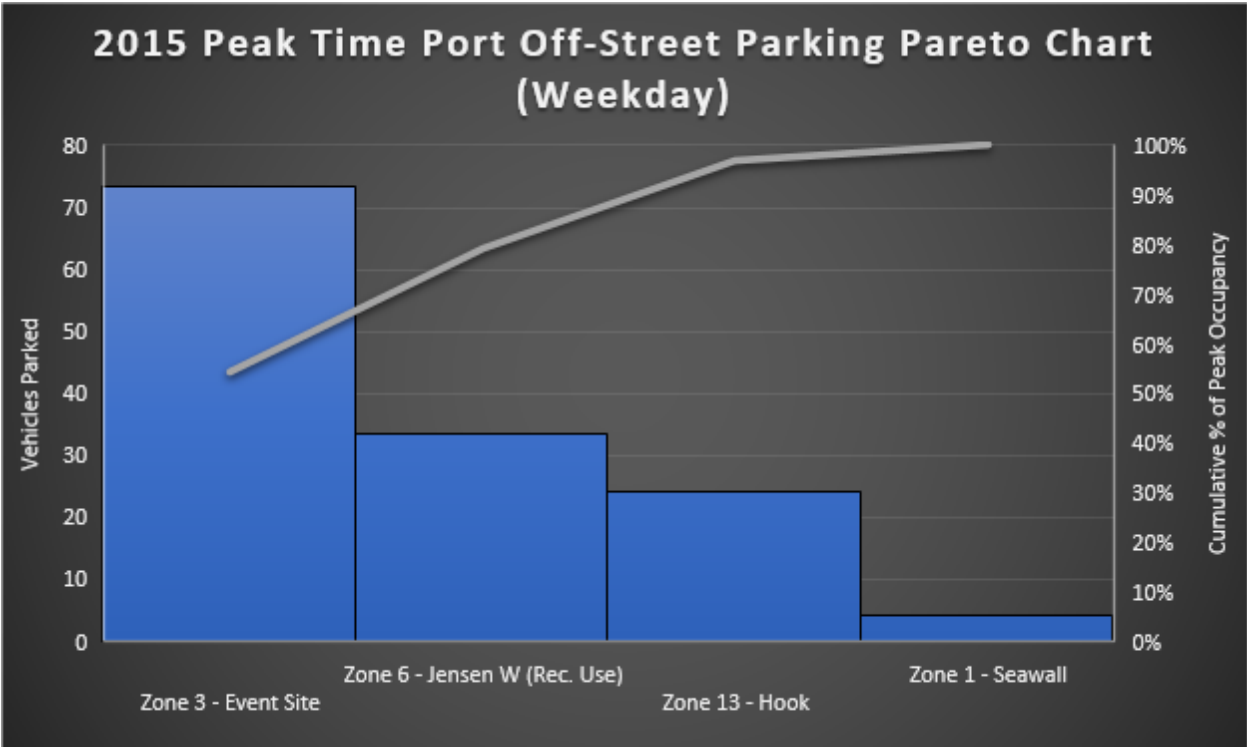
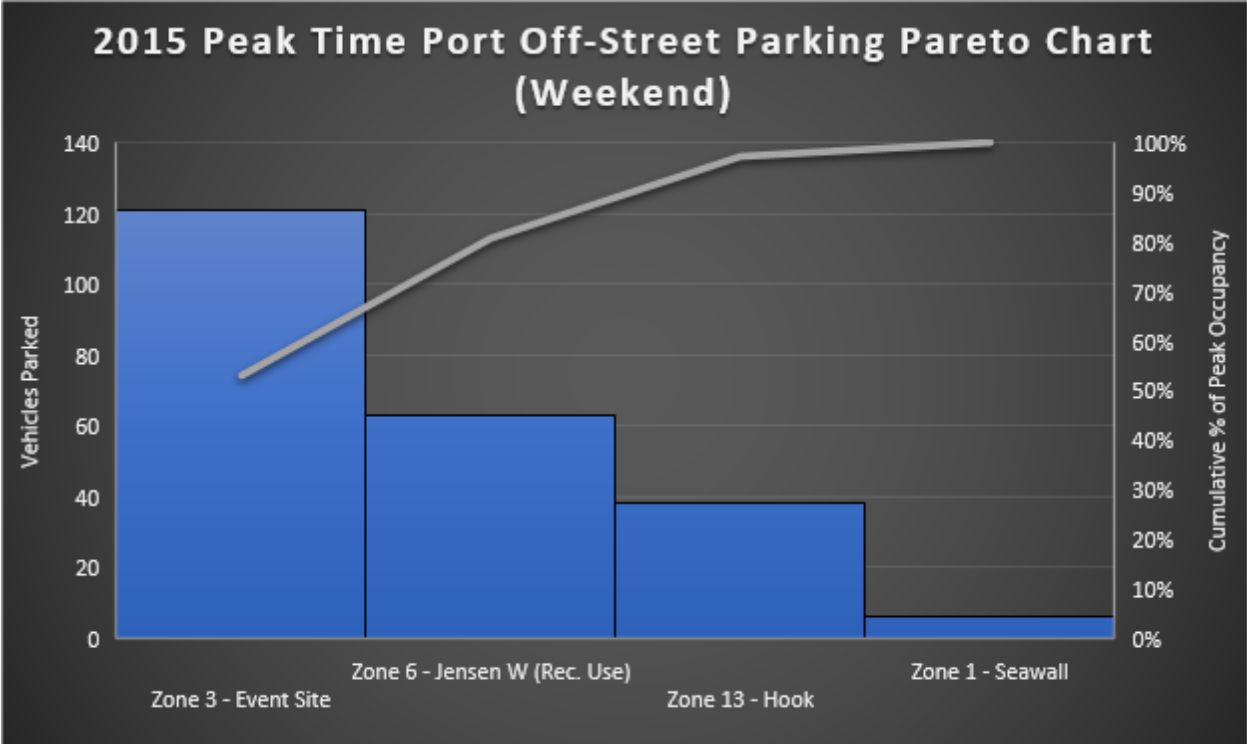
### 2015 Hood River Peak Waterfront Parking Occupancy (Weekend)



### 2015 Hood River Peak Waterfront Parking Occupancy (Weekday)







This page intentionally left blank.

# Hood River Waterfront Parking Study

## Part II: Financial Analysis

Port of Hood River  
Conducted and Prepared by Austin Keillor  
August 15<sup>th</sup>, 2017



## Table of Contents

1. Introduction .....	2
2. Analysis .....	2-4
3. Findings .....	5
4. Conclusion .....	6
5. Appendix A – Scenario A & B Financial Analysis Models.....	7-10

## 1. Introduction

Hood River waterfront parking data was collected on nine different days in July and August of 2017 as described in **Part I** of this report. June through August is typically considered “peak-season” for Hood River waterfront use. The occupancy data gathered is used in the financial models included in this report. The objective of this financial analysis is to determine the amount of revenue that could potentially be realized from the implementation of pay stations in zones 2, 3, 4, and 6—as proposed by the Waterfront Parking Management Plan—to reinforce the decision that the addition of these stations is a financially viable option for the Port.

This report contains analysis, findings, and conclusions based on the findings. All supplemental material is included following the conclusion in Appendix A.

## 2. Analysis

In order to determine whether the Waterfront Parking Management Plan is a viable option for the Port, several steps had to be undertaken. Approximate annual revenues, annual expenses, and one-time expenses were considered first. The revenues estimated were calculated based on the average occupancies found in this study. As these occupancies were determined during peak-season, the financial model would not have been accurate without altering the occupancies during other months of the year. A Base model along with a Scenario A and Scenario B model were created. The Base model depicts the potential revenue as if it was only received in June, July, and August (peak-season) at the occupancies found this year (2017). Scenario A provides a model which contains very low percentages of peak-season occupancies for other months throughout the year while Scenario B is a bit more optimistic—both account for all months of operation in each zone. All three models consider the following statistics: net present worth, equivalent annual worth, rate of return, payback period, discounted payback period, and modified benefit-cost ratio.

The following two pages consist of the Base model financial analysis (see **Appendix A** for the other two models). This model only considers three months during peak season, as shown in the highlighted area under “Monthly Percentages of Peak-Season Occupancy.” Estimated revenues were found by multiplying occupancy, spaces, parking fee, hours, days, and monthly percentage of peak-season occupancy (monthly percentages are multiplied by days first, then multiplied by the rest). Parking Fines were calculated by multiplying percentage of total vehicles in violation, total spaces occupied in a year, and the parking fine amount, then dividing by average turnover. At the event site, these numbers are multiplied by a factor of one over the percentage of season pass holders ( $1 / \%$  of total vehicles with season pass). See the “Notes” section for more details.

Port of Hood River Waterfront Parking Project Financial Analysis (2017) - BASE MODEL

Location	Peak-Season Occ. Averages		Spaces	Type	Payment-Required Days/Year* & Hours/Day		
	Weekdays	Weekends			Weekdays	Weekends & Holidays	Hours
Zone 2 - N 1st St	59%	69%	48	On-Street	127	56	10
Zone 3 - Event Site	46%	72%	208	Off-Street	62	29	10
Zone 4 - Portway E	90%	96%	28	On-Street	127	56	10
Zone 6 - Jensen W	58%	72%	70	Off-Street	251	114	10

**Estimated Revenues and Expenses**

Annual Revenues	
<b>Zone 2 - N 1st St</b>	
Weekdays	\$18,278.79
Weekends & Holidays	\$8,959.09
Parking Fines	\$6,895.67
<b>Zone 3 - Event Site</b>	
Weekdays	\$0.00
Weekends & Holidays	\$0.00
Parking Fines	\$0.00
<b>Zone 4 - Portway E</b>	
Weekdays	\$16,328.79
Weekends & Holidays	\$7,290.00
Parking Fines	\$5,979.44
<b>Zone 6 - Jensen W</b>	
Weekdays	\$26,374.24
Weekends & Holidays	\$13,635.00
Parking Fines	\$10,128.92
<b>Total Annual Revenues</b>	<b>\$113,869.94</b>
<b>Annual Expenses</b>	
Enforcement Officer	\$50,000.00
Pay Station Collection	\$2,846.75
Pay Station Maintenance	\$6,000.00
Signage Maintenance	\$1,000.00
<b>Total Annual Expenses</b>	<b>\$59,846.75</b>
<b>One-Time Expenses</b>	
Pay Stations - includes installation	\$56,000.00
Signage	\$5,000.00
<b>Total One-Time Expenses</b>	<b>\$61,000.00</b>
<b>Initial Cost</b>	<b>\$61,000.00</b>
<b>Annual Operating Income</b>	<b>\$54,023.19</b>

**Table of Prices**

On-Street Parking Fee (per hr)	\$1.00
Off-Street Parking Fee (per hr)	\$1.00
Parking Fine	\$20.00
Enforcement Officer (per yr)	\$50,000.00
Pay Station Collection (per yr)	\$2,846.75
Pay Station Maintenance (per yr)	\$6,000.00
Signage Maintenance (per yr)	\$1,000.00
Pay Station - includes installation	\$8,000.00
Signage	\$5,000.00

**Monthly Percentages of Peak-Season Occupancy**

January	0%
February	0%
March	0%
April	0%
May	0%
June	100%
July	100%
August	100%
September	0%
October	0%
November	0%
December	0%

**NOTES**

At the Event Site, the following percentages of occupied spots are assumed to be season pass holders (discluded from analysis):

<b>Weekdays</b>	90%	<b>Weekends</b>	75%
-----------------	-----	-----------------	-----

Parking fines are based on the following average turnover (in hrs) and percentage of total vehicles in violation:

<b>Avg Turnover</b>	3.16	<b>% of Total Vehicles</b>	5%
---------------------	------	----------------------------	----

The City of Hood River collects a percentage of all fines:  
**City Administrative Fee** 20%

Location	Stations Proposed	Payment Required
Zone 2 - N 1st St	2	Apr 15th - Oct 15th
Zone 3 - Event Site	1	Apr 15th - Jun 1st & Sep 1st - Oct 15th
Zone 4 - Portway E	2	Apr 15th - Oct 15th
Zone 6 - Jensen W	1	Year Round
Extra Station for Parts	1	N/A

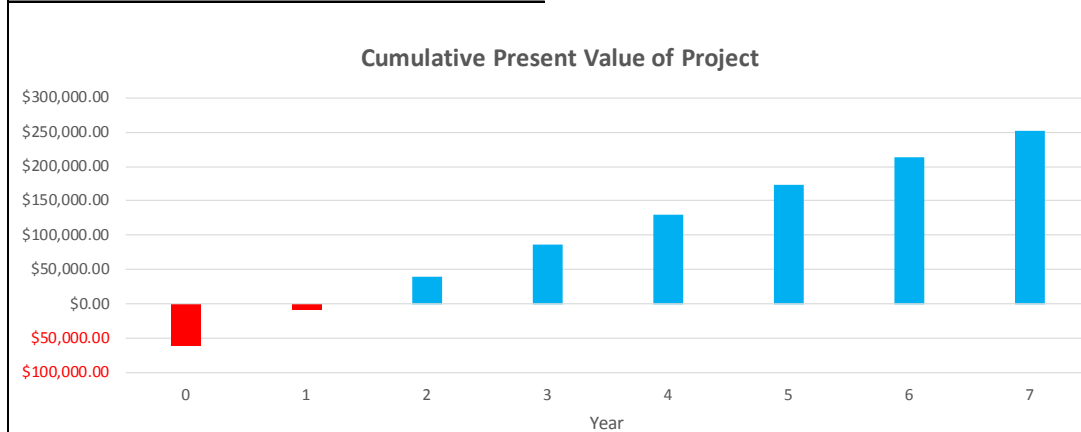
NOTES	
Occupancies are based on a 9AM - 7PM average while payment is proposed 10AM - 8PM	Expenses are in red *Payment-required days are based on 2018 calendar



Month	Type of Day	Payment-Required Days*			
		Zone 2 - N 1st St	Zone 3 - Event Site	Zone 4 - Portway E	Zone 6 - Jensen W
January	Weekdays				21
	Weekends & Holidays				10
February	Weekdays				19
	Weekends & Holidays				9
March	Weekdays				22
	Weekends & Holidays				9
April	Weekdays	11	11	11	21
	Weekends & Holidays	5	5	5	9
May	Weekdays	22	22	22	22
	Weekends & Holidays	9	9	9	9
June	Weekdays	21		21	21
	Weekends & Holidays	9		9	9
July	Weekdays	21		21	21
	Weekends & Holidays	10		10	10
August	Weekdays	23		23	23
	Weekends & Holidays	8		8	8
September	Weekdays	19	19	19	19
	Weekends & Holidays	11	11	11	11
October	Weekdays	10	10	10	22
	Weekends & Holidays	4	4	4	9
November	Weekdays				20
	Weekends & Holidays				10
December	Weekdays				20
	Weekends & Holidays				11

Cash Flow Table			
End of Year	Cash Flow	Present Value	Cumulative PV
0	\$61,000.00	\$61,000.00	\$61,000.00
1	54,023.19	51,450.66	9,549.34
2	54,023.19	49,000.62	39,451.28
3	54,023.19	46,667.26	86,118.54
4	54,023.19	44,445.01	130,563.55
5	54,023.19	42,328.58	172,892.13
6	54,023.19	40,312.93	213,205.07
7	54,023.19	38,393.27	251,598.34

Project Information	
Useful Life (yrs)	7
Minimum Attractive Rate of Return	5%
Initial Cost	\$61,000.00
Annual Operating Income	\$54,023.19



RESULTS	
Net Present Worth	\$251,598.34
Equivalent Annual Worth	\$43,481.18
Rate of Return	87.47%
Payback Period (yrs)	1.13
Discounted Payback Period (yrs)	1.19
Modified Benefit-Cost Ratio	5.12

### 3. Findings

After estimating revenues and expenses, the initial cost of the Waterfront Parking Management Plan turned out to be \$61,000. With a useful life of seven years and a minimum attractive rate of return (MARR) of 5%, the findings were as follows.

For the **Base model**, which only shows revenue for three months out of the year (June, July, and August):

- The annual operating income is \$54,023.19
- The net present worth (NPW) is \$251,598.34
- The rate of return (ROR) is 87.47%
- The payback period (PBP) is 1.13 years
- The modified benefit-cost ratio (MBCR) is 5.12

For **Scenario A** (lower off-season occupancies):

- The annual operating income is \$83,215.03
- The net present worth (NPW) is \$420,513.23
- The rate of return (ROR) is 136.08%
- The payback period (PBP) is 0.73 years
- The modified benefit-cost ratio (MBCR) is 7.89

For **Scenario B** (higher off-season occupancies):

- The annual operating income is \$121,205.23
- The net present worth (NPW) is \$640,338.71
- The rate of return (ROR) is 198.60%
- The payback period (PBP) is 0.50 years
- The modified benefit-cost ratio (MBCR) is 11.50

#### 4. Conclusion

With the majority of zones exceeding occupancies of 85% (based on the “Occupancies and Turnover” section of this report), the waterfront is reaching its parking capacity. An occupancy of 85% shows that there is a high demand for the given zone. When occupancies are lower, the marginal cost of an additional vehicle parking is non-existent as there is plenty of room. Once this mark is hit, the marginal cost increases because expansion is necessary; thus, metered parking is a reasonable solution as the zone is no longer a public good if some people cannot access it. The zones where pay stations are proposed by the Waterfront Parking Management Plan exceed this mark for at least 2 hours per day on the weekends—nearly 9 hours in “Zone 4”.

The results of the financial analysis are promising. By only considering revenue generated from June, July, and August, the Base model provides a rate of return (ROR) of 87.47% and a payback period (PBP) of 1.13 years. Not considering revenue from the other 9 months of each year, the plan would pay for itself in just over a year. The “Scenario A” financial model serves as a conservative estimate for off-season months and provides a ROR of 136.08% and PBP of 0.73 years. With slightly higher occupancies in the off-season, the “Scenario B” financial model displays a ROR of 198.60% and PBP of 0.50 years. Because the rate of return is higher than the minimum attractive rate of return for the project (5%) and the payback period is just slightly over a year using a very conservative financial model, it is recommended that pay stations be implemented in the proposed zones. The Waterfront Parking Management Plan is a practical solution for the Port of Hood River.

## Appendix A Scenario A & B Financial Analysis Models

### Port of Hood River Waterfront Parking Project Financial Analysis (2017) - Scenario A

Location	Peak-Season Occ. Averages		Spaces	Type	Payment-Required Days/Year* & Hours/Day		
	Weekdays	Weekends			Weekdays	Weekends & Holidays	Hours
Zone 2 - N 1st St	59%	69%	48	On-Street	127	56	10
Zone 3 - Event Site	46%	72%	208	Off-Street	62	29	10
Zone 4 - Portway E	90%	96%	28	On-Street	127	56	10
Zone 6 - Jensen W	58%	72%	70	Off-Street	251	114	10

#### Estimated Revenues and Expenses

Annual Revenues	
<u>Zone 2 - N 1st St</u>	
Weekdays	\$21,175.27
Weekends & Holidays	\$10,585.00
Parking Fines	\$8,040.58
<u>Zone 3 - Event Site</u>	
Weekdays	\$995.35
Weekends & Holidays	\$1,824.14
Parking Fines	\$713.80
<u>Zone 4 - Portway E</u>	
Weekdays	\$18,916.27
Weekends & Holidays	\$8,613.00
Parking Fines	\$6,969.44
<u>Zone 6 - Jensen W</u>	
Weekdays	\$34,367.67
Weekends & Holidays	\$18,281.00
Parking Fines	\$13,328.78
<b>Total Annual Revenues</b>	<b>\$143,810.29</b>
<b>Annual Expenses</b>	
Enforcement Officer	\$50,000.00
Pay Station Collection	\$3,595.26
Pay Station Maintenance	\$6,000.00
Signage Maintenance	\$1,000.00
<b>Total Annual Expenses</b>	<b>\$60,595.26</b>
<b>One-Time Expenses</b>	
Pay Stations - includes installation	\$56,000.00
Signage	\$5,000.00
<b>Total One-Time Expenses</b>	<b>\$61,000.00</b>
<b>Initial Cost</b>	<b>\$61,000.00</b>
<b>Annual Operating Income</b>	<b>\$83,215.03</b>

#### Table of Prices

On-Street Parking Fee (per hr)	\$1.00
Off-Street Parking Fee (per hr)	\$1.00
Parking Fine	\$20.00
Enforcement Officer (per yr)	\$50,000.00
Pay Station Collection (per yr)	\$3,595.26
Pay Station Maintenance (per yr)	\$6,000.00
Signage Maintenance (per yr)	\$1,000.00
Pay Station - includes installation	\$8,000.00
Signage	\$5,000.00

#### Monthly Percentages of Peak-Season Occupancy

January	5%
February	5%
March	10%
April	10%
May	20%
June	100%
July	100%
August	100%
September	20%
October	10%
November	10%
December	5%

#### NOTES

At the Event Site, the following percentages of occupied spots are assumed to be season pass holders (discluded from analysis):			
<b>Weekdays</b>	90%	<b>Weekends</b>	75%
Parking fines are based on the following average turnover (in hrs) and percentage of total vehicles in violation:			
<b>Avg Turnover</b>	3.16	<b>% of Total Vehicles</b>	5%
The City of Hood River collects a percentage of all fines:			
<b>City Administrative Fee</b>			20%
<b>Location</b>	<b>Stations Proposed</b>	<b>Payment Required</b>	
Zone 2 - N 1st St	2	Apr 15th - Oct 15th	
Zone 3 - Event Site	1	Apr 15th - Jun 1st & Sep 1st - Oct 15th	
Zone 4 - Portway E	2	Apr 15th - Oct 15th	
Zone 6 - Jensen W	1	Year Round	
Extra Station for Parts	1	N/A	

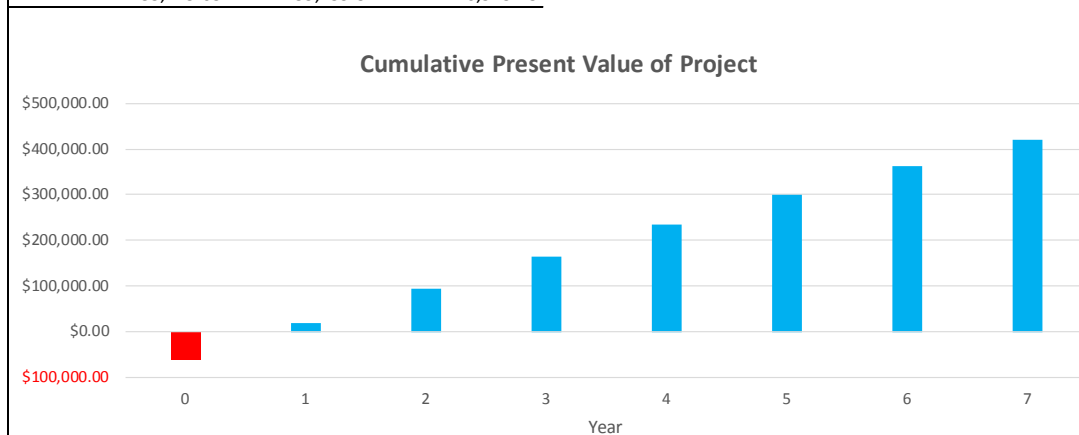
NOTES	
Occupancies are based on a 9AM - 7PM average while payment is proposed 10AM - 8PM	

**Expenses are in red**  
\*Payment-required days are based on 2018 calendar

Month	Type of Day	Payment-Required Days*			
		Zone 2 - N 1st St	Zone 3 - Event Site	Zone 4 - Portway E	Zone 6 - Jensen W
January	Weekdays				21
	Weekends & Holidays				10
February	Weekdays				19
	Weekends & Holidays				9
March	Weekdays				22
	Weekends & Holidays				9
April	Weekdays	11	11	11	21
	Weekends & Holidays	5	5	5	9
May	Weekdays	22	22	22	22
	Weekends & Holidays	9	9	9	9
June	Weekdays	21		21	21
	Weekends & Holidays	9		9	9
July	Weekdays	21		21	21
	Weekends & Holidays	10		10	10
August	Weekdays	23		23	23
	Weekends & Holidays	8		8	8
September	Weekdays	19	19	19	19
	Weekends & Holidays	11	11	11	11
October	Weekdays	10	10	10	22
	Weekends & Holidays	4	4	4	9
November	Weekdays				20
	Weekends & Holidays				10
December	Weekdays				20
	Weekends & Holidays				11

Cash Flow Table			
End of Year	Cash Flow	Present Value	Cumulative PV
0	\$61,000.00	\$61,000.00	\$61,000.00
1	83,215.03	79,252.41	18,252.41
2	83,215.03	75,478.48	93,730.89
3	83,215.03	71,884.27	165,615.16
4	83,215.03	68,461.21	234,076.37
5	83,215.03	65,201.15	299,277.53
6	83,215.03	62,096.34	361,373.86
7	83,215.03	59,139.37	420,513.23

Project Information	
Useful Life (yrs)	7
Minimum Attractive Rate of Return	5%
Initial Cost	\$61,000.00
Annual Operating Income	\$83,215.03



**RESULTS**

Net Present Worth	\$420,513.23
Equivalent Annual Worth	\$72,673.02
Rate of Return	136.08%
Payback Period (yrs)	0.73
Discounted Payback Period (yrs)	0.77
Modified Benefit-Cost Ratio	7.89

Port of Hood River Waterfront Parking Project Financial Analysis (2017) - Scenario B

Location	Peak-Season Occ. Averages		Spaces	Type	Payment-Required Days/Year* & Hours/Day		
	Weekdays	Weekends			Weekdays	Weekends & Holidays	Hours
Zone 2 - N 1st St	59%	69%	48	On-Street	127	56	10
Zone 3 - Event Site	46%	72%	208	Off-Street	62	29	10
Zone 4 - Portway E	90%	96%	28	On-Street	127	56	10
Zone 6 - Jensen W	58%	72%	70	Off-Street	251	114	10

**Estimated Revenues and Expenses**

Annual Revenues	
<b>Zone 2 - N 1st St</b>	
Weekdays	\$25,224.73
Weekends & Holidays	\$12,874.55
Parking Fines	\$9,645.39
<b>Zone 3 - Event Site</b>	
Weekdays	\$2,386.92
Weekends & Holidays	\$4,392.82
Parking Fines	\$1,716.39
<b>Zone 4 - Portway E</b>	
Weekdays	\$22,533.73
Weekends & Holidays	\$10,476.00
Parking Fines	\$8,356.89
<b>Zone 6 - Jensen W</b>	
Weekdays	\$44,024.70
Weekends & Holidays	\$23,937.00
Parking Fines	\$17,205.49
<b>Total Annual Revenues</b>	<b>\$182,774.59</b>

Annual Expenses	
Enforcement Officer	\$50,000.00
Pay Station Collection	\$4,569.36
Pay Station Maintenance	\$6,000.00
Signage Maintenance	\$1,000.00
<b>Total Annual Expenses</b>	<b>\$61,569.36</b>

One-Time Expenses	
Pay Stations - includes installation	\$56,000.00
Signage	\$5,000.00
<b>Total One-Time Expenses</b>	<b>\$61,000.00</b>

<b>Initial Cost</b>	<b>\$61,000.00</b>
<b>Annual Operating Income</b>	<b>\$121,205.23</b>

**Table of Prices**

On-Street Parking Fee (per hr)	\$1.00
Off-Street Parking Fee (per hr)	\$1.00
Parking Fine	\$20.00
Enforcement Officer (per yr)	\$50,000.00
Pay Station Collection (per yr)	\$4,569.36
Pay Station Maintenance (per yr)	\$6,000.00
Signage Maintenance (per yr)	\$1,000.00
Pay Station - includes installation	\$8,000.00
Signage	\$5,000.00

**Monthly Percentages of Peak-Season Occupancy**

January	10%
February	10%
March	20%
April	20%
May	50%
June	100%
July	100%
August	100%
September	50%
October	20%
November	20%
December	10%

**NOTES**

At the Event Site, the following percentages of occupied spots are assumed to be season pass holders (discluded from analysis):			
<b>Weekdays</b>	90%	<b>Weekends</b>	75%
Parking fines are based on the following average turnover (in hrs) and percentage of total vehicles in violation:			
<b>Avg Turnover</b>	3.16	<b>% of Total Vehicles</b>	5%
The City of Hood River collects a percentage of all fines:			
<b>City Administrative Fee</b>		20%	
<b>Location</b>	<b>Stations Proposed</b>	<b>Payment Required</b>	
Zone 2 - N 1st St	2	Apr 15th - Oct 15th	
Zone 3 - Event Site	1	Apr 15th - Jun 1st & Sep 1st - Oct 15th	
Zone 4 - Portway E	2	Apr 15th - Oct 15th	
Zone 6 - Jensen W	1	Year Round	
Extra Station for Parts	1	N/A	

**NOTES**

Occupancies are based on a 9AM - 7PM average while payment is proposed 10AM - 8PM	Expenses are in red
	*Payment-required days are based on 2018 calendar

**Payment-Required Days\***

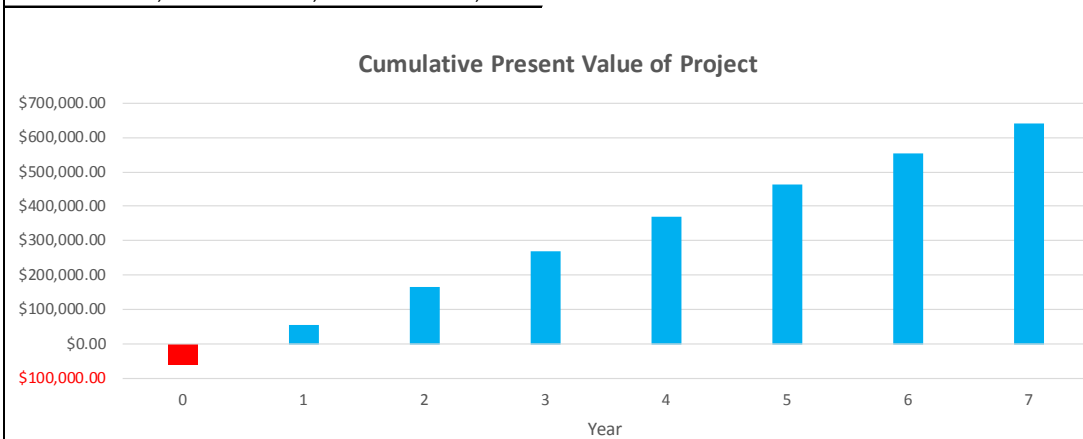
Month	Type of Day	Zone 2 - N 1st St	Zone 3 - Event Site	Zone 4 - Portway E	Zone 6 - Jensen W
January	Weekdays				21
	Weekends & Holidays				10
February	Weekdays				19
	Weekends & Holidays				9
March	Weekdays				22
	Weekends & Holidays				9
April	Weekdays	11	11	11	21
	Weekends & Holidays	5	5	5	9
May	Weekdays	22	22	22	22
	Weekends & Holidays	9	9	9	9
June	Weekdays	21		21	21
	Weekends & Holidays	9		9	9
July	Weekdays	21		21	21
	Weekends & Holidays	10		10	10
August	Weekdays	23		23	23
	Weekends & Holidays	8		8	8
September	Weekdays	19	19	19	19
	Weekends & Holidays	11	11	11	11
October	Weekdays	10	10	10	22
	Weekends & Holidays	4	4	4	9
November	Weekdays				20
	Weekends & Holidays				10
December	Weekdays				20
	Weekends & Holidays				11

**Cash Flow Table**

End of Year	Cash Flow	Present Value	Cumulative PV
0	\$61,000.00	\$61,000.00	\$61,000.00
1	121,205.23	115,433.55	54,433.55
2	121,205.23	109,936.72	164,370.27
3	121,205.23	104,701.63	269,071.90
4	121,205.23	99,715.84	368,787.74
5	121,205.23	94,967.47	463,755.21
6	121,205.23	90,445.21	554,200.42
7	121,205.23	86,138.29	640,338.71

**Project Information**

Useful Life (yrs)	7
Minimum Attractive Rate of Return	5%
Initial Cost	\$61,000.00
Annual Operating Income	\$121,205.23



**RESULTS**

Net Present Worth	\$640,338.71
Equivalent Annual Worth	\$110,663.22
Rate of Return	198.60%
Payback Period (yrs)	0.50
Discounted Payback Period (yrs)	0.53
Modified Benefit-Cost Ratio	11.50

This page intentionally left blank.



# Commission Memo

Prepared by: Natalie Kowell  
Date: August 15, 2017  
Re: Bridge Replacement Legislation



---

Since fall of 2016, the Port has pursued legislation in Oregon to clear barriers to bridge replacement by clarifying and affirming the Port's authorities related to bridge replacement financing. With the passage of HB 2750 and inclusion of \$5 million in state funding for next steps in project planning, progress toward replacement has passed an important milestone.

To identify and plan for needed similar efforts during the 2018 short session in Washington, particularly in regards to needed tolling reciprocity and enforcement agreements between WSDOT and the Port, significant research was needed. The attached report provides findings of model inter-agency agreements from the eastern U.S., an examination of bi-state agreements forged during the Columbia River Crossing project relevant to Port needs, and an examination of tolling policy related to public and P3 funded toll facilities in the state of Washington. Draft legislative language and advocacy strategies are included.

**RECOMMENDATION:** Information.

*Natalie Kowell is a junior in studying Peace and Conflict Studies/Political Science at Chapman University. She has served as Legislative Intern for the Port since June 19. Her last day will be August 18.*

This page intentionally left blank.



Photo by: Mary Maxson

# Legislative Planning Report

HOOD RIVER BRIDGE REPLACEMENT 2017

Natalie Kowell | Legislative Intern, Summer 2017 | August 15, 2017



## Introduction:

The purpose of this report is address the need for a new bridge between the communities of Hood River, Oregon and White Salmon, Washington. The current Hood River/White Salmon Interstate bridge is in need of replacement and the Port of Hood River is exploring legislative strategies that would allow the replacement process to go smoothly. Based on the funds available to the Port of Hood River, tolling will be a crucial element in any project funding scenario. Current statute in Oregon and Washington needs to be adjusted or new legislation enacted to create a functional inter-agency relationship. As the present and future toll revenue, will be a sizeable portion of the bridge replacement funding package, it is important that legislation in both states are in agreement vis a vis the Port's authorities and relationships with the states in regards to tolling operations and enforcement.

The Port hopes to be able to access Washington and Oregon vehicle registrations and to facilitate the enforcement of tolls. By forming an inter-agency tolling reciprocity agreement and finding a feasible means of enforcement, it would enable the efficient collection of tolls on interstate facilities. The ultimate goals of this project are to:

1. Prepare draft legislation that addresses barriers and achieves Port objectives with regards to bridge replacement in Washington,
2. Develop advocacy strategies for the 2018 Washington Short Session, and
3. Create an outreach plan for the months leading up to the Session.

This report will focus first on the history of interstate tolling agreements in the United States, looking specifically at eastern states for model legislation. Many eastern states have had tolling reciprocity agreements in place since the construction of said interstate bridges in the early 1900's. Therefore, looking to their legislation as a reasonable model might be quite helpful and effective. The report will then expand upon the current and past tolling legislation in Washington, specifically the various tolling strategies, rates, laws, interagency agreements, private-public partnerships, and so on. Based on this information, recommendations will be presented for feasible for new tolling-related legislation with Washington, outreach plans geared toward securing such legislation, and advocacy strategies for the upcoming 2018 Short Session with the state of Washington.

## RESEARCH:

### Comparative Tolling Agreements

There are a number of compacts between east-coast states, including: Delaware-New Jersey, New York-New Jersey, Maine-New Hampshire-Massachusetts, and Virginia-North Carolina-Maryland. The compact between Delaware and New Jersey was made between the State of New Jersey and the Delaware River and Bay Authority (“Authority”). The powers of the Authority include: the ability to enter into contracts with other states as Delaware’s principal actor; the ability to build infrastructure and request funding for it; to accept grants and loans from public or private sectors; and to adopt rules and regulations necessary to carry out the projects at hand.<sup>1</sup> In other words, the powers of the Authority mimic the powers of the state.

The Compact itself, finalized in 1990, was made prior to the construction of the Delaware Memorial Bridge and it acts as a tolling reciprocity agreement between the two states. Further, the compact confirms the legitimacy of the Authority. It facilitates development of the bridge’s infrastructure including clauses about traffic control, economic growth, and the financing and construction of projects. The most important clause in the compact for this project, is the pledge by both states to honor the tolling authority and pay the fee associated with the tolling facility. Per Article X, however, the Authority does *not* have the power to hold a debt against or offer a credit to the state of New Jersey, yet both states are responsible to invest the necessary funds within their control to maintain and build the infrastructure. This compact between the Authority and New Jersey could act as a good model to states and local governments or municipalities wanting to enter into a tolling reciprocity agreements.

Another good example of effective tolling reciprocity can be seen in the agreement between the state of New Jersey and the Port of New York (“Port”). This compact was established in 1921 to further develop the Port as its own entity and to develop more infrastructure along the Hudson River. In 1972, it was revised and amended specifying that the Port authority should constitute incorporate and politic body with power to buy, construct, lease, and/or operate any terminal or transportation facility in the district. The compact expressed in Article VI that the State had to relinquish its decision-making power when it came to the property of the Port, along with relinquishing its ability to collect revenues from the municipal property, other than what is due to fund that specific property. Under Article X, the legislatures of the two states must, prior to signing the compact, have a comprehensive development plan for the project. In addition, it is the responsibility of the Port to facilitate the necessary studies and analyses required by the

---

<sup>1</sup> H.R. Res., 101<sup>st</sup> Cong., U.S. Govt. Print. Off. (1962) (enacted).

state and the region. Funding for these studies, as well as funding for the project in general will fall on each state, under Article XV, unless the revenue generated from the project's operations can cover all the expenditures. Expenditure sums will be recommended by the Port but approved by the governors of both states. Per this specific compact, however, each state only obligates itself to the extent of \$100,000 in any one year.<sup>2</sup> Much like the Delaware-New Jersey Compact, the Port of New York-New Jersey Compact is an excellent model legislation for an interstate tolling agreement, as it holds both states accountable for funding and gives a detailed description of the powers and duties of both states/state entities under the agreement.

The previous two-state agreements are great examples of legitimizing Port authorities as state actors, along with being models for tolling reciprocity. However, the agreements mention little about toll violators and how the states would handle people who violate tolling statutes. The states of Maine, Massachusetts, and New Hampshire are unique in that they not only have interstate tolling reciprocity, but they also have multiple interagency agreements (between their Departments of Transportation and Departments of Motor Vehicles) that enable the states to implement electronic tolling and participate in a violation enforcement program.

Specifically, Maine and Massachusetts established an agreement concerning toll violation enforcement in 2015, enabling the toll state (or the state in which the toll violation occurred) to request of the home state (or the state in which the violator-vehicle is registered) that the vehicle's registration or the driver's license be suspended and/or denied renewal if the driver fails to pay the toll. The toll state, which would likely have some sort of digital or photographic evidence of the crime, could then send the registered owner a notice (via mail) with the digital image as proof. On the other side, the home state would provide the tolling state with name, record, and current address of the violating vehicle.<sup>3</sup> Additionally, the state doing the tolling must allow the vehicle owner basic due-process rights, including a right to appeal, a hearing opportunity within a reasonable time of the violation and violation notification. The two interstate tolling agencies involved will have had to agree upon a reasonable period before suspension or denial of the registration renewal and/or license. The toll cannot exceed \$100 for the first violation and cannot exceed \$600 for all violations pending at the time of vehicle suspension. Additionally, the toll state is required to notify the home state within one day of the violator paying their toll. These measures have been very effective in Maine and Massachusetts since this pilot program was enacted in 2015. In fact, the states are currently in the process of expanding the enforcement reciprocity agreement to New Hampshire as well.

Though only a few are highlighted, many other eastern states have very solid interstate and interagency tolling reciprocity agreements. The agreements discussed above

---

<sup>2</sup> U.S. Congress. Print. Off., (1980).

<sup>3</sup> U.S. Congress. *Toll Violation Enforcement Reciprocity Program between Maine and Massachusetts*. U.S. Govt. Print. Off., (2015).

deal more specifically with a state on one side and a non-state agency or authority on the other side. For this reason, the agreements do not merely establish tolling reciprocity between jurisdictions, but they also establish legitimacy in the said tolling authority. The agreements have proven their effectiveness over multiple years and offer model legislation for reciprocal tolling relationships. When enacting and negotiating legislation with Washington state, for example, the Port of Hood River could use these eastern state tolling agreements as templates.

## FINDINGS:

### Washington: Tolling, Agreements, and Legislation

Moving forward with bridge replacement will require a clear understand of the legislative position of the state of Washington. Washington currently has four major toll facilities: I-405 toll lanes, SR 520 Bridge, SR 167 HOT Lanes, and the Tacoma Narrows Toll Bridge. These facilities each have different business models for tolling but use the same basic mechanisms; such as the Pay-by-Plate and Good-to-Go! Passes. For example, the Tacoma Narrows operates with a fixed toll which increases/has increased over the course of the last decade. Whereas the SR 520 Bridge utilizes variable tolling, changing the toll based on time of day, day of the week, type of vehicle, and traffic flow (see Appendix A). Both Tacoma Narrows and SR 520 bridges have had great success with their tolling.

The I-405 toll lanes and SR 167 HOT (High Occupancy Toll) Lanes have prices ranging throughout the day as well depending on the traffic flow. The method of tolling those facilities based on use is called “dynamic tolling,” in which the toll cost is displayed on an electronic board before the checkpoint. A person can be tolled using their Good-to-Go! account, which can be electronically reloaded with money, or a person can be tolled by plate. Pay-by-Plate costs slightly more than the Good-to-Go! pass because it includes a processing/mailling fee. (Washington has video recognition which allows them to access a vehicle’s information upon seeing the vehicle’s license plate.) Again, these facilities also have great success. Each year the Washington State Transportation Commission sets new tolls depending on how much more revenue is necessary to A) pay back the bonds or funds required to build the facility, and B) to continue maintenance and operation of the tolling facility.

There is one very important difference between the state of Washington and the eastern states such as Delaware and New York. Washington state and *only* Washington state’s legislature has the power to impose tolls. Therefore, any agreements made with Washington would have to be with the state and not with an agency of the state (such as a Washington port authority). According to Washington State’s Department of Transportation (WSDOT), toll revenues can be used for the improvement, preservation, management, maintenance, and operation of tolling facilities. Fixed, variable, or dynamic



tolls can be used depending on the anticipated funding obligations, and depending on what will optimize system performance in the future. The tolling revenue must be enough to meet tolling operating costs, repay the debt service on bonds, reimburse the motor vehicle fund, and meet the obligations of the tolling authority concerning the sharing of funds for other projects. The tolling authority, i.e. Washington, has the power to change the tolls upon approval by the Washington Transportation Commission.

Washington is no stranger to interstate tolling agreements. Rather recently, the states of Washington and Oregon attempted to enter into an agreement concerning the construction of a new I-5 facility known as the Columbia River Crossing (“CRC”). The CRC project was many years in the making and a lot of legislation was enacted in both Oregon and Washington in preparation for the bridge’s construction. Unfortunately, the CRC never made it past the initial stages of development because of lack of funding and disagreements between the two states over including TriMet/light rail systems, leaving negative feelings on both sides. That being said, the two states laid the groundwork for other potential infrastructure projects through the planning by clearing legislative barriers.

The Interstate Maintenance and Operation Agreement laid out the legislative negotiation of both states. The agreement was drafted in 2012 between ODOT and WSDOT. It referenced an older piece of legislation from 1966 in which both ODOT and WSDOT agreed to be jointly responsible for the two interstate bridges crossing the Columbia River. Furthermore, the agreement referenced a more recent 2006 statute in which ODOT and WSDOT both agreed to jointly (i.e. 50-50) fund the Columbia River Crossing Project, along with the 20-30 years of continued maintenance of the bridge. Any outside funding-related partnerships made with public or private agencies (P3s), must first be approved by the other state via ODOT and/or WSDOT.

ODOT and WSDOT both have extensive responsibilities under this agreement. If ODOT gives WSDOT an invoice of a repair or maintenance operation, it is WSDOT’s responsibility to reimburse ODOT within 45 days. Additionally, ODOT must recognize and acknowledge WSDOT’s contracting laws and if the project is “publicly procured” both parties must amend the agreement so the new Washington provisions do not conflict with the Oregon provisions. If worse comes to worst and the project is terminated (which it was), both WSDOT and ODOT are responsible for making sure the bridge is restored to a safe, functional condition and the contracting termination costs are split. In essence, the agreement mostly emphasizes the two states’ cooperation and equal responsibility with regards to the Columbia River Crossing.

In addition to agreements between Oregon and Washington, the state of Washington made changes to its actual legislation. Below is the clause added in 2012 in preparation for the Columbia River Crossing Project:

*“For the Columbia River Crossing Project, the tolling authority may enter into agreements with Oregon state transportation commission regarding the mutual or*

*joint setting, adjustment, and review of toll rates as the tolling authority may find necessary to carry out the purposes of this section. Any agreement between the tolling authority and the Oregon state transportation commission made pursuant to this section takes effect, and is not binding and enforceable until, thirty days after the adjournment of the next ensuing regular legislative session. If the tolling authority has not entered into an agreement with Oregon state transportation commission by December 31, 2015, this section expires.”<sup>4</sup>*

This language gives Washington the authority to make tolling agreements with Oregon Transportation Commission (“OTC”). It was set in place for the CRC but could potentially be reestablished for other interstate tolling projects (like the Hood River bridge replacement).

Though it would be ideal for states to fund their own infrastructure projects, oftentimes states (or state agencies) need financing help. That is where Public-Private Partnerships (P3s) come into play. P3s allow public entities the means to finance projects. Expected future revenue from the said project generally is the main method of repayment to the private sector. The private entity will usually either help construct or contract the project, often bringing their own labor and equipment to the job. The partnership between the public and private sectors explores the middle ground between availability of payment and revenue risk.

The state of Washington has experimented with public-private partnerships since the 1990s. Though they have had some success, currently the state of Washington makes very few partnerships with the private sector when it comes to public infrastructure. The last project to work with a P3 was the Tacoma Narrows Bridge. In 1997, the private companies Bechtel Infrastructure and Kiewit Pacific were chosen to help construct and operate the bridge. The issue with this partnership was that the Supreme Court decided that WSDOT had no tolling authority over the bridge so the private sector had control over the toll rates, times, etc. of the bridge. Although WSDOT eventually regained controls over the tolling of the bridge in 2002, it is now broadly viewed as a “bad deal” for the Washington public. This is reflected in new Washington legislation.

To quote the first “Intent” clause of the legislation discussing Transportation Innovation Partnerships, the legislature dictates that it intends to “*phase out chapter 47.46 RCW coincident with the completion of the Tacoma Narrows Bridge*” because it “*has not met the needs and expectations of the public or the private sectors for the development of transportation projects*”<sup>5</sup> In other words, because both parties did not think the P3 was efficient and/or effective, the chapter enabling public-private partnerships for transportation projects was cut out of Washington State Legislation. Using Tacoma Narrows as an example, as the Port of Hood River moves forward with the funding its

---

<sup>4</sup> Washington State Legislature: State toll bridges, tunnels, and ferries, (2013).

<sup>5</sup> Transportation Innovative Partnership. (Washington State Legislature 2005).

bridge, involving a P3 would likely require significant, pro-active outreach and assurance of stringent public controls over P3 agreements.

## RECOMMENDATIONS:

What does the Port do with this information? Where does the Port go from here? Let's return to the key objectives:

- 1) To be able to draft legislation that addresses barriers and achieves Port objectives regarding the bridge replacement in Washington, especially when it comes to tolling reciprocity,
- 2) To prepare a conceptual outreach plan based on the tolling research and knowledge of Washington legislature,
- 3) To be able to have a way of enforcing tolls by sharing vehicle registration data between the two entities and to be able to strategically advocate for such legislation in Washington.

In drafting interstate tolling reciprocity agreements, it would be good for the Port to look at the eastern state reciprocity agreements as models. The Port has already achieved part of what it aimed to achieve in Oregon with HB 2750, passed during the 2017 session. HB 2750 does a few very important things for the Port including: giving the Port authority to enter into a bridge project, giving the Port authority to collect/impose tolls and collect penalty fees, stipulating that the Port must agree to the rules put forth by ODOT, stating that ODOT can collect tolls/fees from toll violators and refuse to renew motor vehicle registration until reimbursed, and allowing for a private entity to request access to ODOT concerning toll violators.

The eastern state models include language similar to HB 2750 in that they legitimize the authority of state agencies (such as Port Authorities) and they give those entities powers to toll and enforce tolls (i.e., punish violators through registration holds or suspensions). Maine, Massachusetts, and New Hampshire have a very efficient system that allows each state to access the others' DMV/DOL data, which might be a good model to emulate. The eastern state models would be good for the initial "legitimizing" steps between states; however, when it comes to the content of the legislation, it might be beneficial to rely on some of the Columbia River Crossing agreements.

The CRC laid much of the political and legislative groundwork for Oregon-Washington bridge projects, and provide a model for collaborative public outreach processes that were highly successful, despite the ultimate failure of the project itself. For these reasons, I would recommend developing an outreach plan that's modeled on the results of the study (see Appendix B).

## Timeline of Recommended Activities and Key Dates

**September 2017** – Using sample templates of WSDOT/DOL and data-sharing Virginia agreements draft an interstate tolling reciprocity agreement;

- Contact the Oregon DMV to ensure agreement with the Port-drafted agreements allowing for data-sharing for the purposes of tolling enforcement.
- Set up meetings with the Washington DMV/DOL. Contact their administration through Pat Kohler, agency director.
  - Ask about cost of daily vehicle data requests and plate searches for tolling enforcement
  - Ask about entering into Data-licensing and Data-sharing interagency agreements
- Apply for “Vehicle and Vessel Bulk Data Contract Application” found at [www.dol.wa.gov/forms/425007.pdf](http://www.dol.wa.gov/forms/425007.pdf)
- Apply for “Recurring Data Services Request” found at [www.dol.wa.gov/about/driverdata.html](http://www.dol.wa.gov/about/driverdata.html)
- Reach out to Reps. Norm Johnson, Rep. Gina McCabe, Rep. Liz Pike, and Senator Curtis King to inquire about possible meeting times with them and Port representatives.

**October 2017** – Begin outreach plan including: advertisements, public meetings/info sessions, email blasts, and surveys.

- Have a round-table meeting to review drafted legislation
- Contact WSDOT Southeastern Regional Office
- Call or email Roger Millar from WSDOT, propose the interstate agreement, ask for support
- Also, talk to the Transportation Improvement Board of WSDOT (might find more support there). Call or email Ashley Probart and Kelsey Davis.
- Organize some form of media outreach for the public

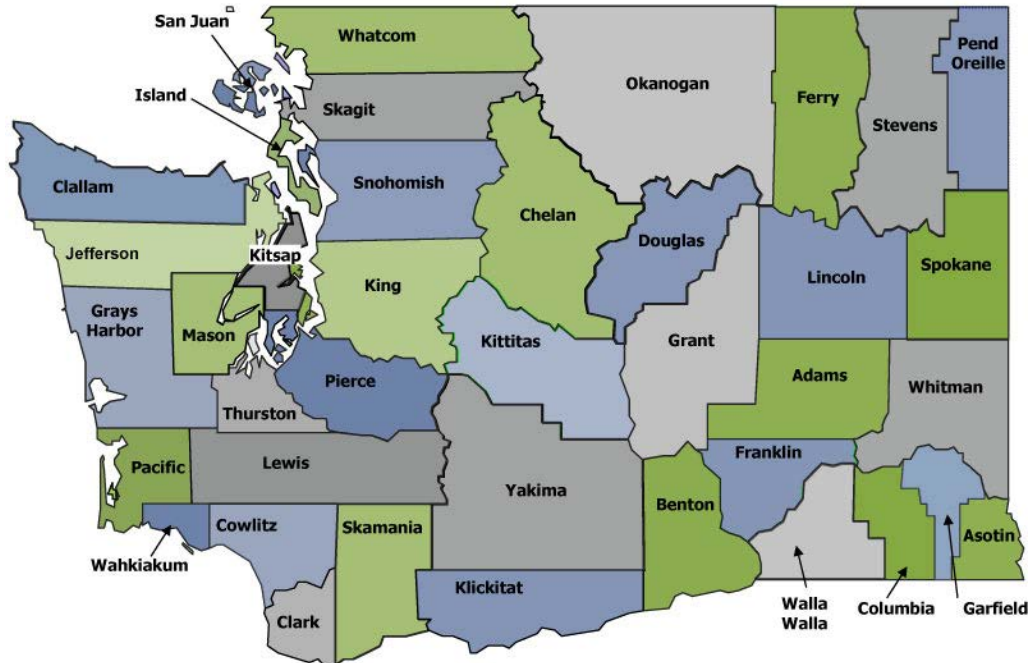
**November 2017** – Finalize tolling legislation

- Meet with Reps and Senators who haven’t been met with
- Follow-up with Washington’s DOL about data-contract application if they have not processed it yet
- Reach out to members of Washington Transportation Commission specifically, Jerry Litt, Roy Jennings, and Hester Serebrin
- Tie up any loose ends with legislation and agreements
- Get constituents’ signatures on agreements

**December 2017** – Create presentations for the Washington Session. Prepare for having 20 minutes or less.

- Have less than a page of drafted legislation to present to Washington

**January 8, 2018** – Washington Short Session: present the drafted legislation, cite tolling studies and constituents support.



## Citations

“FHWA P3 Toolkit.” U.S. Department of Transportation/Federal Highway Administration. Accessed July 26, 2017. <http://www.fhwa.dot.gov/ipd/p3/toolkit>.

H.R. Res., 101<sup>st</sup> Cong., U.S. Govt. Print. Off. (1962) (enacted).

Maxon, Mary. *Hood River Bridge*. 2015. Pinterest, Hood River.

State toll bridges, tunnels, and ferries §§ 47.56 RCW-36-4 (Washington State Legislature 2013).

Transportation Innovative Partnership, 1-2 §§ 47.29-47.29.010-47.29.020 (Washington State Legislature 2005).

U.S. Congress. *New Jersey- New York Port Authority Compact*: Cong. Washington: For sale by the Supt. Of Docs., U.S. Govt. Print. Off., (1980).

U.S. Congress. *Toll Violation Enforcement Reciprocity Program between Maine and Massachusetts*. U.S. Govt. Print. Off., (2015).

Washington State Comprehensive Tolling Study. *Implications of Illustrative Examples Analysis for Washington State tolling policy*. By Cambridge Systematics, Inc. Vol. 2. Final Report. Olympia, WA: Washington State Transportation Commission, 2006. 11-24.

# Commission Memo



Prepared by: Anne Medenbach  
 Date: August 15, 2017  
 Re: Airport Public Meeting Report

The second public meeting addressing noise impacts of operations at the Ken Jernstedt Airfield is set for Thursday, August 31 beginning at 6:00 PM at WAAAM. This is a follow up meeting to the listening session that the Port hosted in June at the same location. Over 80 people attended the first meeting, providing comment to the following main categories of concern:

- Frequency of operations
- Noise of operations
- Elevation of aircraft
- Times of day of operations
- Safety
- Development plans
- Orchard Road vacation access

Since this first meeting, the Port and Tac Aero have been working together to respond to these concerns. Tac Aero has made significant changes to operations and have instituted or are instituting the following measures:

	FBO Actions	Complaint category
1	Closing the FBO on Sundays	Frequency, times of day, noise of operations
2	Moving touch and go's on asphalt to Dallesport	Frequency, noise of operations
3	Varying patterns based on aircraft ability	Frequency, noise of operations, safety
4	Instituted Fly Friendly program	Noise, elevation, safety
5	Implementing noise study	Noise, elevation, safety
6	Varying runway from 25 to 7 on calm wind days	Frequency, noise
7	Installed new prop on the tow plane	Noise

The second public meeting will focus on addressing these concerns, explaining airport operations in general and specifically how our airport works. Staff and Brian Prange of Tac Aero have put together a presentation that includes many informational graphics. An expert panel from: FAA, Oregon Department of Aviation (ODA), Oregon Aviation Industries (ORAVI) and a local commercial pilot who has been very involved with the FAA will provide support and answers to specific regulatory questions. The panelists will be there to support the moderators/presenters.

Public notice of the meeting will be made via advertising in the Hood River News, notices on the Port website, direct mailers to residents within a five-mile radius of the airport, and emails to airport tenants. Staff anticipates attendance of 50 to over 100 people based on the attendance of the last meeting.

**RECOMMENDATION:** Discussion.



# Commission Memo



Prepared by: Genevieve Scholl  
 Date: August 15, 2017  
 Re: Toll Increase Implementation Schedule

Included in the approved FY 2017-18 budget is a toll increase to raise needed revenue to fund anticipated major capital improvements to the existing bridge, and provide local match funding for potential grants or finance agreements for planning and construction of a replacement bridge. Previous toll increases (in 1994 and 2012) were similarly dedicated to bridge repair and replacement. Based on the assessment and recommendations of HDR Engineering’s work plan for the bridge, and those of Stafford Bandlow Engineers, the Port anticipates over \$14 million in capital improvements over the next decade. The proposed increase is expected to provide an increase in revenue of approximately \$2.1 million per year.

The approved budget anticipates a January 1, 2018 start date for the toll increase. To provide optimal customer service in meeting the demand for new BreezeBy accounts that will result from the increase, staff recommends adjusting that timing to allow for full launch of the online customer account management tools; a.k.a. the web portal. This is expected to be complete by November 15. The following timeline of public outreach steps is geared to ready the Commission for formal action on the increase by December 5, 2017, and implementation by February 1, 2018:

Task	Deadline	Assigned to:
Present first report to Commission, including key data and staff recommendation for toll increase timeline.	October 3, 2017	Fred/Genevieve/Michael
Publicize first public hearing	October 9, 2017	Genevieve
First public hearing, during regularly scheduled Commission meeting	October 17, 2017	Michael/Commission
Publicize second public hearing	October 30, 2017	Genevieve
Second public hearing, during regularly scheduled Commission meeting	November 7, 2017	Michael/Commission
Compile received public testimony and present to Commission with staff	November 21, 2017	Genevieve/Michael/Fred

recommendations for toll increase timeline.		
Commission Action Item for Approval	December 5, 2017	Michael/Fred
Publicize details and timing of toll increase via Breezeby, local news media, Port website, newsletter and social media.	December 6, 2017 – January 31, 2018	Genevieve
Implement toll increase.	February 1, 2018	Fred

**RECOMMENDATION:** Discussion.

# Commission Memo



Prepared by: Michael McElwee  
 Date: August 15, 2017  
 Re: Bridge Replacement Steps

Passage of HB 2750 and HB 2017, the Oregon Transportation Funding Package, mean that the Port has a significant opportunity to advance efforts to replace the Hood River Interstate Bridge (Bridge). Specific tasks that are stated in the legislation will need to be carried out to fulfill our commitments to the legislature and to set the stage for future bridge replacement phases.

The following are the significant steps that the Port will need to plan, manage, and successfully conclude over the next few years:

## HB 2750

- **P3 Administrative Rules** - Such rules describe the process by which the Port would solicit, evaluate and make decisions about proposals for Public/Private Partnerships to replace the bridge. The Port's rules will need to be substantially similar to existing rules that ODOT has adopted. This is an LCRB action.
- **P3 Request for Information (RFI)** - Issuance of an RFI to private firms that implement public infrastructure projects will help determine the level of interest in a P3 project here. The feedback received would help determine the next steps for a P3 (e.g. Request for Proposals) or whether to abandon that approach altogether.
- **Tolling Enforcement Agreements** - The Port will likely need to negotiate an agreement with ODOT that would do two major things: 1.) define the conditions upon which ODOT would deny vehicle registration renewals when toll debts are owed and; 2.) allow the Port to access ODOT's vehicle data base to issue invoices.

## HB 2017

- **Final Environmental Impact Statement (FEIS)** - the FEIS is a crucial step in permitting for a major infrastructure project. The complex project would be carried out by a multi-disciplinary engineering firm or combination of firms over likely a two-year timeframe. Selection of the firm itself would involve an RFP, selection and contract negotiations taking about six months.
- **Geotechnical Investigation** - Characterizing the underlying geology is a crucial determinant in engineering design, cost, and risk assessment. This work would involve borings in the path of a future bridge and at likely pier locations. It could be carried out under subcontract with the selected FEIS engineering firm.

- **Financial Modeling** - This would include a thorough assessment of various financing mechanisms that might be utilized to deliver a new bridge. Models would utilize various assumptions about cost, traffic, capitalization of toll revenue, federal financial support, private equity/debt, and so on.

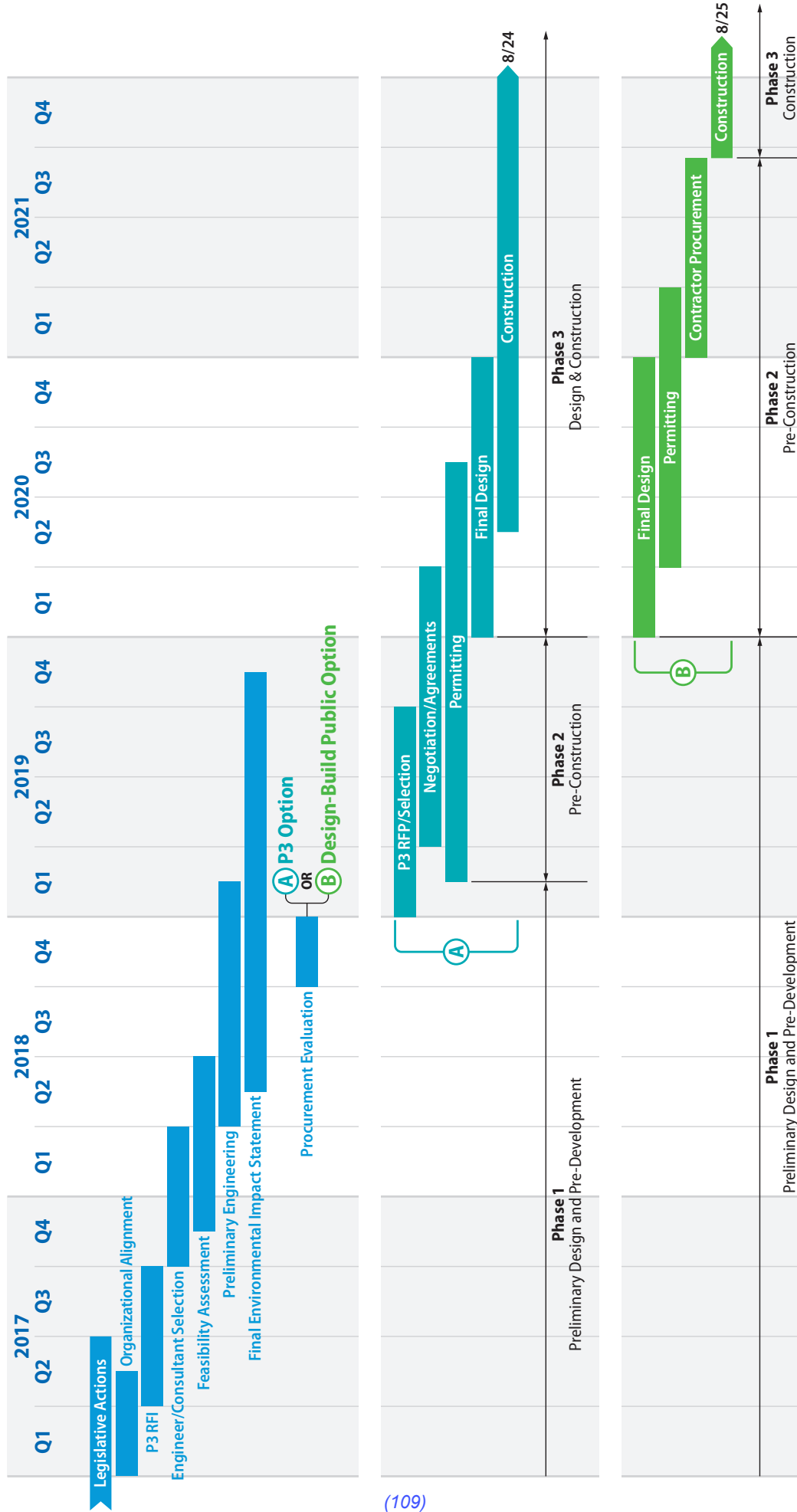
#### Other

- **Washington State Legislation** - Since a majority of bridge users reside in Washington, legislation similar to HB 2750 may need to be enacted to allow an enforcement agreement and access to the WSDOT database. In addition, it is likely that the Washington legislature would need to specifically approve a toll facility in White Salmon and provide a directive to WSDOT.
- **Public Outreach** - Any bridge replacement effort will require a well-designed community outreach plan. In the early stages, it may be sufficient to develop an overview presentation of the work tasks and timeline and deliver it to the governing body of each of the local public agencies plus ODOT, WSDOT, the Region 1 ACT and SWRTC. Each agency would be asked to designate a representative to be the primary conduit for project updates and communication. In later stages a more robust public outreach process would be needed even with the significant public process that occurs as part of an FEIS.
- **Administration/Staffing Plan** - the Port will need to be realistic about the level of management and coordination that will be needed for a project this complex. A project management individual or firm will need to be retained to represent the Port over 2-3 years. Alternatively, an individual with the right kind of experience might be hired directly by the Port in a temporary position. There are few individuals or firms that have the breadth of experience for an assignment such as this and likely none in our area.

A generalized timeline that describes most of the above tasks is attached for context. The most immediate and relevant issue is the timing for receipt of the \$5 million in funds from the HB 2017. Thorn Run is in touch with ODOT now as they begin the process of determining when funds would be available for numerous projects listed in the bill. It will likely be in the fall before any decisions are made.

**RECOMMENDATION:** Discussion.

# Concept Schedule: Hood River Bridge Replacement Project



This page intentionally left blank.

# Commission Memo

Prepared by: Michael McElwee  
Date: August 15, 2017  
Re: Executive Director Workplan



---

Every August, it is customary for the Executive Director to prepare a draft work plan for Commission review.

The attached FY 2017-18 draft work plan is intended to represent the Commission's priority projects or tasks that should be targeted for completion this fiscal year. It also represents one measure of Executive Director performance during the current review period and provides direction for the goals that are part of each staff member's own performance evaluation.

The Commission should review this draft plan and consider any changes, additions or deletions. At the first meeting in September, the Commission will consider approval of the final Workplan.

**RECOMMENDATION:** Discussion.

This page intentionally left blank.



**EXECUTIVE DIRECTOR  
WORK PLAN  
FY 17/18  
Draft for Commission Review: 8/15/17**

Action:	Expected Completion	Status
---------	------------------------	--------

**I. FINANCIAL MANAGEMENT**

***Goal: Ensure that financial resources continue to be deployed effectively, with a high degree of foresight and in anticipation of future Port needs.***

- |  |         |  |
|--|---------|--|
| 1. Obtain approval for new financial software  | 4/01/17 |  |
| 2. Identify best customer account management software for non-Breezeby customer accounts | 4/01/18 |  |

**II. REAL ESTATE DEVELOPMENT & PLANNING**

***Goal: Create significant, positive momentum toward development of the Port's Waterfront properties consistent with community objectives.***

- |  |          |  |
|--|----------|--|
| 1. Negotiate an agreement for resolution of Expo Property DDA Phases II and III with Key Development for Commission consideration.   | 10/30/17 |  |
| 2. Ensure final implementation of Expo Phase I DDA with Key Development.   | 06/30/18 |  |
| 3. <b>Confluence Business Park (Lot #1):</b>   |          |  |
| • Obtain City approval of the Confluence Business Park Subdivision Plan.   | 12/1/17  |  |
| • Prepare a Public Improvement Development Agreement for Commission review.  | 4/10/17  |  |
| • Prepare a financial analysis to evaluate the feasibility of future development under various assumptions.                          | 9/30/17  |  |
| • Prepare a Disposition and Development Policy for Commission review and approval.   | 12/1/17  |  |
| • Prepare a Public Infrastructure Framework Plan and Urban Renewal Plan Amendments for Commission and Urban Renewal Agency approval. | 5/1/17   |  |
| 4. <b>Lower Mill Site:</b>   |          |  |
| • Complete installation of off-site water line   | 9/10/18  |  |

- Complete wetland permit application and mitigation plan for lot 300. **3/15/17**

### III. WATERFRONT RECREATION

**Goal: Maintain and enhance the waterfront as a prime recreation area to support economic development objectives and Strategic Plan goals.**

1. Prepare Plans and permit application for new Transient Boat Dock **6/15/18**
2. Implement fee-based parking & enforcement plan for Port waterfront properties **5/15/17**
3. Replenish beach areas at the Event Site based on Terms of Corp/DSL Permit. **11/30/17**
4. Obtain SDC funding and install modular docks at the Nichols Boat Basin Dock. **4/15/18**
5. Develop and install an integrated signage plan for the Waterfront trail system. **3/1/2018**

### IV. TRANSPORTATION/AIRPORT

**Goal: Complete significant transportation improvements to enhance development objectives.**

1. Ensure successful Implementation of new web portal for customer management of Breeze-By accounts. **09/30/17**
2. Complete the Auxiliary Truss Repair Project **12/30/17**
3. Fully implement the bridge safety signage plan **11/15/17**
4. **Bridge Replacement**
  - A. Develop detailed analysis of alternative bridge replacement financing scenarios. **06/30/18**
  - B. Prepare administrative rules regarding the solicitation and consideration of P3 proposals for Commisison approval. **02/30/18**
  - C. Prepare and issue an RFI to characterize the level of private sector interest In a P3 project. **03/1/18**
  - D. Issue an RFP and select an engineering firm to prepare an FEIS for bridge replacement. **06/01/18**

E. Prepare a long-term staffing plan, scope and schedule to implement bridge replacement pre-development tasks. **12/1/17**

5. Ensure final completion of the South Ramp Hangar Project per approved Development Agreement. **6/30/18**

6. Complete Construction of S. Taxiway Project. **11/01/17**

7. Complete permitting and preliminary engineering of the North Ramp Connect VI project. **6/30/18**

#### V. ECONOMIC DEVELOPMENT

***Goal: Ensure that the Port's role in regional economic development activities is clearly defined. Confirm that the objectives are identified and adequate resources are in place to be successful.***

1. Develop a strategy that recommends a future role for, and administration of, the OneGorge Advocacy Group **02/01/18**

2. Develop an agenda and implement a facilitated board retreat to discuss the future issues and areas of focus for the Port of Hood River. **10/1/17**

#### VI. COMMUNICATIONS & COMMUNITY RELATIONS

***Goal: Increase the understanding and awareness of the Port's activities; identify opportunities for successful partnerships with key public agencies and private business; and participate in the life of the Hood River area community.***

1. Prepare an updated Communications Plan. **3/15/18**

2. Prepare detailed description of the "Community Support Initiative" for Commission approval. **10/15/17**

#### VII. GOVERNANCE & BOARD COMMUNICATIONS

***Goal: Evaluate the Board's governance and communications policies and provide recommendations for improvements.***

1. Update the board & staff training policy. **04/15/17**

2. Ensure adequate time for Commission consideration of board meeting packet material. **7/1/2017**

#### VII. PERSONNEL MANAGEMENT

**Goal: Ensure that appropriate personnel policies are in place.**

1. Evaluate step ladder and associated staff compensation for personnel and recommend changes. **3/30/18**
2. Revise & improve Staff Performance Evaluation Forms **5/15/18**

**VII. NEW OR UNPLANNED INITIATIVES*****Projects added to the Work Plan based on Commission direction.***

DRAFT

## Executive Director's Report

August 15, 2017

### Staff & Administrative

- I will be out of the office August 21-24. Monday of that week is the monthly KIHR radio interview, occurring at 8:00 a.m. We will need a Commissioner to fill in.
- Our summer interns, Austin Keillor and Natalie Kowell, will be presenting their respective assignments to the Commission at the August 15 meeting.
- Hood River County recently received a \$10,000 Ford Family Foundation grant for the Hood River Energy Plan. Along with other partners, the Port had contributed \$6,000 for the second year of this effort. Due to the grant, each contributing partner has the choice of having \$3,191 returned or leaving the funds to reinvest in the Plan's communication and implementation efforts.
- Insitu has invited a representative of the Port Commission to participate in the Community Leadership ScanEagle Flight Observation Day event on Tuesday, August 29th. The day will include transportation to their Arlington test range to see first-hand how the ScanEagle unmanned aircraft system is launched and recovered. Please see President Streich or me if you are interested in attending.

### Recreation/Marina

- The GFCI trip issue appears to have been resolved. There were two primary issues that resulted in almost a year of power outages: The shunt trip circuit breakers at the main panel which were installed incorrectly, and significant damage to a sub-circuit feeder line at the end of C Dock. Both have now been repaired and power is holding.
- On Saturday, August 5 an apparently intoxicated person went swimming in the Nichols Basin, attempted to swim under the dock, and became trapped. Todd Anderson, owner of the Gorge Kayak Center was able to swim under the dock, bring the unconscious swimmer out of the water. The person survived the incident.
- On Monday, August 7 a passenger car was driven off the breakwater into the Marina basin at high speed. Three passengers were able to exit the vehicle to safety. Recovery efforts (shown below) required a diver and took place on August 8.



---

## Development/Property

- Work is underway on an initial assessment of the financial feasibility of various build-out options on Lot #1. We have also solicited a proposal from Walker/Macy to prepare a Public Infrastructure Development Plan that would be prepared in collaboration with the Urban Renewal Agency.
- Construction is underway at Suites 100 and 101 at the Chamber building. New floors, electrical, paint, and sheetrock are being installed for Columbia River Acupuncture and a new tenant in Suite 101.
- The wetland permit for the Lower Mill wetland was not submitted July 27<sup>th</sup>. The consultants are finalizing the application with the goal of submitting in August.
- Crystal Springs Water District legal counsel responded with comments regarding the IGA on August 7. Counsel is reviewing the comments.
- Anne has shown the Big 7 vacancies and the remaining Chamber vacancies with interested parties. Leases may be forthcoming.

---

## Airport

- Construction of the South Ramp Taxi-Way Project will commence on August 14. Contractor concerns about final paving taking place late in the fall have been resolved; the project will now take place in a single phase. As a result, considerable operational changes are being made by Tac Aero with much assistance from Port staff. Communication continues and will continue with airport tenants throughout the project.
- The wetland report from Berger Abam is expected on August 11. Staff hopes to complete staff review quickly so that it can be sent to FAA for consideration of on-site mitigation.
- On August 8, two pilots were targeted with a laser light while in the flight pattern approaching the airfield. This is a federal offense and charges are likely to be filed.

---

## Bridge/Transportation

- Governor Brown has signed HB 2750 and the transportation bill, HB 2017. We are waiting for clarification about the timeline for receipt of the \$5 million and/or the process that will take place to determine the timing.
- Bridge deck welding began on August 7. Significant traffic back-ups occurred around the noon hour. We will revise our work plan to provide for shorter work shifts and only during morning hours. This will extend the duration of the project and may require hiring a welding contractor to assist.
- Quotes for the installation of bridge warning signage on ODOT I-84 ROW are due August 15. Staff will brief the Commission at the meeting.

- Via the press release from USDOT on August 8, we have learned that our FASTLane II grant was not approved. As Genevieve reported during the August 1 meeting, an active Notice of Funding Opportunity for the revamped INFRA program invites applications for the FY2017 and FY2018 authorizations. Deadline to apply is November 2, 2017 for both cycles. A memo from Hal Heimstra contemplating future submittals is attached.
- OneGorge will facilitate a listening session with Senator Ron Wyden's field staff on August 16 beginning at 4pm focused on emergency response needs in the Scenic Area. Genevieve is coordinating this meeting on relatively short notice and all Commissioners are invited to attend. The meeting will take place at the Port conference room.

This page intentionally left blank.



# Commission Memo



Prepared by: Michael McElwee  
Date: August 15, 2017  
Re: Hood River Bridge Lift Span

---

In late 2016, Stafford Bandlow Engineering, Inc. ("SBE") completed an analysis of key portions of the lift span's mechanical and electrical systems. The studies led to a better understanding of, and repairs to, the span drive motors and machinery, and the skew system. Recommendations were made for further inspections, rehabilitation or replacement of the span drive motors and upgrades to the skew system controls. These projects are in the approved FY 17/18 budget.

The attached contract covers the next phase of recommended inspections, testing and analysis. Primary scope items include:

- Internal inspection of the secondary gearboxes.
- Strain gauge testing to determine the operational loading, friction, and load sharing.
- Inspection of existing electrical components and skew system.

This work will help determine the scope of work for the span drive motor rehabilitation of and skew system upgrades that are expected to be carried out next spring. It would best be carried out in good weather conditions this September or early October.

**RECOMMENDATION:** Approve contract with Stafford Bandlow Engineering for Bridge Lift Span inspection services not to exceed \$50,000.

This page intentionally left blank.

## PERSONAL SERVICES CONTRACT

This Agreement is between the Port of Hood River, an Oregon Municipal Corporation, (hereinafter referred to as "Port"), and Stanford Bandlow Engineering (hereinafter referred to as "Consultant").

In consideration of the mutual covenants set forth in this Agreement, Port authorizes Consultant and Consultant agrees to carry out and complete services as described below:

1. **PROJECT:** Work shall be performed by Consultant in connection with a project generally described as: assessing the electrical and mechanical systems of the Hood River Bridge' lift span and making recommendations to restore its operations.
2. **SCOPE OF SERVICES:** The Consultant shall be responsible for the performance of all services as set forth in the scope of services attached hereto and incorporated herein as **Exhibit 'A'** (the "Services") and to the extent described in this Agreement and shall perform Services using the degree of skill and knowledge customarily employed by professionals performing similar services in the community. The Consultant shall be responsible for providing, at the Consultant's cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with this Agreement.
3. **TERM OF AGREEMENT:** The term of this Agreement shall begin on the date this contract is fully executed and shall terminate on **December 15, 2017** or otherwise by mutual written agreement of the parties or by the exercise of the termination provisions specified herein.
4. **ADDITIONAL SERVICES:** The Port may request that the Consultant provide the Port with certain services not identified in Exhibit A ("Additional Services"). Additional Services shall not be performed by the Consultant unless written approval is received from the Port. Upon receipt of the written request, the Port and the Consultant shall negotiate the scope of the relevant Additional Services and price, which shall be subject to the mutual written agreement of the Consultant and the Port. If the Consultant performs any Additional Services prior to or without receiving a written request from the Port, the Consultant shall not be entitled to any compensation for such Additional Services. Authorization shall be issued by individual work orders or by amendment to this contract that is signed by the Executive Director of the Port.
5. **TIME OF THE ESSENCE:** The Services of the Consultant shall be undertaken and completed in such a manner and in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement. It is agreed that time is of the essence in the performance of this Agreement however it is agreed and understood that the Consultant must use sound professional practices.
6. **COMPENSATION:** The Port shall pay fees to the Consultant for Services performed under the terms of this Agreement in an amount not to exceed **\$38,000** ("Compensation"), unless otherwise approved by the Port. The Port will also reimburse Consultant for reasonable direct expenses incurred by the Consultant ("Reimbursable Expenses"). Reimbursable Expenses are exclusive of the not to exceed amount. Consultant will not exceed **\$12,000** in total Reimbursable Expenses without Port approval.

Consultant shall submit monthly invoices computed on the basis of hours worked and tasks completed to date. Invoices shall include a detailed description of work performed and include evidence of any

reimbursable expenses in a form acceptable to the Port. Port shall make payments in a timely manner, within twenty-five (25) days of receipt of invoice.

If Port does not pay within twenty-five (25) days of receipt of invoice acceptable to Port, the invoice shall incur a service charge of 1.5% per month on the unpaid monthly balance. Consultant reserves the right to withhold services or cancel this Agreement if Port's account is more than sixty (60) days delinquent.

7. **STATUS OF CONSULTANT AND RELATIONSHIP TO PORT:** The Consultant is an independent contractor and nothing contained herein shall be construed as constituting any relationship with the Port other than that as owner and independent contractor, nor shall it be construed as creating any relationship whatsoever between the Port and any of the Consultant's employees. Neither the Consultant nor any of the Consultant's employees are nor shall they be deemed employees of the Port. The Consultant is not and shall not act as an agent of the Port. All employees who assist the Consultant in the performance of the Services shall at all times be under the Consultant's exclusive direction and control. The Consultant shall pay all wages, salaries and other amounts due the Consultant's employees in connection with the performance of the Services and shall be responsible for all reports and obligations respecting such employees, including without limitation social security tax, income tax withholding, unemployment compensation, worker's compensation, employee benefits and similar matters. Further, the Consultant has sole authority and responsibility to employ, discharge and otherwise control the Consultant's employees. The Consultant has sole authority and responsibility as principal for the Consultant's agents, employees, sub-consultants and all others the Consultant hires to perform or assist in performing the Services. The Port's only interest is in the results to be achieved.
8. **REPRESENTATIONS:** The Consultant represents and covenants that:
- a. The Consultant has the required authority, ability, skills and capacity to, and shall, perform the services in a manner consistent with this Agreement. Further, any employees and sub-consultants of the Consultant employed in performing the Services shall have the skill, experience and licenses required to perform the Services assigned to them.
  - b. To the extent the Consultant deems necessary, in accordance with prudent practices, the Consultant understands the locations whereupon the Consultant may be called to perform the Consultant's obligations under this Agreement, and is familiar with requirements of the Services and accepts them for such performance.
  - c. The Consultant has knowledge of all of the legal requirements and business practices in the State of Oregon that must be followed in performing the Services and the Services shall be performed in conformity with such requirements and practices.
  - d. The Consultant is validly organized and exists in good standing under the laws of the State of Oregon, and has all the requisite powers to carry on the Consultant's business as now conducted or proposed to be conducted and the Consultant is duly qualified, registered or licensed to do business in good standing in the State of Oregon.
  - e. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Consultant or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Consultant or any indenture or loan or credit agreement or other material agreement or instrument to which the Consultant is a party or by which the Consultant's properties and assets may be bound or affected. All such consents and approvals are in full force and effect.
9. **CONSULTANT'S INSURANCE:**  
Consultant shall keep and maintain the following insurance for the duration of the contract period:

- a. Commercial General Liability insurance on an occurrence basis with a limit of not less than \$1,000,000 each occurrence for bodily injury and property damage and \$2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to Contract.
- b. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- c. Professional Liability insurance with a \$1,000,000 per claim and \$1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death or damage of property, including loss of use thereof, arising from the firm's wrongful acts, errors or omissions in any way related to this Contract.
- d. Prior to commencing any work under this Agreement, the Consultant shall provide the Port with a certificate or certificates evidencing the insurance required by this section, as well as the amounts of coverage for the respective types of coverage. If the Consultant sub-contracts any portion(s) of the Services, said sub-consultant(s) shall be required to furnish certificates evidencing statutory worker's compensation insurance, comprehensive general liability insurance and professional liability insurance coverage in amounts satisfactory to the Port and the Consultant. If the coverage under this paragraph expires during the term of this Agreement, the Consultant shall provide replacement certificate(s) evidencing the continuation of required policies.
- e. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt under ORS 656.027.)

As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The Commercial General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30 days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If requested, complete copies of the insurance policy shall be reviewed by the Port. The contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

If any policy obtained by the Consultant is a claims-made policy, the following conditions shall apply: the policy shall provide the Consultant has the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two (2) years. The Consultant agrees to purchase this extended insurance coverage and to keep it in effect during the reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Consultant purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

10. **INDEMNIFICATION:** The Consultant shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent, they are directly resulting from, or alleged to arise from, the negligent acts of the Consultant, or any of the Consultant's sub-consultants, Consultant's suppliers and/or Consultant's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Consultant to the Port shall survive the termination or expiration of this Agreement.
11. **CONFIDENTIALITY:** During the performance of the Agreement and for all time subsequent to completion of the Services under this Agreement, the Consultant agrees not to use or disclose to anyone, except as required by the performance of this Agreement or by law, or as otherwise authorized by the Port, any and all information given to the Consultant by the Port or developed by the Consultant as a result of the performance of this Agreement. The Consultant agrees that if the Port so requests, the Consultant will execute a confidentiality agreement in a form acceptable to the Port, and will require any employee or sub-consultant performing work under this Agreement or receiving any information deemed confidential by the Port to execute such a confidentiality agreement.
12. **ASSIGNMENT:** Neither party shall assign this Agreement or parts hereof or its duties hereunder, but not including work products produced by the Consultant, without the express written consent of the other party. In the event of dissolution, consolidation or termination of the Port, the parties agree that the Port may assign to a successor entity any rights, obligations and functions it may have remaining under this Agreement.
13. **SUBCONSULTANTS:**
- a. **General.** The Consultant is solely and fully responsible to the Port for the performance of the Services under this Agreement. Use of any sub-consultant by the Consultant shall be pre-approved by the Port. The Consultant agrees that each and every agreement of the Consultant with any sub-consultants to perform Services under this Agreement shall be terminable without penalty.
- b. **Sub-Consultant Commitments:** All of the Consultant's subcontracts in connection with the performance of the Services shall be in writing and include the following provisions:
- i. The subcontract/contract is immediately terminable without cause, and cost for such termination activities shall be determined according to the terms of this Agreement.
  - ii. The sub-consultant shall carry insurance in forms and amounts satisfactory to the Port in its sole discretion, as provided by this Agreement
  - iii. All warranties (express or implied) shall inure to the benefit of the Port and its successors and assigns.
- The Consultant shall provide the Port with a copy of each subcontract executed with the performance of the Services within seven (7) days of each subcontract's execution.

Sub-consultants who assist the Consultant in the performance of the Services shall at all times be under the Consultant's exclusive direction and control and shall be sub-consultants of the Consultant and not consultants of the Port. The Consultant shall pay or cause each sub-consultant to pay all wages, salaries and other amounts due to the Consultant's sub-consultants in performance of the duties set forth in this Agreement and shall be responsible for any and all reports and obligations respecting such sub-consultants. All sub-consultants shall have the skill and experience and any license or permits required to perform the Services assigned to them.

14. **TERMINATION NOT-FOR-CAUSE:** In addition to any other rights provided herein, the Port shall have the right, at any time and in its sole discretion, to terminate, not for cause, in whole or in part, this Agreement and further performance of the Services by delivery to the Consultant of written notice of termination specifying the extent of termination and the effective date of termination.
- a. **Obligations of Consultant.** After receipt of a notice of termination, and unless otherwise directed by the Port, the Consultant shall immediately proceed as follows:
    - i. Stop work on the Services as specified in the notice of termination;
    - ii. Terminate all agreements with sub-consultants to the extent they relate to the Services terminated;
    - iii. Submit to the Port detailed information relating to each and every sub-consultant of the Consultant under this Agreement. This information will include sufficient detail so the Port can immediately contact each such sub-consultant to determine the role or function of each in regard to the performance of the Services and if the Port so elects, the Port may engage any sub-consultant for substantially the same terms as have been contracted by the Consultant;
    - iv. Complete performance in accordance with this Agreement of all of the services not terminated; and
    - v. Take any action that may be necessary, or that the Port may direct, for the protection and preservation of the property related to this Agreement that is in the possession of the Consultant and in which the Port has or may acquire an interest.
  - b. **Termination Settlement.** After termination the Consultant shall submit a final termination settlement proposal to the Port in a form and with a certification prescribed by the Port. The Consultant shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the Port upon written request by the Consultant within such thirty-day period. If the Consultant fails to submit the proposal within the time allowed the Port's payment obligations under this Agreement shall be deemed satisfied and no further payment by the Port to the Consultant shall be made.
  - c. **Payment Upon Termination.** As a result of termination without cause the Port shall pay the Consultant in accordance with the terms of this Agreement for the Services performed up to the termination and unpaid at termination.
  - d. **Port's Claims and Costs Deductible Upon Termination.** In arriving at the amount due the Consultant under this paragraph there shall be deducted any claim which the Port has against the Consultant under this Agreement.
  - e. **Partial Termination.** If the termination is partial the Port shall make an appropriate adjustment of the price of the Services not terminated. Any request by the Consultant for further adjustment of prices shall be submitted in writing within thirty (30) days from the effective date of notice of partial termination or shall be deemed forever waived.
15. **FORCE MAJEURE:** Neither party to this Agreement shall be liable to the other party for delays in or failure to perform services caused by circumstances beyond its reasonable control, including but not limited to acts of God, acts of governmental authorities, strikes, riots, civil unrest, war, lockouts extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable contemplation of either party. For delays resulting from unanticipated material actions or inactions of Port or third parties, Consultant shall be given an appropriate time extension and shall be compensated for all costs of labor, equipment, and other direct costs Consultant reasonably and necessarily incurs. Delays

of more than ninety (90) calendar days shall, at the option of either party, make this contract subject to termination.

16. **RECORD KEEPING:** The Consultant shall maintain all records and documents relating to Services performed under this Agreement for three (3) years after the termination or expiration of this Agreement. This includes all books and other evidence bearing on the Consultants time based and reimbursable costs and expenses under this Agreement. The Consultant shall make these records and documents available to the Port, at the Port's office, at all reasonable times, without any charge. If accepted by the Port, photographs, microphotographs or other authentic reproductions may be maintained instead of original records and documents.
17. **WORK PRODUCT:** All work product of the Consultant prepared pursuant to this Agreement, including but not limited to, all maps, plans, drawings, specifications, reports, electronic files and other documents, in whatever form, shall upon payment of all amounts rightfully owed by the Port to the Consultant herein remain the property of the Port under all circumstances, whether or not the services are complete. When requested by the Port, all work products shall be delivered to the Port in PDF or full-size, hard copy form. Work products shall be provided to the Port at the time of completion of any of the discrete tasks specified in the Services. Consultant shall maintain copies on file of any such work product involved in the Services for three (3) years, shall make them available for the Port's use, and shall provide such copies to the Port upon request at commercial printing or reproduction rates.
18. **CONSULTANT TRADE SECRETS AND OPEN RECORDS REQUESTS:**
  - a. **Public Records.** The Consultant acknowledges and agrees that all documents in the Port's possession, including documents submitted by the Consultant, are subject to the provisions of the Law, and the Consultant acknowledges that the Port shall abide by the Law, including honoring all proper public records requests. The Consultant shall be responsible for all Consultants' costs incurred in connection with any legal determination regarding the Law, including any determination made by a court pursuant to the Law. The Consultant is advised to contact legal counsel concerning such acts in application of the Law to the Consultant.
  - b. **Confidential or Proprietary Materials.** If the Consultant deems any document(s) which the Consultant submits to the Port to be confidential, proprietary or otherwise protected from disclosure under the Law, then the Consultant shall appropriately label such document(s), and submit such document(s) to the Port together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. The request will either be approved or denied by the Port in the Port's discretion. The Port will make a good faith effort to accommodate a reasonable confidentiality request if in the Port's opinion the Port determines the request complies with the Law.
  - c. **Stakeholder.** In the event of litigation concerning disclosure of any document(s) submitted by consultant to the Port, the Port's sole involvement will be as stakeholder retaining the document(s) until otherwise ordered by the court and the Consultant shall be fully responsible for otherwise prosecuting or defending any actions concerning the document(s) at its sole expense and risk.
19. **DESIGNATION OF REPRESENTATIVES:** The Port hereby designates Michael McElwee, Executive Director and the Consultant hereby designates Mark Hirota, P.E. as the persons who are authorized to represent the parties with regard to administration of this Agreement, subject to limitations, which may be agreed to by the parties.



20. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties hereto relating to the Services and sets forth the rights, duties, and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be amended except by a writing executed by both the Consultant and the Port and approved by the Port Commission.
21. **INTERPRETATION:** In this Agreement the singular includes the plural and the plural includes the singular; statutes or regulations are to be construed as including all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; references to "writing" include printing, typing, lithography, computer software and other means of reproducing word in a tangible visible form; references to articles, sections (or subdivisions of sections), exhibits, annexes, appendices or schedules shall be construed to be in this Agreement unless otherwise indicated; references to agreements, exhibits, annexes, appendices hereto and other contractual instruments shall, unless otherwise indicated, be deemed to include all subsequent amendments and other modifications to such instruments, but only to the extent such amendments and other modifications are not prohibited by this Agreement; words not otherwise defined which have well-known technical or industry meanings, unless the context otherwise requires, are used in accordance with such recognized meanings; and references to persons include their respective permitted successors and assigns, and, in the case of governmental persons, persons succeeding to their respective functions and capacities.
22. **BINDING AGREEMENT:** This agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigns of the parties hereto.
23. **NO WAIVER:** No waiver of any provisions of this Agreement shall be deemed to constitute a waiver of any other provision of the Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.
24. **LIMITATION ON DELEGATION:** The parties hereto acknowledge and agree that certain powers, rights and duties conferred on or held by the Port are inherently governmental in nature and may not be delegated by contract to the Consultant. Nothing in this Agreement shall be construed as an unlawful delegation of the non-delegable functions and powers of the Port, and the Consultant shall have no obligation to perform any non-delegable function.
25. **LEGAL COUNSEL:** The parties hereto agree they have full and adequate opportunity to consult with legal counsel and that each has had such counsel as it deems appropriate.
26. **OBSERVE ALL LAWS:** The Consultant shall keep fully informed regarding and materially comply with all federal, state and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority which may affect those engaged or employed in the performance of this Agreement.
27. **CONTROLLING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any disputes hereunder shall be tried in the courts of the State of Oregon.
28. **MEDIATION/ARBITRATION:** Excepting injunctive relief, any dispute, controversy or claim arising out of, in connection with, or relating to, this Agreement or any breach or alleged breach of this Agreement, shall, upon request of any party involved, be submitted to mediation in Hood River County, Oregon. If a settlement cannot be reached through mediation, the parties agree that the dispute will be submitted to

and be settled by arbitration in Hood River County, Oregon. Such arbitration shall be in accordance with Uniform Arbitration Act (UAA) as in effect, and as hereinafter amended. Any award rendered shall be final and conclusive upon the parties, and a judgment on such award may be entered in the highest court of the forum, state or federal, having jurisdiction. The expenses of the arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the cost of their respective own experts, evidence and counsel's fees. The parties to either mediation or arbitration recognize that mediation sessions are settlement negotiations and that settlement negotiations are inadmissible in any litigation or arbitration of their dispute, to the extent allowed by law. The parties will not subpoena or otherwise require the mediator to testify or produce records, notes, or work product in any future proceeding beyond mediation. In addition, the parties agree that all information obtained in either the mediation or arbitration process is strictly confidential and further agree that the party not otherwise having such information available to them other than through the mediation or arbitration process shall hold all such information in confidence.

- 29. **FURTHER ASSURANCES:** Each party shall execute and deliver, at the request of the other party, any further documents or instruments, and shall perform any further acts that may be reasonably required to fully effect the transaction intended by this Agreement.
  
- 30. **LIMITATION ON LIABILITY:** IN NO EVENT SHALL CONSULTANT BE LIABLE FOR INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, LOSS OF USE, OR OTHER ECONOMIC LOSS FOR EVENTS BEYOND THE CONSULTANTS CONTROL; PROVIDED, HOWEVER, THAT THIS LIMITATION SHALL IN NO WAY DIMINISH CONSULTANTS PROFESSIONAL LIABILITY INSURANCE COVERAGES OR DEFENSE OBLIGATIONS OTHERWISE AVAILABLE TO CONSULTANT UNDER ANY CONSULTANT PROFESSIONAL LIABILITY POLICY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this \_\_\_ day of August, 2017.

STANFORD BANDLOW ENGINEERING

PORT OF HOOD RIVER

\_\_\_\_\_  
Paul Bandlow, P.E.

\_\_\_\_\_  
Michael S. McElwee

\_\_\_\_\_  
Principal  
Title

\_\_\_\_\_  
Executive Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## STAFFORD BANDLOW ENGINEERING, INC.

---

### EXHIBIT A

**Port of Hood River  
Hood River Bridge  
Engineering Services Proposal  
August 8, 2017**

Based on the results of last year's field investigations, we recommend the following additional inspection, testing and analysis be conducted:

- Internal inspection of the secondary gearboxes. Our previous internal inspection of the gearboxes with a borescope identified several gears with pitting, with the worst damage noted at the south primary reducer west high-speed pinion. We recommend disassembling the top half of the reducer housing and draining all of the oil to assess the condition of all of the gearing. Based on the findings, replacement or rehabilitation may be warranted.
  - Maintenance Support Proposed
    - Preliminary work should include loosening all reducer housing bolts and providing a means to lift and support the cover.
    - Remove all of the existing oil and be prepared to clean sludge buildup on the interior of the housing, as needed.
    - Replace the oil in each gearbox with new oil upon re-assembly.
  - Operational Concerns: The lift span will be out of service while the reducer cover is disassembled and the oil in the box is drained.
- Perform strain gage testing to determine the operational loading, friction, and load sharing. Compare findings with previous recordings that were taken prior to completion of the bearing cleaning and relubrication work. Maintenance support may be required to assist with obtaining a zero-torque condition at the time instrumentation setup.
  - Operational Concerns: A total of six span operations are proposed to perform the balance testing.
- Perform electrical inspection of existing electrical components to determine the scope of the skew system upgrades and limited electrical rehabilitation to develop a fail-safe control system that accurately controls and monitors skew.

#### Schedule

We propose to perform this work in September 2017, with the reducer inspection being performed ahead of the electrical inspection.

#### Compensation

SBE will perform the above additional work for the total lump sum of **\$50,000** which includes direct labor of **\$38,000** and total travel and other direct costs of **\$12,000**.

This page intentionally left blank.

# Commission Memo



Prepared by: Anne Medenbach  
Date: August 15, 2017  
Re: COAR Grant Contract

---

The Oregon Department of Aviation (ODA) administers the Critical Oregon Airport Relief Program (COAR). This grant pool is dedicated to helping rural airports meet their FAA grant match obligations. Most FAA capital improvement grants are a 90/10 split, with the airport paying the 10% cost share.

The Port was successful in securing a grant for most of our FAA match. Due to some changes in the project, the match amount that ODA is covering equals about 7%. The total ODA grant is \$103,500.00. This leaves approximately \$42,000 for the Port to cover as eligible match.

**RECOMMENDATION:** Approve Critical Oregon Airport Relief Program grant contract with the Oregon Department of Aviation for \$103,500.

This page intentionally left blank.



# Oregon

Kate Brown, Governor



3040 25th Street, SE  
Salem, OR 97302-1125  
Phone: (503) 378-4880  
Toll Free: (800) 874-0102  
FAX: (503) 373-1688

August 7, 2017

Mr. Michael McElwee  
Executive Director  
1000 E. Port Marina Drive  
Hood River, OR 97031

Dear Mr. McElwee:

We are enclosing the Grant Offer for COAR Grant No. COAR-2017-4S2-00001 at the Ken Jernstedt Airfield, Hood River, Oregon.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. You may not make any modification to the text, terms or conditions of the grant offer.
- c. After you properly execute the grant agreement:
  - Return the executed Grant Agreement to ODA by email (pdf).
  - Retain a copy for your records.

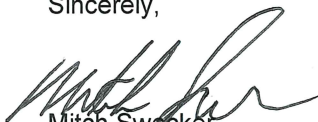
We will be paying close attention to your progress to ensure proper stewardship of these State funds. You are expected to submit requests for reimbursements of allowable incurred project expenses in accordance with project progress.

Until the grant is completed and closed, you are responsible for submitting progress reports (ODA form 109-007) with each request for reimbursement.

Once the project is completed and all costs are determined, we ask that you close the project without delay and submit the final closeout report documentation as required by ODA.

Nohemi Ramos, (503) 378-4881, and Matt Lawyer, (503) 378-4888, are the assigned Program Coordinators for this grant and are readily available to assist you. We sincerely value your cooperation in these efforts and look forward to working with you.

Sincerely,



Mitch Swecker  
Director

This page intentionally left blank.



**GRANT AGREEMENT  
CRITICAL OREGON AIRPORT RELIEF PROGRAM  
Ken Jernstedt Airfield**

**Project Name: South Taxiway & Apron Rehabilitation Construction**

THIS AGREEMENT is made and entered into by and between the **State of Oregon**, acting by and through its Department of Aviation, hereinafter referred to as "ODA" or as the "State", and **Port of Hood River**, acting by and through its elected officials, herein referred to as "Recipient," both herein referred to individually or collectively as "Party" or "Parties".

**I. TERMS OF AGREEMENT:**

**1. Effective Date.** This Agreement shall become effective on March 7, 2017. This Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before two years after the Effective Date (the "Availability Termination Date"). No Grant Funds are available for any expenditure before the Effective Date or after the Availability Termination Date.

**2. Agreement Documents.** This Agreement consists of this document and the following documents:

- a. Exhibit A: **Project Description, Milestones, Schedule and Budget**
- b. Exhibit B: **Application and documents provided by Recipient to ODA prior to the execution of this Agreement**

Exhibits A and B are incorporated by reference into this Agreement and are attached hereto. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: This Agreement without Exhibits; Exhibit A; Exhibit B.

**3. Project Cost; Grant Funds; Match.** The maximum obligation of the State payable under this grant shall be **\$103,500.00**. The total Project Cost is estimated at **\$1,277,778.00**. In accordance with the terms and conditions of this Agreement, ODA shall provide Recipient Grant Funds in an amount not to exceed **\$103,500.00** or **8.10%** of the total Project Cost, whichever is less, of Project Costs described in Section 5.b hereof. Recipient shall provide matching funds in an amount of **\$24,278.00** or **1.90%** of the total Project Cost as described in Exhibit A. ODA will withhold five percent (5%) of the Grant Funds to be distributed as provided in Section 9.c.

**4. Project Implementation and Completion.** Recipient shall implement and complete the project in accordance with the plans and specifications and all documents or plans included in Exhibit A, incorporated herein, as they may be revised or modified with the approval of ODA. In accordance with the provisions of Section 6, Recipient shall notify ODA in writing of all changes in the project activities prior to performing any changes and shall not perform any changes without written prior approval from ODA.

## 5. Grant Funds.

**a. Use of Grant Funds; Grant Award; No Exclusive Right.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODA approves such changes pursuant to the Project Change Procedures in Section 6 or pursuant to the Amendment provisions of Section 17.

- i. Recipient agrees to spend the Grant Funds within 2 years of the Effective Date, after which time ODA may withdraw the grant award at its sole discretion.
- ii. In accepting Grant Funds, the Recipient, its contractors, and lessees or any successor thereto shall not convey any exclusive right for the use of the airport, of the improvements or services at the airport for a period of not less than 20 years.

**b. Eligible Project Costs.** The Grant Funds may only be used for Recipient's actual Project Costs to the extent those costs are (a) reasonable, necessary and directly used for the Project; (b) permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of the Project; and (c) eligible or permitted uses of the Grant Funds under State law and this Agreement. Any payment of principal due under any interim financing agreement associated with or executed for the Project will be deemed an Eligible Project Cost only if such ODA (i) specifically determines the costs are reasonable, necessary and directly used for the Project as provided by this subsection; and (ii) provides the Agency's prior written consent before any claim of reimbursement is submitted.

**c. Ineligible Project Costs.** The Grant Funds may not be used for any operating or working capital expenditures that Recipient charges to the Project; or for any maintenance costs of the Project; or for any payments made to related parties or for any loans or grants to be made to third parties, except as provided in Section 5.b.

**d. Request for Reimbursements and Milestone Progress Reports.** ODA will not disburse Grant Funds to the Recipient for the Project until expenses have been incurred. Recipient shall submit to Program Coordinators on a monthly basis a Request for Reimbursement (Form 109-007) along with a Milestone Progress Report (Form 109-008) the forms of which are hereby incorporated by reference.

**6. Project Change Procedures.** Project change orders are only for changes to the schedule. Recipient shall submit a Request for Change Order (Form 109-009), the form of which is hereby incorporated by reference to ODA's Program Coordinators:

- a. If Recipient anticipates Project milestones will be delayed by more than ninety (90) days from the milestones shown in Exhibit A, Recipient shall submit a Request for Change Order (Form 109-009), the form which is hereby incorporated by reference, to ODA's Project Coordinators as soon as Recipient becomes aware of any possible delay. The Request for Change Order must be submitted prior to the milestone completion date shown in Exhibit A.
- b. Recipient shall not proceed with any changes to Project scope or delivery schedule prior to the execution of an amendment to this Agreement executed in response to ODA's approval

of a Request for Change. A Request for Change Order may be rejected at the discretion of ODA. ODA may choose to request review by the State Aviation Board. Changes will not include additional costs or reimbursement requests in excess of the original Agreement.

**7. Inspection Schedule and Reporting System.** Projects receiving both State and Federal Aid will be required to submit to ODA copies of progress reports submitted to the Federal Aviation Administration. Projects not receiving Federal Aid will be required to submit monthly progress reports to ODA. The Inspection Schedule will be placed on a quarterly basis. On projects taking less than three (3) months, the Recipient must make reports and be inspected the following schedule:

- a. Recipient report project commencement date.
- b. Recipient report project completion date and request final inspection.
- c. ODA will make final inspection and sign off project as completed.
- d. ODA will require Recipient to submit verification of all expenditures to substantiate final payment.

**8. Final Report.** Recipient shall submit a written report to ODA's Program Coordinators that identifies the number of jobs created or retained both during construction and after a Project completion, as a direct result of this Project. This report must also include the number of jobs projected in the application. This report must also include data on the methodology that measures the Project's success as described in the grant application. The report must be received and approved by ODA within ninety (90) days after the completion of Project. Recipient's obligation to provide this report will survive expiration of this Agreement. Recipient shall use Final Report form, which also must be signed by Recipient

**9. Disbursement and Recovery of Grant.**

**a. Disbursement Generally.** ODA shall reimburse Eligible Project Costs that Recipient incurs, subject to Section 5 up to the amount of Grant Funds provided in Section 3. Reimbursements shall be made by ODA within forty-five (45) days of ODA's approval of a request for reimbursement from Recipient. Requests for Reimbursement will identify the Project, Agreement number, the request for reimbursement number or the account number or both, and itemize all expenses as well as provide a detailed breakdown of Project Costs expended and Grant Funds reimbursed to date, and the amount of undisbursed Grant Funds. Upon request by ODA, Recipient shall provide to ODA proof of payment and backup documentation supporting Recipient's invoices. Requests for reimbursement shall be submitted monthly for any month for which Recipient seeks reimbursement of eligible costs. Eligible costs are the reasonable and necessary costs incurred by the Recipient, or under a sub-agreement described in Section 13 of this Agreement, in performance of the Project and that are not excluded from reimbursement by ODA, either by this Agreement or by exclusion as a result of financial review or audit. ODA shall disburse funds to Recipient direct deposit through an Automatic Clearing House (ACH).

**b. Conditions Precedent to Disbursement.** ODA's obligation to disburse Grant Funds to

Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

1. ODA has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODA, in the exercise of its reasonable administrative discretion, to make the disbursement.
2. Recipient is in compliance with the terms of this Agreement, including without limitation completion of all prerequisites for reimbursement.
3. Recipient has provided to ODA a request for reimbursement in accordance with Section 5. Recipient must submit its final request for reimbursement following completion of the Project and no later than ninety (90) days after the earlier of completion of the Project or the Availability Termination Date. Failure to submit the final request for reimbursement within ninety (90) days after the completion of the Project or the Availability Termination Date could result in non-payment.
4. Recipient agrees to submit an IRS form W-9 form, and any other required documentation requested by ODA in order to be established through ODA's financial system for the disbursement of Grant Funds.

**c. Retainage.** ODA will withhold five percent (5%) of the entire cost for the duration of the project and shall release this retainage at such time as ODA certifies completion and acceptance of the Project.

**d. General Right to withhold Payments.** ODA reserves the right to withhold payment of funds if there are unresolved audit findings, or inadequate information concerning Recipient's Project activities. ODA reserves the right to reallocate any portion of the Grant Fund that ODA estimates the Recipient will use.

**e. Recovery of Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of the Availability Termination Date or termination of this Agreement must be returned to ODA. Recipient shall return all Misexpended Funds to ODA promptly after ODA's written demand and no later than fifteen (15) days after ODA's written demand. Recipient shall return all unexpended Grant Funds to DOT within fourteen (14) days after the earlier of the Availability Termination Date or termination of this Agreement.

**10. General Representations and Warranties of Recipient.** Recipient represents and warrants to ODA as follows:

**a. Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory

commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

**b. Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

**c. No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**d. No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODA immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

**e. Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned's knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

## **11. Special Warranty of Recipient To Maintain and Operate the Airport & Segregate Income.**

**a. Recipient warrants that it shall maintain and operate the airport as an airport in a usable, safe, and orderly manner at all times for a period of at least 20 years from the date of the Agreement.** If this condition is not met, Recipient shall immediately reimburse to ODA all State funds used on Project State. The amount reimbursed shall be the sum equal to the total amount of Grant Funds provided for the Project, divided by twenty (20), multiplied by the difference between twenty (20) and the number of years that the airport remained open after the Grant Funds were provided distributed.

**b. Recipient also warrants and agrees that all income derived from the airport shall be deposited in an account for a period of at least 20 years from the date of the Agreement, and these funds shall be used only for operation, maintenance or capital improvement of the airport.**

## **12. Records Maintenance and Access; Audit.**

**a. Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards, and state minimum standards for audits of municipal corporations. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODA, the Secretary of State of the State of Oregon (Secretary) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, ODA, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODA, and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient. Nothing herein is meant to be or will be interpreted to be a waiver of any protection against disclosure of records or communication otherwise provided by law, including protection provided by attorney-client privilege or the attorney work product doctrine.

**b. Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records, that are directly related to this Agreement, the funds or the Project until the date that is six (6) years following the Availability Termination Date.

**c. Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODA under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODA to verify how the Grant moneys were expended.

This Section 12 shall survive any expiration or termination of this Agreement.

**13. Subagreements.** Performance of this Agreement shall not be subcontracted in whole or in part, except with the written consent of ODA. Recipient shall not assign this Agreement in whole or in part or attempt to convey any right, privilege, duty or obligation hereunder, without the prior written consent of ODA.

#### **14. Termination.**

**a. Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.

**b. Termination by ODA.** ODA may terminate this Agreement effective upon delivery of written notice to Recipient, or at such later date as may be established by ODA under any of the following conditions:

1. If The Recipient fails to provide payment of its share of the cost of the Project;
2. If Recipient fails to provide services or funds called for by this Agreement within the time specified herein or any extension thereof.

3. If Recipient fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODA fails to correct such failures within 10 days or such longer period as ODA may authorize.
4. If ODA fails to receive funding, appropriations, limitations or other expenditure;
5. authority sufficient to allow ODA, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
6. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that the Project work under this Agreement is prohibited or if ODA is prohibited from paying for such Project work from the planned funding source; or
7. If, in the sole opinion of ODA, the Project would not produce results that are commensurate with the further expenditure of funds.

**c. Rights upon Termination.** Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination. The remedies set forth in this Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

### III. GENERAL PROVISIONS:

**15. Indemnification and Hold Harmless.** Recipient shall, to the full extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, indemnify and hold ODA harmless from all liability of whatsoever nature, and for any costs, fees or expenses that ODA may incur from Recipient's performance of this Agreement.

**16. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

**17. Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.

**18. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

**19. No Third Party Beneficiaries.** ODA and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

**20. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email or mailing the same, postage prepaid, to Recipient Contactor ODA Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODA, such facsimile transmission must be confirmed by telephone notice to ODA Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

**21. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODA (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

**22. Compliance with Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the Project including, but not limited to, the provisions of ORS 319.020 and OAR 738 Divisions 124 and 125 where applicable by this Agreement, incorporated herein by reference and made a part of this Agreement. In addition, without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**23. Costs and Expenses Related to Employment of Individuals; Insurance; Workers' Compensation.** Recipient is responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to retirement contributions, workers' compensation, unemployment taxes, and State and Federal income tax withholding. In addition, Recipient's subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 and shall provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.

**24. Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODA. Recipient has no right or authority to incur or create



any obligation for or legally bind ODA in any way. ODA cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an “officer”, “employee”, or “agent” of ODA, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.

**25. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

**26. Counterparts.** This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

**27. Integration and Waiver.** This Agreement, and attached exhibits constitute the entire Agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODA to enforce any provision of this Agreement shall not constitute a waiver by ODA of that or any other provision.

**28. Questions; Program Coordinators.** Questions regarding this Agreement may be directed to:

Oregon Department of Aviation

Attn: Program Coordinators: Nohemi Ramos, or Matt Lawyer, or each of their successors  
3040 25<sup>th</sup> Street SE  
Salem, OR 97302

**Nohemi Ramos, Program Coordinator**

[nohemi.ramos@aviation.state.or.us](mailto:nohemi.ramos@aviation.state.or.us)

503-378-4881

**Matt Lawyer, Program Coordinator**

[matthew.a.lawyer@aviation.state.or.us](mailto:matthew.a.lawyer@aviation.state.or.us)

503-378-4888

**Heather Peck, Program Manager**

[heather.peck@aviation.state.or.us](mailto:heather.peck@aviation.state.or.us)

503-378-3168

In the absence of any of the above-named individuals during the term of this Agreement, ODA shall notify the Recipient in writing of a substitute contact.

**SIGNATURE PAGE TO FOLLOW**

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The Director of the Department of Aviation or his designee is authorized to act on behalf of State in approving and executing this Agreement.

The State Aviation Board approved the COAR funding request and delegated authority to the Director of the Oregon Department of Aviation to enter into Agreement.

**PORT OF HOOD RIVER**, by and through its elected officials

**STATE OF OREGON**, by and through its Department of Aviation

By \_\_\_\_\_  
(Legally designated representative)

By \_\_\_\_\_  
Director

Name \_\_\_\_\_  
(printed)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**  
(If required in local process)

**APPROVED AS TO LEGAL SUFFICIENCY**  
(For funding over \$150,000)

By \_\_\_\_\_  
Recipient's Legal Counsel

By \_\_\_\_\_  
Department of Justice

Date \_\_\_\_\_

Date \_\_\_\_\_

**Recipient Contact:**

Michael McElwee, Executive Director  
1000 E. Port Marina Drive  
Hood River, OR 97031  
541-386-1645  
porthr@gorge.net

**ODA Contacts:**

Nohemi Ramos, Program Coordinator  
3040 25<sup>th</sup> Street SE  
Salem, OR 97302  
(503) 378-4881  
nohemi.ramos@aviation.state.or.us

Matt Lawyer, Program Coordinator  
3040 25<sup>th</sup> Street SE  
Salem, OR 97302  
(503) 378-4888  
matthew.a.lawyer@aviation.state.or.us



**EXHIBIT A**  
**Project Description, Milestones, Schedule and Budget**

**Application Number:** C17-4S2-01-FAA

**Project Name:** South Taxiway & Apron Rehabilitation Construction

**A. PROJECT DESCRIPTION**

Bringing Taxiway B and taxilane pavements into conformance with ADG B-II standards by reconstructing pavements, for taxiways, aprons and taxilanes and by relocating the fuel farm.

**B. PROJECT MILESTONES AND SCHEDULE**

Milestones are used for evaluating performance on Project as described in the Agreement. Milestones cannot be changed without an amendment to the Agreement.

If Recipient anticipates Project Milestones will be delayed by more than ninety (90) days, Recipient shall submit a Request for Change Order, as described in Section 6 of the Agreement, to the ODA Project Coordinators as soon as Recipient becomes aware of any possible delay. The Request for Change Order must be submitted prior to the Milestone completion date shown in this Exhibit.

The anticipated start date of Project is: 04/15/2017

The estimated completion date of Project is: 10/29/2017

Table 1: Milestones

Milestone	Estimated Start Date	Estimated Completion Date
Bid Advertisement	04/24/2017	05/22/2017
Notice of intent to award	05/22/2017	05/22/2017
FAA concurrence/Grant award	05/29/2017	05/29/2017
Contract approval	06/23/2017	06/23/2017
Construction duration	07/14/2017	09/21/2017
Final Completion	09/21/2017	10/29/2017

Table 2: Funding Breakdown

Project Cost	Expenditures to-date
<span style="border: 1px solid black; padding: 2px 20px;">\$ 115,000.00</span>	<span style="border: 1px solid black; padding: 2px 20px;">\$ 0.00</span>

Recipient Match	\$ 11,500.00	10.00%
Grant Award Amount	\$ 103,500.00	90.00%
Adjusted Project Cost	\$ 115,000.00	100.00%

16.D Of the Application



## Aviation Project Funding Request – 2016

## Introduction

- Please read the Aviation Project Funding Request instructions prior to completing this application.
- The application instructions, sample application, and draft grant agreement are available on the Oregon Department of Aviation [website](#).
- Submission instructions are detailed in Section 3 of the application instructions.
- Completed application and checklist are required.
- Answer all questions. Enter N/A where applicable.

## 1. Applicant

Organization Name	Contact Person
Port of Hood River	Michael McElwee
Address 1	Contact Person Title
1000 E. Port Marina Drive	Executive Director
Address 2	Phone
	(541) 386-1645
City, State, ZIP	E-mail Address
Hood River, OR 97031	porthr@gorge.net

## 2. Project Name and Location

Project Name	Project Location
South Taxiway & Apron Rehabilitation Construction	3600 Airport Drive, Hood River OR 97031
County tax parcel identification number(s):	
02N10E11B02600	

## 3. Category of Airport:

Select the category of airport as listed in the current Oregon Aviation Plan (OAP):

Category 3 – Regional
-----------------------

## 4. ODOT ConnectOregon region:

Select one ODOT region for the project: Region 1

## 5. Certification

- By checking this box, I certify that Port of Hood River supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Assistance Program funds. I further certify that matching funds are available or will be available for the proposed project. I understand the all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project. I certify that I have read the Sample Draft Agreement and will sign the Agreement if selected.

Date: 10/12/2016

## 6. Project Summary

Provide a brief summary of the project:

FAA grant match for south taxiway and apron rehabilitation and extension - Phase 2 Construction

## 7. Project Purpose and Description

Provide a detailed project description:

In 2012/2013, Runway 7-25 was shifted approximately 580 feet to the east and the Runway 7 Runway Protection Zone (RPZ) was brought within Airport property. As part of the runway shift, additional work was completed to bring the Ken Jernstedt Airfield into compliance with FAA ADG B-II standards. This work included the relocation of North Parallel Taxiway A to meet runway separation standards and removal and replacement of existing taxiway connectors to both Taxiway A and Taxiway B. In order to bring the Airfield into full compliance with B-II standards, Taxiway B also requires relocation to meet runway separation standards. This project will remove the existing south parking apron, Taxiway B, and taxilane pavements and reconstruct new apron, taxiway, and taxilane pavements to meet B-II standards. The Port has received FAA grant approval for this Phase 2 Construction, and seeks COAR grant support for the match requirement.

**8. Project Overview**

Select all that apply to the project. Cite supporting documentation and submit with application.

**Supporting Documentation**

a. Prevents future deficiencies and preserves existing facilities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Draft 2016 Master Plan
b. Eliminates existing deficiencies as described in the current OAP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c. Modernizes the airport by exceeding state or federal minimum standards as stated in the current OAP and identified by FAA ACs or other regulations.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d. Leverages federal funds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5 year CIP letter from FAA
e. Contributes to the airport's self-sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
f. NPIAS airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
g. Existence of airport zoning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zoning map from Hood River County
h. Maintenance commitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
i. Potential expansion, both on and off airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
j. Availability of adequate surface access to airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
k. Significance of environmental impact	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
l. Costs and benefits of improvements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
m. Economic development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
n. Evidence of local support	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
o. Local match available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
p. Minimizes airport redundancy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**9. Project Category**

Check the category of project for which you are requesting funding. (Please select only one.)

**Project Category of Funding Request**

<input checked="" type="checkbox"/>	Assistance with FAA AIP grant match
<input type="checkbox"/>	Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
<input type="checkbox"/>	Critical/essential services or equipment
<input type="checkbox"/>	Aviation-related business development on airport
<input type="checkbox"/>	Airport development for local economic development

**10. Description of Elements of Project Category**

Provide a short description of how the project fits into the project category selected in Question 9. (Document will expand to allow additional lines.)

Assistance with FAA AIP grant match: The project costs are 90% funded by an FAA AIP grant. This COAR program funding request is solely for assistance with the 10% federal grant match requirement.

**11. Documentation and Permits**

Complete the following table regarding pre-construction documentation. Provide the date the document was completed and select "Completed" from the drop-down menu. If the document is currently underway, select "Underway" from the drop-down menu and provide the expected completion date. If the funding proposal is for the purchase of equipment, select the "Equipment" box.

Document Description	Date Completed	Est. Completion Date	Status	Equipment
a. Airport Layout Plan	Mar 28, 2016		Completed	<input type="checkbox"/>
b. Environmental Impact Statement			Not Applicable	<input type="checkbox"/>

Note any required permits, date issued, completion status and required status. Click the "+" button to add another permit.

Permit Type	Date Issued	Completion Status	Required Status
To be determined - currently in design phase.		Underway	Don't Know

**12. Milestones**

Complete the following table regarding current and projected milestones for the project. Check to indicate if it is a construction or non-construction project.

	<input type="checkbox"/> Construction Projects	<input checked="" type="checkbox"/> Other/Non-construction Projects (describe)	Has the milestone been met?	Projected milestone start date	Projected milestone completion date
1	Scoping and planning	Planning and scoping is complete.	Yes	7/1/2016	9/13/2016
2	Right-of-way, land acquisition	None needed	Yes		

3	Permits	Underway	No	9/15/2016	1/31/2017
4	Final plans/bidding engineering documents	Underway	No	9/15/2016	1/31/2017
5	Construction contract award		No	1/31/2017	2/28/2017
6	Project completion		No	3/2/2017	10/27/2017

**Statewide Impact of Project**

Per ORS 367.084(3), the applicant MUST answer the following questions:

**13.** Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.

This project will improve apron and taxiway deficiencies and improve aircraft re-fueling safety and efficiency. The project enables installation of a new jet fuel and Av Gas tanks in a safe location; a much desired convenience for the local aviation, UAS, agriculture and tourism industries; connecting employees, trainees, clients and vendors to these companies and reducing transportation costs for them by eliminating the need to route through Portland. Specific examples of these companies include Insitu, Hood Tech, Full Sail Brewing, Da Kine, Diamond Fruit Company, Ryan's Juice, Cardinal Glass and TacAero.

**14.** Does the proposed transportation project result in an economic benefit to the state? If yes, provide a short explanation.

Completion of this project will result in an improved airport for all pilots and visitors, meeting new demand created by the growth of tourism in this world-renowned adventure recreation destination. The Western Antique Aeroplane & Automobile Museum (WAAAM), adjacent to the project site, has fostered a burgeoning new aviation tourism market that is unmatched in Oregon. Hood River has long been a world-class destination for adventure-seekers exploring the Columbia River and Mt. Hood. With one of the largest collections of still-flying antique airplanes and the popular Hood River Fly-In event (over 538 visiting airplanes in 2016 and 12% admissions growth over last year), WAAAM ensures a strong future market influx of new adventure-seekers arriving by air.

Recent investments by private partner TacAero has created 17 new, permanent full time jobs related to their expanded training and maintenance services programs. Further development at the Airport envisions at least two new businesses located at the Airport. This growth increases the need for improved fueling facilities and safer access.

**15.** Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.

Over the past six years, the Ken Jernstedt Airfield (FAA Identifier 4S2) has served as only a short-term base of operations for firefighting aircraft responding to more than 18 different wildfires; several in Hood River's immediate vicinity. The improved fueling facilities, access, and enhanced safety and capacity components of this project will ensure air attack firefighting teams will be able to have dedicated locations for their aircraft and be able to have their primary base of operations in Hood River.

Improvements to the Ken Jernstedt Airfield resulting from this project include relocation of the current fueling station and the installation of jet fuel/av gas fueling facilities that will attract and enable the Airfield to welcome and host a broader spectrum of aircraft types and sizes.

Metrics for determining success of the project will be 1) Firefighting fixed base operations per year (Current: 0, Expected: 3); 2) Daily aircraft operations (Current: 8, Expected: 10-15); and 3) Total private investment in commercial hangars, FBO, and training facilities (Current: 0, Expected: \$7 million)

**16. Budget**

How much of the cost of the proposed transportation project can be borne by the applicant? Provide the funding source and the amount of funding from that source.

**a. Total Project Cost or Total FAA AIP Grant Match Amount:** \$115,000

**b. Applicant Match**

Source of Match Funds	Amount	Percent of Project Cost	Date Available
Airport Category 4 Minimum COAR Match Requirement:		10.00%	
Port General Operating Revenue	\$11,500	10.00%	5/15/2017
Total match funds:	\$11,500	10.00%	

**c. Aviation Project Funding Request to ODA**

Amount requested from ODA:	\$103,500	90.00%
----------------------------	-----------	--------

**d. Project Budget Summary**

Total applicant matching funds:	\$11,500	10.00%
Funding request to ODA	\$103,500	90.00%
Total project cost or total FAA AIP grant match requirement:	\$115,000	100.00%

**e. Pre-Agreement Expenditures**

Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

Not Applicable.

**17.** Is the proposed transportation project ready for construction or implementation? Describe any unique construction-readiness, project implementation issues, or possible delays.

The project is currently in design and construction set to begin in Spring of 2017.

**18.** Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? If yes, provide a short explanation.

The Port of Hood River is part of the State of Oregon Pavement Management Plan, and certifies all airport pavement will be installed and maintained to Oregon Department of Aviation (ODA) standards with an expected useful life of 20 years. Exemplary maintenance and upgrade practices could extend this period to 30 years.

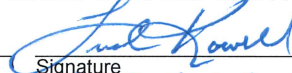
**19. Submission**

By signing this application, I certify that I am the authorizing representative for the Airport specified in this application. In consideration for receipt of program funds, Port of Hood River agrees to keep the airport open for public use for a minimum of 20 years from the date of the Agreement, if selected as a grant recipient and awarded grant funds.

*To submit electronically, type your name in the signature box below and submit using a password-protected e-mail account associated with your agency. See instructions for file naming requirements and e-mail address for submission.*

Fred Kowell  
Print Name

Acting Executive Director  
Title

  
Signature  
*for Michael McElwee*

Oct 14, 2016  
Date

**AVIATION DEPARTMENT USE ONLY**