

**Port of Hood River Commission
Meeting Minutes of December 11, 2012 Regular Session
Marina Center Boardroom
5:30 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, and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Steve Burdick, Fred Kowell, Liz Whitmore, and Laurie Borton

Absent: From staff, Mellissa Halseth

Media: None

1. CALL TO ORDER: Upon conclusion of the fall planning work session, President Jon Davies called the meeting to order at 5:30 p.m.

a) Modifications, Additions to Agenda: None.

2. Public Comment:

Heather Staten first commented on a topic from the work session regarding technology upgrades related to the BreezeBy process. Staten said she had been in the office that morning and during a 10 minute period she observed non-stop customer calls and visits and remarked to the Commissioners that it must drive the office crazy. Staten then commented on recreation site expenditures and revenues, suggesting that the Port should extend this accounting by analyzing the benefits created for the local economy in the way of jobs, retail sales, etc.

3. Consent Agenda: Commissioner Hoby Streich requested that the contract with Fire Dog Extinguisher Service be moved to Action Items for discussion.

- Approve Minutes of November 27, 2012 Regular Session Meeting
- Approve Contract Amendment #1 with Tinman Heating
- Approve Change Order No. 3 with Crestline Construction Company
- Approve Change Order No. 1 with K & E Excavating
- Approve Contract Amendment with Bear Inspection
- Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$9,371

Motion: Move to approve Consent Agenda as amended

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

4. Commissioner, Committee Reports:

Urban Renewal – Streich reported on the Agency’s December 10 meeting. The Portway Avenue II Improvements Intergovernmental Repayment Agreement that was approved by the Port Commission on November 27 was taken to the URA Board for approval. Streich noted the URA Board approved the Agreement; however, adjustments related to the dollar amount and interest rate were made. Executive Director Michael McElwee responded that the Agreement may need to come back to the Commission for re-approval.

5. Director’s Report: McElwee provided the following highlights:

McElwee informed the Commission there will be a meeting scheduled for next Tuesday, December 18. The TE-OBPAC grant application will be submitted by the December 13 deadline but funds will be requested for engineering assistance as we're not far enough along on the "Hood River Riverfront Trail Completion Project" to be considered for construction funding assistance. S & K Painting have completed the bridge painting project and lift span repairs. Development Manager Steve Burdick was acknowledged by McElwee for his management of the projects. A final, detailed report on the project will be provided by the Port's bridge engineer, HNTB. McElwee then commented that it had been two years since the Port participated in the annual Mission to Washington, D.C. Arrangements are now underway by Pacific Northwest Waterways Association (PNWA) for the 2013 trip that is scheduled for March 3-7. Davies inquired if a trip to D.C. at a different time would better serve the Port for more personal visits. Commissioner Brian Shortt responded that even though meetings may be with junior staff, it's a good opportunity to get totally saturated with government by hearing agency discussion, Q&A session, briefing statements, etc. Davies then suggested a trip to Salem might be appropriate.

6. ACTION ITEMS:

a) Authorize Lease with Shed World Headquarters, dba Kayak Shed, from November 1, 2012 through May 31, 2013: McElwee commented this lease is for over-winter storage. He reported the City has a concern about the recreation use in a light industrial zone but that in a conversation with Planning Director Cindy Walbridge the use will be allowed for this next season. In 2013 there will be two agreements-- a land lease with the Kayak Shed and a separate concession agreement with Gorge Kayak School.

Motion: Move to Authorize Lease with Shed World Headquarters, dba Kayak Shed, from November 1, 2012 through May 31, 2013

Move: Duckwall

Second: McBride

Discussion: Because of the City's concern regarding whether the use is allowable, there was consensus that agreement language should be reviewed prior to issuing the 2013 land lease and concession permit to include verbiage that agreements are conditional upon City approval.

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

MOTION CARRIED

b) Authorize Transfer and Novation of Lease and Airport Hangar Agreements between the Port and Cascade Natives, Inc. and Aero Spray, LLC and Amendment #4 to the Lease with Cascade Natives, Inc., Subject to Legal Counsel Review and Approval: Burdick reported a purchase had been negotiated between the Shearers (Aero Spray) and Dwayne Troxel, dba Cascade Natives. Troxel has requested that the Port, at its expense, do some patching and seal coat repairs at the hangar site. Troxel also requested that the agreements be changed to reflect individual signatures of instead of their business name. Mr. Troxel was in attendance and was asked to speak about his business venture. Streich inquired if the Fixed Base Operator (FBO), Classic Wings Aero Services, had any concerns about Troxel's plans for aircraft maintenance. Burdick and Troxel both indicated the FBO is supportive as Troxel's aircraft maintenance will be on helicopters and maintenance performed by the FBO is on fixed-wing aircraft.

Motion: Move to Authorize Authorize Transfer and Novation of Lease and Airport Hangar Agreements between the Port and Dwayne and Jeanne Troxel, and Aero Spray, LLC and Amendment #4 to the Lease with Dwayne and Jeanne Troxel, Subject to Legal Counsel Review and Approval

Move: McBride

Second: Duckwall

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

MOTION CARRIED

c) Authorize Contract with Fire Dog Extinguisher Service to Install 18 Fire Extinguishers at Airport T-Hangars Not to Exceed \$2,495: Streich said that he pulled this item for discussion because he was not happy to learn that some T-Hangar tenants were not in compliance with the lease agreement requirement to have a mounted fire extinguisher inside their hangar. Streich said the purchase cost of the extinguishers should be spread among those tenants not in compliance. Burdick said these fire extinguishers will be mounted on the exterior of the hangars for added safety and that all tenants will still need to meet the lease requirement. Burdick also commented that when the 2013 rate notice was mailed, tenants were advised of deficiencies and that their lease would renew upon receipt of affirmation that deficiencies documented in the Fire Marshal's inspection were corrected. Staff was directed to re-inspect the hangars in January or February 2013.

Motion: Move to Authorize Contract with Fire Dog Extinguisher Service to Install 18 Fire Extinguishers at Airport T-Hangars Not to Exceed \$2,495

Move: Streich

Second: McBride

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

MOTION CARRIED

7. COMMISSION CALL: Streich said the fall planning work session was superb and complemented staff for a job well done. Shortt said he was aware of a problem with transient use of the Marina parking lot restrooms for overnight accommodations. Burdick responded that the Oregon State Marine Board had given permission for the restrooms to be locked from dusk to dawn to prevent vandalism. Commissioner Rich McBride reported that he'd been crossing the bridge daily and noticed a considerable difference in the lift span crossing since repairs had been made. McBride also noted the Waterfront Recreation Commission and 'high water' sub-committee would meet tomorrow to review an operations plan for the Event Site. McBride advised that big changes should be expected and that the High Water Plan would be brought to the Commission for discussion. Commissioner Fred Duckwall also commented on the fall planning session by saying staff reports were good and he thanked McElwee for the quality of staffing on board at the Port. Davies reminded the Commissioners about the office potluck on Thursday, December 20 and encouraged all to attend.

9. EXECUTIVE SESSION: At 6:20 p.m., President Davies called the Commission into Executive Session under ORS 192.660(2)(e) Real Property. At 6:35 p.m. Davies called the Commission back into Regular Session. No action was taken as a result of Executive Session.

10. ADJOURN: President Davies adjourned the meeting at 6:35 p.m.

Respectfully submitted,

ATTEST:

Laurie Borton

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission