



PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
March 6, 2018
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 February 20, 2018 Regular Session (*Jana Scoggins – Page 3*)
 - b. Approve Amendment No. 4 to Contract with Steve Siegel for Consulting Services Related to Bridge Replacement (*Kevin Greenwood – Page 7*)
 - c. Approve Addendum No. 2 to Lease with Oregon Brineworks at the John Weber Business Park (*Anne Medenbach – Page 11*)
 4. Reports, Presentations and Discussion Items
 - a. Ordinance 23, Minimum Standards, and Fly Friendly Program Update (*Anne Medenbach – Page 15*)
 - b. Ordinance 24 Update Draft Review (*Steve Carlson – Page 24*)
 - c. Waterfront Parking Plan Review (*Michael McElwee – Page 57*)
 - d. Bridge Replacement Project Update - (*Kevin Greenwood – Page 99*)
 5. Director's Report (*Michael McElwee – Page 109*)
 6. Commissioner, Committee Reports
 - a. Airport Advisory Committee, March 2 (Everitt)
 7. Action Items
 - a. Authorize Purchase of Nine Parking Pay Stations and Associated Services Agreement with Cale Not to Exceed \$77,504.41 (*Michael McElwee – Page 117*)
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(f) Attorney/Client Consultation
 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.*

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**Port of Hood River Commission
 Meeting Minutes of February 20, 2018 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.

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

Present: Commissioners Hoby Streich, Brian Shortt, John Everitt and Ben Sheppard; Legal Counsel Garrett Sharp; from staff, Michael McElwee, Fred Kowell, Genevieve Scholl, Anne Medenbach, Kevin Greenwood, and Jana Scoggins.

Absent: David Meriwether, Jerry Jaques

Media: None

1. CALL TO ORDER: President Hoby Streich called the meeting to order at 5:00 p.m.
a. Modifications, Additions to Agenda. None.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- a. Approve Minutes of February 6, 2018 Regular Session
- b. Approve Contract with Lerner Tech Support for On-Call Services Not to Exceed \$34,000
- c. Approve Accounts Payable to Jaques Sharp in the Amount of \$15,388

Motion: Move to approve Consent Agenda.

Move: Shortt

Second: Everitt

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

4. REPORTS, PRESENTATIONS, AND DISCUSSION ITEMS:

a. Hood River Swimming Pool Evaluation: Bill Summerfield, a board member of Hood River Valley Parks and Recreation District, provided a report on the options for upgrading or replacing the Hood River pool. The cost of maintaining the outdated and failing pool is becoming more expensive; therefore, solutions are being discussed for the future of the Aquatic Center which can include upgrading existing pool systems, building a new structure, or developing a community fitness center. Such upgrade depends on the financing options available for the Hood River Valley Parks and Recreation District. District Director Mark Hickok answered questions following Mr. Summerfield’s Presentation.

b. Capital Facility Funding Opportunities: Sam Goldstein, Community Programs Director at the U.S. Department of Agricultural – Rural Development (USDA-RD), reported that USDA-RD has a tax-exempt Community Facilities Direct Loan Program that could provide a significant funding source for the bridge replacement. USDA-RD specializes in serving communities and providing loans, grants, and technical assistance to develop essential community facilities in rural areas. This type of financing can be used to purchase, construct, and/or improve essential community facilities, purchase equipment, and pay related project expenses. Golstein informed the Commission that the agency could provide favorable terms to the Port, and applications are accepted throughout the year.

c. Second Review, Administrative Rules Governing Public-Private Partnership Proposals Related to Bridge Replacement: Steve Siegel, Siegel Consulting, discussed the changes made to the Administrative Rules following Commission consensus not to accept unsolicited proposals as part of the Hood River-White Salmon Bridge Replacement Project. Siegel reviewed that any supplementary criteria required by the Port during the Request for Proposal process can be added in an amendment to the Rules. Siegel also discussed that after the

approval of Rules, the next step is to plan for public outreach process. Commission agreed to approve the Administrative Rules after implementing legal counsel amendments.

d. Bridge Replacement Project Update: Kevin Greenwood, Bridge Replacement Project Director, provided a brief report on the bridge replacement project activities. Greenwood noted that a meeting has been arranged with Oregon FHWA and DOT representatives for the last week of February, and discussion occurred with Brian Zabel from US Army Corps about the project permitting requirements. Greenwood also reported that Staff continues to research more traditional federal funding opportunities such as the U.S. Department of Agriculture – Rural Development Programs. Staff has also prepared a contract with Clary Consulting to advise on the project delivery/procurement. Staff has been also looking for supplemental legal representation and expertise during the Bridge Replacement Project. Additional items discussed included project scheduling, public outreach, and project cost estimates.

e. Financial Report for the 6 Months Ending December 31, 2017: Fred Kowell, Chief Financial Officer, provided a report on the 6-month financials which ended on December 31, 2017. Kowell reported Bridge Traffic and Revenue increased 2.2% over last year, but revenues are about even due to impacts of Eagle Creek Fire. Kowell reported Personnel Services are running slightly under the budget and in some instances right on target. Materials and Services are tracking below the budget for many asset centers like the bridge, recreation, and our commercial properties. These trends should even out in the 3rd quarter of the fiscal year. Overall, the actuals are tracking according to the activities as predicted in the budget, with the exception of the financial impact of the Eagle Creek Fire.

5. EXECUTIVE DIRECTOR’S REPORT: Michael McElwee, Executive Director, reported that Staff continues to be busy setting up new BreezeBy accounts. The total number of new accounts created since January 1, 2018 totals 2,241. McElwee noted that the Gorge-ous Night in Salem is now planned to take place on March 7. The Port’s proposed Lot #1 “Infrastructure Framework Plan” was discussed at the Hood River Urban Renewal Agency meeting on February 12. There was unanimous consent to support the Port’s efforts to complete the plan and dedicate City staff time to the effort. McElwee also discussed the City of White Salmon’s plan to construct a public park along the bank of the Columbia River under and east of the Hood River Bridge. Additionally, Staff has been monitoring the outcomes of the Trump Administration infrastructure funding package.

6. COMMISSIONER, COMMITTEE REPORT: Commissioner John Everitt and Ben Sheppard reported that the SDAO Conference has been a great educational and networking opportunity.

7. ACTION ITEMS:

a. Approve Resolution No. 2017-18-3 Declaring Support for Hood River County Energy Plan: Hood River County created a steering committee which brought together the Ports of Hood River and Cascade Locks and the City of Hood River to develop an Energy Plan that could provide an overall guide and framework to achieve stated goals for sustainability. The public input period has ended and the comments have been incorporated and reviewed.

- Motion:** Approve Resolution 2017-18-3 declaring support for the Hood River County Energy Plan.
 - Move:** Shortt
 - Second:** Sheppard
 - Discussion:** None
 - Vote:** Aye: Unanimous
- MOTION CARRIED**

b. Approve Task Order 4 with P-Square LLC for Tolling System Upgrades Not to Exceed \$73,600. The Port has migrated to a new back-office operating system created by PSquare. PSquare also developed a new operating platform for BreezeBy customer account management. The Task Order 4 will be responsible for addressing the IDRIS controllers which are past their useful life and starting to fail. New automated laser and camera technology will be installed to help with vehicle classification and license plate recognition.

- Motion:** Approve Task Order 4 with PSquare for the purchase, installation, configuration, and testing of and AVC and ALPR system, not to exceed \$73,600.00.
 - Move:** Everitt
 - Second:** Shortt
 - Discussion:** None
 - Vote:** **Aye:** Unanimous
- MOTION CARRIED**

c. Approve Contract with Aset Advanced Security & Electrical Technology, Inc. for Installation of Security Cameras on the Bridge Not to Exceed \$34,000. As part of the toll system upgrade, the Port is installing a video surveillance package that upgrades the camera server to allow access by multiple users to review video footage of the bridge’s control room, southbound traffic congestion, and vessel traffic under our lift span. The Port has received a \$5,000 security grant from Special Districts Association of Oregon to assist in funding this project.

- Motion:** Approve the contract with Aset Advanced Security & Electrical Technology, Inc. for an amount not to exceed \$34,000, subject to legal counsel review.
 - Move:** Everitt
 - Second:** Sheppard
 - Discussion:** None
 - Vote:** **Aye:** Unanimous
- MOTION CARRIED**

d. Approve Contract with Clary Consulting Co. for Consulting Services Related to Bridge Replacement Not to Exceed \$34,000. Lowell Clary, Principal of Clary Consulting Inc., served as a panelist during the Port’s Bridge Replacement Finance Options work session on January 18. Mr. Clary has been assisting municipal and state agencies with transportation procurement and financing.

- Motion:**
 - Move:** Shortt
 - Second:** Everitt
 - Discussion:** None
 - Vote:** **Aye:** Unanimous
- MOTION CARRIED**

e. Approve Amendment No. 2 to Fixed Base Operator Agreement with TacAero. Due to the Fixed-Based Operator (FBO) agreement transfer in 2015, from Classic Wings to Hood Tech Corp, Aero Inc (HTCAI), the FBO agreement expired on December 1, 2017. The reason for this expiration date was that HTCAI and the Port were in negotiations regarding development on the north and south sides of the airport. The FBO agreement has been extended to March 1, 2018; however, due to additional changes and negotiations, Staff recommends a new FBO agreement be negotiated in tandem with the north side airport development and thus extended through June 1, 2018.

- Motion:** Approve Amendment No. 2 to the FBO Agreement with Hood Tech Corp, Aero Inc. for Fixed Based Operations at the Airport.
 - Move:** Sheppard
 - Second:** Shortt
 - Discussion:** None
 - Vote:** **Aye:** Unanimous
- MOTION CARRIED**

8. COMMISSION CALL: Commissioner Shortt emphasized the importance of involving tribal communities in the Bridge Replacement Project.

9. EXECUTIVE SESSION: President Streich recessed Regular Session at 7:35 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(f) Attorney/Client Consultation.

10. POSSIBLE ACTION: None.

11. ADJOURN:

- Motion:** Motion to adjourn the meeting.
 - Move:** Shortt
 - Second:** Everitt
 - Discussion:** None
 - Vote:** **Aye:** Unanimous
- MOTION CARRIED**

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Jana Scoggins

ATTEST:

Hoby Streich, President, Port Commission

John Everitt, Secretary, Port Commission

Commission Memo



Prepared by: Kevin Greenwood
Date: March 6, 2018
Re: Siegel Consulting Contract
Amendment No. 4

Steven Siegel (“Siegel”) has provided valuable consulting assistance to the Port’s bridge replacement efforts since October 2015. With Amendment No. 3, Siegel completed the Administrative Rules related to the consideration of Public Private Partnerships; prepared the adoption schedule; facilitated draft review with the Commission and staff; made significant edits and re-presented to the Commission. In addition, Siegel reviewed the EIS (NEPA) RFP draft and consulted on other elements related to the project.

Amendment No. 4 (attached) will complete the Rule process, begin the initial financial modeling of procurement alternatives, consult on Washington legislative actions, advise in the development of the Request for Qualifications/Proposals; providing sufficient time for these efforts to be completed.

This amendment will add \$40,000 of service with a total contract amount not to exceed \$134,000. Services provided by Siegel by this Amendment will be reimbursed from the \$5 million grant from the State of Oregon identified in the 2017 Transportation Bill.

RECOMMENDATION: Approve Amendment No. 4 to contract with Steven M. Siegel for consulting services related to bridge replacement.

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**AMENDMENT NO. 4
TO PERSONAL SERVICES CONTRACT**

This Amendment No. 4 to the Personal Services Contract ("Contract") is entered into this **6th day of March, 2018** by and between Steven M. Siegel ("Contractor") and the Port of Hood River ("Port"), an Oregon Special District.

RECITALS:

WHEREAS, Contractor and Port entered into a Contract dated July 12, 2016 for bridge replacement strategic planning and financial analysis services associated with future replacement of the Hood River Bridge ("Project"); and

WHEREAS, Amendment No. 3 covered work related to the development and public review of the P3 Administrative Rules; and

WHEREAS, the Port desires that additional services including completing those rules, beginning the initial financial modeling of procurement alternatives, consulting on Washington legislative actions and advising in the development of the Request for Qualifications/Proposals be performed by Contractor and that the term of the contract be extended; and

WHEREAS, all terms used in this Amendment No. 4 have the meaning given to them as in the original Contract, except as amended hereby;

NOW THEREFORE, Port and Contractor agree to carry out the additional services for an additional amount not to exceed \$40,000 for a total contract amount not to exceed \$134,000 plus reasonable reimbursable expenses; and

Port and Contractor agree to extend the term of the contract through December 31, 2018.

IN WITNESS WHEREOF, the parties hereto have caused Amendment No. 4 to be duly executed the day and year first above written.

Steven M. Siegel

Port of Hood River

3787 S.W Lyle Court
Portland, Oregon 97221
(503) 274-0013
siegelconsulting@aol.com

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

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Commission Memo



Prepared by: Anne Medenbach
Date: March 6, 2018
Re: Oregon Brineworks- Lease Addendum No. 2

Oregon Brineworks, LLC has been a tenant in the Timber Incubator building since 2014. They make pickled products including: pickles, beats, sauerkraut and multiple types of sauces.

They were a start-up company when they first occupied the building and their business is growing and doing well. They would like to exercise their last lease renewal option through March 31, 2019.

RECOMMENDATION: Approve Lease Addendum No. 2 with Oregon Brineworks, LLC for 2,500 sf in the Timber Incubator Building.

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ADDENDUM NO. 2 TO LEASE

Whereas, the Port of Hood River ("Lessor") and Oregon Brineworks, LLC, ("Lessee") entered into a lease of 2,500 square feet in Suite 400 in the Timber Incubator Building, located at 3875 Heron Drive, Odell, OR space under a lease dated April 1, 2014;

Whereas, Addendum 1, executed July 1, 2014 increased the lease rate from \$0.55 per square foot to \$0.60 per square foot, and;

Whereas, Lessee exercised their option to renew the lease for the first renewal option through March 31, 2018, and;

Whereas, Lessee would like to exercise their second and final renewal option through March 31, 2019;

Therefore, the parties agree that the lease is renewed for a one-year term which will terminate on March 31, 2019.

DATED THIS _____ DAY OF _____ 2018.

PORT OF HOOD RIVER
An Oregon Municipal Corporation

By: _____
Michael S. McElwee, Executive Director

Date Signed

Oregon Brineworks, LLC.

By: _____
Brian Shaw, Manager

Date Signed

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Commission Memo



Prepared by: Anne Medenbach
Date: March 6, 2018
Re: Fly Friendly, Ordinance 23 and
Minimum Standards update

Staff has been working with the Airport Advisory Committee, the FBO, agency partners and community members for the past several months to develop the Fly Friendly Program, Minimum Standards, and an update to Ordinance 23 for the Airport. Each of these documents (attached) have gone through an internal, legal, and Airport Advisory Committee (AAC) review.

Overall, there is support for the changes with some minor edits. The AAC edits will be incorporated in the final documents to be approved at either the March 20 or April 3 Commission meetings.

Staff seeks Commission review and discussion of each of the documents in their draft form before the finals are brought for approval.

The Fly Friendly Program and public information session will be scheduled after Commission approval wherein staff will present the program.

RECOMMENDATION: Discussion.

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RECOMMENDED "QUIET" PROCEDURES.



- Runway 7 is designated as the "Calm Wind" runway
- Runway 25, No turn before 1,500 MSL
- Maintain pattern altitude as long as practicable
- For takeoff, accelerate to gain altitude as quickly as possible without compromising safety.

These recommendations are not intended to preempt the responsibilities of the Pilot in Command and should be followed as conditions and aircraft ability allow.



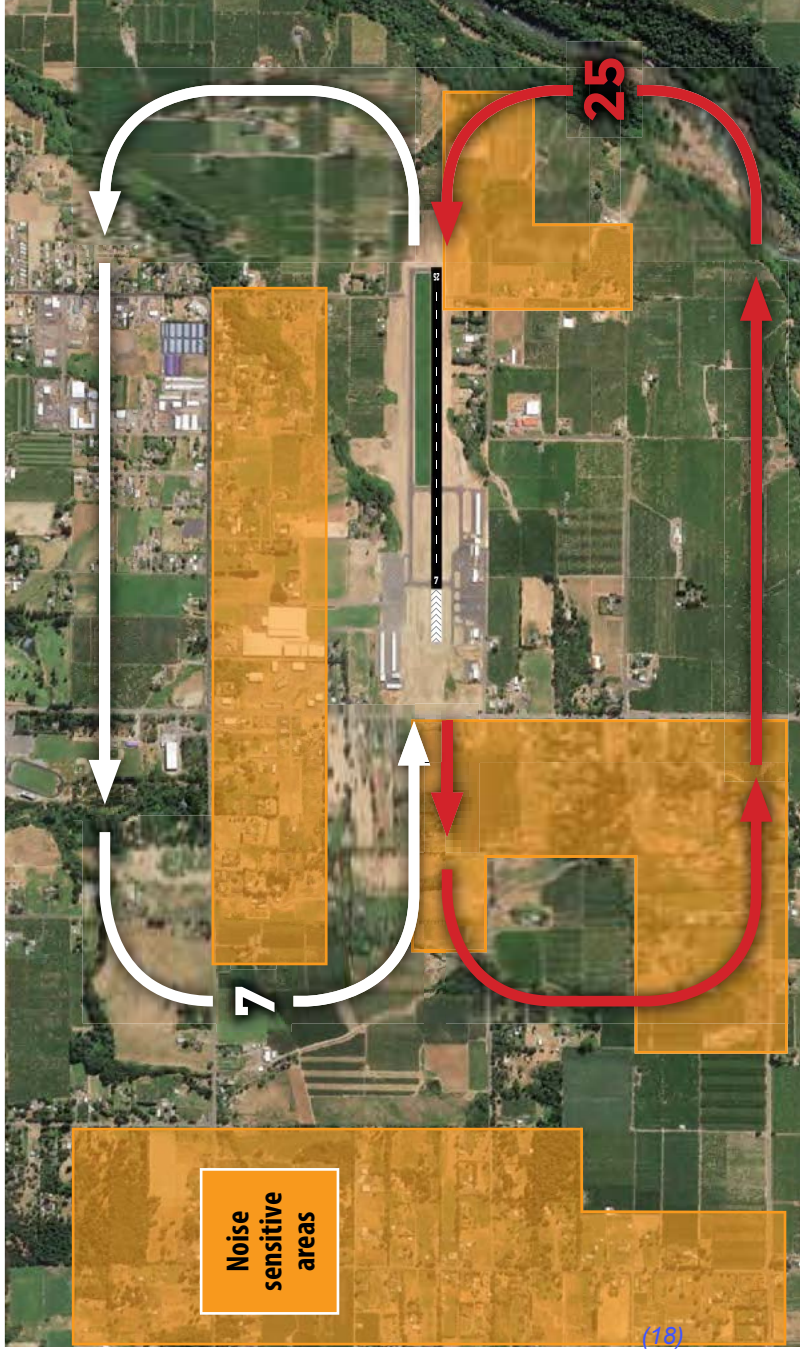
This program was put together by: the pilot community, non-flying public, the Airport Advisory Committee, local aviation businesses and the Port of Hood River.

Please Be Aware of the following Conditions!!!

- Hood River airport has an active GLIDER community. Low planes use a non-conforming pattern and turn right on departure for 25.
- Hood River airport is mostly a west wind airport and conditions change quickly.
- Fire operations occur and impact traffic at times.
- There is a large population of historic aircraft and tailwheels that utilize this field, please be courteous of aircraft abilities.



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Please Be Aware of the following Conditions!!!

Hood River airport has an active GLIDER community. Tow planes use a non-conforming pattern and turn right on departure for 25.

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Fire operations occur and impact traffic at times.

There is a large population of historic aircraft and tailwheels that utilize this field, please be courteous of aircraft abilities.



**Minimum Standards
for the
Hood River Airport**

DRAFT

1. Policy, Purpose and Authority

The Port of Hood River will maintain Minimum Standards for Commercial Activities ("Minimum Standards") at Hood River Airport ("Airport"). The Port and Port staff shall use these Minimum Standards as a minimum threshold, and as guidance for making decisions related to the approval of commercial and non-commercial activities located at the Airport.

These activities must comply with FAA and State regulations, which require all airport property be used for aviation unless alternate uses are authorized by the FAA. The Port of Hood River operates the airport in accordance with these assurances and regulations with preference given to aviation related uses, however nothing contained in these standards shall be construed to prohibit the Port from granting for any reason it deems sufficient, an application for non-aeronautical activities. Non-aeronautical activities may be authorized by the Port, with concurrence of the FAA, only when space available on the airport exceeds what is needed for aeronautical activities.

In addition, the Port Commission adopts standards to ensure that:

- The Airport remains compliant with all federal and state grant assurances.
- Any person who uses or accesses Airport property or facilities for commercial activity compensates the Airport at fair market value (FMV) for such use and privileges.
- Airport public areas, roads, taxiways, runways and aprons remain available for public aeronautical activity subject to Airport Rules and Regulations.

2. General Requirements

2.1 Proposal Submission.

Commercial operators desiring to operate at the Airport may submit proposals to the Port. Proposals will be reviewed by the Port, including advisory input from the Airport Advisory Committee and or other advisory committees as appropriate.

2.2 Liability and Insurance

The Following insurance requirements apply to users of the airport.

	Occurrence limit	Aggregate		Service Provider
Aviation/ Airport General Liability	\$ 2,000,000.00	\$ 4,000,000.00		FBO/SASO/All tenants/Glider Club
Workers Compensation	\$ 1,000,000.00			FBO/SASO/any tenant with employees
Environmental Liability insurance	\$ 1,000,000.00			FBO/SASO (only if fueling or maintenance)
Aircraft & passenger liability		per passenger		
piston engine aircraft	\$ 1,000,000.00	\$ 100,000.00	up to 7 seats	FBO/SASO/T hangar tenant/Glider Club
	\$ 2,000,000.00	\$ 100,000.00	8 seats and up	FBO/SASO
turbo prop	\$ 5,000,000.00	\$ 250,000.00		FBO/SASO

Prior to using the Airport the operator will provide the Port with a certificate of insurance identifying the policies described above and naming the Port, its employees, agents and Commissioners as an additional insured. The certificates will include a provision that gives the airport 30 days prior written notice of any modification or cancellation to the insurance policy.

3. Application of the Minimum Standards

The Minimum Standards are adopted to provide the minimum threshold requirements for those operators providing commercial services at the Airport. Although this document specifically addresses commercial operators, these standards apply to all commercial and non-commercial operators at the Airport.

3.1 Waivers or Modifications: The Port may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing public services, fire protection or emergency response operations, or when it is determined that such a waiver is in the best interest of the Airport users and the public, and will not result in degradation of safety or reduction in fair and equitable opportunity for commercial activities on the Airport. The Port will conduct, every five years at a minimum, a review of this document and recommend changes that are necessary at that time to remain in line with current Airport business and regulatory environments.

4. General Minimum Standards for Commercial Operators

Approved Service Types: The list below identifies a variety of services that can be provided, individually or in combination with each other, on airport property.

4.1. Aeronautical:

- a. Fixed Based Operator (FBO)
- b. Special Aviation Service Operation (SASO)
- c. Mobile Service Provider (MSP)
- d. Mobile Maintenance Provider (MMP)
- e. Independent Contractor (IC)

4.2 Non-Aeronautical. A Non-Aeronautical Operator provides services that are not aviation oriented, including but not limited to auto shops, administrative offices and aviation medical offices. Support Activities may include a variety of concessions in support of pilots, passengers, and other logistical concerns. These services may include Automobile Rental and Food Services.

Commercial operators desiring to place a new non-aeronautical commercial activity on Hood River Airport shall forward a written request to the Port. The request shall demonstrate a benefit to the Airport, compatibility with aircraft operations and the demographic the activity provides services for. The Port will review requests on a case by case basis and approve, forward for further review, or deny the activity.

5 Primary FBO Services

FBO's must provide the following list of services at a minimum. An FBO can offer more secondary services with permission from the Port.

- 5.1 Airframe and Power Plant Maintenance: An airframe and powerplant maintenance operator shall provide, at a minimum, services including: the repair, maintenance, inspection, constructing, and making of modifications and alterations to airframes, aircraft engines, propellers and instruments, or the removal and installation of engines for major overhaul. This category of service also includes the retail sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:
- 5.1.1 Employ and have on-duty a minimum of two mechanics; one (1) FAA-certified airframe and powerplant mechanic and one (1) FAA-certified airframe and powerplant mechanic with inspection authorization, and/ or conduct operations as a certified repair station pursuant to FAR Part 145.
 - 5.1.2 Keep premises open and services available during standard business hours, five (5) days a week.
 - 5.1.3 Provide for retail sales of equipment, supplies and parts required for general aviation airframe and powerplant inspection, maintenance and repair.

An airframe and power plant maintenance operator may provide specialized maintenance and repair on historic aircraft, including but not limited to fabric covering, wood airframe repair, and radial and inline engine maintenance.

- 5.2 Fuel Services: The fuel service commercial operator must provide the sale of ASTM-rated brands of aviation fuels, lubricants and other aviation petroleum products. In addition, the fuel service operator shall provide, store, and dispense 100LL octane avgas, or the contemporary standard aviation fuel, and as market may support, provide Jet-A fuel. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, state, and local safety and environmental codes, regulations and standards. A fuel services operator shall:
- 5.2.1 Ensure fuel is available twenty-four (24) hours per day and seven (7) days per week. This may require on-call staff or the installation of a self-service (card-reader or card-lock) system and must follow State and local building codes and Office of State Fire Marshall regulations.
 - 5.2.2 Comply with all regulations including proper fuel spill prevention features and containment capabilities. In addition, the operator shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Port. Fuel inventories will be monitored in accordance with current Oregon State DOE standards, and copies shall be provided to the Port when requested.
 - 5.2.3 Pay to the Port of Hood River a fuel flowage fee based on contemporary rates and actual volume dispensed.
 - 5.2.4 Provide an appropriate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.
 - 5.2.5 The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Services. The SOP shall address bonding and fire protection, public protecting, control of access to the fuel storage area, and marking and labeling of fuel storage

tanks and fuel dispensing equipment. The SOP shall be submitted to the Port no later than thirty (30) days prior to the FBO commencing fueling activities.

- 5.2.6 Each FBO shall obtain all applicable fueling certifications and permits, and received periodic refresher training as required. The Port and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations and Minimum Standards.
- 5.2.7 Additionally, the FBO shall comply with FAA advisory Circular 150/5230-4, Aircraft Fuel storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing a storage.

6.3. Pilot Services and Concessions. Each FBO shall provide the following services meeting aviation needs on a 24 hour a day, seven days per week basis. This area can be accessed via a non-staffed key pad with a code;

- 6.3.1 Public lounge, waiting area and indoor restroom
- 6.3.2 Public telephone
- 6.3.3 Snack food and beverage machine
- 6.3.4 Local ground transportation contacts, flight planning work area with Flight Service Station and weather service communication links and internet.

6.4 Flight and Maintenance Training: A flight training services operator or flight school provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. An aircraft maintenance training services operator or "A&P" school provides classroom and practical instruction necessary to complete the written examinations to obtain any category of aircraft mechanic certificate or authorization.

7 Minimum Standards for Secondary FBO Services and Specialized Aviation Service Operations.

The FBO shall provide two (2) of the following services in addition to the Primary FBO services. A Specialized Aviation Service Operation (SASO) may provide one (1) of the following services. This is not meant to be an exclusive list of services, but rather to provide a clear indication of Minimum Standards for these services to qualify as secondary FBO services or an SASO service. SASOs shall provide singular services that enhance the overall operation of the airport. The combined FBO and SASO services shall be complementary and provide an increased level of services to airport tenants and visitors.

7.1 Flight Training.

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. A flight training services operator shall:

- 7.1.1 Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- 7.1.2 Provide one (1) or more owned or leased certified, airworthy and properly equipped aircraft to accomplish the services offered and meet the schedule requirements.
- 7.1.3 Provide aircraft and or mockup training aids necessary for the educational program.

7.2 Aircraft Rental: An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:

- 7.2.1 Keep premises open and services available during appropriate business hours five (5) days a week.
 - 7.2.2 Have available for rental a minimum of two (2) owned or leased, certified, airworthy and properly equipped aircraft.
 - 7.2.3 Ensure that all renters follow all applicable federal, state, and local laws, rules, regulations and policies.
- 7.3 Avionics Maintenance and Sales: An avionics maintenance operator shall provide services including: the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the retail sale of new or used aircraft avionics, radios, instruments, and accessories. An avionics operator shall:
- 7.3.1 Employ and have on duty at least one (1) trained and FAA-certified avionics technician and one (1) on-call FAA-Certified airframe and powerplant mechanic with inspection authorization.
 - 7.3.2 Keep premises open and services available during appropriate business hours, five (5) days a week.
 - 7.3.3 Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.
 - 7.3.4 Provide specialized maintenance and repair on historic navigation and communication radios and antenna systems, and mechanical, pneumatic and electrical flight instruments.
- 7.4 Charter Operations. A charter operator provides for hire air transportation of persons or property to the public either on a scheduled or "on-demand" basis, and is further defined by FAR Parts 119 and 135. A charter operator shall:
- 7.4.1 Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
 - 7.4.2 Provide one (1) or more properly airworthy and properly equipped aircraft to accomplish the services offered.
 - 7.4.3 Have and display a current FAR Part 135 Certificate.
- 7.5 Special Flying Service: FBOs and SASOs providing special flying services such as agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other commercial flying services operated under FAR Part 91. A special flying service operator shall:
- 7.5.1 Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
 - 7.5.2 Own or lease at least one (1) airworthy and properly equipped aircraft.
- 7.6 Aircraft Storage and Hangars: An aircraft storage and hangar service operator leases and rents hangars and/or multiple T-hangars, to aircraft owners or operators for aircraft storage purposes. An aircraft storage and hangar service operator shall:
- 7.6.1 Post informational sign with hangar operator contact name and phone numbers, hangar availability, and rental rates inside the FBO's terminal. A separate leased space

is not required for this service.

- 7.6.2 Rent hangars only for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.

7.7. Aircraft Sales: Aircraft brokers or sales operators providing new and/or used aircraft sales and aircraft brokerage services shall:

- 7.7.1 Employ and have on duty at least one (1) qualified aircraft salesperson.
7.7.2 Not perform any maintenance or charter activities.

7.8 Aircraft Restoration, Painting, and Refurbishing: FBOs and SASOs providing any restoration, painting and refurbishing of aircraft structures, engines, propellers, accessories, interiors, exteriors, and components shall:

- 7.8.1 Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
7.8.2 Meet all requirements of the Uniform Fire Code.
7.8.3 Meet all air, water, hazardous materials, and environment standards required by federal, state, and local laws, regulations, and policies.

7.9 Additional Aeronautical Services: Operators desiring to conduct other Commercial Aeronautical Activities and Services not covered above shall outline the proposed operation in a letter to the Port. The Port will review the proposal and identify if there are facilities or land available for the activity or service. Additionally, prior to commencing any commercial activity, the operator shall:

- 7.9.1 Provide all the information identified in the previous sections of this document that are appropriate for the services to be offered.
7.9.2 Provide satisfactory evidence of technical competency to conduct the proposed services.
7.9.3 The Port will review requests on a case by case basis and approve, forward for further review, or deny the activity.

8 General Minimum Standards for Non-Commercial Operators

The following standards are designed to cover non-commercial activities at the airport and to ensure that non-commercial operators do not have unfair advantage over commercial operators.

All Non-Commercial corporate, non-profit and private operators are required to comply with the following:

8.1 Non-Commercial Activities: Activities conducted at the Airport under this section must be of a completely non-commercial nature and for the sole purpose of operating, storing and maintaining a corporate, non-profit or personal aircraft for incidental use as a hobby or in the conduct of the owner's non-aviation related business. Commercial services under this section shall not be offered to the public on any basis.

8.2 Maintenance: Maintenance of owned or leased aircraft may be provided by the aircraft owner or the owner's bona fide employees, provided that all applicable FAA certification, licensing, and standards are complied with. Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed in locations specified as maintenance facilities identified in Appendix 1.

Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed by private operators in locations identified as maintenance facilities in Appendix 1. Private operators wishing to conduct commercial activities are required to meet the commercial requirements specified elsewhere in this document.

8.3 Flying Clubs

A flying club is a noncommercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest. Flying clubs shall comply with the following standards:

- a. All aircraft shall be owned or be exclusively leased by the flying club.
- b. Only club members may receive instruction in a club aircraft.
- c. A club must maintain and provide a current membership list to the Port.
- d. Club aircraft shall not be used by other than club members and/ or for any type of commercial operations.

In the event the club fails to comply with these conditions, or permits any member to do so, the Port will notify the club in writing of such violations. If the club fails to correct the violation within 15 days, the club may be required to terminate all operations at Hood River Airport.

9 **Complaints**

All complaints about any commercial operator or their employees for violation of these standards, rules and regulation shall be in writing and signed by the complainant and filed with the Port either at www.portofhoodriver.com or at (541) 386-1645. The Port will investigate the complaint and provide feedback to the complainant.

9.1 All Operators must follow the Fly Friendly program instituted on the Field. All flight instructors must educate their students regarding flying friendly and the sensitivity of the Hood River community to aircraft noise.

10 **Definitions**

All definitions contained in this section apply to the Hood River Airport, Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

1. Aeronautical Activity - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, all aircraft movement, takeoff and landing operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance.
2. Agreement - the written agreement between the Port and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities.
3. Aircraft - any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon,

- blimp, dirigible, unmanned aerial vehicle, remotely piloted vehicle, or drone.
4. Aviation Fuel, AVGAS, Jet-A - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and DI 655-Latest (JETA).
 5. Aircraft Operation - an aircraft arrival at, taxiing on, or departure from, the airport. For FAA, statistical data: any aircraft arrival or departure; each of which accounts for one operation.
 6. Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
 7. Aircraft Parking and Storage Areas - hangar and apron locations at the Airport designated by the Port for the parking and storage of aircraft.
 8. Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
 9. Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
 10. Aircraft, Based - an aircraft which the owner physically locates at the airport for an undetermined period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.
 11. Airframe and Powerplant Maintenance - the commercial operation of providing airframe and power plant services, which includes but not limited to any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.
 12. Airport - Hood River Airport; all the properties owned and controlled by the Port of Hood River, Oregon, being used as a public airport and located in Hood River County, Oregon.
 13. Avionics Sales and Maintenance - the commercial operation of providing the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.
 14. Charter Operation - any operation for compensation or hire as defined in FAR Part 119, and operated under FAR Part 135.
 15. Commercial Activity - the conduct of any aspect of a business, concession, operation, or agency to provide goods or services to any person for compensation, for-profit or hire. In addition, any activity which requires a license or certification to be performed, whether for compensation or not, is considered a commercial activity.

16. Commercial Operator - a person, firm, corporation, or other entity conducting commercial activities or services at the Airport for compensation or hire, and/or providing a service which requires licensing or certification to be performed regardless of whether compensation is provided. Nonprofit organizations are not considered commercial operators.
17. Commercial Service - the actual conveyance of product or maintenance and repair, etc. provided by a person, firm, corporation whether for compensation or not. Typically, a task performed by a Commercial Operator's employee for a customer.
18. Port - the Port of Hood River, Oregon.
19. FAA - the Federal Aviation Administration.
20. FAR- the Federal Aviation Regulations as published by the FAA.
21. Flight Instructor - a person who is properly licensed and certified by the FAA to provide flight instruction.
22. Flight Training - the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.
23. Flying Club - a noncommercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest.
24. FBO (Fixed Base Operator) - a full-service commercial operator who engages in the activities that typically include aircraft fuel sales, airframe, powerplant, and avionics maintenance and overhaul, flight training, and pilot supplies and aircraft parts retail sale
25. Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft or fuel trucks.
26. Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Port as an area in which aircraft fuel or any other type of fuel may be stored or loaded.
27. General Aviation - all civil aviation operations other than military, scheduled air services and non-- scheduled air transport operations for remuneration or hire.
28. Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Washington, or any political subdivision thereof, and the presence of which requires investigation, removal

and/or remediation.

29. Lease - the written contract between the Port and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate certain Airport facilities and/or property.
30. Minimum Standards - the qualifications or criteria established by the Port of Hood River Commission as the minimum requirements to perform commercial activities and operations on the airport.
31. Mobile Service Provider (MSP) - a person or entity that provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport. Examples of an MSP include aircraft washing and detailing.
32. Mobile Maintenance Provider (MMP) - a person or entity that performs aircraft maintenance that requires certification or licensing, but is not a commercial tenant at Hood River Airport, and who temporarily rents space in a facility approved for commercial activity from a lessee for performing occasional work on airport tenant owned aircraft.
33. Non-Commercial Operator - a person, firm, corporation, or other entity conducting Aeronautical Activities at the Airport which is not a Commercial Operator.
34. Permit - administrative approval issued by the Port to a Person to conduct a commercial aeronautical activity, and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.
35. Person - any individual, firm, partnership, corporation, company, association, joint stock, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.
36. SASO (Specialized Aviation Service Operation) - an aeronautical business that offers a single or limited service. Examples of a SASO include, but are not limited to: pipeline patrol, aerial photography/survey, scheduled commuter air service, air ambulance, aircraft sales, aircraft storage, propeller and/or aircraft accessory repair and sales, aircraft upholstery, aircraft painting, flight training, fuel sales, and banner towing.
37. Self-Fueling - fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-service.
38. Special Flying Service - An FBO, SASO, or other operator that provides a special flying service that includes but is not limited to: agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, et cetera.
39. Taxi-lane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.

40. Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another; typically, from the aprons to the runway.
41. Port of Hood River Commission - five elected Port officials who comprise the governing body of the Port of Hood River

DRAFT

ORDINANCE NO. 23**AN ORDINANCE REGULATING CONDUCT AT THE KEN JERNSTEDT AIRFIELD AND SUPERSEDEING AND REPLACING PRIOR ORDINANCE 23, DATED MAY 24, 2011**

WHEREAS, the Port of Hood River, a public authority created pursuant to the laws of the State of Oregon, and owner and operator of Ken Jemstedt Airfield, possesses the authority to adopt ordinances in furtherance of the safety and welfare of the users of Ken Jemstedt Airfield and the general public, and to enforce the provisions of those ordinances;

WHEREAS, increasing use of the Ken Jemstedt Airfield, the need to clarify use procedures for airport improvements, the need to improve safety and requests by the Federal Aviation Administration require the formulation and implementation of the following Ordinance regulating use and activity at Ken Jemstedt Airfield;

NOW, THEREFORE, the Port of Hood River finds and ordains as follows:

SECTION 1. Scope of Ordinance. This Ordinance regulates conduct at the Ken Jemstedt Airfield.

SECTION 2. Definitions. Unless the context requires otherwise, for purposes of this Ordinance the following definitions apply, whether or not capitalized in the Ordinance text:

a. **"Alternative Grass Landing Area" or "AGLA"** means the grass area at the east end of the Airport and parallel to Runway 7/25 intended to accommodate aircraft landings. The AGLA is **not** an alternative landing area but an integral part of Runway 7/25. The AGLA is shown on Exhibit 'A' attached hereto and incorporated herein.

b. **"AGLA Procedures"** means Federal Aviation Administration approved rules that establish use of the AGLA depicted in Exhibit 'C' attached hereto and incorporated herein by reference.

c. **"Aircraft"** means any device that can be used for human flight, other than Ultralight vehicles as defined in Federal Aviation Regulation§ 103.

d. **"Airfield"** means any runway, taxi-way and area between a runway and taxi-way, and includes areas extending westerly and easterly beyond any runway and taxi-way, and all other areas used for "aviation activity" as defined below including within the Airport "Runway Protection Zone", as defined by the Federal Aviation Administration.

e. **"Airport"** means all real property owned or controlled by the Port that constitutes the area commonly known as the Ken Jemstedt Airfield, a public general aviation airport in Hood River County, bounded on the west by Tucker Road and on the east by vacated Orchard Road as shown on Exhibit 'A' attached hereto, and as may be extended hereafter, including any Port structures or fixtures thereon.

- f. **"Airport Administration Building"** means the structure(s) where the FBO conducts business, including areas within an FBO structure designated to be accessible to the general public.
- g. **"Airport Road"** means the road south of and adjacent to the Airport.
- h. **"Aviation Activity"** means parking, moving, operating, maintaining, modifying or repairing aircraft on the Airport.
- i. **"Board"** means Port of Hood River Board of Commissioners.
- j. **"Camp"** means erecting a tent or shelter, arranging bedding or occupying a parked vehicle, trailer or camper for purposes of, or in such a way as will permit, sleeping or remaining overnight.
- k. **"Commercial Activity"** means any Aviation Activity which originates at the Airport, is made available to the general public or involves two or more persons or entities, and is undertaken for profit or personal financial gain, irrespective of where or when payment occurs. Payment includes all forms of compensation, including financial, trade and donations.
- l. **"Commercial Access Agreement"** means a Port written agreement whereby the Port authorizes a person to engage in Commercial Activity and to come onto and leave the Airport at a particular location in an aircraft or motor vehicle, under specified terms and conditions.
- m. **"Commercial Glider Operator"** means a person or business that is authorized by the Port to provide glider services to the public as a Commercial Activity.
- n. **"Commercial Operator"** means any person or entity that carries out Commercial Activities at the Airport.
- o. **"Concession Agreement"** means a fully executed written agreement between the Port and a person or business entity authorizing the use or establishment of facilities for Commercial Activity and setting forth the terms and conditions under which the Commercial Activity may take place.
- p. **"Executive Director"** means the person the Board has appointed to act as the general manager of all Port operations.
- q. **"FAA"** means the Federal Aviation Administration.
- r. **"FARs"** means Federal Aviation Regulations which are regulations implemented by the FAA governing aviation activity within the United States and are designed to promote aviation safety and the safety and welfare of the general public.
- s. **"FBO"** means the Fixed Base Operator who may be a Port employee, or may be a commercial entity or person having an agreement with the Port to manage aspects of Airport operations and conduct certain Commercial Activity including aircraft maintenance, instruction and retail sales and may be the authorized representative of the Port under designated circumstances; the FBO shall include owners or employees of the FBO or FBO contractors permitted by the Port to perform FBO functions.
- t. **"Glider"** means a heavier-than-air aircraft, that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine.
- u. **"Glider Flight Activity"** means final preparation of a glider for launch prior to takeoff, moving a glider to a takeoff location, and moving a glider away from the area where a

glider has landed.

v. **"Glider Operations Area"** means the Airport areas shown on Exhibit 'A' and on Exhibit 'B' attached hereto and incorporated herein by reference, designating where gliders are prepared for launching, launched, brought after landing, and temporarily parked during glider flight activity.

w. **"Glider Support Area"** means that Airport area shown on Exhibit 'A' and Exhibit 'B' attached hereto, designating the area where all persons not directly involved in Glider Flight Activity but interested in observing Glider Flight Activity, gather; where recreational glider pilots meet immediately prior to launch; and where Commercial Glider Operators meet with customers to transact business, including registering customers for glider flights. Glider Flight Activity is prohibited in the Glider Support Area.

x. **"Glider Trailer"** means any vehicle used to transport and/or store a Glider.

y. **"Limited Access Areas"** means those areas of the Airport the Port has made available to tie down aircraft or to provide access to T-Hangars for use by Airport tenants or persons moving aircraft, shown on Exhibit 'A' attached hereto and incorporated herein.

z. **"Motor Vehicle"** means a motorized device capable of being used on a street, roadway or path.

aa. **"No Access Areas"** means those areas where no pilot or public access is permitted unless a legal right exists, because the areas are leased for Commercial Activity, are used for Port purposes, or contain critical weather-related apparatus, shown on Exhibit 'A' attached hereto.

bb. **"Non-Commercial Operator"** means any person or entity that carries out Aviation Activities at the airport other than a Commercial Operator.

cc. **"NOTAM"** (Notice-To-Airmen) means a notice containing timely information on unanticipated or temporary changes to components of hazards in the National Airspace System (NAS). Component changes may pertain to facilities, services, procedures or hazards in the NAS. A NOTAM provides information that becomes available too late to publish in the associated aeronautical charts and related publications. The NOTAM system is not intended to be used to impose restrictions on airport access for the purpose of controlling or managing noise, or to advertise data already published or charted.

aa. **"Official Sign"** means all signs, signals, markings, devices and placards placed, erected or provided by the Port for the purpose of guiding, directing, warning or regulating aircraft, motor vehicle traffic or personal conduct.

bb. **"Peace Officer"** means a peace officer appointed by the Port pursuant to ORS 777.190, or a peace officer as defined in ORS 161.015.

cc. **"Pilot in Command"** means the person responsible for the aircraft as defined by FAA regulations.

dd. **"Port"** means Port of Hood River.

ee. **"Port Tenant"** means any person or business that has entered into a lease or rental agreement with the Port or FBO including renting T-Hangars, Tie-Downs or commercial properties at the Airport.

ff. **"Recreational Glider Pilot"** means an individual that engages in Glider Flight Activity for personal use without receiving compensation of any kind for use of the Glider or for acting as a Glider pilot or instructor.

gg. **"Restricted Access Areas"** means an aircraft runway, all taxi-ways, and areas within 150 feet of a runway or taxi-way at the Airport, shown on Exhibit 'A' attached hereto.

hh. **"Tow Plane"** means any aircraft used to launch a glider.

ii. **"UNICOM"** (Universal Communications) means a ground-to-air radio communication station that may provide airport advisory information to aircraft pilots and

persons involved with aviation activity.

jj. **"Ultralight"** is any vehicle meeting the definitions set forth in FAR Part 103.1.

SECTION 3. Commercial Activity. No person shall engage in any Commercial Activity at the Airport without the prior approval of the Port, under the terms and conditions prescribed by the Port.

When the Port determines that a person proposes to engage in Commercial Activity at the Airport in the future, the Port may grant that person permission to do so, may issue a Concession Agreement, may require the person to enter a lease or may deny permission to do so.

Minimum Standards, which are adopted by the Port by resolution, outline the type of activities, both commercial and non-commercial that may be carried out at the Ken Jernstedt airfield as well as the basic requirements for each activity type. These Minimum Standards ensure that each Commercial and Non-Commercial Operator is held to uniform standards to ensure efficient, non-discriminatory and safe operations at the Airport. All persons engaging in Commercial and Non-Commercial Activities at the Airport must comply with Port resolutions establishing Minimum Standards.

SECTION 4. Littering. No person shall litter at the Airport. Littering is defined as the dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, deposited or left any refuse of any kind or any object or substance which tends to pollute, mar or deface.

SECTION 5. Fireworks. No person shall ignite fireworks or similar incendiary devices of any kind at the Airport whether legally allowed in Oregon or not.

SECTION 6. Animal Control. No person shall allow a domestic animal which the person owns or for which he or she is caring to be on the Airport unless the animal is on a leash and under the person's control at all times.

SECTION 7. Camping. No person shall camp at any time on the Airport unless the person has written permission to do so from the FBO or Port.

SECTION 8. Hunting. No person shall discharge firearms, hunt, or attempt to trap animals on the Airport unless the person has received written permission to do so from the Port.

SECTION 9. Fires. No person shall build or attempt to build a fire on the Airport.

SECTION 10. Access Prohibitions. No person shall be on any portion of Limited Access Areas, Restricted Access Areas or No Access Areas unless one or more of the following conditions are met:

a. In the Limited Access Areas, they are a Port tenant or an invited guest of a Port tenant, a pilot with a legal right to use an aircraft located at the Airport, or an invited guest under

the direct supervision of a pilot who has a legal right to use an aircraft located at the Airport.

b. In the Restricted Access Areas, they are a pilot in command of an aircraft or guests of the pilot and under the direct supervision of the pilot in command of an aircraft.

c. In the No Access Areas, they are a Port tenant authorized by the Port to be there or an invited guest of a Port tenant authorized to be there.

d. They have permission from the Port or the FBO to be there.

e. They are a Port employee or FBO, or a Port or FBO contractor with permission to conduct authorized business and are doing so.

f. In the case of an emergency requiring access.

SECTION 11. Aircraft Access to Airport. Unless the Port or FBO grants prior permission otherwise, no person shall bring an aircraft onto the Airport unless they are landing the aircraft, are traveling across an existing Port aircraft access easement, are traveling through an approved access corridor under a Through the Fence Agreement, or in an emergency. No person shall bring an aircraft onto the Airport on or within a trailer unless the person obtains prior permission from the Port or FBO to do so, or, in the event the Port or FBO are unavailable, they check-in with the FBO at the earliest reasonable opportunity and to determine Airport use rules.

SECTION 12. Aircraft and Glider Storage. No person shall tie down or in any other way attach any aircraft or glider to the Airport unless they use Port approved tie-down equipment and they have received permission of the Port or the FBO. No person shall store or park an aircraft that is not tied down or in a hangar for more than twenty (20) minutes in Restricted Access Areas without permission of the Port or the FBO. Every person using the Airport for aircraft storage or tie-down parking of aircraft shall, at the time specified, pay to the FBO such fees as shall from time to time are fixed in the manner set forth by the Port; provided that the Port may waive any storage or tie-down fees for aircraft in connection with authorized air shows and fly-ins. T- hangar rentals shall require a written agreement between the proposed tenant and the Port in a form to be determined by the Port.

SECTION 13. Motor Vehicles.

a. Parking.

(1) No motor vehicles may travel through any area of the airport with restricted access. An airport map indicating restricted access areas and authorized transit routes through the airport is attached as Exhibit ___ and incorporated herein by reference.

(2) Motor vehicles may be parked on paved areas immediately adjacent to the FBO building and on the shoulder of Airport Road.

(3) No person shall park a motor vehicle in Restricted Access Areas without receiving prior written permission from the FBO or Port to do so, or unless necessary because of an emergency.

(4) No person shall park a motor vehicle in Limited Access Areas without FBO or Port permission to do so or unless necessitated by an emergency, or are a Port tenant with permission to park a motor vehicle near their leased space; or are an invited guest of a Port tenant and have permission to park a motor vehicle near a rented space or near a hangar leased

by the person who invited them as a means of access to aircraft or a T-hangar. The foregoing notwithstanding, no person shall park a motor vehicle within Limited Access Areas for a period longer than eight consecutive hours unless the person has received prior permission to do so from the FBO or Port, and the person displays a parking permit issued by the Port in plain view on the dashboard of the parked motor vehicle.

(5) No person shall park a motor vehicle in No Access Areas unless they are a Port tenant authorized to park there, an invited guest of a Port tenant authorized by the Port to park there, or a Port employee.

b. Motor Vehicle Speed; Warning Lights.

Except on Airport Road, no person shall operate a motor vehicle at a speed in excess of 15 miles per hour on the Airport. No person shall move a motor vehicle within the Restricted Access Area or No Access Area unless the motor vehicle utilizes a clearly visible yellow beacon or yellow flashing lights to alert persons at the Airport and aircraft pilots that the motor vehicle is present.

SECTION 14. Airport Administration Building Use. No person shall use the Airport Administration Building in violation of any regulation adopted by the Port. Regulations governing use of the Airport Administration Building now in effect are attached to this Ordinance. Current Airport Administrative Building regulations are set forth in Exhibit 'D' attached hereto and incorporated herein by reference. These regulations may be rescinded or modified at any time in the same manner as other Port regulations.

SECTION 15. Glidern. No person shall engage in glider operations or in conduct at the Airport that violates any of the following provisions of this Section 15.

15.1 - General.

a. All Gliders and tow planes shall be operated in conformance with FAA and AGLA regulations and the rules set forth in this Ordinance.

b. The Port or FBO may suspend or restrict Glider Flight Activities at any time for reasons of safety including, but not limited to, weather, construction, firefighting operations, maintenance, etc. whenever they deem such action to be necessary. No person shall engage in Glider Flight Activity that violates any of the terms of such a suspension or restriction.

c. No person who owns or controls a Glider shall store or park the Glider in the Restricted Access Areas for more than twenty (20) minutes unless an emergency exists, written permission is obtained from the Port or FBO, or unless permitted by the terms of a concession agreement.

d. No person shall engage in any form of ground towing to launch a Glider at the Airport, other than using a tow plane connected to the Glider, unless the person has written permission from the Port or the FBO to do so, or it is permitted by the terms of a concession agreement.

15.2 - Glider Support Area.

a. The Glider Support Area shall be the only Airport area used by Commercial Glider Operators for customer orientation and registration, waiting customers and observers, and shall

be the only Airport area from which customers are moved to the Glider Operations Area by the pilot or support crew.

b. Unless the Port gives written permission otherwise, the Glider Support Area shall be the only Airport area used by Recreational Glider Pilots, by their glider passengers, and by support crew to orient passengers and support crew, and shall be the only Airport area from which Recreational Glider Pilots, their passengers and support crew are moved to the Glider Operations Area by the Glider Pilots or their support crew.

c. No person shall place any canopies, picnic tables or other items intended for use by persons involved with or observing Glider Flight Activity in the Glider Support Area other than a person who has received written permission to do so from the Port.

d. No person shall park a motor vehicle within the Glider Support Area unless located at a place designated for public parking by an official sign, or unless the vehicle has been registered with a Commercial Glider Operator and the motor vehicle is parked in a location within the Glider Support Area designated for parking under a Concession Agreement.

e. Unless the Port gives written permission, all observers of a Recreational Glider Pilot intending to launch a Glider, their passengers and support crew, shall only meet at the Glider Support Area. All passengers, support crew, pilots and visitors may access the Glider Support Area via Orchard Road from the South. No access shall be allowed across airport property from the north.

15.3 - Glider Operations Area.

a. Unless the Port gives written permission otherwise, the Glider Operations Area shall be the only Airport area used by Commercial Glider Operators and Recreational Glider Pilots, glider passengers and persons assisting them to provide a safety briefing, pre-flight orientation, to answer questions about glider launching and flight, and make final preparations for a Glider to be launched.

b. No person shall remain in the Glider Operations Area after completing a Glider ride longer than necessary to remove the Glider that has landed from the Glider Operations Area, or in the case of passengers longer than necessary to be transported to the Glider Support Area, unless specifically permitted to do so by the FBO or unless the Port gives written permission to do so.

c. No person shall place any objects within the Glider Operations Area except tow planes, Gliders, and equipment necessary for conducting safe glider operations.

15.4 - Glider Launching.

a. Standard Soaring Society of America (S.S.A.) procedures now or hereafter adopted applicable to Glider Flight Activity on land shall be used by all glider pilots, and their assistants, before a Glider is launched and after a Glider has landed, including using appropriate hand signals.

b. No Commercial Glider Operator or Recreational Glider Pilot or person assisting a Commercial Glider Operator or Recreational Glider Pilot to launch a Glider shall launch a Glider when there is a motor vehicle or aircraft in the area that may cause a risk of damage to the Glider or the motor vehicle or other aircraft. Each Glider pilot and person assisting a Glider

launch shall assure that a Glider departure will not conflict with aircraft that are taxiing, taking-off or landing.

c. Each pilot who is towing a Glider to launch it shall announce their departure on UNICOM frequency prior to take-off roll.

d. Each Glider pilot who takes off from the Airport shall cause their Glider to be launched from the main runway 7/25.

Only a tow plane shall be used to launch a Glider, unless the Glider pilot has written permission from the Port, or is permitted by the terms of a Concession Agreement, to do so.

e. No person shall engage in any form of Glider towing prior to launching a Glider at the Airport other than using a tow plane or motor vehicle operated in conformance with § 13.b. of this Ordinance, unless the person has written permission from the Port or FBO, or is permitted by the terms of a Concession Agreement, to do so.

15.5 - Glider Landing.

a. Glider pilots shall land Gliders only on the AGLA or main runway 7/25, unless otherwise required by emergency conditions.

b. Glider pilots and persons who aid in the management of Gliders after landing shall comply with requirements governing activities for use of the AGLA in Section 17 of this Ordinance.

SECTION 16, Ultralights.

16.1 - General Rules.

a. All ultralight vehicles shall be operated in conformance with FAR and AGLA regulations and the rules set forth in this Ordinance.

b. The Executive Director may suspend or restrict any or all ultralight operations for reasons including, but not limited to, safety and/or adverse weather conditions whenever such action is deemed necessary.

c. The Executive Director or his or her duly authorized representative shall at all times have the authority to take such action as he or she may deem necessary for safety of operations and to safeguard the public at the Airport.

16.2 - Ultralight Operations.

a. All ultralight flight operations shall be conducted from such areas as are designated by the Executive Director

b. All ultralight ground support activities shall be conducted only in areas designated by the Executive Director.

c. All ultralight operators shall have the duty at all times to carry out the provisions of this Ordinance and any other applicable regulations with respect to admission and control of children, pets and nonflying observers to or at areas where ultralights are in operation.

d. Ultralight operations shall be conducted only during daylight hours and during Visual Clearance procedures.

16.3 - Ultralight Safety. Flight Rule weather conditions are prescribed by the FARs. Any differing specification shall be made only by the Executive Director and be consistent with this Ordinance and other applicable rules and regulations.

a. Ultralight pilots shall be familiar with and comply with local Instrument Flight Rule procedures and with the nonstandard patterns flown by aircraft operating Instrument Flight Rule or practicing Instrument Flight Rule operations.

b. Ultralight pilots shall be aware of the effect of wake and helicopter rotor turbulence upon ultralight aircraft and undertake safe separation from a helicopter.

c. Each ultralight operator must demonstrate to the Executive Director or his or her authorized representative the pilot's knowledge of the safe and orderly operation of the ultralight, the designated area within which the ultralight may be operated, and the flight rules and procedures applicable to the ultralight, and that the pilot has the requisite capability to operate the ultralight in a safe and orderly manner.

d. Each ultralight operator shall be responsible for determining the safe operating condition of the ultralight and that it is equipped with a proper operating and accurate altimeter.

SECTION 17. Aircraft Activities. No person shall engage in conduct at the Airport that violates any of the following provisions of this Section 17.

17.1 - No Simultaneous Aircraft Operation.

a. All pilots shall comply with applicable FARs and AGLA Procedures.

b. No pilot shall move an aircraft or cause an aircraft to be moved on the AGLA runway if another aircraft is on or will be imminently landing on the primary runway or the AGLA runway.

17.2 - Landings.

a. All pilots shall comply with applicable FARs and AGLA Procedures on landing.

b. Pilots intending to use the AGLA shall monitor UNICOM prior to and after landing their aircraft if it is equipped with a UNICOM radio.

c. A pilot, with a radio onboard an aircraft, who intends to land on the AGLA, shall declare that intention to land on the AGLA by radio prior to landing.

d. A pilot may land an aircraft on the AGLA only when no other aircraft or other activities are occurring or present on either the paved runway or the taxiway.

e. An aircraft pilot on the AGLA shall exit onto the north parallel taxi-way as soon as safely possible.

f. Any person who assists with removing a Glider from the AGLA after landing shall remain outside the Restricted Access Areas until the Glider has safely landed and stopped moving.

g. Any person who assists with removing a Glider from the AGLA shall comply with FAA procedures and Port regulations applicable to use of the AGLA.

17.3 - Departures.

- a. All pilots shall comply with applicable FARs and AGLA Procedures on departure.
- b. Pilots of aircraft with radios shall declare the intention to taxi on the north parallel taxi-way and complete a thorough visual review of ground and air traffic before crossing the taxi-way holdline.
- c. Pilots shall keep aircraft at the designated taxi-way hold line until all traffic on Airport runways or taxi-ways is clear.

SECTION 18. Official Signs. No person shall engage in any conduct in violation of instructions appearing on an Official Sign at the Airport.

SECTION 19. Use of Port Electricity. No person shall connect an electrical device of any kind to a Port electrical power outlet or in any other manner use electricity supplied to the Port at the Airport without Port permission.

SECTION 20. Fees. No person shall refuse nor neglect to pay when due a fee or charge established by the Board or Executive Director for use of Airport Property, Airport facilities or Port or FBO services provided at the Airport.

SECTION 21. Port Regulations. The Board may adopt regulations which define or regulate conduct at the Airport in furtherance of the provisions of this Ordinance, or which otherwise prohibit or limit conduct at the Airport. Each such regulation shall be enacted after publication of a Board meeting agenda that includes a reference to a regulation or regulations to be considered at the Board meeting. The public will have an opportunity at the Board meeting to obtain a copy of the proposed regulation(s) and to comment on the regulation(s) prior the Board adopting a regulation. Each adopted regulation shall be in writing, be dated and be on file for public inspection at the Port business office during Port business hours. If a person violates any provision of an adopted Port regulation the person will be deemed to have violated this Ordinance, and shall be subject to the same penalties as for a violation of a provision of this Ordinance.

SECTION 22. Port Permission. A person may act in a manner which would otherwise violate a provision of this Ordinance if in furtherance of a Port objective the person is given permission to do so by the Board, Executive Director, or a Port employee with authority to grant such permission. If permission is given under this section the permission shall only apply to a particular time or event; such permission shall not be considered ongoing unless explicitly stated as applying to a future date or dates or a future event or events.

SECTION 23. Penalties. Any person who violates a provision of this Ordinance shall be subject to a fine not to exceed \$250.00.

- a. Each violation of a separate section of this Ordinance shall constitute a separate offense;
- b. Each time a separate violation of this Ordinance is committed shall constitute a separate offense;

c. The maximum penalty for a violation of this Ordinance shall not exceed the maximum penalty prescribed for violation of a substantially similar offense prescribed by the Oregon Revised Statutes now or hereafter in effect.

SECTION 24. Enforcement.

a. By authority of ORS 777.190, the Board appoints the Executive Director and the Port Maintenance Supervisor, as Peace Officers who shall have the same authority, for the purpose of the enforcement of the provisions of this Ordinance, as other peace officers;

b. All Peace Officers shall have the authority to enforce the provisions of this Ordinance and to issue citations for the violation of any section of this Ordinance;

c. Any person who is issued a citation for the violation of any section of this Ordinance must appear in Hood River County Circuit Court on the date and time listed on the citation, or in such other court in Hood River County with jurisdiction over the matter as stated on the citation.

SECTION 25. Right of Removal.

a. No person shall remain at the Airport after being asked to leave the Airport by a Peace Officer if they believe the person being requested to leave has violated or intends to violate any provision of this Ordinance.

b. No person shall cause or allow their personal property to remain at an Airport location after a Peace Officer has asked the person to remove or relocate the personal property.

c. The Port shall have the right to tow a motor vehicle parked at the Airport and to store the motor vehicle at a location away from the Airport at the expense of the owner of the motor vehicle if the motor vehicle is parked in violation of any provision of this Ordinance or a Port regulation.

SECTION 26. Severability. This Ordinance and the regulations adopted pursuant hereto will be liberally construed to effectuate the purposes of this Ordinance. Each section, subsection or other portion of this Ordinance shall be severable; a finding of the invalidity of any section, subsection, or other portion shall not invalidate the remainder.

SECTION 27. Ordinance Superseded and Replaced. Port Ordinance No. 23, An Ordinance Regulating Conduct at the Ken Jernstedt Airfield, dated May 24, 2011, is hereby superseded and replaced.

First Reading: _____, by the Port of Hood River Board of Commissioners.

Second Reading: _____, by the Port of Hood River Board of Commissioners.

Adopted _____, by the Port of Hood River Board of Commissioners.

Effective Date: 30 days after date of adoption, the _____.

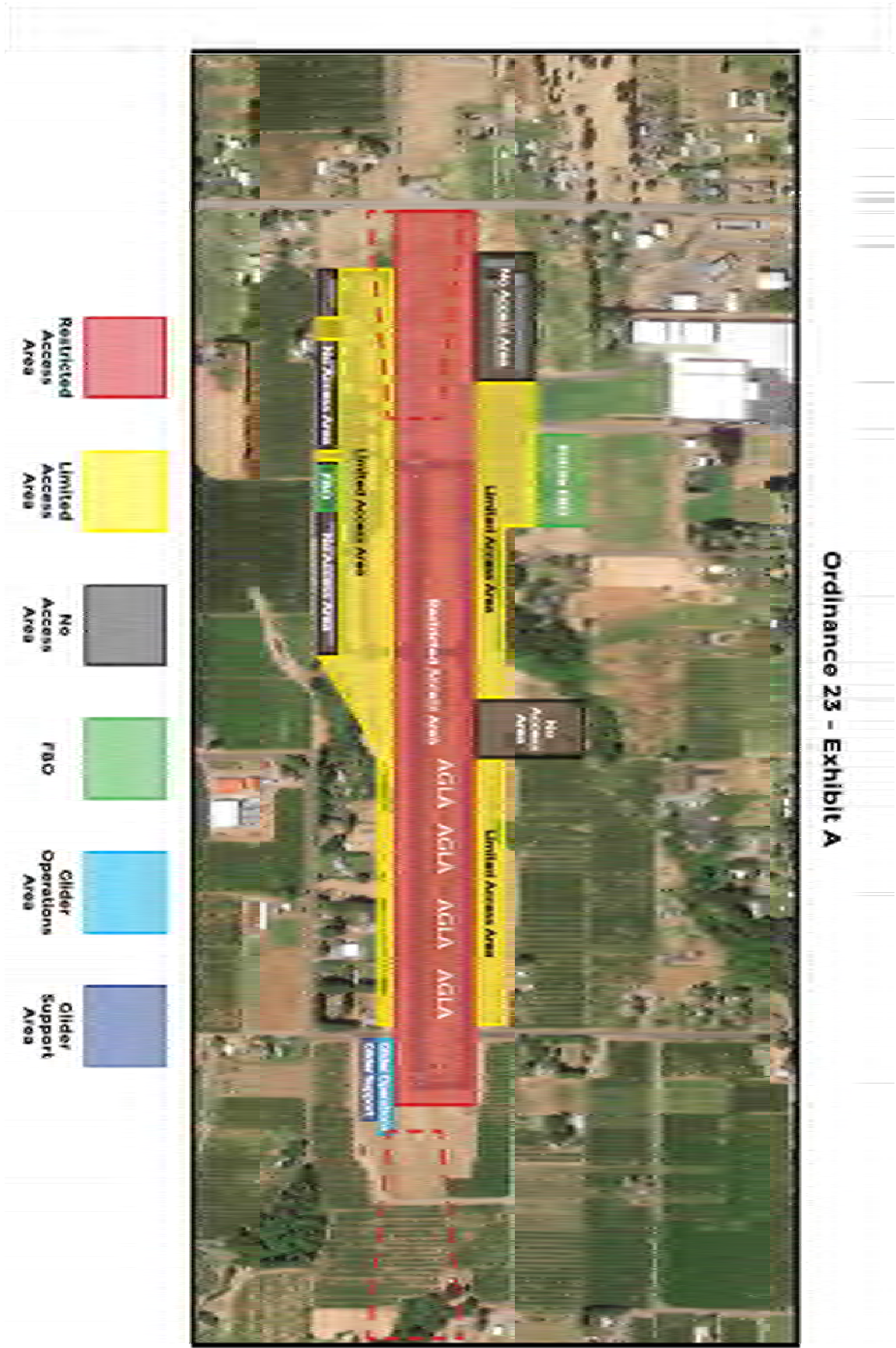
Passed: _____ 2018, by the Port of Hood River Board of Commissioners.

PORT OF HOOD RIVER
1000 E. Port Marina Drive
Hood River, OR 97031

Hoby Streich, Port Commission President

Recording Sec

EXHIBIT 'A'



Ordinance 23 - Exhibit A

EXHIBIT 'B'



Gliders Operations Area



Glider Support Area

EXHIBIT 'C'

Alternative Grass Landing Area Procedures USE REQUIREMENTS

The following rules govern use of the Alternative Grass Landing Area (AGLA) at Ken Jernstedt

Airfield in Hood River, Oregon (Airport). The AGLA has been constructed principally to accommodate landing for antique aircraft. It is located in the grassy median parallel to Runway 7/25, between the paved runway surface and the north parallel taxi-way. The AGLA is an alternative landing area but an integral part of Runway 7/25.

NO SIMULTANEOUS OPERATION

- No simultaneous aircraft operations shall occur on the paved surface of Runway 7/25 and the AGLA portion of Runway 7/25.
- No simultaneous aircraft operations shall occur on the north parallel taxi-way and the AGLA.

LANDINGS

- Ken Jernstedt Airfield is a Visual Approach Airport. All pilots are required to adhere to best practices for airfield safety policies, including checking Notice to Airmen (NOTAM). Radios are encouraged for all aircraft.
- When an aircraft declares intention to land on the paved runway, no activity is permitted within the AGLA.
- Pilots with radios must declare their intention to land on the AGLA. Landings may occur on the AGLA only when no other aircraft or other activities are present on either the paved runway or the north parallel taxi-way. If such activity is present, all aircraft must land on the paved runway.
- Aircraft landing on AGLA must exit taxi-way as soon as safely possible. Aircraft enter or cross the paved runway.

DEPARTURES

- Prior to taxi from the north apron or entrance to the north parallel taxi-way, aircraft with radios shall declare intention to taxi on the north parallel taxi-way and complete thorough visual review of ground and air traffic before crossing the Hold Line. Pilots must remain at the designated hold line until traffic is cleared.
- All pilots must review and understand Airport signage and markings.
- All pilots must review Airport NOTAMS.
- Pilots must have an Airport diagram out and available as a reference during taxi.
- Pilots must maintain appropriate taxi speed and may not exceed 15 miles per hour on the taxi-way.

EXHIBIT 'D'

Public Use of Airport Administration Building

This Airport Administration Building is owned by the Port of Hood River and managed by the Fixed Based Operator (FBO).

Public uses are allowed in this building. Following is a list of rules for public use:

The FBO will post hours the building is available to the public. Minimum public hours are: 8 a.m.-5 p.m. October through April, and 8 a.m.-6 p.m. May through September, at least five days a week, including all Saturdays and Sundays; building is closed New Years Day, Thanksgiving Day and Christmas Day. If Classic Wings Aero Services locks Airport Administration Building at any time during these hours, it is required to post notice with immediate contact information.

- Pilots may use this building at any time during posted public hours for flight planning. Local telephone calls are allowed with the permission of FBO staff.

- Pilots may use the building at any time during posted public hours as a waiting area during weather events that create conditions when safe flying is in jeopardy.

- severe weather events may prevent the building from being open during normal posted hours. The FBO will display a notice if weather prevents this building from being open during normal posted hours. This notice shall contain a contact telephone number.

- Aviation/airport meetings may be held but must be scheduled with FBO one week prior to desired meeting time. The date, time and estimated number of attendees must be provided when scheduling meetings.

- Transient flight instructors from other airports may debrief students at this building. They may be required to demonstrate proof that they have a flight school at another airport or similar facility.

Commission Memo

Prepared by: Steve Carlson
Date: March 1, 2018
Re: Updating Ordinance 24



Port staff is in the process of reviewing and developing updates to Ordinance 24 regulating conduct on Port property. While the staff-level review is ongoing, Commission input is sought on proposed modifications and any other needed changes to be made to the replacement, Ordinance 24-2018.

The working staff draft attached includes highlighted sections of proposed modifications to the ordinance, including the following:

- Addition of Smoking Ban language previously approved by the commission June 6, 2017.
- Addition of language regarding swimming at and diving from the Nichols Basin Seawall and Dock.
- Consolidation of time restrictions for parking; i.e., No overnight parking between the hours of 10PM and 6:00 AM.
- Addition of language pertaining to the use of Radio-Controlled Aerial Devices (drones, etc.) on Port property.
- Removal of language requiring the Event Site Parking Passes to be “Affixed” to the windshield (pending commission approval of transferrable passes).
- Addition of language forbidding the climbing on or jumping from pylons (“dolphins”) located in the water immediately west of the Event Site (in front of the Jensen Building).

Staff seeks Commission input and comment at this time and anticipates a final draft to be ready for approval by March 20.

RECOMMENDATION: Discussion.

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ORDINANCE NO.
24-2018

**AN ORDINANCE REGULATING CONDUCT ON PORT PROPERTY AND
REPEALING ORDINANCE NO. 24**

The Port of Hood River ordains as follows:

SECTION 1. Scope of Ordinance. This ordinance regulates conduct on Port land, Port waterways, **Port roadways**, and Port structures.

SECTION 2. Definitions. Unless the context requires otherwise, for purposes of this ordinance the following definitions apply:

- “Board” means Port of Hood River Board of Commissioners.
- “Boat Launch” means the concrete ramp on the east side of the Marina Boat Basin.
- “Camp” means erecting a tent or shelter, arranging bedding or occupying a parked vehicle, trailer or camper for purposes of, or in such a way as will permit, sleeping or remaining overnight.
- “Commercial Activity” means any activity directed to the general public or between two or more persons or entities undertaken for profit or personal gain.
- “Dock” means a wharf or platform for loading or unloading people or materials.
- “Event Site” means Port Property which includes an improved vehicular parking area and beach access to the Columbia River, located north of Portway Avenue, west of the Nichols Basin inlet, south of the Columbia River, and east of the Jensen building.
- “Executive Director” means the person the Board has appointed to act as the general manager of all Port operations.
- “Hook” means Port Property which includes a peninsula located west of the western terminus of Portway Avenue, east of Wells Island, north of Interstate 84, and south of the Columbia River.
- “Interstate Bridge” means the bridge owned by the Port which crosses the Columbia River from Hood River, Oregon to Washington.
- “Kiteboarding” means pumping/drying kites, carrying inflated kites, rigging or attaching lines, launching and landing.
- “Lot 1” means the undeveloped lot east of Second Street, south of Portway Avenue, and west and south of a road leading from the north end of Portway Avenue south to Second Street.
- “Marina Beach” means Port Property located east of the Hood River and north of the Marina Park.
- “Marina Boat Basin” means the river basin located north of the Marina Green and east of the Marina Park, used for launching and moorage of boats and pontoon airplanes, with access to the Columbia River.
- “Marina Boat Basin Area” means Port Property located west of the Interstate Bridge

4- ORDINANCE NO. 24 (05/2/2014)

approach road, south of the Marina Beach, east of the Hood River and north of Interstate 84.

“Marina Green” means Port Property which includes a grass recreation field located south of the Marina Boat Basin and north of Interstate 84.

“Marina Park” means the park setting and picnic shelter located east of the Hood River and west of the Marina Boat Basin.

“Nichols Basin” means the river basin north of Interstate 84, which runs south to north along the western boundary of the Spit, with access to the Columbia River.

“Official Sign” means all signs, signals, markings, devices and placards placed, erected or provided by the Port for the purpose of guiding, directing, warning or regulating vehicular or boat traffic or personal conduct.

“Overnight” means between 10:00 p.m. and 6:00 a.m., except in designated paid parking areas, in which case “Overnight” means between 9:00 p.m. and 9:00 a.m.

“Peace Officer” means a peace officer appointed by the Board pursuant to ORS 777.190, or a peace officer as defined in ORS 161.015.

“Pedestrian Bridge” means the bridge owned by the Port of Hood River intended for pedestrian use which crosses the Hood River from the Marina Boat Basin Area to the southern terminus of the Spit Access Road.

“Port” means Port of Hood River. Any action attributed to the Port by this Ordinance shall be an action by a Port employee, the Board, or their designee.

“Port Employee” means a Port employee paid a salary by the Port, or a Port employee in a full year, full time position paid wages by the Port when working for the Port, but does not include a person employed by the Port part time or on a seasonal basis. A Port employee shall have authority to carry out acts contemplated by this ordinance, and for purposes of regulating activities on Port Property shall be a “person in charge” as defined in ORS 164.205(5).

“Port Property” means all real property in Hood River County, Oregon owned or controlled by the Port, and the Interstate Bridge.

“Sandbar” means the area, north and west of the Spit, created by the outflow of the 2006 winter storm plus any additional accretion, and owned by the Oregon Department of State Lands.

“Spit” means Port Property which is a peninsula located north of Interstate 84, west of the Hood River, east of the Nichols Basin and south from the Columbia River including exposed land in the Columbia River which is occasionally submerged.

“Transient Dock” means Port Property located west of the Boat Launch and used for temporary tie-up and limited overnight moorage.

“Vehicle” means every motorized device intended to carry people.

GENERALLY APPLICABLE REGULATIONS

SECTION 3. Commercial Activity. No person shall engage in any Commercial Activity on Port Property without the prior approval of, and under the terms and conditions prescribed by

the Port.

SECTION 4. Littering. No person shall litter on Port Property. For purposes of this section littering is defined as the dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, deposited or left any refuse of any kind or any object or substance which tends to pollute, mar or deface.

SECTION 5. Vegetation. No person shall remove vegetation on Port Property without written permission from the Port.

SECTION 6. Fireworks. No person shall ignite fireworks or similar incendiary devices of any kind on Port Property, whether legally allowed in Oregon or not.

SECTION 7. Animal Control. No person shall bring an animal onto Port Property, or allow an animal to be on Port Property, except when the animal is leashed and under the control of an adult. Dogs are allowed off leash one hour before and after sunrise and one hour before and after sunset at the Hook and the Spit, provided the person with the dog is in compliance with the provisions of the Hood River County dog control ordinance. Dogs are allowed off leash at the Hood River Parks & Recreation Department Dog Park, located west of the Sewer Treatment Plant, whenever the Dog Park is open to the public.

SECTION 8. Animal Waste. No person shall allow the feces of an animal in that person's care to remain anywhere on Port Property other than in a garbage or sanitary sewer receptacle.

SECTION 9. Launching Boats. No person shall launch a motorized watercraft from Port Property except at the Marina Boat Basin.

SECTION 10. Camping. No person shall camp on Port Property between the hours of 10:00 p.m. and 6:00 a.m. No person shall camp in a paid parking spot between the hours of 9:00 p.m. and 9:00 a.m.

SECTION 11. Hunting. No person shall discharge firearms, hunt, or attempt to trap or injure animals on Port Property.

SECTION 12. Fires. No person shall build or attempt to build a fire on Port Property.

SECTION 13. Drones, Remote-Controlled Aerial Devices. No person shall operate a remote-controlled flying or aerial device in a manner not in compliance with FAA regulations governing such devices. No person shall operate a remote-controlled flying or aerial device from Port Property after a Port employee requests the person not do so because the Port Employee has reasonable grounds to believe that activity may conflict with or impair other permitted uses on Port Property or may pose a hazard to others.

SECTION 14. Kiteboarding.

6- ORDINANCE NO. 24 (05/2/2014)

Location Restrictions:

No person shall launch or operate a kiteboard or training kite from Port Property other than at the following locations:

- a. An area where the activity is permitted by an Official sign.
- b. Marina Green and Marina Beach, except when prohibited by an Official Sign.

Safety Restrictions:

No person shall launch or operate a kiteboard or training kite from Port Property, including where permitted under subsection a. of this Section 13, after a Port employee requests the person not do so because the Port Employee has reasonable grounds to believe that activity may conflict with or impair other permitted uses on Port Property or may pose a hazard to others.

SECTION 15. Vehicle Parking and Passes.

Free Parking: No person shall park or store a vehicle on Port Property in violation of an Official Sign or request of a Port employee. No person shall park a vehicle overnight anywhere on Port Property unless expressly authorized by the Port. Parking is not permitted in areas where curbs are painted red. Vehicles of violators may be towed at the vehicle owner's expense.

b. *Paid Parking:* Persons that park or store a vehicle in a Port paid parking space must pay the required fee as posted by an Official Sign or electronic kiosk display. No person shall park a vehicle in any Port paid parking spaces between the hours of 9:00 p.m. and 9:00 a.m. unless expressly authorized by the Port. Parking is not permitted in areas where curbs are painted red. Vehicles of violators may be towed at the vehicle owner's expense. Vehicles parked in spaces designated for Disabled Parking Only must display a valid Disabled Parking Permit issued by the state in which the vehicle is registered.

c. *Event Site Parking Passes:* No person shall park at the Event Site without a pass issued by the Port when a person the Port has hired is staffing the booth. Annual parking passes must be affixed to the windshield; daily/weekly passes must be visible on dashboard.

SECTION 16. Vehicle Speed. No person shall operate a vehicle at a speed in excess of 15 miles per hour in the Marina Boat Basin Area or at the Hook, or in excess of 25 miles per hour on other Port Property, unless an Official Sign is posted in an area of Port Property authorizing a different maximum speed, in which event the speed designated on the Official Sign shall be the maximum speed allowed.

SECTION 17. Vehicles on Paths or Off Roads. No person shall operate a vehicle on any pedestrian path located on Port Property, except motorized wheelchairs and devices used to improve mobility for disabled persons, Port maintenance vehicles, and emergency vehicles. No person shall drive or park a vehicle on Port Property off designated roads or parking areas. For the purposes of this Ordinance, electronic bicycles and powered scooters or skateboards not intended to improve mobility for disabled persons are considered to be vehicles.

SECTION 18. Tobacco use. No person shall use tobacco products of any kind, including cigarettes, e-cigarettes, vape pens, snuff or chewing tobacco while within facilities owned or occupied by the Port of Hood River, or while on outdoor property or grounds, parks and natural areas owned or occupied by the Port of Hood River, including outdoor parking areas.

SECTION 19. Official Signs. No person shall engage in any conduct in violation of instructions or prohibitions appearing on an Official Sign on Port Property.

SECTION 20. Use of Port Utilities. No person shall connect an electrical device of any kind to a Port electrical power outlet or in any other manner use or interfere with electricity or water supplied to or by the Port on Port Property.

SECTION 21. Fees. No person shall refuse nor neglect to pay a fee or charge established by the Board or Executive Director for use of Port Property, Port facilities or Port services, when due.

SECTION 22. Port Permission. No person may violate this ordinance unless the person is given express permission to do so at a specific time or for a specific purpose by the Board or a Port employee, or an activity is allowed by an Official Sign. Such permission shall apply only to the expressly stated time, event, or activity.

SITE-SPECIFIC REGULATIONS

SECTION 23. Boat Launch and Transient Dock.

- a. No person shall park a vehicle in the Boat Launch parking lot overnight.
- b. No person shall dock a boat under 26 feet long to the Transient Dock for more than three consecutive nights.
- c. No person shall dock a boat 26 feet or longer to the Transient Dock for more than ten consecutive nights in a 30 day period.

SECTION 24. Marina Boat Basin. All Marina Boat Basin tenants shall comply with the conditions of their moorage agreement with the Port. Unless otherwise allowed or prohibited by an Official Sign, the following activities are prohibited in the Marina Boat Basin or Marina Boat Basin Area:

- a. No person shall jump or dive into, swim in, windsurf, or kiteboard in the Marina Boat Basin.
- b. No person shall operate a boat, an airplane or any other type of watercraft in the Marina Boat Basin at a speed in a manner which causes a wake.
- c. No person shall clean fish in the Marina Boat Basin or Marina Boat Basin Area.
- d. No person shall stay overnight on a boat or boathouse moored in the Marina Boat Basin or park a vehicle at the Marina Boat Basin parking lot for more than three consecutive nights.
- e. No parent, guardian, or person having custody or control of a child under the age of 16 years shall allow the child to be in a moored boat or boathouse in the Marina Boat Basin unaccompanied by an adult.

SECTION 25. Marina Park.

- a. No person except a Marina Boat Basin tenant or their guest shall operate or park a vehicle at the Marina Park between the hours of 10:00 p.m. and 6:00 a.m.
- b. No person shall park a vehicle on Marina Green.

SECTION 26. Marina Beach. No person shall recreate or otherwise use the Marina Beach in violation of an Official Sign or request of the Port.

SECTION 27. Pedestrian Bridge. The following activities are prohibited on the Pedestrian Bridge.

- a. No person shall jump or dive from the Pedestrian Bridge.
- b. No person shall drive a vehicle on the Pedestrian Bridge with the exception of a motorized wheelchair or device used to improve mobility for disabled persons, and Port maintenance vehicles.
- c. No person shall ride a bike on the Pedestrian Bridge.

SECTION 28. Spit. No person shall drive or park a vehicle on the Spit north of the designated parking area.

SECTION 29. Event Site. No person shall engage in activities related to kiteboarding and windsurfing at the Event Site except at times and in areas designated by an Official Sign.

SECTION 30. Event Site Docks.

- a. No person shall jump or dive from an Event Site dock.
- b. No person shall use a dock owned by the Port located at the Event Site or in the Nichols Basin without Port permission.

SECTION 31. Hook. No person shall operate or park a vehicle at the Hook between the hours of 10:00 p.m. and 6:00 a.m., or when the Hook roadway entrance gate is closed.

SECTION 32. Interstate Bridge. The following activities are prohibited on the Interstate Bridge:

- a. No person shall ride a bicycle or other self-propelled device on the Interstate Bridge
- b. No person shall operate an e-bike or motorized scooter or skateboard on the Interstate Bridge.
- c. No person shall walk onto or jump from the Interstate Bridge.
- d. No person shall drive a vehicle in excess of 25 miles per hour on the Interstate Bridge, unless a different speed is posted at an entrance to the Interstate Bridge, in which event the driver shall obey the posted speed. Emergency vehicles are the exception from this requirement in cases of an emergency.
- e. No person driving a vehicle shall pass another vehicle traveling in the same direction, or pass a vehicle in the same lane of travel which is stopped on the Interstate Bridge.
- f. No person shall stop, park, or leave a vehicle unattended on the Interstate Bridge.

ENFORCEMENT

SECTION 33. Severability. This ordinance shall be liberally constructed to effectuate the purposes of this ordinance. Each section, subsection or other portion of this ordinance shall be severable; the invalidity of any section, subsection, or other portion shall not invalidate the remainder.

SECTION 34. Enforcement of Ordinance.

- a. Port employees shall have authority to carry out the provisions of this ordinance, to cause citations for ordinance violations to be issued by a Peace Officer, and if the employee is a Peace Officer to issue citations.
- b. All peace officers of the city, the county, the state and those appointed by the Board shall have the authority to enforce the provisions of this ordinance and to issue citations for the violation of any section of this ordinance.
- c. Any person who is issued a citation for the violation of any section of this ordinance must appear in the Municipal Court of the City of Hood River or in such other court in Hood River County with jurisdiction over the matter as stated on the citation.

SECTION 35. Penalties. A person who receives a citation for violation(s) of this ordinance shall be subject to a fine(s). Each violation of a separate section of this ordinance shall constitute a separate offense. Each time a separate violation of this ordinance occurs shall constitute a separate offense. Each offense shall be subject to a fine not to exceed \$250.00.

SECTION 36. Right of Removal.

- a. No person shall remain on Port Property after being asked to leave Port Property by a Peace Officer or by a Port employee who has reasonable grounds to believe the person has violated a provision of this ordinance or of the Oregon Criminal Code, or the person has threatened to do so.
- b. No person shall cause or allow their personal property to remain at a location on Port Property after a Peace Officer or a Port employee has asked the person to remove or relocate the personal property.

SECTION 37. Ordinances Repealed. Port Ordinance No. 24, An Ordinance Regulating Conduct on Port Property, dated May 2, 2014, is hereby repealed.

First Reading: 9th day of April, 2018, by the Port of Hood River Board of Commissioners.

Second Reading: 8th day of May, 2018, by the Port of Hood River Board of Commissioners.

Adopted: _____ day of _____, 2018, by the Port of Hood River Board of Commissioners.

Effective Date: 30 days after date of adoption, the _____ day of _____, 2018.

PORT OF HOOD RIVER

1000. E. Port Marina Drive
Hood River, OR 97031

Hoby Streich, President

Jana Scoggins, Recording Secretary

Commission Memo



Prepared by: Michael McElwee
Date: March 6, 2018
Re: Waterfront Parking Plan

In early 2015, the Commission directed staff to take steps to prepare a plan to effectively manage parking on some Port-owned portions of the Hood River Waterfront. In summer 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 (“Committee”) composed of City of Hood River staff and waterfront business owners to develop a collaborative approach to waterfront parking concerns and issues. In January 2017, staff prepared the “Waterfront Parking Management Plan” and discussed it extensively with the Committee. The Committee advised that additional parking data would be beneficial to further clarify parking issues and develop solutions.

During summer of 2017, Austin Keillor, a Port intern, collected an extensive amount of additional parking data including occupancy counts and turnover rates for Port, City and private parking areas. Keillor also prepared an assessment of the financial feasibility of a paid parking system on Port-owned waterfront parking lots, including a summary of capital and operating costs and expected revenue.

Keillor’s reports were shared with the Committee and further discussion about the management of Waterfront parking occurred. In the fall of 2017, the Committee determined that the Port should proceed with installation of parking meters on Port-owned properties and that the Committee should review the impacts and determine further actions on City-owned streets in the future. The Commission, therefore, directed staff to implement parking on some Port-owned properties near high summer use areas of the waterfront and included funding in the FY 2017/18 budget.

Staff has discussed the Waterfront Parking Plan and examined a variety of logistical and technological options with parking experts. The Port then contracted with Duncan Solutions, a national parking firm, to evaluate our plan and provide recommendations. Attached is the final draft Waterfront Parking Implementation Plan which describes the specific approach and details to implement paid parking this summer, accompanying vendor proposals and staff financial analysis. It would represent a meaningful change for the Port and for users of the Waterfront and deserves considerable consideration by the Commission.

RECOMMENDATION: Discussion.

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Port of Hood River Waterfront Parking Implementation Plan

March 6, 2018

The following describes the key steps necessary to implement a pay-to-park system on some Port-owned properties on the Hood River Waterfront beginning in summer 2018. It is based on the “Waterfront Parking Management Plan” dated January 10, 2017 and generally consistent with the recommendations of the Waterfront Parking Committee, an ad hoc advisory group formed by the City of Hood River in 2016 to assess parking supply & demand issues.

I. Goals

The primary goals for implementing paid parking are to:

- Manage limited parking resources efficiently
- Get the “right user to the right spot”
- Ensure that users of recreational facilities equitably contribute to their upkeep
- Encourage turnover at specific locations
- Distribute users throughout the waterfront
- Provide new resources for recreational site maintenance

II. Key Plan Provisions

A. Location/Layout

(Attachment ‘A’)

- Four identified “Parking Lots”
 - First Street; Portway East; Jensen West; Nichols Basin
- Nine Pay Stations at primary access routes
- Prominent signage at ingress/egress points
- Area branding to differentiate from City Streets

B. Schedule

- Operational May 15 through October 15 in most areas except Year One.
- Payment required 9:00 a.m. to 9:00 p.m. all designated areas
- Parking not allowed past midnight, any lot, except commercial trucks only on N. First Street.

C. Rates

- On-street parking rate is \$2.00 per hour
- Off-street parking rate is \$8 per day
- On street parking charges accrue up to a daily maximum of \$18
-

D. Equipment

(Attachment ‘B’)

- Utilize Cale pay stations—same as City of Hood River.
 - Debit and credit cards only
 - “Pay-by-Plate”

- Color Touch Display
 - Solar Powered
 - Mobile Payment Capability
- 9 pay stations installed in Phase I (N. 1st St. and E. Portway Ave.) by June 1 and 2 for in Phase II (West Jensen Lot) by July 1.

E. Season Passes

- Used at off-street lots only
- No Pre-season pass discount. No Family Pass discounts.
- All season passes available for \$100 each. Transferable.
- Passes purchased on-line, at Event Site booth (after June 1) and Port Office

F. Enforcement

(Attachment 'C')

- All Port parking areas designated as “Private Parking Areas”. Enforcement is per collections process, not judicial. Private firm manages arrears payments.
- Clear signage at highly visible locations stating terms of parking use.
- Utilize part-time, temporary staff to patrol parking areas
- Violations Enforced:
 - No Payment
 - Split Space Parking
 - Overtime Parking
- “Over-park” paper notice placed on windshield. No penalty if paid the same day as ticket. Penalties accrue thereafter.

F. Public Communication

- Provide significant public notice per:
 - Web site –post starting April 1.
 - Press release – April 15
 - Newspaper advertising - May 1 – June 1, weekly.

III. Subarea Detail

Specific conditions apply to each waterfront parking area as follows:

1. Nichols Basin Seawall (7 Spaces)

- One pay station
- Paddling Center controls north end parking- beyond gate



2. N. 1st Street (48 Spaces)

- Install four pay stations
- Five spaces at north end-- 2-hour maximum stay



3. Event Site (188 Spaces)

- Install one pay station near the booth, fall 2018.
- Payment from April 15-June 1 and September 1-October 15.
- If full, season pass holders may park on Lot #1.



4. Portway Ave. East (28-36 Spaces)

- Install two pay stations
- Five spaces at east end—max. stay of 2-hours
- When Lot #1 is open, parkers use pay stations on Portway; no charge for pass-holders



5. Jensen West (60 Spaces)

- Install two pay stations
- Event Site season pass valid for use
- Payment required all year



6. Portway Ave. West

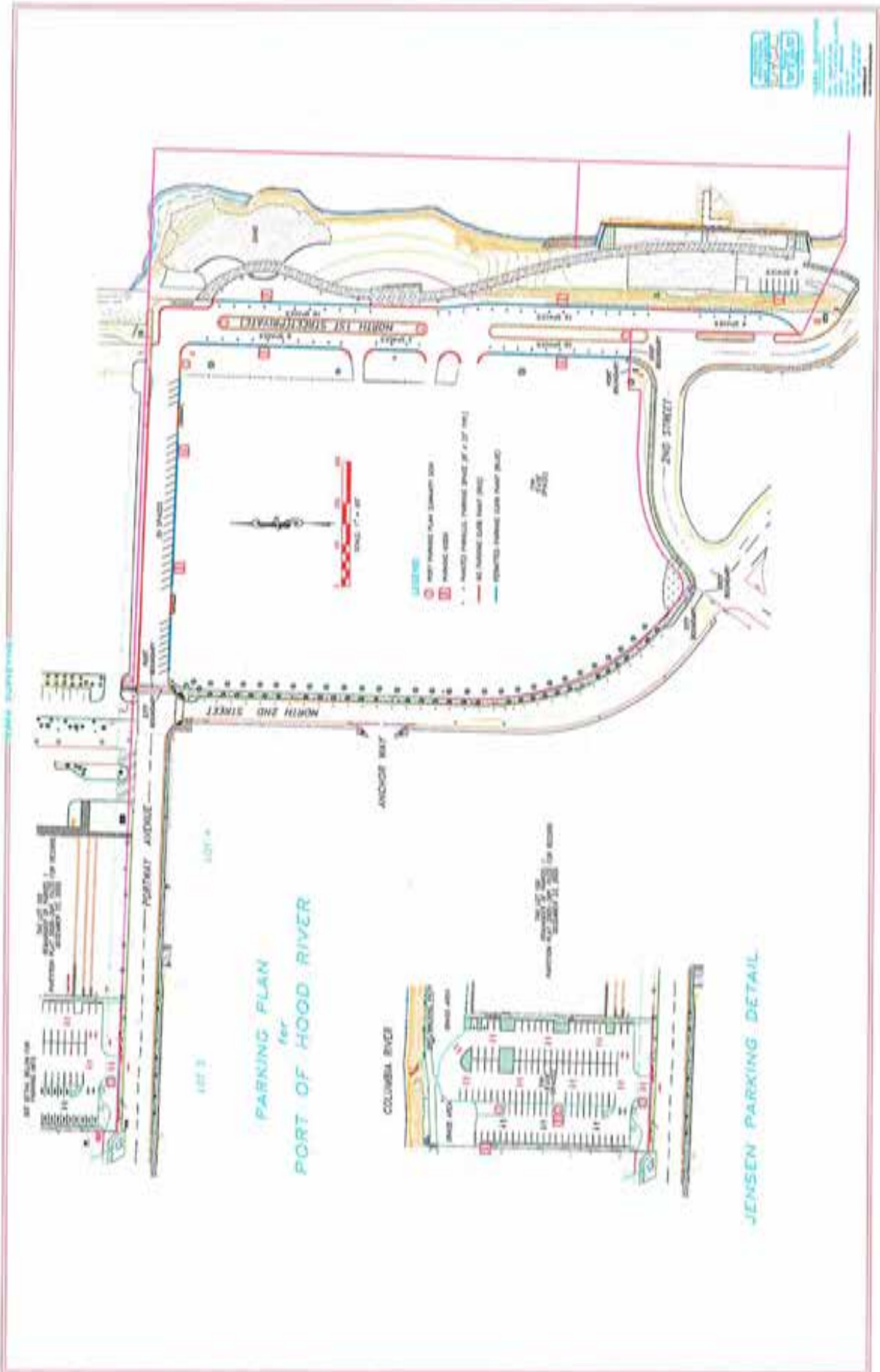
- Continue to allow truck use
- Obtain pay agreements w/trucking companies
- Prohibit passenger vehicle & RV parking



IV. Schedule

Implementation is expected to occur according to the following schedule:

<i>When</i>	<i>What</i>	<i>Who</i>
February		
	○ Finalize Implementation Plan	McElwee
	○ Update Pro forma	McElwee
March		
	○ Board Approval	
	▪ Implementation Plan	McElwee
	▪ Pay Station Purchase Contract w/Cale	McElwee
	▪ Contract w/Duncan Solutions	McElwee
	○ Signage Plan and Specs	Duncan/Scholl
	○ Order signs	Scholl
	○ Update Ordinance 24 (As required)	Jaques/Carlson
April		
	○ Paint curbs/Spaces	Mann/Contractor
	○ Pour Concrete Pads	Mann
	○ Prepare Job Descriptions/Advertise	Kowell
	○ Public Outreach: Web Site, Press Release	Scholl
	○ Order Signage	Scholl
May		
	○ Install Pay Stations	Cale
	○ Install Signage	Mann
	○ Operational testing	Cale/Kowell
	○ Staff Training	Kowell/Carlson
June		
	○ June 1 —Nine Pay Stations are operational	All
	○ Complete Jensen West Parking Lot (“JWPL”)	Contractor
	○ Install concrete pads & signage	Contractor
	○ Install Pay Stations	Cale



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Stay ahead

Cale - Confidential Quotation

For: Port of Hood River

Quote Issued: February 5, 2018

Quote Expires: May 4, 2018

Quote Name: CWT (9)

General Information

Bill To:
 Port of Hood River
 1000 E. Port Marina Drive
 Hood River, OR 97031

Contact:
 Port of Hood River
 1000 E. Port Marina Drive
 Hood River, OR 97031

Prepared By:
 Laura Lierz

Prepared For:
 Michael McElwee

Equipment

Product Name	Quantity	Unit Price	Year One Total	Year Two Total	Year Three Total
CWTCC Pay Station <i>Color: Black</i> <i>Power: Solar or A/C</i> <i>Payment Methods: Credit/Debit Card</i> <i>Configuration: Pay and Display; Pay by Plate; Pay by Space</i> <i>Warranty: 13-month Hardware Warranty</i>	9	\$6,795.00	\$61,155.00		
Color Touch Display <i>Included in CWTCC unit price above.</i>	9				
30w Solar Panel Assembly <i>Included in CWTCC unit price above.</i>	9				
CWT Custom Paint Color <i>Port to provide Cale with custom color.</i>	9	\$350.00	\$3,150.00		
Receipt Paper (10 Rolls to a Box) <i>Standard White Paper, 10 Rolls per box</i>	3	\$250.00	\$750.00		
CWTCC Spare Parts Bundle B <i>Bundle includes ONE of the following -</i> <i>Main Board for CWTCC</i> <i>SD Card</i> <i>Printer Assembly</i> <i>3G Modem</i> <i>Display Assembly</i> <i>Core Chip</i> <i>Card Reader</i>	1	\$3,118.91	\$3,118.91		
Annual Total			\$68,173.91	\$0.00	\$0.00

On-Going Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
WebOffice Professional Edition <i>Includes:</i> Pay and Display; Pay by Plate; Pay by Space Configuration Maintenance alarms alerts to cell phone Pay Station Mapping (Google Maps) Reporting (standard and analytical) Credit Card Gateway Cellular Communication Fees 24/7 Support ** NOTE: Port will be invoiced April – October for pay station services. No invoices will be issued November – March as pay stations will be deactivated.	9	\$490.00	\$4,410.00	\$4,410.00	\$4,410.00
Online Permit Accounts Ability to issue codes for discounted or free parking.	1	\$120.00	\$120.00	\$120.00	\$120.00
WayToPark (Mobile Payment) <i>Includes:</i> Payment via iPhone or Android App Expiration Reminder Time Extension Integration with CWO for rates and reporting Convenience fee paid for by the parker or organization	1	\$0.35			
Text-Extend Messages Ability to extend parking session from phone. Convenience fee paid for by Port.	1	\$0.15			
PartSmart Parts Exchange Extended hardware warranty. Starts in year 2.	9	\$360.00		\$4,320.00	\$4,320.00
Annual Total			\$4,530.50	\$8,850.00	\$8,850.00

General Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
Project Management, Configuration, Training Cale to setup and configure Cale WebOffice and CWT Pay Stations. Cale will provide remote training for staff on how to use the back office solution.	1	\$750.00	\$750.00		
CWT Installation Cale will secure and level pay station to the ground and provide training, review preventative maintenance and trouble shooting Ground preparation is not included.	9	\$250.00	\$2,250.00		
Estimated CWT Shipping Actual shipping charges will be invoiced.	9	\$200.00	\$1,800.00		
Annual Total			\$4,800.00		

Total Costs

Year One Total	Year Two Total	Year Three Total
\$77,504.41	\$8,850.00	\$8,850.00

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Cale for the same products and services, if any:

Accepted by: _____ Date: ____/____/____



Port of Hood River Oregon



On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary

February 28, 2018



Portions of this proposal contain valuable and protected information, ideas, know-how, concepts, processes and trade secrets that are the sole property of Duncan Solutions, Inc. and its affiliates. This protected data shall not be disclosed outside the proposal evaluation team and shall not be duplicated, used or disclosed in whole or in part for any purpose except the procurement process related to the subject Request for Proposals (RFP).

Release of confidential information may place Duncan Solutions at serious and irreparable competitive disadvantage in future procurements by providing our competitors with sensitive, confidential and proprietary information that would be unavailable to any third party but for the disclosure of this proposal. In the event that a third party makes a request for disclosure, please notify Duncan Solutions immediately in writing, so that we may have the opportunity to participate in any disclosure discussions and decisions.

This response is presented by
Professional Account Management, LLC
a wholly owned and controlled subsidiary of Duncan Solutions, Inc.
For simplicity, we routinely refer to our company as
“PAM” or “Duncan”.



Mr. Michael S. McElwee
Executive Director
Port of Hood River
1000 E. Port Marina Way
Hood River, OR 97031

February 28, 2018

Dear Mr. McElwee,

Thank you for allowing Professional Account Management, LLC (PAM), a Duncan Solutions company, to propose how we can help the Port of Hood River realize industry leading parking enforcement, citation processing and revenue recovery with a focus on customer services. Enclosed is our proposal for a comprehensive on-street parking management solution. This proposal is firm for one hundred and eighty (180) days and can be extended upon mutual agreement.

Duncan has over 30 years' experience helping government agencies deliver successful full service parking programs. Our parking service offering includes citation issuance, citation processing, permit management, secondary collections and much more for cities across the United States. With our expertise we have been able to manage and provide our services to some of the leading cities, ports, universities and toll authorities throughout the nation. *Our client portfolio is vast within our western region and includes over 60 municipalities, including Sacramento, Glendale, Burbank, Palo Alto, Bay Area Toll Authority, Spokane and several more.*

Based on our understanding of your requirements, our program will provide the Port with a comprehensive parking citation management system, designed to optimize customer service, improve program compliance, and maximize program collection rates through the use of the latest parking enforcement and customer self-service technology. We believe that a core benefit of this system stems from the integration of its component parts into a related whole, with the AutoPROCESS database at its center. This configuration allows system components as well as system users to easily interact and access necessary data. Key features of our solution include:

Proprietary System – AutoPROCESS

- Single, seamless system meeting all functionality required by the Port
- Evolved over 30 years and spanning the entire US
- Core technology to support industry best practices and provide feature enhancements

Proven Revenue Generation

- Demonstrated track record of superior revenue generation performance
- Top customers have secondary collection rates in excess of 40% compared to the industry average of 22% (1) ACA Top Collection Markets Survey 2011

Unmatched DMV Lookup Capabilities

- DMV registration information, managing authorizations, business rules, data processing and compliance for all 51 DMV's
- Manages complex interfaces, business rules, policies and administrative requirements
- Experts who have developed strong knowledge and relationships with DMVs

Efficient Skiptracing to Locate Payers

- Proprietary, high efficient processes to identify debtor contact details
- Waterfall approach to prioritize the least costly and most effective resources
- Domain specific parking and vehicle focused solution; competitors offer a generic solution

Integrations, Integrations, and More Integrations!

- Through our years within the parking industry, we have developed partnerships with countless vendors to ensure complete system integration capabilities.
- Our vendor list includes, but is not limited to: Pay by Phone, Parkeon, **CivicSmart**, Paylock, New World Systems, Pango, **Cale**, Tyler Technologies, Park Now, Genetec, Manatron, ACE Software, Sungard, Gtechna, Lawson, 3M, Passport, TIBA, Sanef, iNovah, Parkmobile, ELSAG, etc.

Industry Accreditations, Compliance Standards, and Best Practices

• PCI Level I Compliance	• ACA International
• SSAE 16 SOC	• FDCPA
• BBB A+ rating	• AAMVA
• Interpreting	

Understanding that technology is only as good as the support that surrounds it, Duncan also assumes full responsibility for product delivery, implementation, project management and ongoing support to effectively meet the needs of the Port.

We look forward to the opportunity to work with the Port of Hood River to implement innovative parking violation processing and collection services that will fully support the Port's parking program objectives.

Should you have any questions or concerns regarding this notification, please do not hesitate to contact me. I can be reached by phone at (414) 847-3792 or by e-mail at mlucaey@duncansolutions.com.

Sincerely,

Marc Lucey
VP, Parking & Mobility Solutions
Duncan Solutions, Inc.

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I. Citation Management Software

The core of Duncan’s proposed citation processing and management solution is its AutoPROCESS application. AutoPROCESS is an integrated and flexible system for citation processing which is augmented by a suite of back-office services to provide comprehensive citation management.

We believe the true value of any system is determined by the combination of its parts and the interplay between those parts, for this reason, Duncan’s AutoPROCESS was designed as a modular system—enabling us to employ a customized approach specific to each of our clients.

A brief overview of the core components of our AutoPROCESS system follows.

Citation Processing and Management Solution



AutoPROCESS’s modular design provides a feature rich, user-friendly system.

IMPORTANT: *The success of the program begins with system input. If initial entry is incorrect, then every phase will be adversely affected.*

AutoPROCESS contains a seamless process that enables automated batch importation of electronic tickets and related data from the handhelds—such as the importation of photos, voice files, and citation images. This wireless capability enables real time validation of scofflaw enforcement lists for improved enforcement management. A schedule, determined by the Port, will be configured for wireless or automated batch transfers.



PAYMENT PROCESSING: *Comprehensive, convenient, and easy to use payment options and great customer service are customer touch points that create a lasting impression.*

Duncan provides a variety of payment options convenient to the customer and utilizes high volume, accurate processing technology. We work with each client to customize payment services options to meet their specialized needs and the needs of their citizens.



DMV DATA MANAGEMENT: *Correct registered owner information is essential to citation life cycle and collection of revenue.*

Duncan provides DMV registered owner (RO) name and address services for all 50 states, the District of Columbia, Canadian provinces and apportioned vehicles in Mexico (when/where legal). Duncan’s comprehensive DMV RO process uses a combination of Nlets, direct DMV access, and other DMV data sources to acquire the expansive reach of our services.



Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



NOTICING: *Notice generation and mailing need to be cost-effective, highly scalable, and flexible to meet a variety of noticing specifications.*

AutoPROCESS utilizes automated system routines that run daily to determine if citations are eligible for the generation and mailing of notices. These automated processes are based on rules, formats, and content that are defined and approved by the Port of Compton. In addition, our solution also identifies and processes special bulk correspondence runs such as partially paid citations, NSF transactions, drive-away letters, administrative review/hearing letters, permit renewal notifications, and other conditions as agreed upon by the Port.



COLLECTIONS: *Government agencies have important budgetary goals and the revenue from delinquent accounts can be an important alternative to raising taxes or issuing public bonds.*

Duncan employs a proven collection methodology designed to deliver maximum collections while ensuring a positive public perception of the program. Using a straightforward model, we maximize efficiency by obtaining and utilizing registered owner data to generate smarter collections campaigns, all in strict conformance with regulations such as the Fair Debt Collection Practices Act (FDCPA), the Telephone Consumer Protection Act (TCPA), and the Fair Credit Reporting Act (FCRA).



SANCTIONS: *The use of sanctions and the quick removal of the sanction when payment has been made are essential to the customer's overall viewpoint of the Port's program operation.*

The AutoPROCESS Boot and Tow module provides the ability to facilitate the dispatching, monitoring, management and reporting of Boot and Tow programs as they may apply to a given municipality. The system provides for event driven capture of information directly into the AutoPROCESS database including integration with payment functionality that creates and relieves fees associated with the Booting and Towing operation.



ADJUDICATION: *The public's perception of a Port's overall citation management operation is, in part, attributable to the ease-of-use, fairness, and efficiency of the adjudication process.*

Duncan provides online citation administrative review and administrative hearing request solutions that will meet the Port's requirements and we have done so in places like San Diego, CA with great success. On an annual basis, our solution manages over 100,000 hearings for client agencies.



Payment Processing

Duncan provides all required hardware, software, and support services to accommodate all payments, whether by credit card, bankcard, money order, check, or cash. AutoPROCESS can provide payment acceptance and processing capabilities for citations and booted/towed vehicles through the following methods:



INTERNET PAYMENT (WEB) SOLUTION:

Duncan’s fully integrated AutoPROCESS web module is used for real-time citation inquiry, credit and debit card payment processing, and is fully compliant with Payment Card Industry (PCI) data security card standards. Our solution can be accessed through a link on the Port’s website.

MOBILE PAYMENT SITE:

Duncan’s mobile friendly-device version of our PCI-compliant internet payment site allows users to make citation payments directly from a smartphone, tablet, and other mobile devices.

PAY-BY-PHONE PAYMENT SOLUTION:

Duncan’s multi-lingual, PCI-compliant IVR system currently processes over 400,000 payments and manages over one million inbound calls annually, with low wait times and high payment rates.

POINT OF SALE SYSTEM INTERFACE: *(if applicable)*

AutoPROCESS can be interfaced with the Port’s point of sale system for over the counter payment acceptance. This option enables the Port to utilize its own existing point of sale system to accept citation payments and update AutoPROCESS via batch interface.

PORT’S MAIL PAYMENT PROCESSING SOLUTION INTERFACE:

(if applicable)

AutoPROCESS can provide a batch interface to import mail payments processed by the Port using an automatic remittance processor. A payment envelope is provided with the citation allowing the person to easily drop payment in the mail.

PAY BY MAIL—LOCKBOX PAYMENT PROCESSING:

Duncan has an established, audited procedure to ensure that every payment is processed and applied to the appropriate account and all money is deposited into client accounts the same day it is received. Each step of our procedure has built in controls to ensure no mail is overlooked and all is processed correctly.

Management Reports

AutoPROCESS has a true, easy-to-use management reporting module that offers access to over 100 standard management reports as well as an Ad-hoc report writing tool for the development of custom reports. All reports within AutoPROCESS are exportable and printable in multiple, different formats (PDF, Excel, Word, etc.) allowing for additional data manipulation, analysis, and reporting. Reports selected by the Port can be run on a routine basis and routed to designated staff, as identified by the Port. Duncan will train authorized Port staff on how to use the reporting module and the integrated Ad-hoc report writing tool, and will provide initial assistance in the creation of Ad-hoc reports. A handful of the different reports are listed below.



AutoPROCESS Standard Reports—Sampling

- Monthly Billing Support
- Open Citations (in-state vs. out-of-state)
- Aging Citations
- Contested Citations Pending and Outcome
- DMV Monthly
- Refunds Due
- FTB or Special Collections
- Violation Summary
- Officer Activity
- Officer Summary YTD Monthly Recap
- Habitual Offender Hot Sheet
- Void/Dismissal by Operator
- Revenue Distribution Surcharge
- Payment Type
- Additional Reports Requested by Client
- Violation Summary by Officer

Two standard report samples are provided below. Additional report samples can be provided.

Violation Summary Report

Violation Summary Report									
Data Type: Parking									
User ID: INELLJER									
Creation Date/Time: 6/13/2017 10:02:05 AM									
Issue dates of 06/01/2016 through 06/30/2016									
City of ██████████ cloned_8/23/2017									
Agency: All									
Violation	Vio Description	Fine Amount	Late Amount	Valid Count	% of Total Validity	Total Fines	% of Total Fines	Void Count	% of Total
21113(A)	PARKED ON PUBLIC GROUND	\$48.00	\$48.00	7	0.14%	\$336.00	0.16%	0	0.00%
22500(D)	PARKED IN CROSSWALK	\$99.00	\$99.00	1	0.02%	\$99.00	0.04%	0	0.00%
22500(E)	PARKED BLOCKING A DRIVEWAY	\$48.00	\$48.00	17	0.34%	\$816.00	0.26%	0	0.00%
22500(F)	PARKED ON SIDEWALK	\$48.00	\$48.00	1	0.02%	\$48.00	0.02%	0	0.00%
22500(H)	DOUBLE PARKED	\$48.00	\$48.00	1	0.02%	\$48.00	0.02%	0	0.00%
22500(J)	PARKED WITHIN INTERSECTION	\$48.00	\$48.00	1	0.02%	\$48.00	0.02%	0	0.00%
22500(K)	PARKED IN CROSSWALK	\$99.00	\$99.00	3	0.06%	\$297.00	0.13%	0	0.00%
22500(L)	PARKED BLOCKING A DRIVEWAY	\$48.00	\$48.00	36	0.70%	\$1,728.00	0.74%	0	0.00%
22500(N)	PARKED ON SIDEWALK	\$48.00	\$48.00	22	0.44%	\$1,056.00	0.47%	0	0.00%
22500(O)	DOUBLE PARKED	\$48.00	\$48.00	6	0.12%	\$288.00	0.13%	0	0.00%
22500(S)	PARKED IN BUS ZONE	\$268.00	\$53.00	1	0.02%	\$268.00	0.12%	0	0.00%
22500(T)	UNLAWFUL ACCESS	\$299.00	\$53.00	1	0.02%	\$299.00	0.09%	0	0.00%
22500 U	PARKED IN A PRELAME	\$73.00	\$73.00	3	0.06%	\$219.00	0.10%	0	0.00%
22502(A)	PARKED 18 INCHES FROM RIGHT	\$43.00	\$43.00	7	0.14%	\$301.00	0.13%	0	0.00%
22502(A)	PARKED 18 INCHES FROM RIGHT	\$43.00	\$43.00	20	0.40%	\$860.00	0.38%	0	0.00%
22502(A)	LEFT SIDE OF ONEWAY	\$38.00	\$38.00	1	0.02%	\$38.00	0.02%	0	0.00%
22507 8(A)	DISABLED PARKING	\$343.00	\$53.00	2	0.04%	\$696.00	0.30%	0	0.00%
22507 8(B)	DISABLED PARKING	\$343.00	\$53.00	6	0.12%	\$2,658.00	0.81%	0	0.00%
22507 8(C)(2)	PARKED IN CROSSWALKS OF	\$283.00	\$53.00	2	0.04%	\$566.00	0.24%	0	0.00%
22514	PARKED WITHIN 15 FEET OF A FIRE	\$48.00	\$48.00	104	2.09%	\$4,992.00	2.62%	0	0.00%

Generating and Tracking Notices

Duncan sends over 9 million notices annually on behalf of our clients. To streamline the generation of outbound notices and correspondence, AutoPROCESS utilizes automated system routines which run daily to determine if citations are eligible for the generation and mailing of notices. In addition to standard notice generation, our solution also identifies and processes special bulk correspondence runs such as partially paid citations, NSF transactions, drive away letters, permit renewal notifications, and more.

Duncan's noticing generation and services process includes the following:

- Providing all forms, envelopes, notices, and pre-addressed, bar-coded return envelopes
- Storing any required forms and envelopes
- Printing citation information on notices and correspondence
- Stuffing and mailing notices and automatically generated correspondence
- Handling initial postage concerns
- Including a stub on the notice for the violator's record
- Including an optical character recognition (OCR) line on the notice which can be read and recognized automatically by remittance processing equipment in the lockbox facility
- Imaging of all notices and generated correspondence as well as attachment to their respective system record (account, citation, permit, etc.)

Audit Trail

Duncan's AutoPROCESS system records full audit trails of all actions taken within the system (payments, dispositions, date edits, correspondence, notices, etc.). The system captures the date/time stamp, user, and terminal ID for every transaction as well as the details of the transaction. The details captured include the value of each data element before the transaction and the value after the transaction. A full record of actions taken on a particular citation, including the audit trail information, can be viewed online by authorized users and printed as required.

2. DMV Interface

Duncan has been the experts in obtaining registered owner (RO) information for parking clients for over 30 years. We are a strategic partner to Nlets, in combination with direct relationships with most state DMV's and other third party RO data sources. With are able to utilize our multiple partnerships to provide a comprehensive DMV RO acquisition program for all 50 states, the District of Columbia, Canadian provinces and apportioned vehicles in Mexico (when/where legal).

Nlets Information Access

The National Law Enforcement Telecommunications System (Nlets), which is owned by the States, is a 501c(3) not-for-profit organization, and was created by principal law enforcement agencies of the States. The user population is composed of all of the states/territories, every Federal agency with a justice component, and selected international agencies-all cooperatively exchanging data. The types of data being exchanged vary from motor vehicle and drivers' data, and Immigration and Naturalization Service ("INS") databases to state criminal history records.

Nlets is a direct connection to the DMVs. Duncan utilizes the Nlets interface in combination with direct DMV access as well as other DMV data sources. As with many DMVs, there can be unexpected downtime or system related issues that can prevent access to RO data. Nlets access provides our clients with a primary, secondary or tertiary method to acquire DMV data. For instance, if there were access difficulties at the Nevada DMV, we could redirect the requests originally staged for direct access to the DMV, to go to Nlets, therefore providing uninterrupted service to our clients.

In-State Information

Duncan maintains direct, access to the OR DMV database for to support acquisition of registered owner information. With real-time query it also allows the Port to verify ownership and ensure the appropriate party receives notices for active citations. This interface between AutoPROCESS and the OR DMV is currently extended to over 100 Duncan clients.

Duncan maintains
over a
95% hit rate
for in-state inquiries

Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



Out-of-State Information

We make every effort to ensure out-of-state information is obtained where legal and available. We have found that state DMV regulations change over time and can impact availability of DMV information. To that end, we constantly monitor and advise our clients on those changes, including recommended actions for optimum results. For example, in some cases, sources may require the Port to obtain approval directly from the DMV. Duncan is well experienced and will assist the Port as part of our ongoing program management services.



Duncan Exceeds 90% Hit Rate

Nationally, our hit rate exceeds 90%
Duncan is able to maintain high hit rates due to our strategic partnerships with Nlets, directly with the state DMVs, and multiple third party sources. For out-of-state plates, Duncan requests RO information every 30 days, making up to three attempts total.

3. Training

Duncan will provide comprehensive training for the Port regarding pertinent system components, operational procedures, and management disciplines that will be used. This includes such items as web portal access, business operations, and support procedures. This training will take place at the Port and is a structured part of Duncan's Implementation Plan. User profiles will be set up for authorized personnel.

Authorized Personnel

Users that require access to system capabilities are assigned a "user profile" which defines the modules and the specific functions within a module that the user can access. The authorized users are then assigned unique User IDs/identification numbers and passwords. A user may be granted authority to view certain data but not to edit or otherwise manipulate that data. Varying levels of access are also definable via our enforcement solution to disable or enable specific functions. Our password programs and our built-in flexible, authorization configuration processes allow us to configure users' profiles to ensure that this policy is adhered to for our information systems.

4. Convenient Payment Options

Experience shows that a key factor in reaching and maintaining an acceptable citation payment rate is to provide violators with as many convenient and easy payment options as possible.

Duncan understands the importance of comprehensive and convenient payment services to a well-run, parking citation management program. We have worked with our existing clients to customize the payment services provided in each of their operations, to meet their specialized requirements and the needs of their citizens.

Phone Payments

Duncan's IVR system currently handles over one million calls annually. More than 50% of those calls are resolved automatically before requiring CSR intervention, and 95% are answered within 20 seconds. In addition, our IVR system currently processes over 400,000 payments annually. This IVR functionality, combined with our advanced call center staffing methodology, allows Duncan to successfully handle calls with a 98% completion rate.

Our IVR System handles calls without a live attendant, using parameters determined by script files and values determined in accordance with our clients' needs and requirements. The IVR system communicates in real-time with our networked systems through an installed system monitor, updating accounts with information provided by the caller directly into the database, without the need of human intervention. With this system, callers can request information by either citation number or license plate number for citation status, amount due, and due date.

The most frequent non-English calls received are from Spanish speakers, therefore our IVR system is set up with a Spanish option and we have bi-lingual speaking employees available to take calls from citizens during normal business hours. When we identify a non-English speaker, we note that in AutoPROCESS for future reference.



Online Payments

Duncan will provide for credit card, debit card, and check payments to be accepted and processed via our own proven and secure Internet payment engine. Duncan online and mobile friendly payment site accepts Visa, MasterCard, and Discover and is subject to a per citation convenience fee, which is passed onto the citizen. Protecting cardholder data is essential; Duncan maintains Level I PCI Compliance for the best security.

Customized Webpage

Easy customer accessibility is provided through a convenient online portal placed on the Port of Hood River's webpage. This portal will redirect citizens to Duncan's secure

Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



payment webpage which will be fitted with the Port's logo and any additional, approved graphics. This website will allow citizens to:

- Obtain information about outstanding citations
- View citations and associated photographs
- Contest a citation
- Upload photographs or other evidence to citation
- Make payments on-line via credit or debit card
- File an appeal
- Receive an electronic payment receipt or appeal acceptance

Customized Website

Protecting cardholder data is essential. In order to provide a secure web payment application **Duncan maintains Level I PCI Compliance for the best security.**

5. AutoISSUE Citation Issuance Software

Through AutoISSUE, CivicSmart provides a powerful solution suite for the citation issuance and enforcement management process.

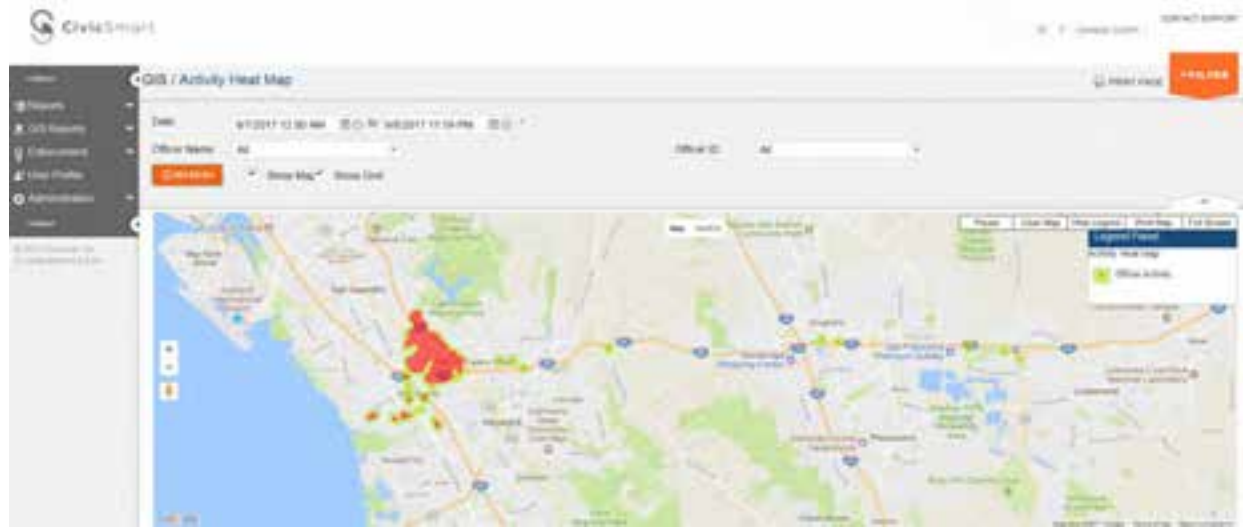
A Technology company to the core, CivicSmart offers a comprehensive solution for citation issuance and enforcement through their hosted AutoISSUE citation issuance system. Designed for use in the parking industry and perfected over many cycles of development, their AutoISSUE software solution has evolved to meet the challenges of hundreds of citation issuance operations around the world as well as keeping pace with evolving technologies.

AutoISSUE combines comprehensive functionality with an Android-based platform to offer seamless integration, operational efficiency, and reduced costs while improving customer service, revenues, and policy outcomes. The benefits of our solution include:

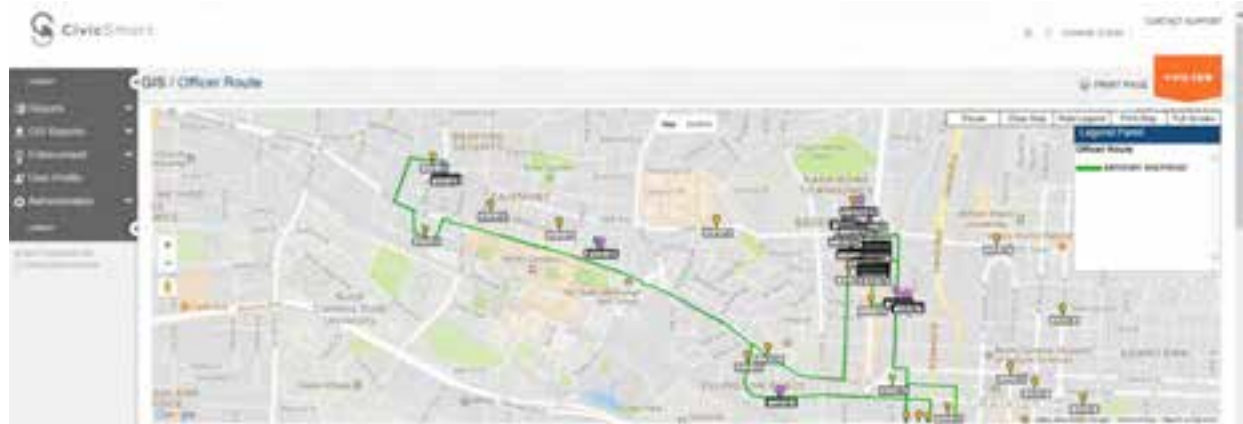
- Enforcement Efficiency – AutoISSUE supports issuance efficiency by utilizing drop-down selection lists, minimal steps, intuitive navigation, and progressions to augment data entry.
- Hosted Architecture – Data is hosted on CivicSmart’s servers, meaning no server or software maintenance for the Port. Data is stored in a secure Oracle database at CivicSmart’s highly secure data center.
- Full Support for Mobile Technology – In part, AutoISSUE runs in a hosted Windows operating environment supporting back office system operations. AutoISSUE is capable of running on mobile handheld devices and smart phones using an Android operating system.
- Improved Data Management – AutoISSUE provides support for parking citations through one database system, ensuring effectiveness and efficiency for the Port’s program.
- Proven Integration – AutoISSUE is in use by hundreds of parking operations, integrating with Duncan’s AutoPROCESS, a variety of home-grown and vendor processing systems, pay-by-phone systems, sensor solutions, and more.
- Managed Upgrades/Updates – Updates to the host software and database are all made by our trained technical staff. District staff will not have to spend valuable time managing software upgrades.

AutoISSUE software is also integration with Google Maps, allowing a level of program insight never before possible. The integration allows for a variety of map-based management dashboards, including issuance heat maps, officer route tracking, real-time officer locator, and more.

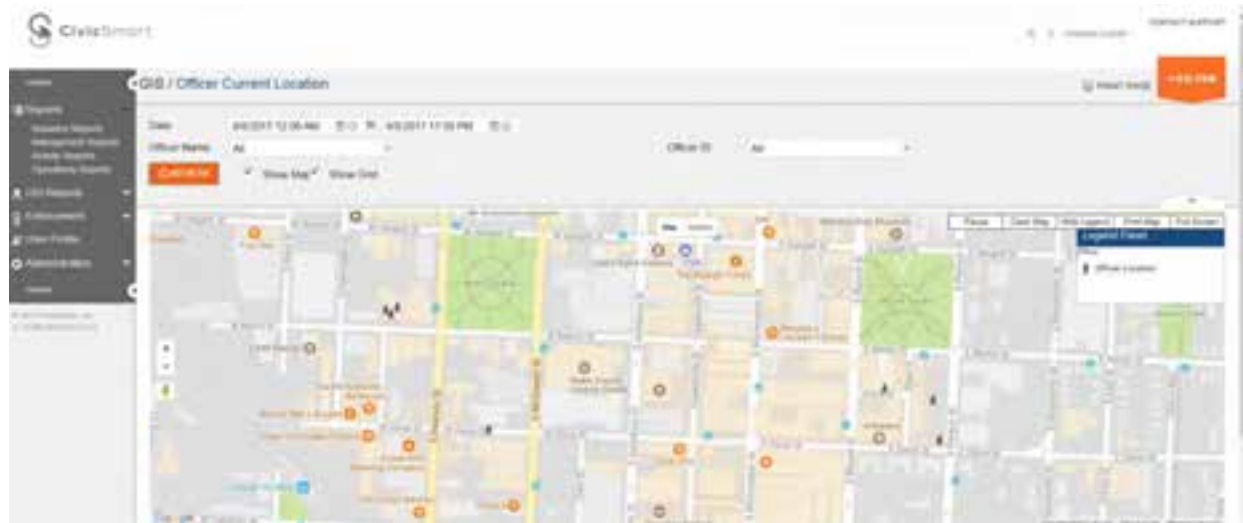
Officer Enforcement Heat Maps



Officer Enforcement Route Tracking



Real-Time Officer Locator



6. Electronic Ticketing Handhelds

A wide variety of handheld devices are available, sure to fit the Port's needs now and into the future.

Unlike the days in which enforcement ticketing handhelds were limited in variety and form factor, the strong emergence of the Android operating system has allowed Duncan to leverage a wide variety of devices to satisfy clients with even the strictest of requirements. In general, the available devices can be divided into two categories, consumer grade and commercial grade. Below is summary of each.

Consumer grade devices

Consumer grade devices represent the most cost-effective solution available, consisting of the same range of devices that are typically found inside a brick-and-mortar wireless service provider sales floor such as Verizon or AT&T. Unlike industry or purpose specific offerings, these devices are readily available for purchase locally and can be quickly replaced should they become non-operational at any point during their life. Additionally, municipalities often maintain a pricing advantage over general consumer rates and can typically obtain new devices at little to no cost. Routine equipment refreshes are also less costly and in some cases free if permitted by the Port's preferred wireless carrier.



Samsung Galaxy S7 & S8

Of the consumer options available the Samsung line of S7 and S8 models has become the crowd favorite offering based on its reliability, speed, and available accessories. The Samsung Galaxy S7 offers citation issuance efficiency through a compact form factor. It features a crystal clear 5.1 inch Quad HD Super AMOLED display, a dual 12 mega pixel rear-facing camera for attaching up to 6 crisp images to a citation record.

AutoISSUE has been ported and proven to operate on Android devices which run Android version 5.0 or higher. As Samsung is one of the most popular manufacturers of consumer Android devices, we believe the Port will benefit from the familiarity and ease of use of the smartphone devices. If the Port is interested in utilizing an alternate Android smartphone device, AutoISSUE compatibility can be confirmed upon request.

Zebra iMZ320

Zebra's iMZ320 bluetooth printers are a perfect blend of features, price and design. A medium duty-cycle field printer, the lightweight and compact size make this device easy to wear for extended periods of time, while the sleek design is perfect for customer-facing environments. The iMZ printers offer the latest technology in a portable size with affordable pricing. It's this combination that makes them an ideal pairing to a consumer grade handheld.



Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



Commercial Grade Devices

While consumer grade devices do offer lucrative pricing and ease of replacement, commercial grade devices also present some key advantages that warrant consideration. In addition to superior durability and usable life, the single largest difference is that a select few available commercial devices offer the all-in-one design that the Port has grown accustomed to. For this reason, we have included information and pricing on the Two Technologies N5 Scan device as we feel it represents the best all-in-one solution available today.

Two Technologies N5 Scan Solution

An additional option, CivicSmart can provide an all-in-one device for the Port's parking citation issuance program. CivicSmart recommends the Two Technologies N5Scan device. The N5Scan is a ruggedized single piece handheld device designed specifically for demanding environments. Rain, sleet, snow, mud and sand can't touch the MIL-STD 810G and IP65 certified exterior of the N5Print hardware. The standard N5Print is equipped with the powerful, sleek, user-friendly Android operating system, digital camera with flash, hot swappable battery, integrated 3" thermal printer as well as a magnetic stripe reader and smart card reader.



The cornerstone of this device is a Samsung Note 5. As the Port may know, Samsung is among the most popular manufacturers of consumer Android mobile devices. To that end, we believe this may offer familiarity and ease of use to the Port's enforcement personnel. Further, the intuitive display and user-friendly CivicSmart design continue to offer configurable functionality to meet the needs of the Port's users.

Zebra ZQ510 Printer

As a commercial grade alternative to the iMZ320 printer, the Zebra ZQ510 is designed specifically for field applications ideal for printing citations. Extreme environments and bangs and bumps are no match for these lightweight, compact printers – Zebra's ZQ510 printers are the most rugged printers available. They perform in the widest operating temperature range in the industry and can withstand repeated drops to concrete from up to 6.6 feet. Water spray is no match with their IP54 rating. The ZQ510's convenient vehicle mounting and charging options, as well as its user-intuitive interfaces and angled display, allow for easy mobile use, and these printers are easy to integrate, manage, and maintain. With large buttons and a user-friendly interface, they are easy to operate, even when wearing gloves.



7. Itemized Cost for Services

Duncan offers a best-value proposal to Port Hood to provide world-class parking citation processing services.

Duncan has endeavored to present in a clear and concise manner the total cost for required products and services, as well as any variable prices associated with the selection of different feature and/or functionality options.

We believe this method of presentation provides the Port with clear cost data which supports completion of a budget for this project. Should the information provided require clarification or be desired in a different format, we would be happy to make such adjustments or provide any required clarifications.

Based on our understanding of your requirements, our parking service offering includes citation issuance, citation processing, permit management and secondary collections, all of which are designed to optimize customer service, improve program compliance, and maximize program collection rates through the use of the latest parking enforcement and customer self-service technology. Key features of our solution include:

Proprietary System – AutoPROCESS

- Single, seamless system meeting all functionality required by the Port
- Evolved over 30 years and spanning the entire US
- Core technology to support industry best practices and provide feature enhancements

Proven Revenue Generation

- Demonstrated track record of superior revenue generation performance
- Top customers have secondary collection rates in excess of 40% compared to the industry average of 22%⁽¹⁾ ACA Top Collection Markets Survey 2011

Highlights

- Duncan collectively processes more than **5 million citations and collects more than \$150 million in revenue for clients annually, serving more than 160 leading municipalities**
- **Significant experience with OR DMV**, and direct access to all 51 state DMVs
- **Proven capabilities to process the Port's citations** with comparable clients across the US
- Robust Permit Management where **hundreds of thousands of permits are processed annually.**
- Seasoned team dedicated to **innovative and high-performance solutions** related to citation processing services
- Proven partner **with 30+ years of experience delivering secondary collections** services for public sector clients

Unmatched DMV Lookup Capabilities

- DMV registration information, managing authorizations, business rules, data processing and compliance for all 51 DMV's
- Manages complex interfaces, business rules, policies and administrative requirements
- Experts who have developed strong knowledge and relationships with DMVs

Efficient Skiptracing to Locate Payers

- Proprietary, high efficient processes to identify debtor contact details
- Waterfall approach to prioritize the least costly and most effective resources
- Domain specific parking and vehicle focused solution; competitors offer a generic solution

Integrations, Integrations and More Integrations!

- Through our years within the parking industry, we have developed partnerships with countless vendors to ensure complete system integration capabilities.
- Our vendor list includes, but is not limited to: Pay by Phone, Parkeon, **CivicSmart**, Paylock, New World Systems, Pango, **Cale** Tyler Technologies, Park Now, Genetec, Manatron, ACE Software, Sungard, Gtechna, Lawson, 3M, Passport, TIBA, Sanef, iNovah, 3M, Parkmobile, ELSAG, etc.

Industry Accreditations, Compliance Standards, and Best Practices

- **PCI Level I Compliance** – Displays our commitment to data and system security for all of our clients and their citizens.
- **ACA International** – Ethical practices and regulatory and legal compliances are core to Duncan's business practices. As such we take pride in being a member of good standing with ACA International.
- **SSAE 16 SOC** – Since 2012 PAM has been SSAE 16 SOC I certified.
- **FDCPA** – All collectors are trained and tested on FDCPA ensuring that optimal collections performance and exceptional customer service are constantly met.
- **BBB** – PAM has earned an A+ rating from the Better Business Bureau, displaying our constant commitment to providing outstanding customer relationships.
- **AAMVA** – We support our clients in the provision of safety and wellbeing for their communities and roadways.
- **Interpreting** – Duncan's IVR system speaks English and Spanish and our Call Center is staffed with at least two Spanish speaking representatives. We also offer Language Line, a worldwide leader in interpretive services.

We are committed to partnering with the Port of Hood River to implement a low-risk, innovative, and industry-leading parking collection solution that will deliver on the Port's parking enforcement and collection policy objectives.

Proposer’s Item Pricing

Duncan has carefully analyzed the Port’s RFP and has prepared a pricing proposal that fulfills all of the requested specifications, including:

Item	Description
AutoPROCESS System	Duncan’s proprietary AutoPROCESS parking management software configured to meet the requirements of the RFP and as described in our proposal including all system maintenance, data back up and disaster recovery. Duncan assumes the Port will provide broadband internet access at the Port desktop(s) where the AutoPROCESS application will be accessed. Duncan will provide user licenses for Port users.
AutoPROCESS Permit Issuance	The AutoPROCESS Permit Issuance, Tracking and Management module configured to meet the requirements of the Port’s Residential Parking Permit program including web applications for permit purchase/renewal.
Notice and Correspondence Generation	Notice and letter services to include all required notices and correspondence
Document Imaging	Duncan provided electronic document imaging and workflow processing systems to effectively eliminate the transfer of paper documents between Duncan and the Port.
Toll Free Number for Customer Service	<ul style="list-style-type: none"> • Toll free Customer Service Call Center services • Answering and processing of all customer calls (delinquent and non-delinquent)
Scofflaw Module	<ul style="list-style-type: none"> • Daily scofflaw list for upload unto handheld units and LPR vehicles • Payment Plans • Monthly owner refresh files to minimize ‘false hits’ on scofflaw vehicles
Data Entry	<ul style="list-style-type: none"> • Data entry and imaging of all handwritten citations
DMV Data	<ul style="list-style-type: none"> • DMV data acquisition (in-state and out-of-state) • DMV registration hold and release services through the CA DMV • On Line access to DMV registration information
INLETS Access	Supplemental owner acquisition services through our Nets partnership
On Line Services	<ul style="list-style-type: none"> • PCI-DSS compliant mobile-device friendly website for ticket payment • IVR payment processing solution for 24/7 payment acceptance of the phone • A secure customer facing website for review of violation photos and ticket payment • Online-web applications for: <ul style="list-style-type: none"> ○ customer initiated appeal (administrative review and administrative hearing) requests ○ Customer account creation and management ○ Self-service fleet account management ○ Permit application and purchase

Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



Item	Description
Multi Media	AutoPROCESS Multi-media solution including citation images (electronic and manual citations), photos and voice recordings captured by handhelds, payment documents, correspondence, permit applications and review/hearing documents.
Project Management	All project management, set-up, installation and initial training. Duncan will also provide follow-on training as required at no additional cost.
Administrative Services	Administrative review and hearing process management services.
Handheld Units	<ul style="list-style-type: none"> • 2 Android-based enforcement devices, including warranty and all accessories • Enforcement software configured to the Port's requirements
Delinquent Debt Collections	<ul style="list-style-type: none"> • Notice generation • Target population analysis • Effectiveness reports • Skiptracing • No name and address research • Outbound Calling • DMV holds • FTB Tax Intercept Program
Payment Processing	Processing of all payments made through the collections program
Lockbox Payment Processing – Non Delinquent	Processing of any non-delinquent payments made to the Port's PO Box

The following cost proposal includes all elements listed above. However, we would also welcome the opportunity to discuss and provide pricing for any additional solutions elements at the Port's request.

Citation Management Solution

Citation Processing Services			
Description	Upfront	Ongoing	Includes
Parking Management Software (Includes all Items Listed in above tables)	\$7,500.00	\$2,500.00 per month	Full citation processing software suite configuration, training, implementation, hosting, and ongoing support as described above
Web/IVR Payment Convenience Fee (Paid by Motorist)	-	\$2.95 per citation paid via web or IVR systems	Hosted payment website and IVR systems as described in the table above
Postage for Processing Notices	-	\$0.415 Per Letter Sent	Direct pass-through costs for all letters sent

Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



Delinquent Special Collections			
Description	Upfront	Ongoing	Includes
Special Collection Fee	-	30.00% of revenue collected	A full-service secondary collections process following after assignment to collection agency (90 days) <ul style="list-style-type: none"> • Notice generation • Target population analysis • Effectiveness reports • Skiptracing • No name and address research • Outbound Calling


Parking Permit Processing			
Description	Upfront	Ongoing	Unit
Parking permit system and setup (optional)	\$3,500	\$250.00 per month	Included in citation processing rate
Postage and Permit Costs	TBD	TBD	Direct pass through

Port of Hood River, OR

On-Street Parking Enforcement, Citation Management and Secondary Collections Solution Summary



Enforcement Equipment

Parking Enforcement Equipment			
Description	Upfront	Ongoing	Unit
 <p>Two Technologies N5Z1 Scan</p>	\$27,928.00	\$200.00	<ul style="list-style-type: none"> • Samsung Note 5, 4G LTE, 5.7-inch QHD (2560x1440, 518 ppi) Super AMOLED, Android OS, SIM Card Not Activated, Dedicated Honeywell Scanner, Multitouch Capacitive Touchscreen, Wi-Fi 802.11 a/b/g/n/ac, Internal Memory: 4GB RAM, Standard 32GB Storage, (Not Accessible, Contact Your Sales Person for Pricing on Additional Memory), 16MP Camera with LED Flash, A-GPS Support, IP65 Rated, Bluetooth v4.2, 1D/2D Barcode Imaging Utility, 4 Distinct Hot Keys, Integrated 3" Thermal Printer • Single Position N-Class Dock. Dual Drop-in Cradle/Battery Charger (Includes Power Supply, Cable) • Three Year Extended Warranty - N5Z1-SCAN • Project Management & Configuration (Implementation Methodology and Approach) • Training and Installation (1 days on site, 1 days back office installation). • N5Z1-SCAN Carrying Case • Includes AutoISSUE Software Maintenance, AutoISSUE Hosting, Real-time Interface Integrations, Extended Hours Support Desk Services, PEMS Hosting, Disaster Recovery, and AirWatch Remote Management Subscription. Includes wireless communication services
4G LTE Wireless Services	-	\$75.00	Wireless Communication Services 6GB -Verizon (Per unit/per month)*
License Plate Recognition Framework	\$2,000.00	\$20.00	Enhanced LPR Plate Scan and Integration
Total	\$29,928.00	\$295.00	Complete enforcement system configured to the Port's specifications and integrated with Cale's MSMS for violation identification through LPR.

Terms and Conditions

1. The Port will be responsible for all postage costs associated with the mailing of Port notices mailed prior to assignment to special collections. Vendor is responsible for postage costs following assignment to special collections.
2. The Port will assume costs associated with the Printing of Parking Permits
3. All post-implementation changes or enhancements requested by the Port will be performed by Duncan on a time and materials basis. The billing rates to be used will be the rates in place when the work is completed. All requests for systems changes and/or enhancements will be submitted in writing by the Port, from which Duncan will furnish an estimate.
4. Consumables, including ticket stock, receipt paper, printer ink cartridges and toner will be provided by, or purchased by, the Port.
5. The above pricing is based on a five (5) year contract term. In the event the Port requests a different term or an alternate structure, we will also need to evaluate impact on the prices contained herein.

8. Other Related Services

The AutoPROCESS Reviews, Hearing Scheduling, and Reporting module provides the ability to capture data from administrative reviews, create a court calendar, schedule hearings for individuals, produce a court docket, record hearing outcomes, and provide a variety of reports. We have continually enhanced our AutoPROCESS product to provide easy to use software and related services that take advantage of new trends and technologies. Some of our new innovations include online adjudication resulting in paperless request and response services as well as integrated workflow management for both mail and public web requests. Some of the features that we will provide are:

- On-line web requests and workflow management for both administrative reviews and hearings
- All support required to handle incoming administrative review and hearing requests
- Integrated software to support the indexing of the scanned contestation document images to the appropriate citations
- Integration of all mail-in administrative review and hearing requests and correspondence into a workflow management solution
- Integration of a customer facing website enabling citizens to view status of their contested citations
- Comprehensive daily, weekly, monthly, and on-demand reporting to support the administrative review and hearing process
- Customer-facing website that would allow other items to be submitted for processing, for example, bills of sale, releases of liability, refund requests, etc.

Our convenient customer-facing website solution provides the ability for a citizen to identify their citation(s), review photos, elect to pay online, select the administrative review, or the administrative hearing request process. If the review or hearing options are selected, AutoPROCESS automatically verifies the citation eligibility for adjudication according to the Port's business rules. If the citation is deemed eligible for the adjudication type requested, the system will prompt the user to enter any required information for the adjudication request. The user may also attach any supporting documents that would be applicable for the adjudication process to the web page. During the review or hearing process, citations are automatically suspended from further action by the system.

The reviewers and the adjudicators are able to complete their reviews using our workflow and adjudication functions, which enhances the overall efficacy of initial reviews with the intent of reducing in-person hearings. This process significantly streamlines the adjudication process and can reduce or eliminate any case backlogs by enabling reviewers and adjudicators to quickly render and record decisions directly within AutoPROCESS.

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Waterfront Parking Project Financial Analysis

Program Craft, March 1, 2018

Location	Peak Season Occ. Scenarios		Spaces	Estimated Annual Demand* & Occupancy	
	Weekdays	Weekends		Weekdays	Weekends & Holidays
Zone 2 - W Sat St	20%	80%	40	Cr-Street	127
Zone 3 - Event St	20%	80%	208	Cr-Street	53
Zone 4 - Parkway E	50%	80%	38	Cr-Street	127
Zone 5 - January 18	40%	80%	70	Cr-Street	251

Estimated Revenues and Expenses

Annual Revenues	
Zone 2 - W Sat St	\$16,187.04
Weekdays	\$26,818.58
Weekends & Holidays	\$887.63
Parking Fees	
Zone 3 - Event St	\$4,952.10
Weekdays	\$2,545.28
Weekends & Holidays	\$174.52
Parking Fees	
Zone 4 - Parkway E	\$40,139.20
Weekdays	\$20,858.88
Weekends & Holidays	\$544.85
Parking Fees	
Zone 5 - January 18	\$17,315.84
Weekdays	\$13,889.40
Weekends & Holidays	\$1,399.28
Parking Fees	
Total Annual Revenues	\$108,679.78

Annual Expenses	
Port Enforcement Staff	\$15,000.00
Cafe Pay Station Software & Support	\$1,800.00
Duncan Pay Station Software & Support	\$10,000.00
Duncan Enforcement Software	\$1,540.00
Port Administrative Staff	\$20,000.00
Total Annual Expenses	\$48,340.00

One-Time Expenses	
Pay Stations - Includes Installation	\$15,000.00
Duncan Enforcement Software and Equipment	\$17,428.00
Cafe HelpOffice	24,530.00
Total One-Time Expenses	\$56,958.00

Initial Cost	\$123,953.00
Annual Operating Income	\$128,865.73

* Includes Software, Hardware, UPS Equipment
Occupancies are based on a 3000 - 7000 average while payment is proposed \$1000 - \$900

NOTES
* Payment required given and based on 2018 calendar

Table of Prices

On-Street Parking Fee (per hr)	\$2.00
Off-Street Parking Fee (per hr)	\$2.00
Parking Fee	\$2.00
Port Enforcement Staff (per yr)	\$15,000.00
Pay Station Software Support (per yr)	\$8,800.00
Duncan Pay Station Software (per yr)	\$20,000.00
Duncan Enforcement Equipment (per yr)	\$1,540.00
Each Pay Station - Includes Installation	\$8,845.00
Signage	\$1,300.00

Monthly Percentages of Peak Season Occupancy

January	10%
February	20%
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 (Excluded from analysis):
Weekdays 80%
Weekends 70%
Parking fees are based on the following average summer (in hrs) and percentage of total vehicles in violation:
Avg Turnover 1.10
% of Total Vehicles 5%
Duncan Solutions collects a percentage of all fees:
City Administrative Fee 20%
Station Proposed 4
Station Proposed 4
Zone 2 - W Sat St Apr 20th - Oct 20th
Zone 3 - Event St Apr 20th - Oct 20th
Zone 4 - Parkway E Apr 20th - Oct 20th
Zone 5 - January 18 Year Round
Vehicle Bait 1
Vehicle Bait 1
Vehicle Bait 1
Vehicle Bait 1

* Expenses are in red

* Payment required given and based on 2018 calendar

Month	Type of Day	Zone 2 - W Sat St	Zone 3 - Event St	Zone 4 - Parkway E	Zone 5 - January 18
January	Weekdays	11	11	11	21
January	Weekends & Holidays	5	5	5	5
February	Weekdays	11	11	11	21
February	Weekends & Holidays	5	5	5	5
March	Weekdays	11	11	11	21
March	Weekends & Holidays	5	5	5	5
April	Weekdays	11	11	11	21
April	Weekends & Holidays	5	5	5	5
May	Weekdays	11	11	11	21
May	Weekends & Holidays	5	5	5	5
June	Weekdays	11	11	11	21
June	Weekends & Holidays	5	5	5	5
July	Weekdays	11	11	11	21
July	Weekends & Holidays	5	5	5	5
August	Weekdays	11	11	11	21
August	Weekends & Holidays	5	5	5	5
September	Weekdays	11	11	11	21
September	Weekends & Holidays	5	5	5	5
October	Weekdays	11	11	11	21
October	Weekends & Holidays	5	5	5	5
November	Weekdays	11	11	11	21
November	Weekends & Holidays	5	5	5	5
December	Weekdays	11	11	11	21
December	Weekends & Holidays	5	5	5	5

End of Year	Cash Flow	Present Value	Cumulative PV
0	\$123,953.00	\$123,953.00	\$123,953.00
1	138,489.73	131,894.98	255,857.98
2	138,489.73	125,614.27	481,472.25
3	138,489.73	119,623.69	699,295.94
4	138,489.73	113,935.88	913,231.82
5	138,489.73	108,519.39	1,121,711.21
6	138,489.73	103,345.17	1,324,956.37
7	138,489.73	98,402.06	1,523,358.43

Useful Life (Yr) 7

Minimum Acceptable Rate of Return 5%

Initial Cost \$123,953.00

Annual Operating Income \$128,489.73

Cumulative Present Value of Project



Initial Cost	\$123,953.00
Annual Operating Income	\$128,489.73
Pay Stations	4
Station Proposed	4
Zone 2 - W Sat St	Apr 20th - Oct 20th
Zone 3 - Event St	Apr 20th - Oct 20th
Zone 4 - Parkway E	Apr 20th - Oct 20th
Zone 5 - January 18	Year Round
Vehicle Bait	1
Vehicle Bait	1
Vehicle Bait	1
Vehicle Bait	1

NOTES
* Expenses are in red
* Payment required given and based on 2018 calendar

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Hood River-White Salmon Bridge Replacement Project

Project Director Report

March 6, 2018

The following summarizes Bridge Replacement Project activities from February 21 through March 6, 2018.

FINAL ENVIRONMENTAL IMPACT STUDY (FEIS)

- Staff met with Oregon FHWA/ODOT on February 26. Oregon Division of FHWA will be the Port's lead agency.
- Staff met with US Army Corps of Engineers to discuss permitting process. There will be several permits required by a number of federal and state agencies.
- The EIS Request for Proposals (RFP) is currently being reviewed by outside counsel, Schwabe. Staff expects to present it at the March 20 Commission meeting. The EIS RFP schedule is attached.
- An updated project Organizational Chart is attached.
- Individuals to serve on the 5-member RFP Evaluation Committee have been identified for scoring and ranking the proposals.
- Legal counsel is suggesting changes to the Port's public contracting rules to allow for more than one RFP respondent to be interviewed. This is expected to be an action item at the March 20 Commission meeting.

PROJECT DELIVERY CONSIDERATION

- Staff is developing an updated schedule for the Procurement track of the project. This will be presented at the March 20 Commission meeting.

P3 ADMINISTRATIVE RULES

- As of March 1, staff has yet to receive public comment on the P3 Rules. Written comments are due Thursday, March 15.
- The current Administrative Rule Adoption Schedule is attached.

TRAFFIC & REVENUE ANALYSIS

- Staff held a telephone conference with Lowell Clary (Clary Consulting) and Chuck Green (OTAK) to discuss Traffic and Revenue analysis, a key component of the financial analysis.
- At the March 20 Commission meeting, staff will provide recommendations to the Commission regarding next steps cost, benefits and potential next steps on this project task.

FINANCING OPTIONS

- Fred Kowell will seek Commission direction on whether to pursue the USDA-Rural Development Capital Facilities Loan Pre-Application.

CONSTRUCTION COST ESTIMATE

- Staff is researching costs to update the planning level cost estimate for the bridge construction. The last cost estimate was developed in 2011 and it would be helpful to have a review of that methodology and pricing.

COMMUNITY OUTREACH

- Genevieve and I attended meetings with met with Washington Representative Sharon Wylie and Senator Ann Rivers in Olympia on Feb. 22, facilitated by Port lobbyist Brad Boswell. Our meeting with Senator Annette Cleveland was unfortunately cancelled due to a last- minute hearing.
- I have scheduled lunch meetings with Port of Klickitat ED, March 5; City of Bingen CM, March 8; Col. River Gorge Commission ED, March 6.
- Michael McElwee and I will attend the Klickitat County Commission Meeting, Tuesday, March 6th at 3pm in Goldendale, WA.
- I will attend the City of White Salmon Council, Wednesday, March 21st at 6pm.
- Staff is preparing a letter to local jurisdictions summarizing what's been accomplished to date and next steps.
- Staff is developing a Q&A document that can be distributed locally and posted on the Port's website as a means to answer common questions about the Port and bridge replacement efforts.

These meetings are meant to continue outreach with Washington governments and agencies and seek input and involvement with the communities on the Washington side of the Gorge.

BI-STATE POLICY ADVISORY COMMITTEE (PAC)

- Based upon the white paper produced last month summarizing the various committee structures, the Port will need to make a formal request to local governments to appoint an elected official to the PAC. The letter request should come from the Commission directly. Optimally, the first committee meeting should be held before the end of April.
- The PAC would primarily address the EIS process but could also be a forum for discussing other bridge related issues, including future ownership and financing alternatives.

BRIDGE REPLACEMENT WEBPAGE/BLOG

- Staff have published a new web page/blog on the Port's website and the public notice for the P3 administrative rules is the first entry. Staff is working on an EIS background article for next posting.
- The web page will also archive documents pertinent to the project.
- Staff are developing a Q&A document that can be distributed and posted on the webpage.

ADMINISTRATIVE

- Port intern Nando Rodriguez is compiling a comprehensive consultant and agency list and updating the organization chart. This is a good opportunity to introduce a wide range of careers available in the municipal planning, engineering and construction field.
- I will attend Design/Build Infrastructure Authority Conference in Portland on Thursday, March 22nd.

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Hood River Bridge FEIS Consultant Selection Process

	Jan-18	Jan-18	Feb-18	Feb-18	Mar-18	Mar-18	Apr-18	Apr-18	May-18	May-18	Jun-18	Jun-18
Preparation: Draft Scope of Work, Determine Lead Agency, Terms & Conditions, Criteria, Schedule, etc.												
Preparation of RFP												
RFP Notice												
Consultant Pre-Meeting												
RFP Responses Due												
Proposals Reviewed by Evaluation Committee												
Check References												
Determine Firms to Interview based on Rank												
Invite Qualified Firms to Interview												
Interview/Final Ranking of Firms by Evaluation Committee												
Management Negotiate Scope and Budget with Preferred Firm. If unable to reach agreement with the first firm, terminate negotiation and move to second ranked firm.												
Port Commission Awards Contract												
Contract with Consultant/Work Begins												

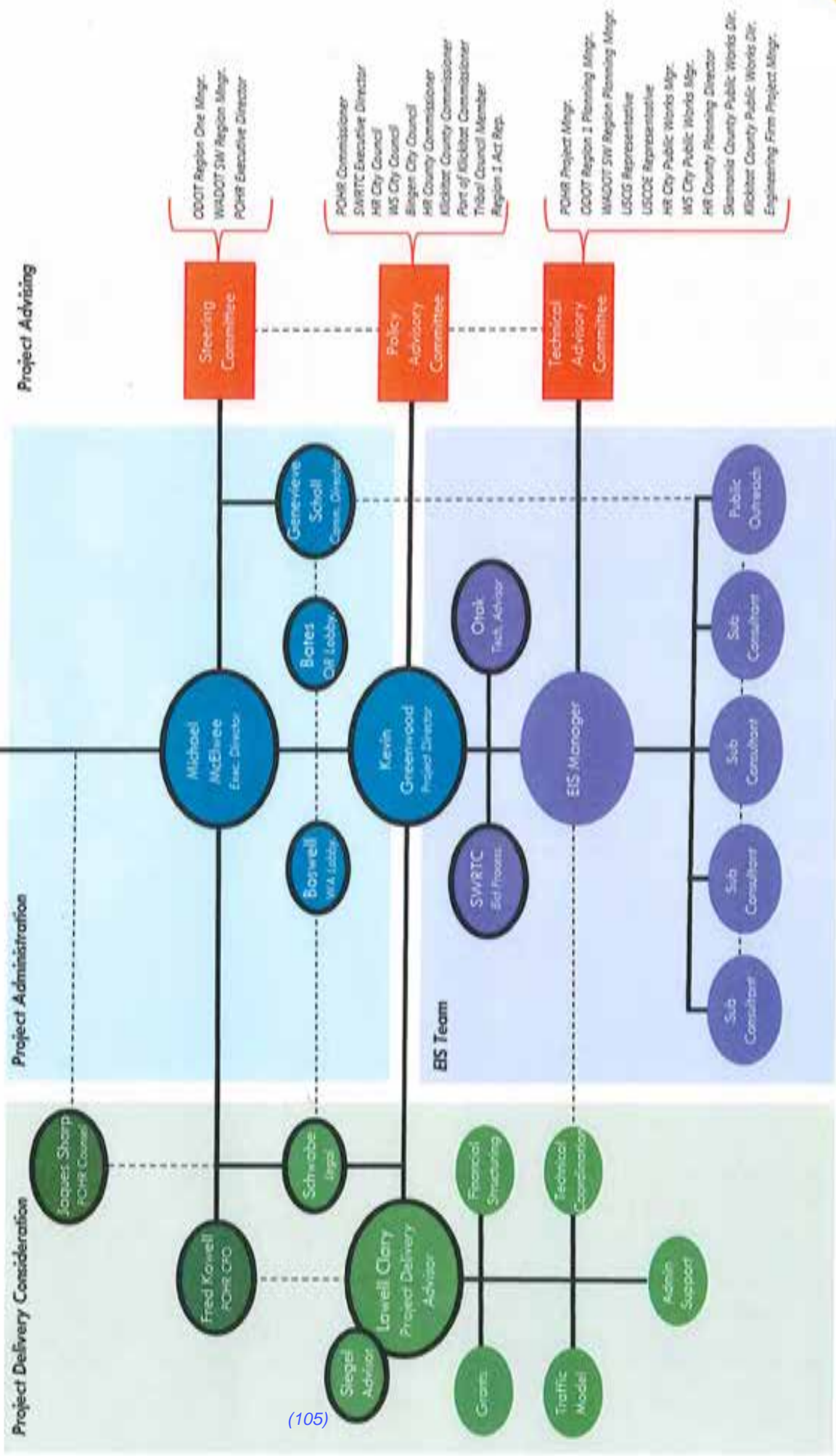
as of March 6, 2018

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HOOD RIVER BRIDGE REPLACEMENT PRE-CONSTRUCTION PROJECT ORGANIZATION

As of 3/16/2018

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PPP RULE ADOPTIONS SCHEDULE - as of 3/6/2018

Commission Meeting	Tuesday	1/23/2018	Preliminary Review Draft #1 Discussed
Commission Meeting	Tuesday	2/6/2018	Commission Directs Changes to be Made to Preliminary Review Draft #1 for 2nd Review
<i>complete</i>	Thursday	2/15/2018	Staff Completes Preliminary Review Draft #2 Rule, Distributes to Commission for 2nd Review. DELIVERABLE: New Rules and 2-pg Summary.
Commission Meeting	Tuesday	2/20/2018	Commission Directs Changes to be Made to Preliminary Review Draft #2 for Public Discussion Draft
<i>complete</i>	Thursday	2/22/2018	Based on Commission Direction Public Discussion Draft Prepared
<i>complete</i>	Friday	2/23/2018	MM approves Public Discussion Draft for Release
<i>complete</i>	Monday	2/26/2018	Notice of Availability in Paper, Post on Website, Post schedule on website. Notice should include due dates for written comments (3/16) and hearing.(3/20)
Commission Meeting	Tuesday	3/6/2018	Commission Meeting - No Action
	Friday	3/16/2018	Written Comments from Public Due (18 days)
	Monday	3/19/2018	Staff Completes the Compilation of Comments from Written Submittals (KG/GS) and Sends to Commission
Commission Meeting	Tuesday	3/20/2018	Public Hearing: Comments Received, Commission Directs Staff to Assess Comments and Return with Recommendations
	Friday	3/23/2018	Compilation and Summary by KG/GS forwarded to SS for analysis
	Thursday	3/29/2018	Staff Completes the Assessment of Comments from Written Submittals and Public Hearing and Prepares Draft for "Recommendation Draft" and Sends to Commission
Commission Meeting	Tuesday	4/3/2018	Reviews Draft Recommendation Draft, Directs Changes if Needed
	Friday	4/6/2018	Staff Prepares Revised Recommendation Draft, if Needed, Sends to Commission
	Thursday	4/12/2018	All Remaining Issues with Commission Resolved, if any
	Friday	4/13/2018	Port Completes Recommended Draft Rule, Posts on Website Notice in Paper of Availability of Recommendation Draft, Public Hearing on 5/1 and Ability to Send Written Comments by 4/27/18
Commission Meeting	Tuesday	4/17/2018	Commission Meeting - No Action
	Friday	4/27/2018	Written Comments from Public Due (14 days)
	Monday	4/30/2018	Staff Prepares Compilation of Written Comments Received, Sends to Commission
Commission Meeting	Tuesday	5/1/2018	Public Hearing on Recommendation Draft, Commission Directs Staff to Assess Comments and Return with any Final Recommendations
	Friday	5/4/2018	Assessment of Comments and Staff Recommendations for Changes Sent to Commission,
	Thursday	5/10/2018	All Remaining Issues with Commission Resolved, if any
	Friday	5/11/2018	Post Final Draft on Website
Commission Meeting	Tuesday	5/15/2018	Commission Vote on Final Draft of Rule

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Executive Director's Report

March 6, 2018

Staff & Administrative

- The 2018 “Gorgeous Night in Olympia” was a big success. Thanks to Genevieve for all the great work coordinating this event. Due to the expected early adjournment of the Oregon legislature, the Salem event planned for March 7 has been cancelled.
- Kevin and Genevieve, along with Port lobbyist Brad Boswell, met with Washington Representative Sharon Wylie and Senator Ann Rivers in Olympia on Feb. 22. Their meeting with Senator Annette Cleveland was unfortunately cancelled due to a last-minute hearing. Kevin will maintain open lines of communication with all legislators and provide timely updates on the bridge replacement project.
- Kevin and I met with FHWA and ODOT representatives on Feb. 26. Details are included in his report.
- Public notice of the Request for Comment on the Draft Administrative Rules governing public private partnerships has been submitted to all Gorge area newspapers as well as the Portland DJC.
- A total of 2,548 new Breeze-By accounts have been created since January 1, 2018.
- A Facilities Dept. employee suffered a severe fall on the ice last week. We are implementing additional requirements to improve safety, including better traction boots and working in pairs during snow/ice events.
- Attached is the tentative itinerary for Commissioners Streich and Shortt for the upcoming PNWA Mission to Washington.
- Following is a reminder of the key dates for FY 2018-19 budget preparation:
 - Staff Budget Request – March 7
 - Spring Planning – April 17
 - Budget Committee – May 15 – Advertise (April 28, May 5)
 - Budget Hearing – June 5 – Advertise (May 19 and May 26)
 - Budget Adoption – June 19



Recreation/Marina

- We have received confirmation that John and Sharon Chow would like to return as Event Site Hosts this summer. The Chows have been the hosts for about five years but were unable to travel to Oregon last year. They have been absolutely outstanding in this important role which provides 24-hr. oversight of the Event Site.

Development/Property

- Staff is preparing a scope of work and draft contract with Walker/Macy to prepare an “Infrastructure Framework Plan” for Lot #1. This will likely be presented to the Commission at the March 20 meeting.
- Remediation of the mold at Pfriem will occur one week prior to the HVAC improvements. This will ensure that the issue will not recur between the remediation and construction. Pfriem has completed their design of the HVAC improvement and is going out to bid for construction this week.
- Staff met with Regional Solutions to discuss a possible County-wide wetlands inventory and bank identification project for 2019/20. DSL, Regional Solutions and others may have funds for this project which would assist greatly with the remaining developable lands in the County, both commercial and residential.
- Staff has received the first design draft of the Maritime Redevelopment Project produced by Livermore Architects. They will be refining options for presentation in late March or early April.
- The recent federal tax reform legislation allowed states to designate specific census tracts which meet certain standards including poverty rate as “Opportunity Zones.” Such designation allows capital gains tax relief for capital investment in the zone. The census tract that includes downtown and the waterfront is the only one that meets eligibility standards in Hood River County. Staff will recommend seeking such a designation. See attached informational materials.
- Staff has sent all the analysis data to EconW regarding the upcoming portfolio and development discussion to be held on March 20.

Airport

- The Port has received the 5-year CIP letter from the FAA. The difference from last year is that the Port will be reimbursed nearly fully for the EA and will receive \$75,000 for design of the 2020 north ramp project. The reason for the change is that most of the north ramp design is being completed through the EA project.
- The Airport EA continues to move forward as planned and DSL is currently reviewing the latest wetlands delineations. The next touch point is whether the FAA will accept our phased mitigation and fill plan. An update will likely be ready in early April.
- Staff is negotiating a new agreement with Hood River Soaring for a two-year concession. The agreement is expected be ready for Commission approval March 20.
- Pageworks is has developed the Fly Friendly Program brochure, attached to that Report Item for Commission review. Staff anticipates having a final public meeting mid-March to provide an update on the progress made towards reducing noise during operations at the airport.

- Facilities staff has done an excellent job of snow removal at the airport during the recent storm event. We received the following comment from Airport FBO Jeremy Young: “I wanted to let you know how amazing John's team did today with getting the airport plowed and ready for operations. I showed up to the airport at 0730 and everyone was fast at work. I helped brush off an airplane and was blown away by the precision, professionalism and overall effectiveness of this operation. Please send my gratitude/appreciation to the Port Employees who worked amazing at the airport today. Their hard work does not go unnoticed.”

Bridge/Transportation

- Final plans and specifications are being prepared for repairs to the portal truss on the lift span. The work will be completed this spring.
- Canopy lights in the toll plaza were replaced on February 20.
- Another round of deck welding will be required in the next month. Damage to the metal deck is a regular occurrence during winter months.
- Facilities crew will conduct an extensive clean-up with an excavator on the areas outside the guardrail on the approaches March 12-13, as well as removal of the gravel in the toll plaza. Single lane closures will be required during the work, but delays are not expected.
- Port intern Fernando “Nando” Rodriquez has begun work assisting with bridge engineering and replacement research tasks. Nando is a top student and HRVHS and is excited to gain valuable engineering experience.



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SUMMIT STRATEGIES

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(202) 638-3307

Sarah Gimont
Government Affairs Assistant
SarahG@summitstrategies.us
cell 703.907.9052



PORT OF HOOD RIVER

Represented By:
HOBY STREICH, PRESIDENT, BOARD OF COMMISSIONERS
BRIAN SHORTT, VICE PRESIDENT, BOARD OF COMMISSIONERS
Accompanied by Hal Hiemstra

Contact Information:

President Hoby Streich cell	541-806-4629
Vice President Brian Shortt cell	541-400-0123
Hal Hiemstra cell	202-494-3104
Sarah Gimont cell	703-907-9052

SUNDAY, MARCH 11, 2018

6:00 PM - 8:00 PM **PNWA MISSION STRATEGY SESSION AND WELCOME RECEPTION**

MONDAY, MARCH 12, 2018

8:30 AM - 9:15 AM	PNWA BREAKFAST AND KICK-OFF SPEAKER
9:15 AM - 12:00 PM	PNWA GENERAL SESSION WITH SPEAKERS
12:00 PM - 1:00 PM	PNWA LUNCHEON AND SPEAKER
1:15 PM - 2:15 PM	IPNG MEETING

2:30 PM **SAMARA RESSLER, LEGISLATIVE ASSISTANT TO SENATOR PATTY MURRAY**
154 Russell Senate Office Building, phone Samara @ 202-224-2621

3:30 PM **BOBBY ANDRES AND TREVOR JONES, LEGISLATIVE ASSISTANTS TO SENATOR JEFF MERKLEY**
221 Dirksen Senate Office Building, phone Zarinah Mustafa @ 202-224-5244

6:30 PM **DINNER AT GHIBELLINA**
1610 14th St NW, phone @ 202-803-2389; reservation under Hiemstra

TUESDAY, MARCH 13, 2018

7:15 AM **DEPART FOR BREAKFAST & SENATE MEETINGS IN DIRKSEN G-11**
8:30 AM - 12:00 PM **MEET WITH NORTHWEST SENATE DELEGATION**

1:00 PM **PETER NARBY & BECCA WARD, LEGISLATIVE ASSISTANTS TO SENATOR JEFF MERKLEY**
313 Hart Senate Office Building, phone Peter @ 202-224-3753

6:00 PM - 8:00 PM **PNWA TASTE THE NORTHWEST RECEPTION (PNWA MEMBERS ARRIVE BY 5:30 PM)**
325 RUSSELL SENATE OFFICE BUILDING



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WEDNESDAY, MARCH 14, 2018

7:15 AM DEPART FOR BREAKFAST & HOUSE MEETINGS IN RAYBURN 2168
8:15 AM - 5:00 PM MEET WITH THE NORTHWEST HOUSE DELEGATION

9:00 AM **BEN BRUNS, LEGISLATIVE ASSISTANT TO CONGRESSWOMAN JAIME HERRERA BEUTLER**
1107 Longworth House Office Building, phone Ben @ 202-225-3536

THURSDAY, MARCH 15, 2018

8:30 AM - 9:15 AM PNWA BREAKFAST AND SPEAKER

9:00 AM **ROBERT MARINER, DEPUTY DIRECTOR AND JOHN AUGUSTINE DIRECTOR, OFFICE OF INFRASTRUCTURE
FINANCE AND INNOVATION, USDOT**
1200 New Jersey Ave SE, phone Veronica Pannell @ 202-366-4544

9:15 AM - 12:00 PM PNWA GENERAL SESSION WITH SPEAKERS
12:00 PM - 1:00 PM PNWA LUNCHEON AND SPEAKER
1:00 PM - 1:30 PM MISSION WRAP UP; 2018 PNWA MISSION ADJOURNS

2:45 PM **CONGRESSMAN GREG WALDEN; NOLAN AHERN AND RILEY BUSHUE, LEGISLATIVE ASSISTANTS**
2185 Rayburn House Office Building, phone Jenny Forrest @ 202-225-6730

Outstanding Requests:
Matt McCarthy (Legislative Assistant to Sen. Maria Cantwell)
The Office of Congressman Peter DeFazio
USDA

[View this message in a browser window.](#)



FOR IMMEDIATE RELEASE

February 26, 2018

Oregon Seeks Input as it Nominates Areas for Federal Opportunity Zone Designation

SALEM, OR—The Tax Cuts and Jobs Act of 2017 establishes a new federal tax incentive to encourage long-term investments in certain low-income communities. The "Opportunity Zone" designation allows private investment in these communities from new "Opportunity Funds."

Private investment from an Opportunity Fund within an Opportunity Zone may earn tax relief on both the capital gains invested in the fund, and gains generated through the investment by the fund. An Opportunity Zone is a low-income community census tract designation to be made by the U.S. Department of Treasury.

Each state's governor may nominate eligible census tracts already designated as a "Low Income Community" (LIC) by the federal New Market Tax Credit program. Low Income Communities are tracts with a poverty rate of at least 20% or with median family incomes that do not exceed 80% of area median income. Of Oregon's 366 eligible LICs, the state may nominate no more than 86 to be designated as Opportunity Zones.

"The Opportunity Zone program has the potential to be another tool to help grow Oregon businesses and spur investment in our state's rural or underserved communities," said Business Oregon director Chris Harder.

Business Oregon has created a [web page](#) with currently available information on the process, and a form to solicit input from the general public. Linked from that page is also a map to help communities locate eligible LIC census tracts. The map includes economic data that may be useful in identifying areas that could benefit from zone status as well as attract investment. The state of Oregon is also partnering with the Association of Oregon Counties, League of Oregon Cities, and each of Oregon's nine federally-recognized Tribal Governments to solicit local and tribal government feedback

The web page will also be continually updated as Business Oregon gets more information on the program from the U.S. Department of Treasury. To ensure Oregon meets nomination deadlines, all input is due by 5:00 pm on March 14, 2018.

More information at:

www.oregon4biz.com/Opportunity-Zones/

Contact : [Nathan Buehler](#) , 503-689-3559.

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Commission Memo

Prepared by: Michael McElwee
Date: March 6, 2018
Re: Waterfront Parking Pay Stations



If approved by the Commission, the Waterfront Parking Plan (“Plan”) would be implemented starting in summer 2018. The Plan assumes the installation of fixed, pay-to-park kiosks within designated portions of the waterfront. Staff has evaluated various products and recommends the pay stations manufactured by Cale as the most appropriate for this application. Cale pay stations are the same used throughout the City of Hood River, have all the needed capabilities, and have excellent strength and durability.

The attached quote from Cale summarizes the specific type, characteristics, and price of the recommended Cale pay stations. There is an 8-10 week delivery time. Port staff would install the concrete footings and Cale would carry out installation in early May.

RECOMMENDATION: Authorize purchase of nine parking pay stations and associated services agreement from Cale not to exceed \$77,504.41.

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Cale - Confidential Quotation
For: Port of Hood River



Quote Issued: February 5, 2018

Quote Expires: May 4, 2018

Quote Name: CWT (9)

General Information

Bill To:
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Contact:
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Prepared By:
Laura Lierz

Prepared For:
Michael McElwee

Equipment

Product Name	Quantity	Unit Price	Year One Total	Year Two Total	Year Three Total
CWTCC Pay Station <i>Color: Black</i> <i>Power: Solar or A/C</i> <i>Payment Methods: Credit/Debit Card</i> <i>Configuration: Pay and Display; Pay by Plate; Pay by Space</i> <i>Warranty: 13-month Hardware Warranty</i>	9	\$6,795.00	\$61,155.00		
Color Touch Display <i>Included in CWTCC unit price above.</i>	9				
30w Solar Panel Assembly <i>Included in CWTCC unit price above.</i>	9				
CWT Custom Paint Color <i>Port to provide Cale with custom color.</i>	9	\$350.00	\$3,150.00		
Receipt Paper (10 Rolls to a Box) <i>Standard White Paper, 10 Rolls per box</i>	3	\$250.00	\$750.00		
CWTCC Spare Parts Bundle B <i>Bundle includes ONE of the following -</i> <i>Main Board for CWTCC</i> <i>SD Card</i> <i>Printer Assembly</i> <i>3G Modem</i> <i>Display Assembly</i> <i>Core Chip</i> <i>Card Reader</i>	1	\$3,118.91	\$3,118.91		
Annual Total			\$68,173.91	\$0.00	\$0.00

On-Going Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
WebOffice Professional Edition <i>Includes:</i> Pay and Display; Pay by Plate; Pay by Space Configuration Maintenance alarms alerts to cell phone Pay Station Mapping (Google Maps) Reporting (standard and analytical) Credit Card Gateway Cellular Communication Fees 24/7 Support ** NOTE: Port will be invoiced April – October for pay station services. No invoices will be issued November – March as pay stations will be deactivated.	9	\$490.00	\$4,410.00	\$4,410.00	\$4,410.00
Online Permit Accounts Ability to issue codes for discounted or free parking.	1	\$120.00	\$120.00	\$120.00	\$120.00
WayToPark (Mobile Payment) <i>Includes:</i> Payment via iPhone or Android App Expiration Reminder Time Extension Integration with CWO for rates and reporting Convenience fee paid for by the parker or organization	1	\$0.35			
Text-Extend Messages Ability to extend parking session from phone. Convenience fee paid for by Port.	1	\$0.15			
PartSmart Parts Exchange Extended hardware warranty. Starts in year 2.	9	\$360.00		\$4,320.00	\$4,320.00
Annual Total			\$4,530.50	\$8,850.00	\$8,850.00

General Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
Project Management, Configuration, Training Cale to setup and configure Cale WebOffice and CWT Pay Stations. Cale will provide remote training for staff on how to use the back office solution.	1	\$750.00	\$750.00		
CWT Installation Cale will secure and level pay station to the ground and provide training, review preventative maintenance and trouble shooting Ground preparation is not included.	9	\$250.00	\$2,250.00		
Estimated CWT Shipping Actual shipping charges will be invoiced.	9	\$200.00	\$1,800.00		
Annual Total			\$4,800.00		

Total Costs

Year One Total	Year Two Total	Year Three Total
\$77,504.41	\$8,850.00	\$8,850.00

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Cale for the same products and services, if any:

Accepted by: _____ Date: ____/____/____

