

**Port of Hood River Commission**  
**Meeting Minutes of June 11, 2024 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 p.m.**

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

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**Regular Session**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring (arrived at 5:06pm), Mike Fox, Ben Sheppard, and Tor Bieker. **Staff:** Kevin Greenwood, Daryl Stafford, Ryan Klapprich, and Patty Rosas.

**ABSENT:** Debbie Smith-Wagar

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 5:00 p.m.

a. **Modifications, Additions to Agenda:** None

b. **Open Public Hearing on Approved Budget for Fiscal Year 2024-2025** – President Chapman opened the public hearing at 5:00 p.m.

c. **Public Comment:** None

**2. CONSENT AGENDA:**

a. Approve Minutes from the March 21, 2024 Regular Session

b. Approve Contract with Kapsch for Maintenance Services

c. Approve Resolution No. 2023-24-20 Adopting Communications Plan

d. Approve Resolution No. 2023-24-21 Setting Rates, Fees, and Charges

e. Approve Task Order No. 11 with PSquare for Tolling System Services

f. Approve Agreement and Two Task Orders with Radcomp for IT services

g. Approve Lease with Hood River Distillers in Maritime Building

h. Approve Amendment No. 2 with Columbia Gorge News in Marina West Building

i. Approve SDIS Insurance Renewal for FY 2024-25 Employee Benefit Program

j. Approve Accounts Payable to Beery, Elsner & Hammond

k. Approve Resolution No. 2023-24-22 Adopting Methods of Payment for Parking

l. Authorize Letter of Support for the Bridge Replacement Project

m. Approve New Project Coordinator Job Position

n. Approve Resolution No. 2023-24-23 Authorizing the Budget Transfer for the FY 2023-24 Budget

o. Approve Contract with Aviation Management Services for Managing and Evaluating the Airport

**Motion:** Move to approve Consent Agenda with noted modification to Consent Agenda item 2(o).

**Move:** Fox

**Second:** Bieker

**Discussion:** A correction was made to Consent Agenda item 2(o) to remove the text in parentheses on Exhibit A, line item II(5) of the contract (located in Board packet page 132). A discussion followed regarding how the employee benefit program is selected and the costs associated with the program.

**Vote:** **Ayes:** Chapman, Fox, Sheppard, and Bieker

**Absent:** Gehring

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:** None

**4. PRESENTATIONS & DISCUSSION ITEMS:**

- a. **Port Forming a 501(c)(3)** – Kevin Greenwood, Executive Director, discussed the possibility of forming a 501(c)(3) nonprofit organization to attract donations and apply for grants for various areas, including the airport and parks. Staff estimated the initial setup cost for the nonprofit to be around \$5,000. After a discussion, the Commission reached a consensus to proceed with establishing the 501(c)(3), focusing on a broad mission to include the airport and potentially expanding to include waterfront recreation in the future.
- 5. EXECUTIVE DIRECTOR REPORT:** Greenwood announced upcoming bridge lifts starting on June 24, which will be monitored by the Port’s mechanical and electrical engineer. Additionally, staff proposed extending the parking lot closer to the Maritime building to increase the number of parking spaces. The Commission discussed the proposal and decided to move forward with the additional parking spaces, ensuring that all necessary utilities are in place for future redevelopment of the area.

Greenwood also discussed the use of Marina Green for recreational use. Currently, the charge is \$15 for its use, but staff have received requests from recreation leagues, where teams are paying to participate. Staff recommended increasing the fee to \$25 per use to secure the schedule. The field remains free to those individuals dropping in.

The Centennial Bridge event is scheduled for October 6, with a bridge closure from 9:45 am to 12:45 pm. There will be a charge to participate, and no pets or bicycles will be permitted on the bridge. Greenwood mentioned the potential for a fun run across the bridge; however, concerns were raised about tripping hazards and liability issues. It was suggested that a walk might be a safer option due to the uneven deck and potential for injury. The Commission emphasized the need for adequate infrastructure to ensure participant safety.

The federalization of the existing bridge was also discussed, emphasizing the importance of not initiating any design or planning for its removal until after July 1, 2027. Commissioner Fox noted the need for careful consideration when building the foundation for the new bridge on the Oregon side, given the non-bedrock foundation of the current bridge and potential movement concerns. Greenwood mentioned that the North Apron easement negotiations with Terry Brandt are ongoing. Anne Medenbach, leasing agent, recommended installing windows in the Big 7 building, and staff are in the process of gathering quotes. Committee Assignments were also discussed. Lastly, Commissioner Fox recommended including two line items in WSP’s Progress Report: one for percent complete and another for percent spent.

- 6. COMMISSIONER, COMMITTEE REPORTS:**
- a. **Hood River-White Salmon Bridge Authority** – Commissioner Fox reported that the Biological Opinion has been finalized and the Memorandum of Agreement with the Umatilla is expected to be finalized soon as well.
- 7. Close Public Hearing on Approved Budget for Fiscal Year 2024-2025** – President Chapman closed the hearing at 5:47 p.m.
- 8. ACTION ITEMS:**
- a. **Approve Resolution No. 2023-24-24 Adopting the FY 2024-25 Budget** – Greenwood noted that the Dues and Memberships were reduced by \$10,000. Another change was to increase the capital outlay in the Administration Fund Maintenance division by \$85,000 for two trucks that were not acquired in the prior fiscal year.

**Motion:** Move to approve the budget for Fiscal Year 2024-2025 in the total amount of \$51,217,850 and hereby impose the property taxes provided for in the adopted budget at the rate of \$0.0332 per \$1,000 of assessed value of all taxable property within the district.

**Move:** Fox

**Second:** Sheppard

**Discussion:** None

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

**MOTION CARRIED**

**9. COMMISSION CALL:** None

**10. UPCOMING MEETINGS:** No Discussion

**11. CONFIRMATION OF DIRECTIVES:**


- a. Correct Consent Agenda item 2(o) to remove the text in parentheses on Exhibit A, line item II(5) of the contract (located in Board packet page 132).
- b. Staff to proceed with establishing the 501(c)(3), focusing initially on the airport and potentially expanding its scope in the future.
- c. Staff to move forward with the additional parking spaces near the Maritime Building, ensuring that all necessary utilities are in place for future redevelopment of the area.
- d. Have WSP include two line items in their Progress Reports: one for percent complete and another for percent spent.

**12. ADJOURN:** The meeting was adjourned by unanimous consent at 5:51 p.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary