

**Port of Hood River Commission**  
**Meeting Minutes of September 5, 2023 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 p.m.**

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

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**Regular Session**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring, Ben Sheppard, Mike Fox, and Tor Bieker. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, and Daryl Stafford. **HNTB:** Michael Shannon (via Zoom). **Guests:** None

**ABSENT:** None

**MEDIA:** None

1. **CALL TO ORDER:** President Kristi Chapman called the meeting to order at 5:00 p.m.
  - a. **Modifications or additions to the agenda:** None
  - b. **Public Comment:** Written public comment provided in packet.

2. **CONSENT AGENDA:**

- a. Approve Minutes from August 15, 2023 Regular Session
- b. Approve Res. No. 2023-24-3 Creating an Internal Bridge Committee
- c. Approve Agreement with ODOT for I-84 Closures
- d. Approve Lease with Blue Mountain Networks in the Big 7 Building
- e. Approve Res. No. 2023-24-4 Declaring Surplus Property

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

**Move:** Sheppard

**Second:** Fox

**Discussion:** Commissioner Mike Fox requested clarification on Consent Agenda item 2(b) and whether it was Oregon law for Commissioners to be non-voting members of internal and standing committees. Kristen Campbell, Campbell Phillips, replied that it is not specified in the statute. A discussion ensued regarding non-voting members.

**Vote:** **Aye:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

3. **INFORMATIONAL REPORTS:**

- a. Commissioner Fox reported that they had Oregon legislators and members of the Yakama Nation come out for a tour of the Replacement Bridge Project. The Geotechnical work out in the river has been completed and is now being analyzed. They have had several meetings with the Summit Strategies in Washington DC and they are in the process of scheduling a trip to discuss the grant application that was recently submitted. Members of the Joint Transportation Committee from Washington are planning a tour of the bridges over the Columbia and will be stopping in Hood River for lunch to hear a presentation on the Hood River-White Salmon Bridge on September 27.

4. **PRESTENTATIONS & DISCUSSION ITEMS:**

- a. **Commission Meeting Schedule** – Kevin Greenwood, Executive Director, noted that this item was brought forward by Commissioner Chapman as there may be interest in meeting once a month. Oregon statute requires public boards to meet at least once a month. Greenwood commented that staff is in support of the idea as significant time is spent preparing the meeting packets. The Commission was made aware that there may be an increase in frequency for Special Meetings to consider more time sensitive agreements or actions. A discussion ensued regarding the frequency of Commission meetings.

- Motion:** Move to approve a single meeting on the third Tuesday at 5pm of every month and at that meeting decide whether to have a second meeting ~~the subsequent Tuesday~~ (Amended per Commission discussion).
- Move:** Gehring
- Second:** Sheppard
- Discussion:** Commissioner Chapman requested that the Commissioners email her with agenda items that they would like to have presented at every meeting. Commissioner Heather Gehring requested that the motion not state that the Special Meeting must be the subsequent Tuesday.
- Vote:** **Aye:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

- b. **Public Relations Services Scope of Work Discussion** – Genevieve Scholl, Deputy Executive Director, commented that on numerous occasions, the Commission has discussed the possibility of contracting with a public relations firm to add to staff’s capacity on public communications. Staff recommended issuing a Request for Proposals (RFP) in the next four weeks. Commission discussion and direction was sought on the RFP. Scholl noted that this was not included in this year’s budget but there were funds available for it. Greenwood discussed some ideas for the public relations firm such as updating the 2013 Economic Impact study, promoting the importance of the Waterfront, and rebranding the Port. A discussion followed regarding funding for a public relations firm, and what the deliverables would be. Commissioner Ben Sheppard inquired on whether airport funds could be used for public relations purposes and directed staff to seek further information on this. Commissioner Chapman requested that the Commissioners send her their thoughts on where they see the Port once the current bridge is replaced. There was consensus from the Commission that the public first needs to be educated on what the Port has done with the money and what roles Ports play in Oregon, and the reasons for its existence. There was also consensus to continue this discussion at the next meeting.
5. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that the toll increase took place on September 1. Debbie Smith-Wagar noted that BreezeBy usage is up to about 80% of summer crossings. Greenwood noted that the wire ropes have arrived. The south lift span gear box has been repaired and will be replaced during the single lane closures on September 6. Commissioner Fox suggested a press release once the gear box has been replaced.
6. **COMMISSIONER, COMMITTEE REPORTS:** None
7. **ACTION ITEMS:**
- a. **Approve Contract with Ecological Land Services for Wetland Mitigation Project at the Airport.** Greg Hagbery, Development/Property Manager, noted that in 2018 the Port pursued an apron expansion project at the Ken Jernstedt Airfield. As part of the project, it was necessary to mitigate a wetland by creating an alternative watershed. Annual monitoring was required for five years. The first year of monitoring indicated that an invasive species had outnumbered native species planted in the new wetland area. A revised wetland plant species plan was developed with help from an environmental engineering firm and the Department of State Lands (DSL). The contract would allow assistance in performing the follow-on work.

**Motion:** Move to approve award of contract with Ecological Land Services for professional services for the airport wetland mitigation implementation, not to exceed \$23,800.

**Move:** Gehring

**Second:** Sheppard

**Discussion:** Commissioner Fox inquired on whether the wetland maintenance costs have been budgeted for this project. Hagbery replied that he believes this would be a regular maintenance function versus capital expenditure. Staff was directed to determine how ongoing maintenance costs at the Airport wetlands would be funded.

**Vote:** **Aye:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

**8. COMMISSION CALL:** None

**9. CONFIRMATION OF DIRECTIVES:**

- a. Staff to provide a press release once the gearbox has been repaired on the lift span.
- b. Staff to continue with scope of work for public relations, and whether airport funds can be used for public relation purposes.
- c. Staff to provide a maintenance schedule for the Airport wetlands.

**10. EXECUTIVE SESSION:** None


**11. POSSIBLE ACTION:** None

**12. ADJOURN:** The meeting was adjourned by unanimous consent at 6:30 p.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary