

**Port of Hood River Commission
Meeting Minutes of August 7, 2012 Regular Session
Marina Center Boardroom
5:00 P.M.**

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Stephen Burdick, Mellissa Halseth and Liz Whitmore

Absent: None

Media: Ben McCarthy, Hood River News

1. CALL TO ORDER: President Jon Davies called the meeting to order at 6:51 p.m.
a. Modifications, Additions to Agenda: Move IGA with MCEDD to Action Items for discussion.

2. PUBLIC COMMENT: None

3. CONSENT AGENDA:

- Approve Minutes of July 24, 2012 Regular Session Meeting
- Approve Intergovernmental Agreement with the Mid-Columbia Economic Development District for Administrative Support Services Not to Exceed \$1,000
- Authorize Executive Director to Send the Nichols Basin Ped/Bike Path Public Works Funding Request to Hood River County for Consideration and Submission to the Mid-Columbia Economic Development District for Inclusion in the 2012 Community Economic Development Strategy Update
- Authorize the General Cleaning of Windows on All Port Owned Buildings by Gorge Window Cleaning in an Amount Not to Exceed \$3,740
- Authorize Contract with Alldredge Construction for Installation of a Disabled Ramp at the Marina Office Building #2 Not to Exceed \$3,850
- Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$9,753.40

Motion: Move to approve Consent Agenda as amended (move IGA with MCEDD to Action Items for discussion)

Move: Shortt

Second: Duckwall

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

MOTION CARRIED

4. Commissioner, Committee Reports:

- None

5. DIRECTOR'S REPORT: McElwee highlighted the following areas:

- Schedule – McElwee will be taking vacation the week of August 13. McElwee cannot attend the KIHR radio program August 20 at 8am. The Commissioners will decide which one of them will attend in his place and let staff know. The Urban Renewal meeting is scheduled for August 13, Shortt, Streich and McElwee will meet with City Manager Bob Francis to discuss the Urban Renewal Loan Funding for Portway Avenue.
- Staff & Administration – Staff will be working on restructuring the Bridge Working Group to refocus the topics on transit and to include more comments from the toll collectors. McElwee anticipates the group could begin to meet again in September.
- Waterfront Development – The Commission was provided with a financial summary of the Marina Office Building Upgrades. McElwee stated it was a challenging remodel. Commissioner

Streich asked the Commission to make an effort to be more involved with future construction projects.

- Airport – Reports were received from Century West for the Bicycle Path and Intersection Change related to the Orchard Road Vacation conditions received by the County. These should be the last of the conditions for the vacation. Staff is still waiting for a response from FAA regarding the funds transfers for the Runway Shift. Bids received will hold for 180 days. Construction may wait until spring depending on when confirmation of funds is received.

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Executive Director Fiscal Year 2012-13 Work Plan – McElwee explained the plan was to give direction to all staff and relates to the budget and strategic plan. Commissioners to provide comments or suggestions to McElwee.

7. ACTION ITEMS:

a) Authorize Contract with Link’s Sheet Metal for the Addition of Air Conditioning Capacity in the Big 7 Building Not to Exceed \$24,084: On the Electronic Assemblers floor of the Big 7 Building there are four overhead heating-only units. The primary function on this floor is the assembly of sensitive electronic components. Employees are now required to wear lab coats and are now more warm than normal. The tenant is requesting that the units be converted to heating and air conditioning units.

Motion: Move to Authorize Contract with Link’s Sheet Metal for the Addition of Air Conditioning Capacity in the Big 7 Building Not to Exceed \$24,084

Move: McBride

Second: Duckwall

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

MOTION CARRIED

b) Authorize the Contract with K & E Excavating, Inc. for the Runway Shift Project Not to Exceed \$3,292,638 and Authorize Issuance of a Notice to Proceed Upon Confirmation of FAA Funding: The approval of the contract and the Notice to Proceed would be contingent upon confirmation of funds from FAA, which is expected in 10-30 days.

Motion: Move to Authorize Contract with Link’s Sheet Metal for the Addition of Air Conditioning Capacity in the Big 7 Building Not to Exceed \$24,084

Move: Duckwall

Second: Streich

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

MOTION CARRIED

c) Approve Intergovernmental Agreement with the Mid-Columbia Economic Development District for Administrative Support Services Not to Exceed \$1,000: This was moved from the Consent Agenda because legal counsel pointed out that the indemnity language was missing from the agreement.

Motion: Move to Approve Intergovernmental Agreement with the Mid-Columbia Economic Development District for Administrative Support Services Not to Exceed \$1,000 Subject to Legal Counsel Review and Approval

Move: Streich

Second: Shortt

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

Abstained: Davies

MOTION CARRIED

8. COMMISSION CALL: Shortt went through all sites earlier in the day and all of them were packed with recreationists. He requested staff research installing information boxes at waterfront buildings to include lease opportunities. Davies said he was happy with the first cable park meeting.

9. EXECUTIVE SESSION: Regular Session was recessed at 7:19 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Legal Counsel. The Commission was called back into Regular Session at 8:14 p.m. The following action was taken as a result of Executive Session.

Motion: Move to Approve Amendment No. 2 to the Lot 3 DDA with Key Development to Extend the Closing Date by 45 Days

Move: McBride

Second: Duckwall

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

MOTION CARRIED

10. ADJOURN: President Davies adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission